

Parent & Student Handbook
2018-2019

**MENDHAM
TOWNSHIP
ELEMENTARY
SCHOOL**



18 West Main St.
Brookside, NJ 07926
973.543.7107
www.mendhamtwp.org/es

www.mendhamtwp.org

Dear Mendham Township Elementary School Families,

This parent/student handbook is designed to provide you with specific information and guidelines pertaining to our academic expectations, staffing, services, district policies and general operating procedures. Please carefully review the contents of this handbook and refer to it throughout the school year as a reference.

Additional information about our school such as curriculum, teacher pages, event calendars, schedules, important announcements and district wide resources may be found by accessing our website at www.mendhamtp.org. A digital copy of this handbook is also located on our school website.

The relationship between home and school is vital to the success of all students. The MTES administration, faculty and staff are here to provide you with support and answer any questions you may have. If you need assistance, please contact us. A detailed listing of district and school staff with contact information is located on the first few pages of this handbook.

Warm Regards,

Julianne Kotcho, Principal

Mendham Township, a caring, supportive and involved school community provides all students with a comprehensive educational experience of the highest quality in a nurturing environment serving as a foundation for life-long learning and responsible productive lives.

Every Student, Every Day!





SCHOOL SECURITY/VISITORS TO SCHOOL

LOBBY GUARD

1. All visitors *must* register via **Lobby Guard** located in the main entrance vestibule.
2. Visitors must register via lobby guard or use their assigned Lobby Guard tag to receive a visitor's badge prior to entering the building.
3. All exterior doors are locked during school hours. Video surveillance cameras are installed throughout the building to monitor activity.
4. Relatives, siblings, friends or neighbors may not attend classes during regular school hours excluding special activities approved by building principal.

STUDENT SIGN IN/SIGN OUT

1. Parents/Guardians bringing students to school late must sign in their child at the Main Office desk.
2. Parents/Guardians picking up students early must sign their child out at the Main Office desk.

PICK UP PATROL

This year, we are piloting a new cloud based app called **Pick Up Patrol** to help streamline our student dismissal patterns. An initial set up e-mail will be sent to all families on how to set up their account. This program will allow parents to send their child's dismissal plans via their computer or smartphone without having to write notes or call the main office. Cut off time to input your child's dismissal on Pick Up Patrol will be **2:25 pm**. Teachers will receive notification via e-mail of student dismissal plans at **2:30 pm**.

In the event that there is an emergency or other unavoidable issues, please call the main office at (973) 543-7107 x224.

Notify the school, in writing and on Pick Up Patrol if there are any restrictions regarding individuals to whom your child/children should not be released.

Notify, in writing, the office and the classroom teacher when parents must be away from home for an extended period of time. Include the name of the individual(s) responsible for the care and supervision of the child/children and the address and telephone number if they are not staying at your home.

TINY TIGERS

Mendham Township Elementary School is proud to announce the opening of our new early childhood program for 2 year olds. The Tiny Tigers program will provide a well rounded experience for your child in a safe and nurturing environment. Full day and half day options are available, as well as Before and After Care options for your toddler. Please visit our web-site for program details and registration information. www.mendhamtp.org



BOARD OF EDUCATION

http://mendhamtp.org/board_of_ed.html

Mr. Brian Jendryka, *President*
Mr. Aadithya Thayyar, *Vice President*
Mrs. Jocelyn de Grandpre
Mrs. Heather Fraser
Mr. Richard Gondek
Mrs. Gretchen Holquist
Mr. Fion Wood

Notice of Board of Education Meetings are posted in both schools, in the Central Office and on the district website at www.mendhamtp.org

DISTRICT ADMINISTRATION

973-543-7107

Superintendent of Schools	Dr. Salvatore M. Constantino	http://mendhamtp.org/superintendents_office.html
School Business Administrator	Mrs. Donna Mosner	http://mendhamtp.org/business_office.html
Principal, Elementary School	Mrs. Julianne Kotcho	http://mendhamtp.org/principal_es.html
Director of Special Services	Mr. Robert Koroski	http://mendhamtp.org/special_services.html
Principal, Middle School	Dr. Patrick Ciccone	http://mendhamtp.org/principal_ms.html
Director of Transportation	Mrs. Margaret Hogan	http://mendhamtp.org/transportation_office.html

