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**BERKLEY OFFICE**

Principal	Mrs. Aufiero	201-262-0191 X4000
School Secretary	Ms. Auerbach	201-262-0191 X4000
P/T Secretary	Mrs. Corrado	201-262-0191 X4001
Nurse	Mrs. Woletz	201-262-0191 X4002

**FACULTY****Room #****Kindergarten**

Mrs. Pikul	115
Mrs. Potosky	114
Mrs. Terwilliger	116
Ms. Petrone	117

**First Grade**

Mrs. Eagleson	104
Miss Flieger	102
Mrs. Schlatter	103

**Second Grade**

Ms. Guardino	107
Miss Meyer	111
Ms. Stich	106

**Third Grade**

Mrs. Giannettino	121
Mrs. Danna	123
Mr. Studer	125

**Fourth Grade**

Mr. Gere	203
Ms. Renzulli	204
Mrs. Scott	205

**Fifth Grade**

Mrs. Iseman	207
Mrs. Martin	206
Mrs. Palumbo	201

**Resource Center Kg. - Gr. 2**

Ms. Bovino	105
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**Resource Center Gr. 3 - Gr. 5**

Ms. Taite/Ms. Gallagher	208
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**Multiply Disabled Gr. K-3**

Ms. Mayer	117
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**Multiply Disabled Gr. 4-5**

Mrs. Reuter	202
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**SPECIAL SERVICES**

Art	Mrs. Dolan	126
Art	Ms. Telischak	126
English as a Second Language	Mrs. Cabrera	128
LDTIC	Mrs. Greenberg	210
Psychologist	Mrs. Nachbar	210
Social Worker	Mrs. Schwartz	210
Media Specialist	Ms. Oliviero	Library
Physical Education	Mr. Ricciardelli	Gym
	Mr. Mongiardo	Gym

<b>Vocal Music</b>	Ms. Lewis	127
<b>Instrumental Music</b>	Mr. Legband	127
<b>Gifted &amp; Talented</b>	Mrs. Norton	209
<b>Basic Skills</b>	Mrs. Horgan	122
<b>Title I</b>	Mrs. Hollander	122
<b>World Language</b>	Mrs. Perez	110
<b>Speech</b>	Ms. Cimboric	130
<b>Guidance</b>	Mrs. Grompone	129
<b>Occupational Therapy</b>	TBA	108
<b>Physical Therapy</b>	TBA	108
<b>Custodians</b>	Mr. Jones	
	Mr. Penagos	
	Mr. Kelley	
	Mr. LoRusso	

***\*\*Please refer to the New Milford BOE website for an official statement on Highly Qualified Teacher Requirements\*\****

**PTO EXECUTIVE BOARD**

<b>President</b>	Mrs. Kristen Becker
<b>Vice President of Fundraising</b>	Mrs. Ali McMahon
<b>Vice President of Membership</b>	Mrs. Michele Valluzzi
<b>Treasurer</b>	Mr. Paul Holliday
<b>Recording Secretary</b>	Mrs. Renee Prevot
<b>Corresponding Secretary</b>	Mrs. Angie Hroncich
<b>Class Parent Coordinator</b>	Mrs. Doreen Moat
<b>Library Coordinator</b>	TBA
<b>Cultural Arts Coordinators</b>	Mrs. Jenny Lenge

**PTO COMMITTEES & CHAIRPERSONS**

<b>Berkley Sign</b>	Mrs. Angie Hroncich
<b>Box Tops</b>	Mrs. Jenny Lenge
<b>Birthday Book Club</b>	Mrs. Kathy Bevacqua
<b>Bake Sale Coordinator</b>	Mrs. Michele Schreck

## Daily Schedule

Entrance	8:25 – 8:30
Period 1	8:30 – 9:11
Period 2	9:12 – 9:53
Period 3	9:54 – 10:35
Period 4	10:36 – 11:17
Period 5	11:18 – 12:00
Lunch 4&5 (11:30 – 12:25) K-3(12:30 – 1:25)	
Period 6	1:01 – 1:42
Period 7	1:43 – 2:24
Period 8	2:25 – 3:06
Dismissal	3:07 – 3:10

## Half Day Schedule

Entrance:	8:25 – 8:30
Period 1	8:30 – 9:00
Period 2	9:00 – 9:30
Period 3	9:30 – 10:00
Period 4	10:00 – 10:30
Period 5	10:30 – 11:00
Period 6	11:00 – 11:30
Period 7	11:30 – 12:00
Period 8	12:00 – 12:30
Dismissal	12:30 – 12:35

(NO SNACK BUILT IN)

## Delayed Opening Schedule (all students stay for lunch)

Entrance	10:00 – 10:10
Period 1	10:11 – 10:43
Period 2	10:44 – 11:16
Period 3	11:17 – 11:49
Period 4	11:50 – 12:22
Period 5/Lunch 3-5	12:23 – 12:55
Lunch K-2	12:56 – 1:28
Period 6	1:26 – 1:58
Period 7	1:59 – 2:31
Period 8	2:32 – 3:04
Dismissal	3:05 – 3:10

## Report Card Schedule K-5

First Trimester Period (9/2/09 – 11/23/09)  
Second Trimester Period (11/24/09 – 3/15/10)  
Third Trimester Period (3/16/10 – 6/23/10)

December, 2009  
March 24, 2010  
June 23, 2010

### **“Call Safe” / Absence From School**

In the event of an absence, parents are requested to notify the school, between 8:00 and 9:00 a.m., by leaving the student’s name, class, and reason for absence on the office voicemail. Such notification is required in order to ensure the safety of each child.

