

PARK ACADEMY

609 Westwood Avenue River Vale, New Jersey 07675

Phone: 201-358-2070 Fax: 201-358-2488



STUDENT HANDBOOK

A Public School Initiative Sponsored by Pascack Valley Regional High School District and
the Region II Pascack Valley Council for Special Education

TABLE OF CONTENTS

Statement of Philosophy.....	3
HIB Contact Information.....	3
Mission Statement.....	3
Welcome.....	3
DIRECTORY.....	4

PROCEDURES

Academic Counseling.....	4
Arrival and Dismissal Policy.....	5
Attendance Regulations.....	5
Campus Disturbances.....	7
Delayed Opening.....	7
Discipline of Students/ Suspensions.....	7
Discussing Problems.....	8
Dress Code.....	8
Fire and Security Drills.....	9
Harassment, Intimidation, and Bullying.....	9
Health Information.....	9
Homework.....	11
Honor Roll/Merit Roll.....	11
Laptop Use and Care.....	12
Lost and Found.....	12
Lunch Areas.....	12
Narcotics, Drugs and Alcohol.....	12
Personal Property.....	13
Safety.....	14
Sexual Harassment.....	14
Smoking.....	14
Snowball Throwing.....	14
Technology, Acceptable Use Policy.....	15
Textbooks.....	15
Theft.....	15
Visitors.....	15
Weekly Progress Reports.....	15

COUNSELING INFORMATION

Individual Counseling.....	16
Group Counseling.....	16
Communication with Parents and Mental Health Providers.....	16
Positive Behavior Supports.....	16

PARK ACADEMY

Statement of Philosophy

Park Academy program is a grades three through eight self-contained special education program developed to model the mainstream environment. We are committed to providing a program that is therapeutic and student-centered while delivering a comprehensive curriculum that is aligned with national and state standards. It is the goal of the school to provide an education for students with diverse needs, regardless of socioeconomic status, race, creed, or gender.

Park Academy fosters a spirit of equality, that promotes a sense of self-esteem through growth, that encourages learning beyond the school, that contributes to the understanding of a wide range of experience and that prepares students for the future. We strive for a school in which people live in an atmosphere of mutual respect, respect that there are differences among people and recognize these differences as a means of enriching life.

HIB (Harassment, Intimidation, and Bullying) Contact Information

Mrs. Mary Petrovici, School Anti-Bullying Specialist

201-358-2070 ext. 4325

Mr. Sean Struncis, District Anti-Bullying Coordinator

201-358-7060 ext. 24009

Mission Statement

Park Academy's mission is to provide a safe place where students are assisted in developing executive functioning and coping skills. Students' academic strengths will be maintained and any needs remediated. Our goal is to enable each student to achieve academic potential and emotional health in a setting within close proximity to his or her community.

Our program has been developed to model the mainstream environment with a goal of returning students to a less restrictive environment upon readiness.

We recognize that not all students learn in the same way. Differentiated instruction and proactive clinical interventions create an optimal learning environment for students at Park Academy.

Welcome

On behalf of the staff members of Park, it is my pleasure to welcome you to the 2021-2022 school year. This handbook contains important and useful information for both you and your parents.

Our best wishes for a successful and rewarding school year!

- Mrs. Mary Petrovici, Program Coordinator

DIRECTORY

Administration

Mr. Daniel Fishbein..... Interim PVRHSD Superintendent of Schools
Mrs. Stephanie DeBruyne.....Region II Special Education Coordinator
Mrs. Mary Petrovici, BCBAPark Academy Program Coordinator

Faculty

Ms. Caroline Gangi.....Licensed School Counselor
Ms. Danielle Aviles.....Special Education Teacher
Mrs. Catherine Devine.....Special Education Teacher
Mrs. Wendy McDonald.....Special Education Teacher
Ms. Gabrielle Holland.....Teacher Assistant
Mrs. Lynn Marano.....Teacher Assistant
Mrs. Elizabethann Rodenberg.....Teacher Assistant

Consultants

Ms. Karen Elder.....Art Teacher
Mr. Timothy Serbe.....Physical Education
Ms. Elan Rosenbaum.....Occupational Therapist
Mr. Andrew Nieporent, Jammin' Jenn Music Therapy, LLC.....Music Therapist
Mrs. Sofia Trujillo-Arcieri, Region II.....Speech and Language Therapist
Ms. Kimberly Deloreto, Zensational Kids, LLC.....Mindfulness Instructor
Master Jarrod Guerra, Sensory Tae Kwon Do, LLC.....Tae Kwon Do Instructor

PROCEDURES

ACADEMIC HONESTY

The goal of Park Academy is to provide an educational environment in which students learn to work in an atmosphere where honesty is valued. Students who engage in cheating and plagiarism are using someone else's work and efforts, claiming them as their own, for their own benefit. For the purpose of this policy, cheating is defined as both giving and receiving information for the purpose of improving grades on a quiz, test, essay, term paper, homework, or assessment. Plagiarism is also considered cheating.