The Mendham Township School District does not discriminate on the basis of disability in its admissions procedures, access to educational services, or treatment of students in its programs, services, or activities. Any student, parent, or guardian who believes that the impact of a disability might be helped by assistance from the school may present a request to the 504 Coordinator, Principal Julianne Kotcho, 18 West Main St. Brookside, NJ 07926 or by phone at 973.543.7107 for evaluation or use of the identification procedures located in this handbook. If that disability meets Federally mandated criteria of including any physical or mental impairment that substantially limits one or more major life activities according to Section 504 of the Rehabilitation Act of 1973, the District will provide assistance. Section 504 of the Rehabilitation Act of 1973 was designed as civil rights legislation for individuals with disabilities. Section 504 eligibility results in the provision of a free and appropriate public education (FAPE) to students and qualified adults with disabilities who may not be covered by the Individual with Disabilities Education Act (IDEA).



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Calendar of School Activities 2018-2019



Date

Aug. 23 & 24	Staff Professional Development – Teachers Return
Aug. 27	Students Return
Sept. 3	Labor Day – School Closed
Sept. 10	Rosh Hashanah – School Closed
Sept. 19	Yom Kippur – School Closed
Sept. 20	Back to School Night
Oct 1-5	Week of Respect
Oct. 3	School Pictures – Tiny Tigers – 2nd
Oct. 4	School Pictures – Grades 3 & 4
Oct. 8	Columbus Day School Closed – Teacher In-Service
Oct. 8-12	Fire Prevention Week
Oct. 15-19	School Anti-Bullying Week
Oct. 31	Halloween Parade/Tiny Tigers, Pre-K & K – 10:30 am/1st – 4th 2:15 pm
Nov. 5	Parent/Teacher Conferences/Afternoon Session – ½ Day Early Dismissal
Nov. 6	Parent/Teacher Conferences/Evening Session – ½ Day Early Dismissal
Nov. 7	Parent/Teacher Conference/Afternoon Session – ½ Day Early Dismissal
Nov. 8-9	School Closed – NJEA Convention
Nov. 21 - 23	Early Dismissal – School Closed Thanksgiving Recess
Dec. 21 –Jan. 1.	Early Dismissal - School Closed Holiday Recess
Jan. 21	Martin Luther King Jr. Day – School Closed
Feb. 15	Early Dismissal Students – PM Staff Professional Development
Feb. 18-19	School Closed – Presidents’ Weekend
Feb 26-28	Co-Gat Testing/Grade 2
Feb 28	Spring School Pictures – Tiny Tigers – 2nd
Mar. 1	Spring School Pictures – 3rd & 4th
Mar. 6	Parent/Teacher Conferences/Morning Session – Delayed Opening
Mar. 7	Parent/Teacher Conferences/Evening Session – ½ Day Early Dismissal
Mar. 8	Parent/Teacher Conference/Afternoon Session – ½ Day Early Dismissal
Mar. 25-29	School Closed-Spring Break
Apr. 19	Good Friday – School Closed
May 6-10, 13-14	PARCC Testing Grades 3 & 4/Make Up Testing 5/15 -5/17
May 24	<i>If No Extra Snow Days are Used – School will be Closed</i>
May 27	School Closed/Memorial Day
June 13	Last Day of School (Tentative)/Early Dismissal – Report Cards Home