If a child’s name appears on our absentee list and that child’s parent has not called the school, then the principal or her designee will call the parents at home or if necessary at work to verify the child’s absence. If the parent cannot be reached at home or at work, then the numbers listed on the EMERGENCY CARD will be called. Please keep us apprised of telephone number changes. The same procedures will apply to those children who may have attended school in the morning, but will be absent for the afternoon session. In this situation, please call the school between 12:30 p.m. and 1:00 p.m.

On the day of the student's return to school, the student must present a note signed by a parent or guardian indicating the date and reason for the absence. If a student should return without a note, the parent or guardian will be contacted. A note is required for an absence of any reason. Excused absences are limited to illness, death in the family and approved religious holidays. Please be advised that if a child is out ill, he/she is not permitted to attend an after-school or evening activity. Any student who wishes to be excused for any other reason must receive the Administration's approval in advance. All excuses are kept on file until the conclusion of the school year. *If a student has excessive absences a parental conference will be held.*

**NJSA 18A:38-25. Compulsory Education. Attendance Required. Attendance required of children between six and 16; exceptions:** Every parent, guardian or other person having custody and control of a child between the ages of six and 16 years shall cause such child regularly to attend the public schools of the district or a day school in which there is given instruction equivalent to that provided in the public schools for children of similar grades and attainments or to receive equivalent instruction elsewhere than at school.

**NJSA 18A:38-27. Truancy and juvenile delinquency defined:** Any child between the ages of six and 16 years who shall repeatedly be absent from school, and any child of such age found away from school during school hours whose parent, guardian or other person having charge and control of the child is unable to cause him to attend school and any pupil who is incorrigible, actually vagrant, vicious, or immoral in conduct, shall be deemed to be a juvenile delinquent and shall be proceeded against as such.

### **Non-School Vacations**

Students who plan to be absent from school because of vacation must provide advanced notice in the form of a letter, written by their parent or guardian, explaining the reason for the absence and the educational value of the trip. The classroom teacher is not required to provide a listing of the material expected to be covered during the child's absence. It is not reasonable to assign a week's worth of specific, detailed assignments or homework when the child is not present to benefit from daily instruction. Any missed tests or quizzes will be made up at the discretion of the teacher. The student is responsible for any material covered and work assigned while away. If a parent is away for business or vacation, and their child needs to stay with a relative or friend, the Administration will need, in writing, all emergency contact information.

### **Pupil Tardiness**

Students are expected to arrive at school on time. A student who is not in school by 8:30 a.m. is considered tardy and must be signed in at the main office by a parent or guardian. Parents will be contacted by phone or in writing for repeated tardiness and students may be required to serve an early morning detention after the fifth tardy.

### **Early Excuses**

Pupils may be excused from school only by the Administration. The request must be made in writing and include the time of his/her departure and return, and the reason for the early dismissal. Students will be called to the office when the parent/guardian arrives to pick them up. All students must be signed out before exiting the building. Students are reminded that anyone who leaves the building during the school day without being properly excused is considered truant and subject to disciplinary action. Excessive tardiness will be addressed.

### **Lunch Program**

New Milford Board of Education offers a hot lunch program to students in K – 5. Students can purchase a complete lunch, which includes a drink and a meal, and/or snacks. A lunch menu is sent home monthly. A student may select the featured lunch or an alternate. Please see the calendar for alternative lunch selections. Peanut Butter & Jelly is offered daily. Your assistance in following the lunch procedure below is greatly appreciated.

- Lunches should be ordered on a weekly basis. Parents will be ordering/paying for lunch a week in advance on Tuesday. The same applies for “milk only” orders. Orders for daily lunches can only be accepted occasionally. If a daily lunch is needed, please send money in an envelope with your child’s name in the morning.
- **Please make sure envelopes contain the exact amount of money since the cafeteria cannot make change.**
- There are no refunds or credit if a child is absent. Parents may pick up a child’s lunch until 3:00 p.m. on the day of the absence.
- The prices for a 5 Day Week Plan are as follows:
  - Lunches (with milk) \$ 9.50 per week
  - Milk only \$2.75 per week
  - Snacks – \$.50 - \$1.00

### **Snacks**

All snacks brought to school should be of a healthy nature.

### **Lunch Recess**

Students will go outside for lunch recess when conditions are safe, and the temperature is above 34 degrees.

### **Lunch Pick-Ups**

Any parent/guardian picking up their child for lunch must sign their child in/out in the main office. If you pick your child up everyday, please send a letter at the beginning of the year and we will waive the signing in / signing out. This will help with security procedures.

### **Lunch Drop-Off**

Classes will not be interrupted to let students know a lunch is waiting for them in the office. Students that do not have a lunch should check in the office. Parents should remind students of this procedure.

### **Student Drop-Off and Pick-Up - Berkley**

All drivers are urged to use the utmost caution when entering or leaving this parking lot to ensure the safety of our students. When dropping-off students, please use the driveway near the teacher parking spaces, and pull all the way forward. The circular driveway in front of the school is not accessible during the school day. Parents should have students exit the car using the door adjacent to the sidewalk. If a child needs additional time to exit the car, parents should park their car on the street and escort their child to the front of the school. Assistance in this matter is greatly appreciated since it is imperative that cars exit the school in a safe and efficient manner.

