Broad Street Elementary School
Student Handbook
2026-2027

255 West Broad Street
Gibbstown, NJ 08027
Phone: 856-224-4900 x 1131
Fax: 856-302-9929

BROAD STREET SCHOOL MISSION STATEMENT

"It is our daily mission to help ourselves and others become responsible problem-solvers and planners; to treat ourselves and others with respect and dignity. Winning ways move us all forward!"

SCHOOL HOURS

School hours are from 8:20 AM to 3:20 PM except for early dismissal days, which are from 8:20 AM to 12:20 PM. Preschool hours are from 9:00 AM to 3:10 PM. Walkers and bike riders are not permitted in the school building before 8:20 AM. Students arriving at school after 8:35 AM will be considered tardy.

ADMINISTRATION

Mrs. Alisa Whitcraft-Principal



Disclaimer

All information contained herein is as of September 1, 2026. Changes can occur through administrative/Board of Education action.

GREENWICH TOWNSHIP SCHOOL DISTRICT
2026-2027 SCHOOL CALENDAR
Approved 4/29/2026

SEPTEMBER 19 + (2)

M	T	W	T	F		
	1	2	3	4	1-2- In-Service Days	12-In-Service Day
7	8	9	10	11	3- First Full Day- Students	15- School Closed- President's Weekend
14	15	16	17	18	7- School Closed- Labor Day	
21	22	23	24	25	9- BSS Back to School 6:00 – 7:30	
28	29	30			10- NMS Back to School 6:00 – 7:30	

FEBRUARY 18 + (1)

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

OCTOBER 21 + (0)

M	T	W	T	F		
			1	2	5- Progress Reports	1-Progress Reports
5	6	7	8	9	12- School Closed- Columbus Day	25- 29 School Closed- Spring Break
12	13	14	15	16		
19	20	21	22	23		
26	27	28	29	30		

MARCH 20 + (0)

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

NOVEMBER 17 + (0)

M	T	W	T	F		
2	3	4	5	6	5-6- NJEA Convention	6-Marking Period 3 Ends
9	10	11	12	13	10- Marking Period 1 Ends	16-In-Service Day
16	17	18	19	20	23- Conferences 6:00-7:30	
23	24	25	26	27	24-Conferences BSS 1:30-3:30 Conferences NMS 1:00-3:00	
30					25-Early Dismissal	
					26-27 Thanksgiving Break	

APRIL 21 + (1)

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

DECEMBER 17 + (0)

M	T	W	T	F		
	1	2	3	4	14- Progress Reports	7- Progress Reports
7	8	9	10	11	23-Early Dismissal	28-In-Service Day
14	15	16	17	18	24-31-Winter Break	31- School Closed- Memorial Day
21	22	23	24	25		
28	29	30	31			

MAY 19 + (1)

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

JANUARY 19 + (0)

M	T	W	T	F		
				1	1- New Year's Day	
4	5	6	7	8	1-Winter Break	11- Last Student/Staff Day
11	12	13	14	15	4-Classes Resume	11- Marking Period 4 Ends
18	19	20	21	22	18- Martin Luther King, Jr. Day	18-Juneteenth
25	26	27	28	29	26- Marking Period 2 Ends	

JUNE 9 + (0)

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

= School Closed (Staff/Students)
= Early Dismissal (no lunches served)
= Full Day In-Service (school closed for students)

180 Student Days
185 Teacher Days

*NOTE: Days missed due to inclement weather will be made up in the following order: June 14, June 15, June 16
If there is any change in the regular schedule, the date of graduation may move and the cafeteria menu may be altered.

BROAD STREET SCHOOL WEBSITE AND SOCIAL MEDIA

Information about the Broad Street School can be found at www.gtsdk8.us. The link to Oncourse can also be found on the website; OnCourse can be used to access your child's grades, attendance, assignments, and more. If you have not received your password, please contact the main office at 856-224-4900 ext. 1131 for your password.

AFTER-SCHOOL ACTIVITIES, DANCES, ALL OTHER AFTERNOON/EVENING EVENTS

Students attending or participating in ANY event after regular school hours (8:20am-3:20pm) are required to be in school on the same day for the minimum number of hours (4) required by the state of New Jersey on their regular scheduled school day. This includes but is not limited to sports events, dances, skating parties, performances, etc.

Broad Street School values the development of extra-curricular activities and classes for their positive and meaningful contribution to the lives of our students. The student body of Broad Street School relies upon the positive contribution of its advisors. Club and Activity advisors, in promoting their co-curricular agendas, engage in worthwhile activities that positively enhance the life and overall character of the Broad Street School student body.

- Each club will meet throughout the school year.
- Transportation will not be available. Parents and guardians will need to pick their child up at 4:15pm at the rear of the school.
- Each club has a maximum number of students for enrollment. This varies based on the club and location for services.
- Due to clubs having a waiting list, any student who misses **3 unexcused absences** will be removed from the club. This will allow students on the waiting list to attend the club.
- If a student misses an after-school club due to a disciplinary infraction, this does count towards the **3 absences**.
- Students must adhere to the code of conduct in all after school activities. Infractions are subject to removal from the activities.

ATTENDANCE

New Jersey State Statute 18A:38-25 requires children between the ages of six and sixteen to attend school daily. The educational program offered by the Greenwich Township School District is based upon pupil participation in classroom activities and requires continuity of instruction. Regular contact of pupils with one another and teachers in the classroom and their participation in well-planned instructional activities are vital to their development. Aside from absences for medical or religious reasons, it is imperative that students attend school daily. Any student who is picked up from school before 12:20pm on a full day or is picked up early on a day with early dismissal or picked up before 2:20pm on a two-hour delay will be marked absent from school.

Notice of Absence: The parent or adult guardian of each pupil:
1. Call the school nurse's office at 856-224-4900 extension 1113 on the morning of the absence by 9:00 am.

2. Those who anticipate future/prolonged absence should notify the principal.
3.If we do not hear from you regarding your student being absent, our school nurse may call home.