A student who is identified as cheating or plagiarizing by giving or receiving answers on a quiz or test or copying someone else's work on an essay, term paper, homework or other assignments will be disciplined according to the Disciplinary Code.

ARRIVAL AND DISMISSAL POLICY

If a parent is transporting a child to school at the start of the school day (8:20 a.m.), he/she should line up with the buses; when arriving at the entrance, the student will be received by one of the school aides.

If a parent is dropping off or picking up a child during the course of the school day, he/she must report directly to the office with the student. Parents are required to sign in or sign out the student. Parents may not proceed anywhere else through the halls or into the classrooms.

Any parent/ guardian who is picking-up a student during or at the end of a school day must call the school office at 201-358-2070 ext. 4315 to notify the school in advance. Parents should arrive at the end of the school day (2:20 p.m.), and line up with the school buses; the student will be brought to the parent's car.

ATTENDANCE REGULATIONS

Park Academy recognizes and accepts its responsibility to provide a thorough and efficient education for every student attending the program in keeping with the prevailing laws of the state. Park Academy can only fulfill its responsibility to students when they are present for all regularly scheduled classroom activities. Therefore, it is essential that every parent/ guardian and student accept responsibility for the student's attendance at school as scheduled.

Park Academy adheres to the attendance regulations set forth by the State of New Jersey in N.J.A.C. 6A:16-7.6, and collaborates with the students' Lead Educational Agency (LEA) to enforce this code.

Students are expected to be in attendance on all days that school is in session. Park Academy permits absences from school for those reasons listed below:

1. Medical with a doctor's note **These absences will be added to the student's total unexcused absence count that may not exceed the limits allowed in this policy.*
2. Death in the family
3. Religious holidays

4. Court appearances – documentation required
5. Administratively approved absences
6. Suspension

Please note that Medical excuses with a doctor's note are added to the student's total absence count that may not exceed the limits allowed by the student's LEA.

School sanctioned activities resulting in an absence from school must be approved by the principal or his/her designee and require advanced notification of each classroom teacher. Approved school-sanctioned activities will not be counted as absences. However, student responsibility for class assignments shall follow the guidelines established for excused absences.

Vacations for family travel while school is in session are not considered reasons for excused absences and may affect class participation grades.

Students are responsible for making up work and/or exams, as required by the teacher, for all absences, both excused and unexcused. Make up work for excused absences will be given full credit.

To make-up work assigned during an absence, two school days are allowed for every one-day of absence. If a student is absent only on the day of a previously announced test or quiz, he/she is responsible for taking the test or quiz on the day he/she returns to school. If the student is absent the day before a previously announced test or quiz, and no new work was covered on that day, he/she is responsible for taking the test or quiz on the day he/she returns to school.

Absence from school without parental knowledge and consent (truancy) is considered an illegal absence. Truancy will result in disciplinary action and will be reported to the student's LEA.

TARDINESS

Tardiness deprives a student of a thorough and efficient education. Promptness is a responsibility of both the student and the parent/ guardian. A student will not be marked tardy in the event that the LEA-provided school bus transporting a student to Park Academy arrives after 8:20 a.m.

Parent Role

Parents/ guardians are to telephone the Park Academy office at **201-358-2070 x 4315** whenever their child will be absent. Please call before 8:20 a.m. Telephone calls are necessary for safety reasons.

Early Release from School

All early releases from school must be accompanied by a parental note with verbal (telephone) confirmation. All releases from school, whether for a single day or longer, must be sanctioned by the principal.

All students requesting early dismissal must present a parent/guardian note to the office at the beginning of the school day. Notes should state reason and list a telephone number at which the parent/guardian

may be contacted. Only a parent or guardian, or previously identified emergency contact, may pick up a student before school dismissal.

Parents are urged not to make dental or medical appointments that interfere with school time.

Family vacations should be planned to coincide with the school calendar. Time lost during the school year, due to vacations, will jeopardize the student's education and impact upon the attendance requirements. It is a student's responsibility to confer with his/her teachers about instruction/work lost due to missed class time.