Students should proceed to the blacktop by the field and wait for their classroom teacher. Safety patrols arrive at their posts at 8:15 a.m. If there is inclement weather, such as rain or snow, students will wait in the gymnasium. Students are encouraged to arrive near 8:25 a.m.

If a student is late, the student must be escorted to the office by his/her parent to be signed in and marked tardy.

When picking-up students, students should be safely escorted to cars by parents or guardians. Kindergarten through second grade will exit the building by their class door and third through fifth graders will exit the door by the gymnasium. Students must exit out their assigned door. Parental assistance in maintaining an orderly dismissal is appreciated.

If parents are not at the classroom door at 3:10, the teacher or our safety patrol will escort those students to be supervised by our Safety Patrol Faculty Advisor. That staff member has a copy of all emergency contact information and reaches out to those people by telephone. If any student remains by 3:40, the staff member will escort the child to the Main Office. Again, we attempt to reach out to all home/cell/work/emergency contacts on file in order to help the child get home safely. If every attempt has been made and there has been no contact with anyone (parent/emergency contact, etc), then at 4:00, the New Milford Police will be contacted. Our main office staff will leave a message on all available voicemails or answering machines to let you know that the office is closing, and that the New Milford Police Department will have the child at their headquarters. Those parents who are chronically tardy at pick up will be provided with information about the Latchkey after-school program.

***Student must cross Berkley Street at one of the assigned crossing guard posts. There is a crossing guard at Berkley and Hoffman and another at Berkley and Graphic Blvd.***

### **Parking**

Parking spaces on school property are for staff only. If spaces are blocked, teachers are unable to report to supervise children. **IF FOR ANY REASON YOU HAVE TO LEAVE YOUR CAR, YOU ARE TO PARK IN THE STREET AND NOT IN THE TRAFFIC CIRCLE.** Please **DO NOT** double park in the street as this will restrict traffic flow. **Your car should be turned off. PLEASE BE CONSIDERATE.**

### **Use of Bicycles**

Students need permission from their parent / guardian to ride their bicycle to school. Parents are encouraged to review all safety procedures with their child. Students are reminded that a helmet must be worn while riding a bicycle. The school does not permit the use of minibikes, skateboards, in-line skates, scooters, 4 wheelers, ATVs or

motorcycles for travel to or from school. Bicycles must be locked at the bike rack. The school is not responsible for bicycles on school grounds.

### **School Safety Patrol**

The Elementary Schools sponsor a School Safety Patrol program each year. Eligible members are students in the fifth grade. It is important for parents to assist us in reinforcing and emphasizing the need for all students to respect the authority of the Safety Patrol members when they are on duty in the building and on school grounds. Any student who does not successfully fulfill his/her responsibilities may be removed from their post by the advisor or Principal.

### **Homework**

Regularly assigned homework, faithfully done by students, is considered part of the learning process in New Milford schools. Homework is meant to reinforce and extend learning that takes place in the classroom, develop effective study habits and organizational skills, improve student performance, engender a sense of personal responsibility and provide a day-to-day link between home and school.

Students are expected to complete all assigned work to the best of their ability. On rare occasions, family obligations or emergencies may prevent the completion of a homework assignment. Under such conditions, parents should write a note to the teacher explaining the circumstances. Make up of missed assignments will then be at the discretion of the teacher.

The duration of time spent doing homework varies in accordance with grade level expectations.

Children who forget homework materials must return to school by 4 p.m. with a parent/guardian in order to enter a classroom. Please use the main entrance for this purpose. Students will not be permitted to enter through the Latch Key Doors. For the safety of the students, there is no access to classrooms after 4 p.m. After this time, please contact a classmate for a copy of home work materials. Also, the New Milford Library maintains copies of some student materials in the reference section.

### **LATCHKEY PROGRAM**

The New Milford Community School Latchkey Program is designated to serve the elementary students in the New Milford Public Schools. Students can attend a morning and/or afternoon program. The children end the regular school day and enter a program that provides the kind of care which promotes social, emotional and physical development through supervised activities.

Upon arrival from the regular school day, the children are provided with transition time, during which a snack is provided. Help with homework is available upon request. Other activities will range from physical education to arts and crafts and various games.

All children residing in New Milford who are in grades K-7 are eligible to enroll in the program.

The program operates during the regular school days including early dismissal days. Hours of operation are dismissal time to 6:00 p.m. (On early dismissal days the program will begin at dismissal time.) Latchkey does not operate on the last day of school.

Morning Latchkey runs from 7:25- 8:15 a.m.  
There is a separate registration form up and fee.

Three locations where Latchkey operates are at: **BERKLEY SCHOOL, GIBBS SCHOOL and DAVID E. OWENS MIDDLE SCHOOL.**

Latchkey staff is comprised of certified teachers and aides who have been chosen to give special care and respond to the needs of each child.