MENDHAM TOWNSHIP ELEMENTARY SCHOOL STAFF

NAME	ASSIGNMENT	EMAIL ADDRESS
Julianne Kotcho	Principal	jkotcho@mendhamtp.org
Carolyn Johnson	School Counselor	cjohnson@mendhamtp.org
Cheryl O'Connor	Principal's Secretary	choconnor@mendhamtp.org
Barbara Wallack	School Secretary	bwallack@mendhamtp.org
Allen, Alice	Music/Tiger Chorus	aallen@mendhamtp.org
Allen, Carolyn	Kindergarten	callen@mendhamtp.org
Barlow, Diane	4 th Grade	dbarlow@mendhamtp.org
Bays, Ashley	3 rd Grade/Special Education	abays@mendhamtp.org
Boland, Brianna	1 st Grade	bboland@mendhamtp.org
Bizzarro, Sarah	Art/Advanced Art	sbizzarro@mendhamtp.org
Bresky, Sara	Pre-School/PSD	sbresky@mendhamtp.org
Brown, Jeanne	Pre-School	jbrown@mendhamtp.org
Cullinan, Dawn	4 th Grade/Special Education	dcullinan@mendhamtp.org
DeGise, Kellie	4 th Grade	kdegise@mendhamtp.org
Fuller, Nancy	Math/Assessment Coordinator	nfuller@mendhamtp.org
Gallo, Charles	Technology	cgallo@mendhamtp.org
Gormly, Greg	Physical Education	ggormly@mendhamtp.org
Hofmann, Michelle	School Nurse	mhofmann@mendhamtp.org
Johnson, Kelly	Kindergarten	kjohnson@mendhamtp.org
Kentos, Alison	Tiny Tigers	akentos@mendhamtp.org
Klacik, Allison	3 rd Grade	aklacik@mendhamtp.org
Mahadeen, Michael	Band Instructor	mmahadeen@mendhamtp.org
Marinero, Amanda	3 rd Grade/Special Education	amarinero@mendhamtp.org
Mastrogiannakos, Eugenia	1 st Grade	emastrogiannakos@mendhamtp.org
McNamara, Theresa	4 th Grade	tmcnamara@mendhamtp.org
Merlino, Kelly	Kindergarten	kmerlino@mendhamtp.org
Miller, Kristin	Special Education	kmiller@mendhamtp.org
Milow, Theresa	2 nd Grade	tmilow@mendhamtp.org
Newton, Tracy	Media Specialist	tnewton@mendhamtp.org
O'Connor, Cindy	Pre-School	coconnor@mendhamtp.org
O'Keefe, Kevin	2 nd Grade	kokeefe@mendhamtp.org
Panetta, Briana	Physical Education	bpanetta@mendhamtp.org
Pieper, Darlyne	2 nd Grade	dpieper@mendhamtp.org
Porrovecchio, Laura	2 nd Grade	lporrovecchio@mendhamtp.org
Quidore, Ann	Pre-School	aquidore@mendhamtp.org
Reed, Tiffany	1 st Grade	treed@mendhamtp.org
Riina, Clare	3 rd Grade	criina@mendhamtp.org
Schaberg, Karen	Strings	kschaberg@mendhamtp.org
Smyth, Dori	Gifted & Talented	dsmyth@mendhamtp.org
Sosna, Jean	Reading Specialist/ Learning Lab	jsosna@mendhamtp.org
Tiboni, Lisa	4 th Grade	ltiboni@mendhamtp.org
Williamson, Amy	Kindergarten	awilliamson@mendhamtp.org
Special Services		
Koroski, Robert	Director of Special Services	rkoroski@mendhamtp.org
Spoerl, Gwen	Director's Secretary	gspoerl@mendhamtp.org
Bravo, Kelly	Social Worker	kbravo@mendhamtp.org
Cote, Miche	LDTC	mcote@mendhamtp.org
Goldenberg, Peggy	School Psychologist- CST	pgoldenberg@mendhamtp.org
Hengst, Maureen	Speech	mhengst@mendhamtp.org
Delaney, Caitlyn	Speech	cdelaney@mendhamtp.org

ANIMAL VISITATIONS

Please do not permit your child to bring any animal to school. We are particularly concerned about wild animals – turtles, wounded birds, etc. being moved from their natural habitats. It is impossible to know if animals carry any disease, will cause an allergic reaction in students, or if they would injure a child while being handled in the classroom. Any animal visit should only be done with the permission of the classroom educator and short in duration – with the parent bringing and taking home the visitor. Animals are not permitted on the bus and therefore must be transported by a parent in a safe container.

ALLERGIES

There are a good number of students that have allergies to a vast range of sources in our environment, such as various foods, insects and materials both natural and man-made. The Mendham Township Elementary School faculty and staff strive to make accommodations for those adversely affected by allergies. Parents must notify the school nurse in writing of any known allergies, and any subsequent changes to the information provided on the most recently submitted health card. All parents of the MTES community must be considerate of those with life threatening allergies by first contacting your child's educator in advance of your intentions to send in food for any occasion.