A doctor's note will be required for an absence to be excused. Handwritten parent notes will not be accepted.

Examples of Excused Absence: This information must be provided within 10 school days for each absence, or it will not be accepted.

1. Pupil's illness, as evidenced by a doctor's note, or a student is sent home by the school nurse.
2. A death in the immediate family when accompanied by appropriate documentation.
3. Observance of pupils' religion on a day approved for that purpose by the State Board of Education.
4. Participation in Take Your Child to Work Day.
5. The pupil's suspension from school.
6. The pupil's required attendance in court.
7. Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day. Students will need to submit a doctor's note upon return to school.

Unexcused Absence is a pupil's absence for all or part of a school day for any reason other than those listed above. Absence is not excused for the following illustrative reasons (this is not inclusive):

1. Employment other than school-approved work assignments
2. Performance of household or babysitting duties
3. Family vacations

Anticipated Absence
If you know that your student is going to be absent from school for 3 or more days due to a family vacation or other reasons, please fill out the anticipated absence form. This link can also be found on our website under the parents tab.

Consequences for Attendance Violations:
1. Pupils may be denied participation in extracurricular activities if their attendance fails to meet the standards.
2. The district will send attendance letters for 3 days, 6 days, and 9 days.
3. When a pupil under the age of sixteen is absent without excuse for more than 10 school days in any one school year, the principal shall inform the Chief School Administrator for possible prosecution in municipal court according to N.J.S.A. 18A:38-27 et. seq.
4. A pupil who has been tardy to school or class four (4) times may be assigned a consequence per the code of conduct**.**

BREAKFAST AND LUNCH PROGRAM

Breakfast is offered every day during homeroom from 8:20 – 8:37 AM. Lunch is offered every day except on early dismissal days. Snacks are permitted on early dismissal days.

BUSES

Riding the bus is a privilege that must not be abused. If the privilege is abused, a student may be suspended from the bus for a short or extended period of time. Bus problems relating to discipline, traveling from home to the bus, at the bus stop, or on the bus must be referred to the principal. All other problems are referred to the Transportation Coordinator at 856-224-4900 ext. 2120.

A parent or the child's caregiver is to be at the child's bus stop. If a designated person is not present at the bus stop, the child will not be permitted to exit the bus. The student will be returned to the school, and a parent will need to immediately pick up their child. For the first offense, the parent will be given a written warning of the infraction. An additional occurrence will require a meeting with the Principal regarding next steps. Future infractions may result in the loss of transportation privileges.

CELL PHONES/ELECTRONIC EQUIPMENT OR USE OF INTERNET-ENABLED DEVICES

Per Chapter 195 Law-Use of internet-enabled devices

Electronic Equipment – Any electronic equipment (MP3, iPods, DS games, cellphones, smartwatch, etc.) brought to school is the responsibility of the student. All electronic equipment should be turned off and stored in a locker during the school day. Wearable electronic devices are permissible (Ex: Apple Watches) but may NOT be used as a communication or media device during the school day. Bluetooth earbuds cannot be used or worn in the hallway at any time.

Cell Phones – All cell phones must be placed away upon entering the building. Cell phones are not to be used for social media, photography, recording (voice or video), or to contact others during the school day without prior authorization from a staff member. Violation of this rule may result in discipline and/or confiscation of the phone. Safekeeping of the cell phone is the student's responsibility, and the school cannot be held liable. Administration and staff will not be held responsible for any lost or stolen electronic devices. Students bring these items to school at their own risk. Telephones are available in the main office for students in case of an emergency or for other phone calls needed.

If parents need to contact a student during the school day, they are to contact the school office for assistance. If students need to make a phone call during the school day, they must use a school phone in the main office, which is made available to students with appropriate permission.

CHAIN OF COMMUNICATION GREENWICH TOWNSHIP SCHOOLS

This document is designed to offer you the most effective way to resolve any issue you may encounter with your child's educational experience. Please follow these important steps in our staff hierarchy to ensure your concern is handled efficiently.

On matters involving Instruction at your child's School:
1. Classroom teacher
2. Case manager, if your child has an IEP
3. School counselor
4. Principal
5. Superintendent
6. Board of Education

On matters involving student discipline at your child's school:
1. Classroom teacher
2. Case manager, if your child has an IEP
3. Principal
4. Superintendent
5. Board of Education

On matters involving student social, emotional, and behavioral concerns:
1. Classroom teacher
2. School counselor or case manager if your child has an IEP
3. Principal
4. Superintendent
5. Board of Education

On matters involving IEP and Special Education services:
1. Classroom teacher
2. Case manager
3. Child Study Team Supervisor
4. Principal
5. Superintendent
6. Board of Education

On matters involving facilities or buildings & grounds:
1. Buildings and Grounds Supervisor
2. Business Administrator
3. Superintendent
4. Board of Education

On matters involving School Security:
1. School Safety Specialist
2. Principal
3. Superintendent
4. Board of Education

CHANGE OF ADDRESS OR PHONE NUMBER

For the safety of your child, it is vital that the school office be notified immediately when you change your address, telephone number, emergency number, place of employment, contact information, and phone/cell number of either parent/guardian during the school year. Please contact the main office at 856-224-4900 ext. 1131. Parents and guardians can also update this information in Oncourse.

CHROMEBOOKS

Broad Street School has a 1:1 Chromebook initiative for all of our students. This initiative has been a huge success and continues to exceed our expectations as we provide our students with technology-rich environments to be engaged and successful members of a digital society and workforce. These devices will be charged and stored at school each night.