**ALL STUDENTS ENROLLED IN THE LATCHKEY PROGRAM MUST BE COVERED BY THE REGULAR SCHOOL INSURANCE.**

**For further information please contact Fran Eagleson at 201-543-1055.**

## Reporting Pupil Progress

### Grading and Report Cards for Grades K-2

Students will receive a report card and progress report three times a year. These reports are to serve as an informative tool for home school communication as well as an instrument for discussing a child's progress with the assigned teacher. Students in grades K-2 will be assessed in Language Arts/ Literacy, Mathematics, Science, and Social Studies. The grade reporting system for assigning marking period grades in these subject areas is as follows:

AP-----Advanced Proficient----- exceeded the standards for that content area  
P-----Proficient----- has met the standards for that content area  
PP-----Partially Proficient----- has not met the minimum level of proficiency

Students in grades K-2 will be assessed in Social Skills, Art, Music, Physical Education, Health, Library Media/ Technology, and World Languages using the following terms:

O-----Outstanding  
S-----Satisfactory  
N-----Need Improvement

### Grading and Report Cards for Grades 3 - 5

The Board recognizes that a system of grading can help students, teachers and parents monitor achievement and assess progress toward personal educational goals and objectives. Students in grades 3 - 5 will be assessed in Language Arts/ Literacy, Mathematics, Science, and Social Studies three times a year. The grade reporting system for assigning marking period grades in these subject areas is as follows:

**Excellent.** Quality of work is in the superior range. Contributes beyond class assignments, grasps all facts essential to skill areas, shows superior initiative and interest, and integrates all subject areas.

A+ 98 - 100  
A 93 - 97  
A- 90 - 92

**Good.** Quality of work is in the above-average range. Prepares all lessons, has good understanding of subject matter, works with initiative and self-direction, and hands in written work that is well done.

B+ 87 - 89

B 83 - 86

B- 80 - 82

**Fair.** Quality of work is in the average range. Works well under teacher direction, but sometimes needs extra help and guidance.

C+ 77 - 79

C 73 - 76

C- 70- 72

**Weak.** Quality of work is in the below-average range. Shows little progress, but has mastered a few skills.

D 65 - 69

**Failing.** Quality of work is not satisfactory and indicates that skills have not been mastered.

F Below 65

**Incomplete:** Submitted work is insufficient to warrant any of the above grades. This grade (I) is given to students who have experienced extended periods of illness or those who have not completed assigned work for other approved reasons. If a student receives this mark, a conference should be arranged to inform parents of the extent of the work to be completed. If all work is completed within a reasonable amount of time, as defined by the teacher and Administration, the grade will be changed to a mark deemed appropriate by the classroom teacher. If the work is not completed during the allotted time, a failure is recorded for the subject.

### **Special Subject Grading**

Students in grades 3 - 5 will be assessed in Art, Music, Physical Education, Health, Technology, and World Languages using the following terms:

O-----Outstanding

S-----Satisfactory

N-----Need Improvement

### **Progress Reports**

In addition to three marking period grades, a mid-marking period progress report will be sent home three times for each student. This report is intended to help parents monitor the progress and achievement of their child.

## **Special Outings and Events**

### **Field Trips**

Class field trips are periodically planned by teachers and are considered an extension of the classroom learning experience. If the cost of a field trip is a financial burden, the parents should contact the Administration. Information about field trips will be provided well in advance. Signed parental permission slips are required for student attendance.

Students are expected to follow all school rules and specific teacher directions as well.

### **School Parties**

All parties must be approved in advance and will be planned and administered by the classroom teacher. If a child wants to send a simple treat for a birthday, please make arrangements with the classroom teacher. **Goody Bags or party invitations will NOT be distributed.**

## **Student Support Services**

### **Guidance and Counseling Services**

The school counselor is available for students who need assistance throughout the school year. The following services are available to students:

- Orientation for new students
- Crisis intervention and counseling
- Ongoing counseling on an individual or group basis with written parental approval
- Information pertaining to "outside" services (psychologist, counseling, etc.)
- Information regarding report cards, standardized testing, etc.

### **Child Study Team**

In accordance with NJ State Law, the Child Study Team (CST) is comprised of a Psychologist, Learning Disabilities Teacher Consultant, Social Worker, Speech Therapist, Nurse and a Consulting Physician. The purpose of the team is to aid teachers, parents and students in providing the proper educational atmosphere in which all students may perform and learn to the best of their ability. Requests for CST services will be made by administration after I & RS procedures are documented and reasons for a CST evaluation are determined. Requests for services may include an Educational Evaluation, Psychological Evaluation and/or Guidance Counseling. Parents are always made aware of any referral to the team so that they may be directly involved in the screening and placement process if necessary.

### **Intervention & Referral Service**

The school may provide additional educational resources for children in need through the Intervention & Referral Service (I&RS). This group may be comprised of teachers, special educators, the guidance counselor, nurse, an administrator and parents. As one of their tasks, the I&RS may devise a Intervention & Referral Plan designed to address difficulties that a student is experiencing in the regular education class. Parents of pupils referred to I&RS are encouraged to participate in the development and implementation of the Intervention & Referral Plan.

### **Academic Enrichment**

New Milford Schools, using multiple measure criteria developed by teachers and administrators, identifies gifted students and provides these students with appropriate instructional adaptations and services.

## **Health Services**

### **Health Record Update**

Please notify the school nurse regarding any new immunizations received or major illnesses that occurred during the summer months. Please contact the nurse if there are any changes in the child's health history.

### **Administration of Medication**

The procedure set forth below is approved for essential medication only, for example: antibiotics, tranquilizers, anti-convulsants, asthmatic medications, eye drops and the like. Medication which could be administered at home, such as cough medicines, cough drops and nose drops, should not be given at school. Parents have the primary responsibility for administering medication to their children. The nurse is the only school personnel authorized by the Board of Education to administer medication. This procedure will only be authorized in exceptional circumstances wherein the child's health would be jeopardized without the proper use of medications.