ARRIVAL/DISMISSAL INFORMATION: BUS RIDER, CAR RIDER, WALKER & AFTERCARE

1. The Mendham Township School District is primarily a busing district. Students are assigned to bus routes and stops to guidelines set by the Board of Education Transportation Department.
2. Children in grades PK-4 may ride only the bus to which they are assigned, unless given special permission by the Transportation Supervisor and Principal. Children may get off at another stop on their bus route with the permission of the child's parent. Main office must be notified.
3. Plans on Pick Up Patrol is required by a parent/guardian any day a child in PK-4 is not taking the bus home from school. Pick Up Patrol will also need to be utilized if your child is getting off at a stop other than the one assigned, has an activity covering an extended period of time (Brownies, Cub Scouts, Chorus, etc.) and if they are picked up on a designated day of the week on a permanent basis.
4. Children being picked up will be dismissed at 3:35 pm. Children taking buses will be called for dismissal at 3:40 p.m. Walkers will be dismissed to the main lobby to meet with their aide before buses have departed for safety reasons. The designated aide walks with the children to the cross walk at the bottom of the entrance and West Main St. prior to buses being dismissed. Children are supervised crossing the street by our crossing guard.
5. Children being picked up in the car line will be dismissed first to the South Gym to check in with an aide. An aide outside will radio into the gym to inform the supervising aide of your arrival. The aide then calls your child and dismisses her from the gym. It helps considerably if your front passenger window contains a placard with your last name for quick identification. Another aide will assist your child with loading into your vehicle. **All parents picking up their children are to remain in their car and not cross the line of traffic for the safety of both you and your child, as well as consideration for those in the line and its efficient operation.**
6. Students riding the bus are dismissed directly to the buses in the circle at the front of the school. Classroom teachers supervise their classroom, walking them to their designated exit. Various school faculty & staff are on supervision duty in the hallways and on the sidewalk to ensure your child's safety and assist students with direction to the proper bus.
7. Students enrolled in the Aftercare program will be dismissed from the classroom at the time of the bus riders. Mrs. Castiglione, our aftercare provider, will take attendance upon your child's arrival in the All-Purpose room. Should your child be scheduled for Aftercare and not report, Mrs. Castiglione informs the main office. The main office will contact you and make every effort to locate your child prior to the buses leaving.

*Students remaining in the building after dismissal will be supervised by the Principal and attempts will be made to contact parents/guardians and emergency contacts. Within a reasonable amount of time, any child left at school will be sent to Aftercare and any costs incurred will be the responsibility of the parent.

ATTENDANCE

Academic progress depends on regular school attendance. Parents are responsible for making sure that their child/children attend school every day. However, a sick child should not be sent to school. Absences, because of illness, death in the family, sudden extreme emergencies and religious holidays are all legally excused absences. Students must bring a written note from home explaining the reason for the absence.

Absences from school for purposes of accompanying family members of others on vacations or trips are not considered excused absences. Students are expected to make up all work missed due to school or class absences. You must notify the principal if you are planning an extended absence from school.

“A pupil must be in attendance for 165 or more school days in order to be considered to have successfully completed the instructional program requirements of the grade/course to which he/she is assigned. A waiver of these attendance requirements may be granted for good cause upon the review of the school counselor and in concert with the building principal. Documentation of the nature and causes of these absences shall be the responsibility of the pupil and parent/guardian.” Board of Education policy # 5200

Absences & Tardiness: If your child/children will be absent from school, it is imperative that you contact the elementary school office prior to 8:45 a.m. on the day of the absence. If a child is reported absent and a call has not been made to the office, our Early Warning Child Find procedures dictate that we attempt to call home. If there is no answer, we attempt to call all emergency numbers provided and then notify the local police department to conduct a home visit.

Tardy students must report to the office upon arrival at school and must have a written explanation for the tardiness. You must sign your child in tardy so he/she can receive a tardy pass. Absences will be recorded by the classroom educator and tardies will be recorded in the office. A child is considered tardy if arriving after 8:55 a.m. As per board policy, a letter is sent home notifying parents of excessive absences and tardies beyond 10 that could request a conference to discuss the impact of absences and tardies on your child making adequate progress with the educational program.

BIRTHDAY & HOLIDAY CELEBRATIONS

We encourage parents to share their children’s birthday with classmates as well as holidays in an effort to teach students about various cultures and nationalities. Please make arrangements for any celebration with your child’s classroom educator. We strongly encourage healthy alternatives to traditional “celebration foods”. Please see our website for nutritional snack suggestions.

The New Jersey Nutrition Policy prohibits providing treats that have sugar as their first ingredient. Specific examples include soda, water ices, chewing gum, hard candy, jellies and gums (fruit snacks), marshmallow candies, fondants, licorice, cotton candy, and candy coated popcorn.