Financial Responsibilities for Chromebook Repair

As a parent or guardian of this student, you will be required to sign a Technology Agreement for our 1:1 Chromebook Initiative. By signing the Agreement, I acknowledge that I will be held accountable for:

- Rules and regulations outlined for care, maintenance, and student responsibility of District-Issued Devices apply to all Greenwich Township-issued technology, including desktop computers, iPads, laptops, etc.
- Violation of the Student Code of Conduct, Computer/technology offenses will be addressed through the Code of Conduct. This includes, but is not limited to, minor infractions (playing games, chatting, etc.) or major infractions (hacking, identity theft, hijacking someone else's account, etc.).
- The financial burden of repairs due to damages caused by my child in the following areas:

PART / COMPONENT COST

- District Issued Device Screen $174
- District Issued Device Keyboard $99
- Unit Replacement $315

DISMISSAL-Bus, Car Rider, Walker

ALL students are to leave school the same way they arrive and go directly home.
- Students are not allowed to remain on the school grounds after hours.
- Students should not go to a friend's home without the express written approval from both sets of parents submitted in writing to the building Principal for consideration.
- If a student is a walker, parents should go over the importance of taking the same route daily and arriving home as quickly as possible.

-Walkers should always travel with a "buddy".
-If students are picked up, a written note should be submitted to the Principal's Office for approval. It should specify by whom the child will be picked up. The student must be signed out by that person in the Principal's Office.

HEALTH SERVICES

Accident/Illness

If a student should be injured or ill, the following procedures will be used:
1. Students who become ill or have an accident during school hours should report to the school nurse or the principal's office. If he/she cannot physically go, the teacher shall contact the school nurse or the principal's office for assistance.

2. If the injury or illness warrants, the school nurse or the principal's office will contact the home or emergency contact designated by the parent/guardian (*See note below).

3. In the event of a serious injury or illness, the nurse or designee will accompany the child to the nearest hospital via ambulance. School authorities will contact the parent/guardian. Any student with crutches, slings, casts, collars, splints, and/or braces is not to be in school without a note from the doctor.

***NOTE**: You must complete and return the emergency cards sent home with your child. This information is crucial in contacting you or your designated emergency contact person in an emergency. Please notify the school nurse or the principal's office anytime if you have a change in home, work, or emergency telephone numbers.

Medications Taken at School

According to Greenwich Township Board Policy #5330, the following guidelines must be adhered to for your child to have medication during school hours:
1. Only those medications that are necessary for your child should be taken at school.

2. Only the school nurse and/or the student′s parent/guardian may give medication during school hours.

3. A physician′s note stating the following:

-Name of medication
-Dosage(s), time, and method of administration
-The length and frequency of administration must be provided to administer medications at school.

4. The medication must be in the original prescription or over-the-counter container and brought in by a parent/guardian. A student may NOT carry medication to school or carry it with him/her during school hours or school functions (see exception below).

Exception: Self-administration of medication is permissible ONLY for those students in need of medication for life-threatening conditions, such as asthma or severe allergic reactions. Please contact the school nurse for information.

Controlled Dangerous Substances

- The Greenwich Township Board of Education recognizes its responsibility to ensure continuing cooperation between school staff and law enforcement authorities in all matters relating to the use, possession, and distribution of controlled dangerous substances on school property.
- The administration reserves the right to search/seizure when there is a reasonable belief that some material that is detrimental to the health, safety, and welfare of the student(s) exists.
- Emergencies may necessitate a search/seizure with or without the student's knowledge or consent. Wherever possible, the student should be aware of a search of the property assigned to him. In the absence of a student, a second party shall witness any search.

HARASSMENT, INTIMIDATION, AND BULLYING

Greenwich Township School District strives to provide students with the highest conditions for learning by preserving a school community where each student is treated with respect and no one is physically or emotionally harmed. To ensure respect and prevent harm, it is a violation of district policy for a student to be harassed, intimidated or bullied by others in the school community, at school sponsored events, on a school bus or when such actions create a substantial disruption in or substantial interference with the orderly operation of the school.

The Greenwich Township School Board of Education and administration believe that educating children is a shared responsibility between the parent/guardian and the school community. Students will not be harassed because of their race, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, mental or physical disability, or other distinguishing characteristics.

As per New Jersey Statute, Title 18A:37-1 through 19, the consequences for any student who commits acts of harassment, intimidation, or bullying may range from behavioral interventions up to and including suspension or expulsion. However, the Chief School Administrator may modify a student's removal on a case-by-case basis. In addition, the appropriate law enforcement agency may be notified.

To ensure that the harassment, intimidation, and bullying policy is understood, please read the district policy online at www.gtstk8.us. To report an incident of harassment, intimidation, and bullying, please download a HIB reporting form from the district website and submit it to the main office or guidance office. If you have questions or concerns regarding an HIB case or the district policy, please contact:

Mrs. Stacy Podolski, HIB Specialist
Broad Street School
(856) 224-4900 ext. 1136
spodolski@gtsdk8.us

The 10 Steps of the HIB Complaint and Investigation Process

A school is required to take specific steps when HIB is reported. For information on the Greenwich Township School Board's HIB policy 5131.1, please visit the website www.gtsdk8.us under the HIB policy.
The steps a school district and school must take when addressing a suspected incident of HIB are provided below. These steps can be found in *N.J.S.A.* 18A:37-15 of the ABR:

Step 1: The Verbal Report – All reports of HIB acts must be reported to the principal the *same day* the incident occurs when a school staff member, a contractor, or a volunteer:

- Personally witnesses an act of HIB; or
- Receives reliable information indicating that a HIB act occurred.

Parents, students, and others also may make verbal reports. However, the HIB specialist or principal may provide you with the HIB 338 Form.

Step 2: Parent Notification – As soon as possible following any verbal report of HIB to the principal, the principal must inform the parents of all suspected student offenders and suspected student victims. If it is appropriate to the situation, the principal may discuss the availability of counseling and other intervention services.

Step 3: The Investigation – After receiving the verbal/written report, the principal, or his or her designee, in consultation with the anti-bullying specialist, makes a preliminary determination as to whether a reported incident or complaint, assuming all facts presented are true, is a report within the scope of the HIB law. If so, the principal or the principal's designee must start an investigation of the act. The school anti-bullying specialist investigates coordination with the principal.

Length of Investigation – The investigation should be completed as soon as possible, but must be completed no later than *10 school days* from the date of the *written* report (see Step 4: The Written Report below). During the investigation:

- The principal might appoint other school staff to help with the investigation, and
- The administrator might administer discipline or take other steps under the board of education's anti-bullying policy or code of student conduct if the facts show there is enough information to do so.