CAMPUS DISTURBANCES

Any disturbance by pupils that interferes with the normal course of school activities shall be deemed a campus disturbance. All such disturbances shall be met with disciplinary action commensurate with the gravity of the disorder. It shall be the responsibility of all staff members to report to the principal any incident that could eventually lead to a campus disturbance.

DELAYED OPENING

The option to delay the opening of school will be used when such an opening is an appropriate alternative to closing school for the day. **When opening is delayed, school will begin at 9:50 a.m.** Please check the school website for more information.

Parents should also use their own judgment, based upon the age of the student, the neighborhood conditions and other safety factors, in determining whether the student may leave for school in adverse weather, or if he/she should remain in school if foul weather hits once the schools are open. ***Only a parent or guardian, or previously identified emergency contacts, may pick up a student before the school dismissal.***

Additionally, students who are transported to Park Academy by the LEA-provided bus will adhere to their local school closings. In the event that Park Academy is operating and the student's LEA is closed for inclement weather and no transportation is provided, the student will not be considered "absent".

DISCIPLINE OF STUDENTS/ SUSPENSIONS

"N.J.S.A. 18:27-2. Any pupil who is guilty of continued and willful disobedience, or of open defiance of the authority over him, or of habitual use of profanity or obscene language, or who shall cut, deface or otherwise injure any school property, shall be liable to the punishment and to suspension or expulsion from the school."

Conduct which shall constitute good cause for suspension or expulsion of a pupil guilty of such conduct shall include, but not be limited to, any of the following:

1. Continued and willful disobedience;
2. Open defiance of authority of any teacher or person having authority over him/her;

3. Conduct of such character as to constitute a continuing danger to the physical and emotional well-being of pupils;
4. Physical assault upon another pupil or any teacher or any other school employee;
5. Taking or attempting to take personal property or money from another pupil, or from his presence, by means of force or fear;
6. Willfully causing or attempting to cause substantial damage to school property.

In case of suspension, notification will be given to parents, staff, and the LEA's Child Study Team representative. An administrative, parental/ student conference may be scheduled which **may** involve the teacher, the school counselor, and/or members of the IEP team. Input from student and staff will be received.

Any student who has been suspended from school:

1. Must report to the main office upon his/ her return to school to receive a clearance to attend class.
2. May not be on school property during the period of out-of-school suspension.

DISCUSSING PROBLEMS

The teachers and administrators are always ready to assist students and parents with any problems or questions. We encourage students and parents to follow the proper chain-of-command when addressing concerns:

1. **Conferences with Teachers:** The student should first talk to the teacher concerned. Parents can arrange for a teacher conference by calling the main office.
2. **Conferences with Program Coordinator:** If a problem remains unsolved after a teacher conference, a meeting can be arranged with the Park Academy Program Coordinator by calling **201-358-2070 ext. 4325.**
3. **Conferences with the IEP Team:** This should take place only after speaking with the teacher and program coordinator. Unresolved problems should be brought to the attention of the student's CST case manager and an IEP Team meeting will be arranged.

DRESS CODE

All students are expected to dress neatly in clothes of good taste. Clothing must be clean, modest and not create health or safety hazards. At no time should clothing depict drugs, alcohol, tobacco, lewdness. Any symbols used to promote hatred, violence, discrimination, or gang affiliation are prohibited. Footwear must be worn at all times. Students with bare or stocking feet are not permitted in school or on campus. If a student is inappropriately dressed, the parent/guardian will be contacted to bring a change of clothing to the school. Teachers may establish a no-hat rule in their classrooms; this rule must be obeyed. **Students may not wear pajamas, revealing tops, or bare midriffs. No underwear is to be showing.**

FIRE AND SECURITY DRILLS

Drills are held during the school year. Exit signs are posted in all rooms. During any emergency evacuation, students are expected to follow instructions and maintain silence. Students are to remain under the supervision of their teacher. Students must follow all school rules during fire drills. During construction, alternate exits and procedures will be periodically changed; students and staff are to listen carefully and quickly exit the building.

HARASSMENT, INTIMIDATION, AND BULLYING

“Harassment, intimidation, or bullying” means any gesture, any written, verbal or physical act, or any electronic communication, as defined in N.J.S.A. 18A:37-14, whether it be a single incident or a series of incidents that:

1. Is reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or
2. By any other distinguishing characteristics; and that
3. 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
4. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a pupil or damaging the pupil’s property, or placing a pupil in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
5. Has the effect of insulting or demeaning any pupil or group of pupils; or
6. Creates a hostile educational environment for the pupil by interfering with a pupil’s education or by severely or pervasively causing physical or emotional harm to the pupil.