No Medication will be administered to pupils in school except by the school nurse, another registered nurse, or the pupil's parent. Medication must be delivered to the school nurse in its original container by the pupil's parent and must be accompanied by the parent's written request for its administration, and by the physician's written and signed statement of the medication's name, purpose, timing, dosage, possible side effects and duration. Medication no longer required must be promptly removed by the parent. An exception is made for pupils with asthma or another potentially life threatening illness, who shall be allowed to self-administer medication when a nurse is not physically present at the scene, provided permission for such self-medication is on file in the office of the school nurse and complies with the conditions for granting permission contained in Regulation #5330RF. The privilege to self-administer medication may be revoked if the student fails to comply with this policy or the regulations of self-medication. **(NJSA 18V6-1.1; 18A40-6;18A:40-7) (NJSA 45:11-23)**

### **Health Screening**

NJ Law requires that all students aged 10 to 18 be examined for scoliosis every 2 years. The examination will be conducted in school. Parents will be notified if the need for a medical examination is indicated. If you do not want your child examined in school, and wish to have your child examined at your own expense, please notify the school nurse in writing.

Students are also screened annually for height, weight, blood pressure, vision and hearing according to N.J. State Guidelines and school policy. A referral form will be sent home to a parent if their child has difficulty with any of these screenings. If you do not want any of these health screenings to be done in the school, please put this in writing and send it to the nurse before the end of September. Any letters must be specific as to the type of screening refused and the school year.

## **Parent Participation and Communication**

### **Visiting Your School**

All parents are welcome to visit their school. In order to ensure the safety of the students, persons wishing to visit the school are asked to make arrangements in advance through the school office. Upon arrival, all parents, visitors, and vendors must proceed directly to the school office where they can register and receive information or instructions. **PLEASE PARK IN THE STREET AND NOT IN THE TRAFFIC CIRCLE OR THE TEACHER PARKING LOTS.**

### **Community Involvement**

The administration and faculty of New Milford Elementary Schools are always interested in continuing and expanding parent participation in selected activities. Participation in curriculum development, policy formation and after school activities provide an excellent opportunity for meaningful involvement. Anyone interested in volunteering their time to assist in the library, chaperon a field trip, or serve as a class parent should contact the school office, classroom teacher, or the PTO.

### **Conferences with Teachers**

Conferences with teachers are a professional matter and should be conducted under the most desirable and confidential conditions. Parents are asked to contact teachers directly so that a meeting can be scheduled at a mutually convenient time.

In addition to meetings called on an "as need" basis, Parent/Teacher Conferences are held as the first marking period report card is issued. Prior to the conference dates, a notice providing more detailed information will be sent home with your child. One conference is provided for each student. Parents sharing custody should coordinate their schedules so they can both attend the same meeting.

### **Joint Custody Agreements**

Guardians that have legal custody are encouraged to stay involved in their children's education. Please provide the names and addresses of any persons that have legal rights to your child's report cards and progress reports in writing to the Main Office. It is the responsibility of the parent(s) to inform us of this request and update address/ phone number changes accordingly. Please see *Conferences with Teachers* section.

### **Parent-Teacher Organization (PTO)**

New Milford PTO provides parents, teachers, and community members the opportunity to unite to improve children's lives by addressing health, education, and social concerns. Book Fairs, Family Fun Activities, and assemblies are a few examples of the activities which the PTO is involved in organizing in addition to the collecting of Box Tops for Education which raises addition funds for the school. All parents are urged to join the PTO. Meetings are held at the school at 7:30 p.m. Please check the monthly calendar/newsletter for meeting dates.

## **Emergency Procedures and School Closings**

### **In Case of an Emergency**

Parents will be directed to a specific location in the event of an emergency, to be briefed and reunited with their children.

### **Fire Drills**

Fire drills are held twice a month, as mandated by NJ State Law. Students are expected to remain silent and follow all directions given by teachers.

### **School Closing Procedures**

1. The Fire siren will sound two blasts at 6:30a.m., 7:00 a.m., and 7:30 a.m.
2. The district's Emergency Notification System will notify you of a school closing or delay by telephone.
3. A "No School" announcement will be broadcast between 6:30 a.m. and 7:30 a.m. on the following stations: WINS 1010-AM; WCBS 880-AM and Channel 12 New Jersey Channel.
4. You may dial 201-261-2952 (New Milford Board of Education Offices) between 6:30 a.m. and 8:30 a.m. to obtain an informational recorded message.
5. Log onto WOR Website at <http://www.wor710.com>

### **Delayed Opening Procedure**

In the event of a delayed opening, the fire siren WILL NOT sound but the radio announcement, telephone notification and the special phone number will be used.

All schools will open at 10:00 a.m. and close at their regular dismissal times. Children should bring a lunch to school, since students will not be permitted to go home for lunch. Students that have purchased lunch for that day and students bringing lunch will eat during their assigned lunch period.

### **Early Dismissal**

In the event of an early closing, parents will receive a phone call notifying them of the dismissal time. Students will not be released unless a parent or designee is available. An authorization form, provided by the district at the beginning of the year in your child's Back to School Packet, must be completed by parents, indicating the emergency plan that their child should follow. Please keep all records updated. In order to ensure your child's safety, in the event of an emergency closing, please discuss and familiarize your child with your emergency plan.

## **General Information**

### **New Students**

New students who register while school is in session may begin classes the day after registration provided that appropriate records have been received.

### **Pupil Records**

According to NJSA 6:3-2, "Each local school district shall have the responsibility to compile and maintain pupil records and to regulate access to and security of such records in accordance with these rules and regulations." Inherent in this law is the parent's right to review their child's school records and to request interpretation of such records as needed. All such requests are to be made to the school office.