Step 4: The Written Report – Within *two school days* of the verbal report, the school employee, contractor, or volunteer must also report the act of HIB to the principal, in writing. The written report requirement does not apply to parents.

Step 5: The Investigation Report – Within *two school days* of the completion of the investigation, the results of the investigation must be reported to the CSA.
Amending the Investigation Report (Depends on the Facts): If there is information related to the investigation that is received after the 10-school-day deadline, the ABS may amend the original results of the report to include the information. There is no deadline for making an amendment to the report. The district would make a decision on the way to respond to the additional information, depending on the facts.

Step 6: CSA Actions – Based on the investigation report, the CSA may choose to take any one of the following additional actions:

- Impose discipline
- Provide intervention services
- Create training programs to reduce HIB, improve school climate, and make the school safer and

more accepting of all students
- Order counseling or other services
- Take any other actions necessary to address the incident or reduce HIB in the schools

Step 7: The CSA's Report to the Board of Education – The CSA must report the results of the investigation and any actions taken to the Board of Education by its next meeting following the completion of the investigation.

Step 8: Information to Parents – Within *five school days* after the results of the investigation are reported to the board of education, the school district must provide each parent with information about the investigation pertaining to their student that is limited to the following:
- The type of investigation that was conducted
- Whether or not the district found evidence of HIB, as defined in the ABR, and
- Whether or not discipline was imposed or services were provided to address the HIB.

Limited Information and Student Privacy Laws: Due to student records and privacy laws and regulations, parents are only entitled to review their child's educational records; a parent is not entitled to view the records of other students. This means that parents are not permitted to receive the entire HIB investigation report if it in any way would identify a student other than their own. If parents believe they are entitled to more information than has been provided by the school district, parents may request a hearing before the board of education. The process for the board hearing and other options available to parents are explained in the following section (Based on 20 *U.S.C.* §1232g, the *Family Education Rights and Privacy Act*, and *N.J.A.C.* 6A:32-7, Student Records).

Step 9: Optional Hearing or Appeal – Parents may request a hearing, no later than 60 calendar days after the parent or guardian receives written notice of the outcome of the investigation. Parents have the right, but are not required, to request a hearing with the board of education if they are unsatisfied with the investigation findings or any other actions taken by the school or school district. If the parent requests this hearing, it must be held within 10 days of the parent's request.

Step 10: Board of Education Decision – At the board of education's *next meeting* following its receipt of the CSA's report (Step 7), the board must produce a decision, in writing. The decision must either uphold, reject, or change the CSA's decision.

I&RS (INTERVENTION & REFERRAL SERVICE)

An I&RS team is one of the many resources used to intervene with student problems or concerns before the Child Study Team (CST) evaluation. Areas addressed are academic, behavioral, or health-related.

The Intervention and Referral Services (I&RS) for general education students is intended as a primary way in which general education teachers or specialists can assist a student who is at risk for school problems within the general education environment. I&RS programs are not intended to replace traditional methods or resources for helping students to function effectively in school. Rather, they exist primarily to focus on particular student problems using available resources within the general education environment.

The term intervention is used when teachers and other school personnel study and creatively solve educational issues that place a student at risk for school failure. Using a team approach that also significantly involves parents, each school carefully considers the needs of students who are identified as "at risk" for learning, behavior, and health problems. After careful consideration, strategies are put in place to work with the student and effectively address the issues at hand.

I&RS PHASES

1. Request for Assistance
2. Information Collection
3. Parent/Guardian Notification and Participation
4. Problem Solve
5. Develop I&RS Action Plan
6. Support, Monitor, and Continue the Process
7. Problem resolved or referral to CST

For more information, contact Mrs. Stacy Podolski, Guidance Counselor.

LATENESS

Students are expected to report to school on time. Lateness to school will be excused following the same criteria for excused absences (See Excused Absences). All other reasons for lateness will not be excused. Students must be in their homeroom by 8:35 AM to avoid being marked absent or late. Any student not in their homeroom by 8:35 AM will be sent to the office to sign in and receive a "Late Pass". Students will not be readmitted into class without this slip.

LOST & FOUND

In the event that you lose something, please check the lost and found located outside the cafeteria. Should you find something around the building belonging to someone else, please take it to the lost and found. Items will be held until the end of each marking period.

PROGRESS REPORTS AND REPORT CARDS

With parental access to Oncourse, Broad Street School has electronic progress reports and report cards. Parents and guardians have 24/7 access to their child's grades. Households without Internet or anyone desiring a paper copy may obtain one by contacting the Main Office at 856-224-4900. We will send out the date that these become live for each marking period throughout the school year.

PROHIBITED ITEMS NOT TO BE IN SCHOOL

Items that could possibly interfere with the instructional program are prohibited INCLUDING, BUT NOT LIMITED TO POSSESSION OF, THE FOLLOWING:

Balloons, flowers, and/or gift deliveries
Personal Laptops
Laser Pointers
Cameras
Computer Games
Matches/Lighters
Toy Guns/Water Pistols
Noise makers
Paraphernalia
Open Containers, Alcohol
Illegal Substances
Weapons (including pocket or pen knives)
Vapes/Juul or any other similar type of Cigarettes/"Snuff"/"Dip"/or other tobacco products

Disciplinary actions will follow the Greenwich Township Board Policies
*See Substance Abuse Policy & Weapons Policy for disciplinary action

Items deemed inappropriate that cause a distraction or interfere with the educational process may be confiscated and will be returned to parents ONLY. As per law, possession of a toy gun will result in suspension and legal action.

The school will ban anything it deems to be disruptive and distracting to the educational process of others including but not limited to the above. In addition, the school reserves the right to amend the above at any time.

RESOURCES

The New Jersey Youth Helpline, 2NDFLOOR, is a toll-free, anonymous, and confidential helpline available 24 hours a day, 7 days a week, 365 days a year to all New Jersey young people, ages 10 to 24. Youth can call 2NDFLOOR at 1-888-222-2228 to speak with professionals. Visit www.2NDFLOOR.org for more information.