“Electronic communication” means a communication transmitted by means of an electronic device, including, but not limited to: a telephone, cellular phone, computer, or pager.

A complete copy of Policy 5512.01 is available on our website at www.pascack.org.

HEALTH INFORMATION

A registered nurse is on duty to assist pupils who are ill, have met with an accident, or have health issues or personal problems. Should a student feel ill during the school day, he or she should request that a teacher or school staff member contact the school nurse. Students are not to call a parent, relative or friend to request permission to leave school. If a student is to be sent home, the nurse will contact the parent or guardian who will arrange for the necessary transportation. Failure to follow this procedure will be considered a disciplinary infraction.

Each parent must provide updated emergency information each year. Data forms are sent to parents annually and to new enrollees, at registration. A student **will not be released** to anyone other than parent/guardian unless the name of the person has been listed on the student's emergency form

Medication

The board recognizes administering of medication to pupils in our schools to be one of the critical issues related to school health services. The administration of medication by school personnel, therefore, is discouraged since it is not normally a function of education. However, at times, circumstances dictate that some children with chronic illnesses and specific disabilities often require medication during the regular school day. Under such circumstances, only the school nurse or the pupil's parent/guardian shall administer such medication as described in the pupil's health record.

Administering Medication

When a pupil must supply medication or self-administer or administration by the school nurse during school hours and on school property:

1. The parent/guardian shall provide a written request for the administration of the prescribed medication at school;
2. Written orders shall be provided to the school from the private physician, detailing the diagnosis or type of illness involved, the name of the drug, dosage, time of administration and the side effects;
3. The medication should be brought to the school in the original container, appropriately labeled by the pharmacy or physician;
4. The school should provide a secure, locked space for the safe storage of medication. Prescription drugs should be kept locked at all times;
5. The certified school nurse or parent/guardian is the only person permitted to administer medication in the schools;
6. Inhaled medication (such as allergy and asthma medication) may be kept by the student and be used as directed (i.e., as needed, before or after exercise (gym) or on a frequent time schedule) provided a written order from the physician (including all elements of Item 2 above) and parent permission is on file with the school nurse. Epi-pen and insulin may also be self-carried by the student with written order from the physician and parent permission on file with the school nurse.
7. The pupil should take the medication only under the supervision of the school nurse except as noted in Item 6 above or in the case of allergic reaction when immediate self-medication is indicated.
8. The records or documentation for administering medication to pupils shall be maintained by the school nurse.
9. No medication shall be provided by the school health services.

Immunizations

Immunizations must be kept up-to-date according to the New Jersey law. Check with your physician and school nurse for requirements. Non-compliance with New Jersey State mandates will result in student removal from school until written verification is presented to the school nurse.

HOMEWORK

Homework assignments are a critical step in overall achievement for all students. When students carefully complete homework assignments, they are preparing themselves to maximize learning in school. Homework will be introduced slowly, and student progress will be reported at staff meetings by teachers. If it is determined that a homework plan is necessary, one will be implemented and the parents/ guardians will be informed of this change.

When applicable, worksheets, links to websites, and videos will be uploaded to a student's Canvas account. It is the student's responsibility to show his/her parents the teacher's website, accessible through www.pascack.org. Homework and class assignments will be updated regularly so as to facilitate ease of use.

Homework that is not completed at home will be recorded on the clipboard and completed during homework support at lunchtime. Work that is completed during homework support will be checked by the session monitor.

Participation in school privileges, such as Club and earned field trips, is dependent upon the student's completion of his or her homework for the week. Any incomplete work will be completed in a "Park Period/Work Owed" session with the assistance of a teacher.

Any developing difficulty with homework completion will be reported to the parents/ guardians via teacher communication. Parents are responsible for checking with their child regarding homework assignments, monitoring assigned work by checking the student Canvas account, and communicating any difficulties experienced at home to the teacher or school counselor.