### **Student Fund Raising**

The collection of money in or on school property, or at any school sponsored event by a student for personal benefit is prohibited. Any fundraising must have administrative approval prior to the activity.

## Student Rights and Responsibilities

New Milford Schools believe that students have certain rights. These rights are supported by administration and teaching staff that is collectively responsible for the welfare of all students in the school setting.

Commensurate with these rights are responsibilities for which all students are held accountable. Just as in the larger society for which we prepare our children, the smaller society of the school must have rules and consequences to establish and maintain a safe and orderly environment.

The Code of Students Rights and Responsibilities is designed to clarify expectations of students in terms of their behavior and self control. Disciplinary action will be taken for infractions of established rules. Discipline will be carried out in a fair and equitable manner that reflects the age and maturity of the pupil and the nature of the misconduct. Each student has the following rights and responsibilities:

1. **In the school at large**, a student has the  
**Right** to attend a safe, orderly and attractive school.  
**Responsibility** to conduct oneself in a manner that ensures the safety and well being of self and others.
2. **In the classroom**, a student has the  
**Right** to a learning environment that is free from excessive noise, disruptive behavior or disrepair.  
**Responsibility** to listen to the teacher, to respect the rights of others in the classroom, and to respect school property.
3. **On the playground**, a student has the  
**Right** to enjoy exercise and free play under safe and orderly conditions.  
**Responsibility** to follow rules of good conduct on the playground that ensure the safety of all students and the opportunity to enjoy outdoor activity.
4. **In the cafeteria**, a student has the  
**Right** to eat his/her lunch in an orderly atmosphere and be assured of a nutritious meal.  
**Responsibility** to follow cafeteria rules, obey lunch room supervisors and bring cafeteria concerns to the attention of school authorities.

### School Discipline

Discipline is a shared responsibility of administrators, teachers, students and parents. As such, it must be understood by all parties. The philosophy of the New Milford Schools discipline policy is based on the assumption that:

1. A safe and orderly environment is necessary for learning.
2. All children can behave properly.
3. Persuasion is more effective than fear in training children.
4. Discipline is achieved by influencing children's behavior, rather than punishing.
5. The discipline system trains children in managing their own behavior.
6. The discipline system encourages students to interact with peers in a positive, supportive manner. Teasing or making fun of other students is unacceptable behavior.

Because discipline is a shared responsibility, all parties involved have obligations to fulfill.

**The administration is responsible for:**

1. Outlining rules and responsibilities that is clear, concise and consistent.
2. Supporting teachers by helping them develop behavioral agreements with students having problems.
3. Conferring with parents so they may share in the commitments and agreements needed for proper student behavior.
4. Focusing on everyone's role in the discipline procedure.
5. Enforcing building regulations that guarantee the welfare and safety of all children.

**The teachers are responsible for:**

1. Assisting in the development and enforcement of school rules.
2. Developing consistent classroom routines that clearly communicate to students what is expected of them.
3. Establishing a classroom management program that gives every student full opportunity to work to his/her potential.
4. Communicating with students and parents regarding behavioral successes, problems and proposed solutions to problems.
5. Developing a clear understanding of behavioral standards expected of students while at school or on the bus.

**The students are responsible for:**

1. Obeying school and bus rules.
2. Behaving in classrooms and all areas of the school building and grounds in a manner that does not disrupt the rights of other students.
3. Respecting the authority of the school to enforce all rules and regulations.

**The parents are responsible for:**

1. Reinforcing appropriate school behavior in the home.
2. Reviewing school rules and standards in the home.
3. Cooperating with the school in carrying out appropriate disciplinary actions.
4. Seeking out, when necessary, the aid of appropriate school personnel in correcting the behavior of the student.

**Expected Student Behaviors**

1. Students will show respect for one another, for adults, and for all school and personal property.
2. Students will behave in a responsible manner and will accept responsibility for their choices and actions.
3. Students will be honest in their words and actions.
4. Students will follow all directions in a timely and appropriate manner.
5. Students will come to class prepared to learn, with all necessary books, materials and homework.
6. Students will take proper care of textbooks and other educational material. Textbooks will be properly covered at all times.
7. All food, candy and snacks will be eaten only at designated times and in teacher - approved locations. (Chewing gum is prohibited.)
8. Students will conduct themselves in a positive and appropriate manner.

### **Classroom Rules**

1. Be in seats, with appropriate materials, and prepared to work when the class begins.
2. Be independent and honorable in doing work.
3. Show respect for all authority figures, including substitutes and student teachers.
4. Use courteous language at all times.
5. Ask to be excused from class only when absolutely necessary.
6. Respect other's right to work and avoid unnecessary noises or distractions.

### **Cafeteria Rules**

1. Obey all school rules of conduct apply to the lunchroom.
2. Remain seated unless instructed to do otherwise.
3. Respect the food, rights, and personal space of other students.
4. Speak in a reasonable tone of voice.
5. Clean the eating area, including the table and floor, and dispose of all garbage in the appropriate receptacles.
6. Use appropriate table manners at all time.
7. Never throw food or other objects.

### **Playground Rules**

1. Remain in the assigned area within sight of playground supervisors.
2. Interact in a positive and appropriate manner. Students are encouraged to share, cooperate and communicate in a socially acceptable manner. (Wrestling, fighting, pushing, and tripping are not allowed.)
3. Report any injuries immediately to a playground supervisor.
4. Never throw stones, sticks, dirt, snowballs or any other potentially dangerous objects.
5. Line up quickly, quietly and in an orderly fashion when directed by supervisors.