Please be mindful of food allergies your child’s class when selecting a birthday snack.

Invitations to birthday parties should be mailed out from home so as not to hurt the feelings of children who may not be invited and to conserve precious instructional time.

CAFETERIA GUIDELINES

Students who eat before recess must go to lunch prepared for recess. They may not return to their classrooms after eating.

Students must remain seated during lunch except when they are purchasing food or cleaning up and must ask permission to do so.

Students will behave appropriately and respectfully at all times. They are expected to converse in moderate voices, eat in a mannerly fashion, and be courteous to each other, as well as to supervising staff.

Use of restrooms is done with a pass and the permission of a supervising staff member.

Students will be dismissed from the lunchroom when tables, floors, and benches are clean. All students at a given table share collective responsibility for ensuring the cleanliness of their own table/floor areas.

No food or drink will be allowed to leave the lunchroom, unless special circumstances are present and permission is granted.

CARE OF PERSONAL PROPERTY

Each student must accept responsibility for the care and safety of his/her personal belongings. Grade 4 will have lockers and receive suggested guidelines to assist in the safeguarding of personal property. For reasons of health, safety and order, students should expect the principal or principal's designee to routinely inspect lockers, student closets and cubbies.

1. Never bring to school large sums of money or valuables that if lost, stolen or broken would cause its owner to be upset.
2. Never leave money, jewelry, valuables or purses in classroom cubbies.
3. It is expected that all students will respect the rights and property of other students. Please turn in to the office any personal belongings you may find.
4. If you lose any articles of clothing, books or other items, please check the "Lost and Found" area located in the Cafeteria. If they appear to be valuables, they are often brought directly to the main office. Unclaimed items from the Lost and Found are given to charity at the end of each semester. Parents should label jackets, shoes, coats, and any other items that young students may lose.
5. Electronic equipment such as iPods, MP3 players and video game players are NOT TO BE BROUGHT TO SCHOOL unless permission is given by staff for classroom instruction.
6. **Mendham Township Elementary School students are permitted to bring cell phones to school for emergency use/or after hours use only. Cell phones must remain off between the hours of 8:45 am – 3:45 pm.**
7. Toys of reasonable size (those than can fit easily in a backpack), or other items to share may be brought to school according to the guidelines set by each classroom educator. These items may only be brought out and used at recess or at the discretion of the classroom educator.

CARE OF SCHOOL PROPERTY

The physical condition of a school usually reflects the values of the community. The Mendham Township Schools are well-equipped, well-maintained buildings of which every student, parent, and teacher can feel proud.

Students are urged to take pride in their school and are expected to assume responsibility for maintaining their school – the building, furniture, equipment, books, buses and grounds.

Pupil Discipline/Code of Conduct/Discipline Policy 5600R

District Wide Discipline Level System- 4 Levels

The intent of these levels is to implement a discipline procedure that relates to the severity of the action. The procedure is not intended to be punitive but to impose a response that will effect a change in behavior. It will not always be clear that a particular infraction is a specific level; therefore, it will be up to the teacher or administrator involved to determine the appropriate response. Teachers and administrators will use the professional judgment and will consider age, grade level and the nature of the infraction when selecting the response. The examples of misbehaviors listed here are not inclusive, but serve as guidelines.

LEVEL 1:

Misbehavior on the part of the student, which impedes orderly classroom procedure or interferes with the safe operation of the school. These misbehaviors refer to first offenses.

Examples:

- Classroom or school disturbance
- Minor dress code violations
- Bus disturbance
- Lack of respect
- Breaking Acceptable Use Policy
- Unprepared for class
- Leaving class without permission
- Food, drink or gum chewing in the classroom
- Disrespectful language
- Tardiness
- Inappropriate use of computers
- Use of electronic devices during school hours
- Cafeteria/hallway misbehavior

These acts can usually be handled by an individual staff member but sometimes require the intervention of other school support personnel. Some or all of the following responses may be used depending on the severity of the inappropriate behavior.

Responses/Pre-K – Fourth Grades:

- Verbal reprimand
- Written or verbal warning
- Separation (seating)
- Teacher detention
- Phone conference with parent/guardian
- Student behavior contract
- Written or verbal apology
- Loss of privilege-social, recess, cafeteria, classroom

LEVEL 2:

Frequent or serious misbehavior that tends to disrupt the learning climate of the school and requires the intervention of an administrator because the application of Level 1 disciplinary options has failed to correct the situation. Included in this level are misbehaviors which do not represent a direct threat to the health and safety of others, but whose educational consequences are serious enough to require corrective action on the part of the administrator.