HONOR ROLL / MERIT ROLL

Criteria for the Park Academy Honor Roll program include:

1. Student must have a minimum of an A- in at least three of the following subject areas: English, Math, Science, or Social Studies and no less than a B in the other two subject areas (student must earn a "P" in Physical Education, Art, and Music);
2. No more than 4 N's (Needs Improvement) for effort;
3. No more than 3 unexcused absences;
4. No more than 2 tardies;
5. No in-school or out-of-school suspensions

Criteria for the Park Academy Merit Roll program include:

1. Student must have a grade of B or higher in all subject areas (student must a “P” in Physical Education, Art, and Music);
2. No more than 6 N’s (Needs Improvement) for effort;
3. No more than 3 unexcused absences;
4. No more than 2 tardies;
5. No in-school or out-of-school suspensions

Parents will receive a letter of acknowledgment should a student earn Honor Roll or Merit Roll status.

Students who have achieved Honor Roll or Merit Roll on his/her report card during the school year will receive an Honors Award at the Commencement Ceremony.

Students who have achieved Honor Roll and/or Merit Roll on his/her report card for two of the three marking periods during the school year will receive a Distinguished Honors Awards at the Commencement Ceremony.

LAPTOP USE AND CARE

Laptops must remain in their cases when being carried in the classroom and throughout the school building and must be closed when not in use in class. Any damage incurred through lack of proper care and use, intentional damage, or any behavior that results in damage will be the financial responsibility of the student. Laptops should never be left unattended. Any damage that occurs when left unattended will be the responsibility of the student.

Students may not use personal laptops in school.

LOST AND FOUND

Items found are to be turned into the main office and claimed after school.

LUNCH AREAS

While in any designated lunch area, please be courteous to your fellow students and staff. Be responsible for cleaning your own refuse; do not sit or put your feet on the tables. Five minutes prior to the end of the lunch period, place all refuse in the containers provided. Let us all keep our school a place where we like to eat! Keeping the tables clean will provide a desirable atmosphere for all students to enjoy.

NARCOTICS, DRUGS, AND ALCOHOL

The Board recognizes that drug/alcohol abuse presents a growing problem in society and is aware of the vital role performed by the schools in the efforts of the community to control this problem. The Board believes that an educational and therapeutic approach to the problem is more effective than one that is

solely punitive in nature. The board's concern is also to protect students who do not abuse drugs/alcohol as well as to provide help for those who do. The Board of Education pledges not only to meet, but also to exceed, State and Federal mandates for an alcohol and drug-free district by providing the best programs possible for enforcement, intervention and prevention of drug and alcohol abuse.

Students are prohibited from possessing, consuming, or distributing drugs or alcohol in any form while at school, on school grounds, attending a school-related function on or off campus, and coming to and going from school and/or sponsored function. Students are further prohibited from smoking cigarettes or using tobacco products in any form in compliance with the school discipline code. This includes vapor producing devices.

In accordance with NJSA 18:A:40.1, students may be subject to medical examinations, suspension and other disciplinary sanctions established by this policy. Students and their parent(s)/guardian(s) are advised that New Jersey laws may require additional penalties beyond school sanctions for drug-related offenses on and off school grounds.

An appropriate drug/alcohol curriculum shall be provided in elementary and secondary schools in accordance with N.J.A.C. The Pascack Valley Regional High School District Board of Education in conjunction with local health agencies may also provide education programs for parents/guardians.

For the purpose of this policy, "drugs" shall mean:

1. All dangerous controlled substances as so designated and prohibited in New Jersey statutes; all chemicals which release toxic vapors as defined and prohibited in New Jersey.
2. All alcoholic beverages.
3. All anabolic steroids.
4. Any (and all) prescription drugs/over-the-counter drugs not prescribed to the student; exception, those for which permission for use in school has been granted pursuant to Board policy. The school nurse must administer this medication.

For further information, please see the complete Policy 5530 on our website at www.pascack.org.

PERSONAL PROPERTY

Cell Phones

Cell phones must be turned off and stored in a student's backpack during class time. Unauthorized use of cell phones could lead to disciplinary action. Any student who needs to make an emergency phone call may use the phone in the Main Office.

Electronic Entertainment Devices

Electronic entertainment devices are not permitted school. Items in violation will be confiscated and turned into the Main Office.

SAFETY

Students will observe customary safety rules when entering/ exiting the school bus and entering/ exiting the school building. Students will also adhere to all instructions given by staff to maintain orderly arrival and dismissal procedures.

SEXUAL HARASSMENT

The Board of Education explicitly forbids any conduct or expression that may be construed as sexual harassment of a pupil by an employee of the district or by another pupil.

The sexual harassment of a pupil includes all unwelcome sexual advances or suggestion, requests for sexual favors, and verbal or physical contacts of a sexual nature that would not have happened but for the pupil's gender. Whenever such conduct has the purpose or effects of intimidation or tends to make the educational environment intimidating, hostile, or offensive, that conduct will be considered to be sexual harassment. Internet and/or electronic harassment is included in this definition.