RIDING BICYCLES TO SCHOOL

Riding a bike to school is a privilege and requires a permission slip that can be obtained from the office. Students are required to wear a helmet and have a permission slip on file in the main office. Students must be in grades 3rd-5th.
The student shall:

- **Make sure the bike is operating properly.**
- **Ride directly to the school in the morning and directly home after school.**
- **Properly park and lock the bike on the bike rack.**
- **Do not loiter or perform tricks on school property.**
- **Comply with all state safety and riding regulations, including wearing a helmet, which is mandatory.**

Failure to follow any of these regulations will result in permission being revoked. Broad Street School is not responsible for theft or vandalism.

*Important – Bicycling in New Jersey is regulated under Title 39 of the Motor Vehicle and Traffic Regulations Laws. As per Title 39:4-10.1 – In New Jersey, anyone under 17 years of age who rides a bicycle or is a passenger on a bicycle, or is towed as a passenger by a bicycle, must wear a safety helmet.

SCHOOL EXPECTATIONS

1. No student should have gum or candy in school or on the bus.
2. Students are expected to be on time and prepared for all classes. Chronic lateness may result in consequences per the code of conduct.
3. Students in grades 2nd-5th are encouraged to utilize lockers for the storage of their belongings and school materials. Use of the locker at arrival, before and after lunch, and at dismissal is designed to limit the weight placed on students.
4. Book bags and backpacks may be stored in lockers during the school day unless utilized to carry academic materials.
5. Dress code regulations must be followed at all times, including school functions, field trips, and dances.
6. Cell phones must be away. See the Electronic Equipment/Cell Phone section for more information.

SEARCH AND SEIZURE

Searches may be conducted of students' personal effects and belongings when school administrators have reasonable suspicion to believe that a student is in possession of or has drugs, drug paraphernalia, weapons, stolen property, contraband, alcoholic beverages or other dangerous substances or objects. "Reasonable suspicion" shall mean suspicion based on statements of concern by staff or students, and/or a physical condition or behavior that indicates possible substance abuse or possession. This includes, but is not limited to, a student's backpack, purse, gym bag, locker, or vehicle on school property. A student refusing to cooperate in searches or impeding a search will be subject to disciplinary action and possible police involvement in the incident.

SIGNING STUDENTS IN AND OUT

Any time a student is leaving school and is not riding the bus, the student must be signed out by whoever is picking him/her up

- It is recommended that a parent/guardian notify the Principal's Office in writing or call when they plan to remove their child from school before the end of the regular school day. For a student to be released early from school, the parent/guardian must come to the school and sign the student out.
- If another adult (relative or close friend) will be picking up the student instead of the parent, the parent **must** communicate in writing the name of the adult to the office before the release of the student. The same sign-out procedure will be followed.
- If a student is being picked up at the end of the day, the parent/guardian should notify the Principal's Office in writing or by calling. The parent/guardian must come to the school and sign the student out.
- To help make this process run smoothly, parents and guardians are encouraged to keep the yellow student information card in the main office up to date with contact information and approved adults for student pick-up.

STUDENT DRESS CODE GUIDELINES

1. All tank top straps must be a minimum of three fingers wide.
2. No bare feet, unsafe footwear, cleated shoes, or footwear intended for the beach.
3. All footwear must cover the top of the foot with fabric and/or material.
4. All skirts, dresses, shorts, and pants must be fingertip length with a pointer finger as the measuring finger.
5. No extremely low-cut, tight-fitting, or transparent clothes, or bare midriffs.
6. Garments or accessories imprinted with the following are unacceptable:
    - double meanings
    - crude phrases or drawings
    - drawings or slogans that promote the use of drugs, alcohol, and/or inappropriate conduct
    - profanity or sexual references
    - slogans or drawings advocating violence
7. No ripped or tattered clothing.
8. Pants must be worn at the waist. Colored pantyhose or patches must be behind each hole, higher than mid-thigh in length.
9. No undergarments worn as outer garments.
10. No sleepwear – i.e., pajamas and slippers.
11. No sunglasses.
12. Hats are not permitted unless for a school-wide spirit day or religious/cultural reasons.

The above dress code also applies when attending a school-sponsored dance, field trip, or similar activity. Students who violate the dress code will be sent to the Principal for appropriate action (see discipline code).

STUDENT PROGRESS

Progress Reports

Progress reports will be generated electronically halfway through each marking period. Upon viewing these reports, parents/guardians are encouraged to confer with the child's teacher to determine what can be done to bring about improvement. Electronic report cards will be generated at the end of each marking period. In Grades 2-5, numerical grades are used to report a student's progress in all subject areas. Below is the grade scale:

Numerical Value	Letter Grade	Standing
90-100	**A**	**Excellent**
80-89	**B**	**Above Average**
70-79	**C**	**Average**
65-69	**D**	**Below Average**

0-64	F	Failing

Formative Assessment/Quizzes: Designed to provide feedback to inform the teacher and student during the learning process. As an assessment for learning, formative assessments/quizzes provide students with clear learning targets, examples, and models of strong and weak work, regular descriptive feedback, and the ability to self-assess, track learning, and set goals. May include, but not be limited to, classwork, journals, quizzes, quick writes, graded warm-up activities, minor writing assignments, daily or weekly assignments, minor projects, and exit slips.

Summative Assessments/Tests/Projects: Cumulative evaluations are used to measure student learning after instruction to determine whether students have met the specific long-term learning goals and outcomes outlined in the curricula. May include, but is not limited to, tests, major projects, final writing assignments, and quarterly assessments.

Criteria for Retention

Retention may be considered for a student failing:

Two major subjects (Language Arts, Math, Science, Social Studies) OR one major and two minor subjects* (Health, PE, Art, etc.) **Failing two minor subjects = failing one major subject.**

Parents/Guardians will be notified of the possibility of retention of their child by the end of the second and third marking periods. In rare cases, a student will bring his/her average down to failing during the last marking period and will become a candidate for retention. Should this occur, parents will be notified. It is a good practice for parents to retain copies of their child's work throughout the year and confer frequently with the teacher/s to keep abreast of the growth patterns. Parents also should encourage their child to maintain an average of at least a C or better and reinforce the need to study.