Examples:

- Continuation or escalation of Level 1 misbehavior (repeated Level 1 offense)
- Disruptive classroom behavior that impedes learning
- Cutting class
- Inappropriate displays of affection
- Misbehaving for a substitute
- Insubordination/defiance**
- Misbehavior/talking during an emergency drill
- Abusive or disrespectful behavior toward any staff member

- Offensive or obscene slogans on clothing
- Purposeful mess-making
- Inappropriate language
- Forged notes/excuses
- Throwing objects
- Bullying

**The penalty for insubordination in any class in which it occurs shall be suspension for a period deemed appropriate in the circumstances. ie; the child will sit in the office for the remainder of the period.

These acts are usually the result of the continuation of Level 1 behaviors and will be handled by the administration and staff. Some or all of the following responses may be used depending on the severity of the inappropriate behavior:

Responses/Pre-K – Fourth Grades:

- Written or verbal warning
- Parent/teacher Conference
- Phone conference with parent/guardian
- Parent administrator conference
- Long-term or permanent separation (seating)
- Lunch detention
- Morning or after school detention
- In-school suspension
- Suspension from transportation
- Suspension from social or extracurricular activities
- Suspension of other privileges
- Meeting with counselor

LEVEL 3:

Acts directed against persons or property but whose consequences do not seriously endanger the health and safety of others in the schools.

Examples:

- Continuation or escalation of Level 1 or 2 misbehavior
- Stealing
- Physical contact with another student
- Threats
- Harassment
- Menacing or violent behavior
- Obscene activity, language or gestures
- Willful destruction of property
- Gambling
- Gross disrespect
- Cheating
- Leaving school without permission/authority
- Bullying

These acts most frequently can be handled by the disciplinary mechanism in the school. Corrective measure, which the school should undertake; however, depend on the extent of the school's resources for remediation of the situation in the best interest of all students. Those acts, which violate the law, will be referred to the appropriate law enforcement office.

Some or all of the following responses may be used depending on the severity of the inappropriate behavior:

Responses/Pre-K – Fourth Grades:

- Referral to law enforcement agency
- Temporary removal from class
- Parent/teacher conference
- Parent administrator conference
- Suspension from transportation
- Suspension from social or extracurricular activities
- Suspension of other privileges – including school trips

- Suspension: In school or out of school
- Restitution of property or repair of damage by the student
- Meeting with counselor
- Referral to counseling/evaluation

LEVEL 4:

Acts which result in violence to another person's property, or which pose a direct threat to the safety of others in the school, or which cause serious disruption to the education process.

Examples:

- Continuation or escalation of Level 1, 2, or 3 misbehavior
- Violence against peer and/or staff member
- Damage to facility that interferes with functioning of school or threatens well-being of others.
- Sexual harassment
- Drug, alcohol or weapon possession
- Extortion
- False alarms
- Bullying
- Wrongful entry
- Arson
- Membership to unauthorized organization
- Possession of a weapon

These acts are so serious that they always require administrative actions and will often result in the removal of the student from school and in some instances, the intervention of law enforcement authorities and action by the Superintendent.

Responses/Pre-K – Fourth Grades:

- Suspension from transportation
- Suspension from social or extracurricular activities
- Suspension of other privileges – including school trips
- Suspension – longer term – out of school
- Restitution of property or repair of damage by the student
- Referral to law enforcement agency – most infraction require P.D. notification
- Referral to counseling/evaluation
- Expulsion

Zero Tolerance for Guns Act

Possession of a firearm is a serious offense. In accordance with the Zero Tolerance for Guns Act and Board of Education Policy 5611, a student found in possession shall be immediately removed from the school's regular education program pending a hearing to remove the student from the regular education program for a period on not less than one calendar year. The final decision is subject to modification on a case-by-case basis by the Chief School Administrator. For further details, reference Board of Education Policy 5611.