Students are encouraged to report any incident of sexual harassment directly to the administration.

Any employee who receives such a report or who has independent cause to suspect that a pupil has been subjected to sexual harassment shall immediately report his or her findings to the Superintendent. An act of sexual harassment that appears to constitute child abuse shall be reported immediately to the Division of Youth and Family Services for investigation.

Any employee who engages in the sexual harassment of a pupil will be subject to stringent discipline and may be terminated. A pupil who engages in the sexual harassment of another pupil will be subject to discipline in accordance with Policy No. 5751. Board approved 31 January 1994. This policy is available on our website, www.pascack.org.

SMOKING

Every student has the right to be educated in a clean and safe environment. Smoking in any public building in New Jersey is illegal. Therefore, by State law and Board Policy, smoking and the use of tobacco products is prohibited on school district property including building, grounds, and school vehicles. Further, students are also prohibited from the use and/or possession of tobacco products at any school-sponsored event. This includes vapor producing devices. Students who violate this policy shall be subject to disciplinary procedures.

SNOWBALL THROWING

Snowball throwing is not permitted at any time--before, during or after school. Any individual violating this safety procedure is subject to suspension.

TECHNOLOGY, ACCEPTABLE USE POLICY

A complete copy of Policy (2361) is available on the web at www.pascack.org

Students must agree to abide by this policy before they will be issued a laptop computer.

TEXTBOOKS

Park Academy will furnish free to all students, textbooks, including paperbacks, used as basic or supplementary texts/materials. The student must cover all books. Students are responsible for all textbooks and other materials issued to them during the school year. Students are to write their names on the inside cover in the space provided and are to note the code number(s) of book(s) assigned to them. They will be held accountable for all books at the end of the course. Fines will be imposed for damage; replacement costs for loss of textbooks.

THEFT

Report any theft immediately to the Park Academy Program Coordinator or his/her designee. Students are encouraged not to bring valuables to school. The school is not responsible for lost or stolen items. Laptops, cases, and chargers should never be left unattended.

VISITORS

All persons visiting the school for any reason must report directly to the office. Visitors may only move through the building upon administrative approval and with a staff escort.

WEEKLY PROGRESS REPORTS

Parents/ guardians will receive, via e-mail, a weekly progress report. The progress report will reflect the student's performance for the prior week. Progress reports detail the student's weekly performance in the areas of attendance, class work, homework, behavior and attitude for all content areas. In addition, teachers will record comments, express any concerns and apprise parents of strategies and plans which include the student's monthly academic and social goals.

Weekly progress reports do not replace the student grade book of record on Genesis. It is highly recommended that parents check the Genesis grade book on a weekly basis. Information about attendance, homework and quiz/ test scores are available via the parent portal.

A parent or guardian must respond by e-mail that the progress report has been received and reviewed.

COUNSELING INFORMATION

INDIVIDUAL COUNSELING

Park Academy recognizes that each student's social and emotional needs are unique. Students at Park Academy receive at least one individual counseling session per week with a licensed clinician.

The Park Academy Clinician is also available for on-the-spot counseling and crisis intervention, as well as facilitates social-emotional skills in academic and special areas classes.

GROUP COUNSELING

Group counseling is provided through a social skills-based student group facilitated by a licensed clinician. Group counseling meets one time per week and addresses timely and relevant topics such as, but not limited to, conflict resolution, self-regulation, and character education.

COMMUNICATION WITH PARENTS and MENTAL HEALTH PROVIDERS

Park Academy will communicate and collaborate with parents and a student's community-based or private mental health provider. Parents/ guardians must provide a signed "Release of Information" to consent to open dialogue with providers outside of the school. Please contact the main office at 201-358-2070 ext. 4325 to obtain a "Release of Information" form.

POSITIVE BEHAVIOR SUPPORTS

Park Academy implements a number of Positive Behavior Supports that influence students to make constructive choices regarding behavior and allows student to become capable, connected and contributing members of the school community.

School-wide Positive Behavior Supports

Students at Park Academy will have the opportunity to participate in privileges that encourage positive behavior. Such programs include:

1. End-of-week Club period;
2. Step-Up and Excellence Award program;
3. Earned trips outside of the school building.

Classroom Positive Behavior Supports

Each classroom teacher implements his or her own positive behavior support system in addition to the school wide incentives. The classroom positive behavior supports can be highly individualized for each student's needs.