STUDENT CODE OF CONDUCT

Broad Street School is committed to providing safe and orderly classrooms for all students. When classrooms are orderly, teachers can teach, and students can learn. An important part of your education is learning to make correct decisions and to accept responsibility for your behavior.

To protect your rights and the rights of others, student guidelines have been established.

When special circumstances demand, the sequence for disciplinary action will be adjusted to fit the seriousness of the situation. In some instances, a combination of actions may also be employed. Additionally, the administration has the right to contact the local Police if they deem it necessary.

All discipline is subject to administrative discretion, and infractions are cumulative in nature of consequences issued

Below are the disciplinary consequences used in accordance with the BSS Student Code of Conduct

- Warning (Verbal)–Administered by a certified staff or administrator.

● Warning (Written)–The student is given a formal disciplinary referral. A copy is provided to the student immediately, and a duplicate copy is mailed home.

● Lunch Detention–Is given by a certified staff member for minor infraction

● Loss of trip or special activity –Students are removed from an upcoming trip, dance, or other school related function. If money for the event was already paid, the school will do their best to provide a refund. Greenwich Township School District believes in providing as many experiences for its students, however, these experiences are extras and are not guaranteed.

● Office Detention–Is assigned by the administration. Detentions occur after school or at lunch Monday-Thursday, until 4:00pm. Detentions are served in a designated area. Parents/guardians are required to provide transportation.
Please note that office detentions will not be rescheduled unless the student is absent or as per administration.

● Restricted Study (RS –Students are removed temporarily from their daily classes for a set number of days. When a student receives restricted study, the student will remain in a designated classroom throughout the day, which is supervised by staff. The student's work will be brought to that room for completion and turned in to the teacher at the end of the day.

● Out-of-School Suspension (OSS) – Students are removed temporarily from the school for a set number of days. When a student receives an out-of-school suspension, a parent/guardian conference will be held with the building Principal or Assistant Principal. Upon dismissal from school, he/she is NOT permitted to return to school property or attend any school function/activity. If the student will be suspended from school for more than one day, we invite parents to request to have the schoolwork picked up.

GREENWICH TOWNSHIP ADMINISTRATIVE DISCIPLINE GUIDELINES

Classroom teachers are responsible for maintaining control in the classroom and following assertive discipline procedures. The following are disciplinary Principal's Office Guidelines and Procedures developed for students in Grades PreK-5. The Principal or his/her designee may use these guidelines and procedures in moderation to maintain a safe learning environment for everyone.

NOTE: At the administration's discretion, any of the following steps (Penalty, A, B, C, D) may be used singly or in combination to deal with the disruptive pupil.

Abbreviations: RS = Restricted Study OSS = Out-of-School Suspension

OFFENSE	PENALTY A	PENALTY B	PENALTY C	PENALTY D
Academic Honesty Violation: *Homework, classwork, and any other assignment designated by the teacher.* *NJHS Advisor will be notified in all instances of Academic Honesty Violations.*	Student shall receive zero credit for the assignment Administrative Warning.	Student shall receive zero credit for the assignment. 1 Lunch Detention	Student shall receive zero credit for the assignment. 2 Lunch Detentions	Student shall receive zero credit for the assignment. 1 day RS
Altercation - Verbal: *A noisy argument or disagreement*	Administrative warning, 1-3 days Lunch/Office Detention//RS/OSS (depending on severity)	2-5 days Lunch/ Office Detentions/RS/OSS	3-5 days RS/OSS	Severity will determine OSS and the number of days.
Altercation - Physical P*ushing/shoving/ minor hitting/ minor kicking; such offenses do cause physical injury to the victim*	1-3 days Lunch/ Office Detention/RS/OSS (depending on severity)	2-3 days RS/OSS	4-5 days OSS	Severity will determine OSS and the number of days.
Assault On A Staff Member	10 Days OSS Possible Board of Ed. Hearing to determine possible expulsion			

OFFENSE	PENALTY A	PENALTY B	PENALTY C	PENALTY D
	Police notified Psychological assessment and clearance to return to school may be required.			
Assault On A Student *Defined as per NJ 2C:33-19.*	3-5 days OSS Police notified Anger Management Counseling, Peer Mediation, possible psychological evaluation	5-7 days OSS Police notified Anger Management Counseling, Peer Mediation, possible psychological evaluation	Suspension until review and/or possible Board of Ed. Hearing. Police notified	
Bullying/Harassment or Intimidation: *This may also include falsely accusing an individual of an offense*	* Severity will determine the number of days of Lunch/Office Detention, RS or OSS. * Parent/Student Conference with Administration may be required. * Student referred to support services as needed * Possible referral to Affirmative Action Officer.			

OFFENSE	PENALTY A	PENALTY B	PENALTY C	PENALTY D
	* Possible Police notification * Parent/Student Conference with Administration.			
Cafeteria Violation: *Failure to follow rules and directives of cafeteria staff/monitors.*	Administrative Warning/ 1-3 days Lunch Detention Change of seating, if necessary	1-3 days Lunch/ Office Detention//RS Change of seating, if necessary	1-3 days RS/OSS Change of seating, if necessary	3-5 days RS/OSS Change of seating, if necessary
Classroom Behavior: *Infractions such as throwing paper, talking, etc.*	Administrative Warning/1 Lunch Detention	1-2 Lunch/Office Detentions/RS	1-2 days RS/OSS	3-5 days RS/OSS
Computer/Technology Offense *Including, but not limited to inappropriate websites, inappropriate content, using someone else's account, sharing documents without staff approval. Severe Behavior (such as nature of inappropriate websites/content and/or accessing staff accounts) may result in a jump of levels to more severe consequences.*	Administrative Warning/1-3 days Lunch/Office Detention/RS/OSS Restitution for damage or repair	1-2 days Lunch/Office Detention/RS/OSS Restitution for damage or repair	1-2 days RS/OSS Restitution for damage or repair	3-5 RS/OSS Restitution for damage or repair
Conduct Unbecoming A Student	Administrative Warning/1-3 days Lunch/Office Detention/RS/OSS	1-3 days Lunch/Office Detention/RS/OSS	1-3 days RS/OSS	1-3 days OSS