Cyber bullying/Bullying/Digital Harassment/Away From School

Please remind your students that bullying and or cyber bullying occurring away from school and or after school hours, which impedes the school's mission to provide a positive and highly effective learning environment for all students, staff, and administrators, will be dealt with by the principal as a Level 3/Level 4 offense as delineated in our online student handbook. Harassing, intimidating, or threatening behaviors whether in person or via a digital medium, such as but not limited to Facebook, texting, and e-mails, which result in the deprivation of a positive learning environment shall carry a consequence of an in-school suspension to a 10 day out of school suspension based upon the severity of the infraction. There is no place in our school community for bullies!

CHAIN OF COMMAND

The chain of command needs to be followed when discussing topics specific to your child. The perspective of a student, parent, or teacher on any particular topic may afford a different interpretation, and it is important that communication among all three occur prior to reaching the Principal's office. Without knowing the specifics from all three parties, it is difficult for the principal to respond appropriately. The Principal can only generalize and make assumptions, if he/she does not have feedback from everyone. However you wish to communicate with the teacher, it is only fair that all parties share their thoughts prior to touching base with the administration.

COMMUNICATION

Communication between school and home plays a major role in the academic achievement and social growth of the child. The various modes of communication in the Mendham Township schools are:

1. Back-to-School Night
2. Fall and Spring Parent Conferences
3. Tiger Folders
4. Assignment sheets, assignment pads and planners are completed daily and sent home for grades 2, 3 and 4.
5. Notes between parents and educators.
6. Telephone, email, and personal conferences.
7. Progress Reports.
8. Report cards are sent home quarterly for grades K - 4 to be signed and returned. Final report cards become the property of the parents and will reflect the recommendations of the teacher for the following year.

CURRICULUM

The Mendham Township Schools offers standards based curricula which are updated on a five year cycle. Content area and grade level specific information can be found on the Mendham Township Elementary School website; mendhamtp.org.

DRESS CODE

Students of Mendham Township Elementary School are expected to dress and groom themselves in such a way as to reflect neatness, cleanliness, personal pride and responsibility. School attire should be seasonably appropriate and allow for daily weather changes. Layered dressing permits students to be comfortable regardless of individual classroom temperatures. The children do play outdoors for recess when weather permits – above 25 degrees with the wind chill. Students will not go out in excessive heat and humidity. Appropriate shoes should be worn every day. **Backless shoes, flip flops or shoes with high wedges are not safe for physical education or recess playground activities and should not be worn to school.** Heelies are also prohibited in school. Spaghetti strap, tube and halter tops should not be worn in school.

GIFTED AND TALENTED **Quest Program Grades 3 - 8**

Overview

The Elementary School's grade 3 and 4 Quest programs engage students in advanced collaborative and critical thinking to problem solve real-world STEM (Science, Technology, Engineering, Math) based learning activities. Students are challenged to use effective oral and written communication skills to research, collect data, analyze information and provide strong rationale for outcomes and proposals.

The grade 3 and 4 Quest classes meet weekly during enrichment and zero periods. Quest students may also participate in additional special programs, competitions, or field trips coordinating with their units of study. In addition to the Quest program, all students in grades K-4 participate in weekly enrichment classes delivered by the G&T and classroom teachers.

The Middle School's Quest programs are a continuation of the elementary programs. Students work collaboratively to propose and implement solutions to real life phenomena through logic-based simulations. Students continue to develop effective oral and written communication skills, however, developing effective 'cooperation skills' are paramount to producing successful projects as students move through the grades. In addition, there is an increased focus on authentic 'building' and creative problem solving in grade 7 and 8.

Quest 5 and 6 classes meet weekly during enrichment periods and are open only to those students who meet the eligibility requirements outlined below. Quest 7 and 8 classes meet at least once per week during enrichment but may meet more frequently based on the complexity of the units or activities. Quest activities may include field trips, competitions, and or special presentations.

Overview of Eligibility

All MTES students in grade 2 will be screened for Quest services beginning with CogAt Testing. Students found eligible for Quest services in grade 2 will remain eligible for Quest services indefinitely through grade 8.

All students will again be screened for Quest services in grade 5. The grade 5 screening shall not terminate Quest eligibility for any student regardless of score, rather, grade 5 students who earn in the 96th percentile (CogAT) Composite or Non-Verbal will be added to Quest service rosters for grade 6. In grades 7 and 8, all "interested" students shall have the opportunity to participate in Quest 7 and 8 based upon successful completion of preliminary summer projects.

Students new to the district may be recommended for participation upon registration, however must be screened and meet minimum eligibility criteria.