### **Non-School Related Materials**

It is recommended that students leave personal items at home. Only school related materials are to be brought to school. Any items or objects deemed disruptive to the learning process, or dangerous, will be held by the teacher and turned over to the administration. If, after being released to the parents, the child chooses to bring the same or similar objects back to school, the item(s) will be confiscated and remain in the possession of the school administration until the conclusion of the school year.

Students are PROHIBITED from possessing or using personal electronic devices, such as cameras, games, and mp3 players. Students are also prohibited from bringing rollerblades, scooters, skateboards and trading cards to school grounds.

Students who bring cell phones to school must keep them turned off and stored in backpacks throughout the school day.

The school or district personnel are not responsible for personal items lost or damaged on school grounds.

### **Student Dress and Grooming**

All students should be aware of some general rules regarding appropriate dress for school: Short shorts, cut-offs, halter-tops, tank tops and clothing with spaghetti straps will NOT be permitted in school. Shirts advertising alcoholic beverages or those with obscene or questionable printing on them will not be permitted. On very warm days, students are permitted to wear the **LONG TYPE** of shorts or capris. No outerwear jackets are to be worn during the school day. In addition, *no caps, hats, hoods, bandanas or wallet chains* are permitted to be worn during the school day. Further, students will be prohibited from carrying or wearing backpacks or large bags during the day. Students are encouraged to wear proper shoes to prevent injuries in school and on the playground. Backless shoes such as flip-flops or clogs are not permitted. Sneakers must be worn for Physical Education. Any questions regarding the appropriateness of any garment should be checked out in advance with your child's teacher or school administrator.

The administration reserves the right to determine whether a student is appropriately attired. Parents may be called and asked to bring a change of clothing to school if it is determined the child is inappropriately dressed.

### **Care of School Property**

The School charges each student in the district with the responsibility for the proper care of school property and the school supplies entrusted to his/her use. The School authorizes the imposition of fines for the loss, damage or defacement of textbooks, library books, school supplies and equipment. The School also reserves the right to withhold a report card from any student whose payment of a fine/charge is overdue. Students shall be responsible for the replacement costs of any school property lost or damaged.

### **Use of Technology and Media Center**

Students are expected to use computers, technology and media resources in a responsible manner. Parents will need to sign the Acceptable Use Policy.

### **Disciplinary Action**

Students who choose to disrupt the learning of others or who do not obey classroom, bus and school rules are subject to disciplinary action. The following represents the general progression of interventions taken as a result of behavioral transgressions:

1. A verbal or written warning issued to the student by a staff member.
2. Informal meeting between the student and staff member.
3. Lunch/Recess detention.
4. Parent or guardian contact in the form of a written note or telephone call.
5. After school detention. (Parents are responsible for providing student transportation.)
6. Referral to the Administration.

### **Possession of Weapons**

The "Zero Tolerance for Guns Act" prohibits the possession of weapons on any school property, on a school bus, or at a school-sponsored function. According to the law, **a weapon is anything that can cause bodily harm**. The law applies to all students, pre-K through 12th grade, and does not distinguish between "accidental" or intentional possession. Reasonable suspicion or confirmed possession of a weapon will be reported to the appropriate law enforcement agency. Any student found to be in possession of a weapon is subject to immediate removal from school pending BOE hearing w/in 30 days.

### **Suspension**

Misbehavior of a serious or repeated nature may result in a school suspension. Students are expected to complete assigned school work in a designated area while attending in-school suspension. Refusal to adhere to the rules of in-school suspension may result in an out of school suspension. A student suspended from school will be required to make up all missed work at the convenience of the classroom teacher(s). Such a suspended student will not be allowed to participate in any co-curricular activities sponsored by the school during the term of suspension and will not be allowed on school property until completion of the suspension.

**NEW MILFORD BOARD OF EDUCATION**  
**145 Madison Avenue**  
**New Milford, NJ 07646**  
**201-261-2952**  
**Fax: 201-261-8018**

## ASBESTOS CONTROL

The Asbestos Hazard Emergency Response Act (AHERA) requires all school districts to survey asbestos in its buildings and to have its own management plan for dealing with any asbestos present.

Custodians and maintenance staff receive special training to avoid disturbing asbestos containing material. Key personnel are trained in the monitoring, planning and management procedures necessary for the proper protection of all that use the buildings.

A copy of the asbestos survey and management plan for each building is kept at the Board of Education Office located at 145 Madison Avenue, New Milford.

## **Right To Know Disclosure**

In compliance with P.L. 1998, c364 governing the use or storage of certain hazardous substances in public schools, private schools, and child care centers, the use or storage of any hazardous substance shall be in compliance with regulations adopted by the State Department of Health.

Upon request, the school shall make available to all students, parents, staff, and community a copy of the Hazardous Substance Fact Sheets for any hazardous substance being stored on site or that is being used.

If you wish to review this material please contact the Principal to make an appointment to view the above-mentioned material.

## **Integrated Pest Management Notice**

The New Milford Board of Education has adopted an Integrated Pest Management (IPM) Policy and has implemented an IPM Plan to comply with this law. IPM is a holistic, preventive approach to managing pests that is explained further in the school's IPM Policy. A copy of this policy is available.