OFFENSE	PENALTY A	PENALTY B	PENALTY C	PENALTY D
Cut Class or Missing 5 or more minutes of a class: *(Without an approved excuse from the teacher whose class you are scheduled to attend.)*	1 Lunch/Office Detentions	2 Lunch/Office Detentions	1-2 days RS	1-2 day OSS
Cut Class & Leaving School Property: *(This includes leaving school property without permission or signing out without permission)*	1 day RS	1 day OSS	2 days OSS	Discipline will be at the discretion of the Administrator.
Cyber/Technology Offenses	Discipline will be at the discretion of the Administrator. Possible police notification			
Disrespect to Staff: *Including substitutes and coaches) Examples: Inappropriate gestures, comments, language, drawings, writing to the Staff Member (Direct or Indirect); disrespectful back talk or banter*	1-3 days Lunch/Office Detentions/RS/OSS	3-5 days RS/OSS	Discipline will be at the discretion of the Administrator	
Disrespect to Student: *Inappropriate comments/language/ gestures directed to another Student.*	Administrative Warning/1-3 days Lunch/Office Detention/RS/OSS	1-3 days RS/OSS	3-5 days RS/OSS	Discipline may also be at the discretion of the administration.

OFFENSE	PENALTY A	PENALTY B	PENALTY C	PENALTY D
Dress Code Violation: Refusal to remove items or change clothing as requested will be considered "Insubordination." This includes undergarments showing, spaghetti strap tops, strapless tops, tank tops, excessive visible cleavage, shorts that do not cover mid-thigh, mid-drift visible, rude or inappropriate themes, wearing hoodies with the hood up in the building, etc. *Refer to the handbook for dress code violations.*	Administrative Warning Student will be requested to change/remove the inappropriate item If appropriate clothing is unavailable in the school, a parent/guardian will be contacted, and the student will be placed in the main office or nurse's office until his/her attire is appropriate.	1-2 days Lunch/ Office Detentions	1-2 days RS * Mandatory Parent-Student Conference with Administration	1-2 days OSS * Mandatory Parent-Student Conference with Administration
Drugs/Alcohol-possession or under the influence	1-3 days OSS Police notification Medical note substantiating the student's state of well-being to return to school is required before returning to school Re-Entry Meeting to include Administrator, Student, Parent/Guardian, School Nurse, School Counselor will be	4-6 days OSS Police notification Medical note substantiating the student's state of well-being to return to school is required before returning to school Re-Entry Meeting to include Administrator, Student, Parent/Guardian, School Nurse,	5-7 days OSS Police notification Medical note substantiating the student's state of well-being to return to school is required before returning to school Re-Entry Meeting to include Administrator, Student, Parent/Guardian, School Nurse,	

OFFENSE	PENALTY A	PENALTY B	PENALTY C	PENALTY D
	arranged to develop a re-entry plan.	School Counselor will be arranged to develop a re-entry plan.	School Counselor will be arranged to develop a re-entry plan.	
Drugs/Alcohol–Sale or Distribution	5 days OSS Police notification Medical note substantiating the student's state of well-being to return to school is required before returning to school Re-Entry Meeting to include Administrator, Student, Parent/Guardian, School Nurse, School Counselor will be arranged to develop a re-entry plan.	7 days OSS Police notification Medical note substantiating the student's state of well-being to return to school is required before returning to school Re-Entry Meeting to include Administrator, Student, Parent/Guardian, School Nurse, School Counselor will be arranged to develop a re-entry plan.	All noted above for 2nd Offense, including expulsion hearing before the Board of Education.	
Fighting-Whether or not the aggressor *Peer Mediation and counseling is available to students to resolve interpersonal conflicts before they reach the confrontational stage.*	3 days OSS Anger Management counseling may be required Police Notified	5 days OSS Anger Management counseling may be required Police Notified	10 days OSS Anger Management counseling may be required Police Notified	Suspension pending board hearing.
Forged Pass or Parent Note	Administrative	1-2 days Lunch/Office	1-2 days RS	1-2 days OSS

OFFENSE	PENALTY A	PENALTY B	PENALTY C	PENALTY D
	Warning/1-2 Lunch/Office Detentions	Detention/RS		
Found in Inappropriate Area	Administrative Warning/1-2 days Lunch/Office Detention	1-2 days Lunch/Office Detention	1 day RS	2 days RS
Inappropriate Behavior on School Bus	Administrative Warning/1-day Lunch/Office Detention *Bus Suspension possible depending on the severity	2-3 days Lunch/Office Detention *Bus Suspension possible depending on the severity	1-2 days RS/OSS *Bus Suspension possible depending on the severity	1-2 days OSS *Bus Suspension possible depending on the severity
Inappropriate Conduct in Administrative Detention	1-2 days Lunch/Office Detention	1-3 days RS/OSS	3-5 days RS/OSS	Discipline is at the discretion of administration.
Inappropriate Conduct in Restricted Study	1-2 days RS	1-day OSS	2-3 days OSS	Discipline is at the discretion of administration.
Inappropriate Conduct at School Functions *Conduct which includes name-calling, profanity, booing, trash talk, or extremely loud screaming and yelling, etc.*	1-2 days Lunch/Office Detention/RS Possible ejection from the activity and student will receive a written warning.	1-2 days RS/OSS Ejection from the activity. Mandatory Parent/Student Conference with Administration.	3-5 days OSS Ejection from the activity. Mandatory Parent/Student Conference with Administration.	OSS to be determined by Administration. Restricted from attendance of any future events until the end of school year.
Inappropriate Non-Violent Conduct of a	Administrative Warning/1-3 days	3-5 days RS/OSS	5 days OSS	OSS to be determined by

OFFENSE	PENALTY A	PENALTY B	PENALTY C	PENALTY D
Serious Nature *Examples include, but are not limited to:* ** Instigating a fight* ** Blocking a staff member from a fight or an altercation* ** Minor confrontations such as shoving* ** Verbal altercations/confrontations*	Lunch/Office Detention/RS/OSS			Administration.
Inappropriate/Unacceptable Display of Affection *Including, but not limited to to: inappropriate touching, kissing, embracing, etc.*	Administrative Warning/1 day Lunch/Office Detention	1-3 days Lunch/Office Detention	1 day RS	1 day OSS
Insubordination- *Failure to follow a directive/willful disobedience.* *Examples include, but are not limited to: not doing as requested by staff member, leaving the classroom without permission*	Administrative Warning/1 day Lunch/Office Detention	1-3 days Lunch/Office Detentions/RS	1 day OSS	1-3 days OSS
Late To School **Arrival After 8:35 a.m.** *Students must obtain a pass from the main office when signing in to school late.*	Administrative Warning 5 unexcused late arrivals to school	1 day Lunch Detention 10 unexcused late arrivals to school	1 day RS 15 unexcused late arrivals to school	2-3 days RS 20 unexcused late arrivals to school Every 5 unexcused late arrivals to school thereafter

OFFENSE	PENALTY A	PENALTY B	PENALTY C	PENALTY D
Possession and/or Use of Electronic Devices (Cellphone, Smart Watch, etc.)	Administrative Warning/1 Lunch/ Office Detention	2 - 4 days Lunch/Office Detentions ** Item will be confiscated, and parent/guardian will be required to pick up at school.*	1-2 days RS ** Item will be confiscated, and parent/guardian will be required to pick up at school.*	2-3 days ISS 1-2 days OSS ** Item will be confiscated, and parent/guardian will be required to pick up at school.*
Possession Inappropriate Item *Possession of water balloons, noise-making devices and other toys/items deemed inappropriate by administration.* *Do not bring items to school that are not needed for educational reasons or required for learning by your teacher or school.*	Administrative Warning/1-3 days Lunch/Office Detention/RS/OSS Police possibly notified	1-3 days Lunch/Office Detention/RS/OSS Police possibly notified	1-3 days RS/OSS Police possibly notified	3-5 days RS/OSS Police possibly notified
Profanity, Obscene Language or Actions *Not directed to staff member (could be overheard or directed to another student)*	Administrative Warning/1-3 days Lunch/Office Detention/RS/OSS	1-3 days RS/OSS	1-3 days OSS	
Pulled Fire Alarm or 911 False Alarm Call	5 days OSS Police notified Mandatory Parent/Student Conference with Administration.	10 days OSS Police notified Superintendent's Hearing/Board Hearing		

OFFENSE	PENALTY A	PENALTY B	PENALTY C	PENALTY D

OFFENSE	PENALTY A	PENALTY B	PENALTY C	PENALTY D
Smoking/Possession / Use of Tobacco: *Included, but not limited to electronic devices (vaporizers/e-cigarettes) and/or related devices.* *Law and/or Board of Education Policy do not allow smoking on school property. This also includes while a student is participating in a school-sponsored event/field trip. The use of tobacco in any form is Prohibited.* *DO NOT BRING TOBACCO INTO THE BUILDING. IT WILL BE CONFISCATED*	1-3 days RS/OSS	1-3 days OSS	4-6 days OSS	Discipline may also be at the discretion of the administration.
Stealing/Theft: *This includes, but is not limited to cafeteria food and drink, money, school equipment, staff members belongings and/or another student's belongings. Theft may occur on or off school grounds if directly involved in a school event.*	1-3 days Lunch/ Office Detention/RS Police Notified Restitution for item stolen if a valid receipt is presented.	1-3 days RS Police Notified Restitution for item stolen if a valid receipt is presented.	1-3 days OSS Police Notified Restitution for item stolen if a valid receipt is presented.	Discipline and Restriction will be at the discretion of the Administration. Police Notified Restitution for item stolen if a valid receipt is presented.
Threat to Staff Member	3-5 days OSS Police notified Possible long-term	Discipline is at the discretion of the administration. Police notified		

	suspension and or expulsion The matter may be reviewed at the next meeting of the Board of Education Psychological assessment and clearance to return to school may be required	Possible long-term suspension and or expulsion The matter may be reviewed at the next meeting of the Board of Education Psychological assessment and clearance to return to school required		
Threats to Students *A verbal, written, or text, email, or social media post that threatens to harm another student, and that which is found to interfere with the school environment*	1-3 days OSS Police Notified Mandatory Parent/Student Conference with Administration.	3-5 days OSS Police Notified Mandatory Parent/Student Conference with Administration.	Discipline and Restriction will be at the discretion of the Administration Psychological assessment and clearance to return to school may be required. The matter may be reviewed at the next meeting of the Board of Education	
Unauthorized Use of Pass	Administrative Warning/1 day Office Detention	1-3 days Office Detention	1 day RS	1 day OSS
Vandalism/ Defacing School Property *Depending on the severity of the infraction, discipline will be at the discretion of the school administration.*	1-3 days Lunch/Office Detentions/RS Police Notified Restitution for	1-3 days RS/OSS Police Notified Restitution for item(s) damaged	3 days OSS Police Notified Restitution for item(s) damaged	Discipline will be at the discretion of the administration. Possible Board hearing

This includes inappropriate conduct in bathrooms, cafeteria, hallways, etc.	item(s) damaged			
Weapons Offense	See Board Policy Police notified Mandatory Parent/Student Conference with Administration. Board hearing			

WEBSITE & SOCIAL MEDIA

Information about Broad Street School and other schools in the district can be found at www.gtsdk8.us. Our teacher website page provides access to teacher sites, email addresses, and other classroom-related information. The link to Oncourse can also be found on the website; Oncourse can be used to access your student's grades, attendance, assignments, and more. If you have not received your password, please contact the main office at 856-224-4900 ext. 1131.