All schools in New Jersey are required to have an Integrated Pest Management Coordinator (IPM Coordinator) to oversee all activities related to IPM and pesticide use at the school. The IPM Coordinator is Ronald W. Stokes and he can be reached at 201-261-2952 145 Madison Avenue, New Milford, NJ.

The IPM Coordinator maintains the pesticide product label, and the Material Safety Data Sheets (MSDS) (when one is available), of each pesticide product that may be used on school property. The label and the MSDS are available for review (by appointment only) to any parent, guardian, staff member, or student attending the school. Also, the IPM Coordinator is available to parents, guardians, and staff members for information and to discuss comments about IPM activities and pesticide use at the school.

As part of a school pest management plan, the schools may use pesticides to control pests. The United States Environmental Protection Agency (EPA) and the New Jersey Department of Environmental Protection (DEP) register pesticides to determine that the use of a pesticide in accordance with instructions printed on the label does not pose an unreasonable risk to human health and the environment. Nevertheless, the EPA and the DEP cannot guarantee that registered pesticides do not pose any risk to human health, thus unnecessary exposure to pesticides should be avoided. The EPA has issued the statement that where possible; persons who are potentially sensitive, such as pregnant women, infants, and children should avoid unnecessary pesticide exposure.

## **Affirmative Action**

It is the policy of the New Milford Board of Education to avoid discrimination on the basis of race, color, creed, religion, gender, educational handicap or disability, ancestry, national origin or social or economic status in its educational program and activities. Inquiries regarding compliance should be directed to the **Affirmative Action Officer, Mr. Louis Manuppelli**. The Affirmative Action Grievance Procedure may be utilized by any student, parent, staff or community member who has a concern arising from alleged prejudice or discrimination on the basis of the aforementioned items. Neither staff nor students may, through statement or action, harass or bully any other staff member or student on the basis of race, color, creed, religion, gender, educational handicap or disability, ancestry, national origin or social or economic status. Any school employee that has direct knowledge of a violation of this act must file a report with the Principal. Please contact the main office if you would like a copy of the district's policy concerning affirmative action, hazing, or harassment.

## **Section 504**

The New Milford Schools adhere to Section 504 of the Rehabilitation Act of 1973 which requires that no qualified handicapped person shall, on the basis of handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity which receives or benefits from Federal financial assistance. Mrs. Whitney Perro **is the Section 504 Officer**.

### **SECTION 504 OF THE REHABILITATION ACT OF 1973 AND THE AMERICANS WITH DISABILITIES ACT (ADA)**

The New Milford Board of Education affirms that no qualified person shall, solely by reason of his/her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity conducted by the School District. Contact Person: Mrs. Whitney R. Perro, 201-265-8661 ext. 3000

To: Parent /Guardian of Students Who Require an Inhaler in School  
From: Regina Troisi-Holley, RN BSN & Jo Anne Woletz, RN

If it is necessary for your child to carry an inhaler in school, the form below must be filled out by your child's physician and a parent/guardian, and returned to my office as soon as possible.

Please feel free to call us if you have any questions or concerns.

Sincerely,  
Ms. Regina Troisi-Holley R.N., BSN & Mrs. Jo Anne Woletz R.N.

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**FOR COMPLETION BY PHYSICIAN**      **FOR SCHOOL YEAR**\_\_\_\_\_

**Student's Name**\_\_\_\_\_ **Grade:**\_\_\_\_\_

**Name of Medication:** \_\_\_\_\_

**Dosage of Medication:** \_\_\_\_\_

**Time of day to be given:** \_\_\_\_\_

**How often can be repeated:** \_\_\_\_\_

**Side effects:** \_\_\_\_\_

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**Physician Signature**

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**Date**

**Physician Stamp:**

**For Physician and Parent/Guardian**

The above named student has been instructed in the proper use of the designated inhaler. The student's parent/guardian and physician request that this child be permitted to carry the inhaler on his/her person or to keep same in his/her backpack. He/She has been instructed in and understands the purpose and appropriate method and frequency of use of his/her inhaler.

We, the undersigned, absolve the school of any responsibility in safeguarding our child's inhaler while it is in the possession of our child or in his/her backpack.

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Physician

---

Date

---

Parent/Guardian Signature

---

Date

**MEDICATION AUTHORIZATION  
ONE MEDICATION PER FORM**

Full Name of Student \_\_\_\_\_ School Year \_\_\_\_\_  
Grade \_\_\_\_\_

- I understand that I must supply the school with the equipment/supplies needed to administer the medication.
- I understand that all medications must be labeled with the name of the medication, name of the student, name of the physician, date, and directions for administration. Prescription medication must be labeled by a registered pharmacist.
- I hereby authorize the medication described below to be administered as directed by child's physician.
- I understand that the physician will be called if a question arises about my child's medication.

\_\_\_\_\_  
Signature of Parent/Guardian Date

**FOR COMPLETION BY PHYSICIAN**

1. Name and strength of medication \_\_\_\_\_
2. Route of administration \_\_\_\_\_
3. Dosage of medication \_\_\_\_\_
4. Time of day medication is to be given \_\_\_\_\_
5. Date medication began \_\_\_\_\_ Date medication discontinued \_\_\_\_\_
6. Side effects \_\_\_\_\_
7. Additional information \_\_\_\_\_  
(crush, dissolve)

\_\_\_\_\_  
Physician's Signature Date  
(original signature/No stamps)

\_\_\_\_\_  
Physician's Printed Name Physician's Phone Number

\_\_\_\_\_  
Physician's Address

Reviewed by Health Services Staff \_\_\_\_\_  
Name/Date