Grade 2 Eligibility Process for Grades 3-4

Stage 1 - Screening

Step 1

The Cognitive Abilities Test (CogAT) is administered to all students in grades 2. Students receiving a (CogAT) Composite or Non-Verbal Standard Age Score of 125 or above continue to step 2.

**A Standard Age Score of 125 represents scores in the 8th stanine and 94th percentile of national scores.*

**A standard Age Score of 130 represents scores in the 9th stanine and the 98th percentile of national scores.*

Step 2

Students are assessed using the **Sages-2** (Screening Assessment for Gifted Elementary & Middle School Students) *Parent permission is required.

Step 3

Two teachers will complete the Renzulli-Hartman Checklist.

Stage 2- Identification

*Students must meet the minimum score requirements listed below to be eligible for Quest services:

CogAt: Standard Age Score of 125 or higher on the Composite or Non-Verbal sections.

Sages-2: Aptitude score of 125 or higher (on either section)

Renzulli-Hartman Checklist: Students must receive at least 68 out of 72 points on one or both of the Checklists.

***Appeal Process**

If a child does not meet the entrance requirements for Quest services, a parent or teacher can request the student be assessed through the appeal process. All appeals must be filed in writing to the principal by June 30th for consideration for the following school year.

**Students must demonstrate above average ability on the CogAT Composite Standard Age Score (125 or above) to be considered for appeal.*

- The appeal will consist of administration of the SAGES-2 test (if not already taken) and an opportunity for the student to demonstrate critical and creative thinking skills in a given performance task.
- The students will be able to select from either a linguistic (language based) or mathematical/spatial performance task.
- The students will complete the task in a small group setting, and be assessed using the Creative and Critical Thinking rubric.
- The student must receive a score **27** on the rubric to receive Quest services.

Enrichment Programs

Primary Quest

Grades 1-2

Quest for all students utilizing the Primary Education Thinking Skills (P.E.T.S.) program. One period per week the enrichment teacher pushes into the classroom to provide instruction in critical and creative thinking skills.

Mentoring Mathematical Minds (M3)

Grades 2-4

A math enrichment program designed to enhance conceptual understanding of math. Curriculum units include, but are limited to, measurement and deciphering the Moli Stone. Students are recommended to participate one math period per week based upon teacher observation and performance on benchmark assessments, as well as results from the quantitative sections of the NJASK, Cognitive Abilities Test (CogAT) and NJ Model Curriculum Math Unit Assessments.

Mastery & Enrichment

Grades 3-4

All students participate in enrichment activities one period per week. The activity offerings run on 6-8 week cycles, and vary throughout the year. Students can self-select from the offerings based upon his or her individual interests and needs. Once an activity is selected students remain in the enrichment cluster for the entire cycle. Students have the opportunity to select new enrichments each cycle.

Quest

Grades 3-4

One of the clusters offered during Mastery & Enrichment is Quest. This class focuses on collaborative work that requires high levels of critical and creative thinking skills. Potential students are identified and screened during the spring of grade 2. Multiple measures are used to help identify students that are demonstrating readiness to participate in the Quest program. Students attend the Quest enrichment one period per week during Mastery/Enrichment, and one zero period before school. The curriculum for this program is on the school website, under the curriculum link.

Gateways

Grades K-4

Gateways is an advanced academic program which provides parallel or accelerated instruction in social studies and language arts for students who have demonstrated ability and achievement 1+ grade levels above peers, and whom need additional or advanced coursework to continue his or her academic growth. Eligibility is determined on an as need basis for K-1. If a student has shown academic skills far beyond his or her peers, his or her teacher may recommend the child for additional math, language arts, or cognitive assessments. The reading specialist, and/or testing coordinator administer assessments. If the assessments support the initial findings of the teacher, additional academic enrichments will be provided to support the identified needs of the child. All students in grades 2-4 will be screened to determine need for advanced programming.

Gateways offerings

Gateways Social Studies-

Grades 3-4

Students who demonstrate ability and achievement beyond his or her peers in Language Arts will participate in a pullout Social Studies program. The parallel curriculum will address the same essential questions and standards as the grade level Social Studies curriculum but will utilize a language based approach to enhance reading and writing skills.

For questions regarding Gifted and Talented/Enrichment Services, please contact Mrs. Kotcho or Mrs. Smyth.

HEALTH SERVICES

543-7107 ext. 222

In Mendham Township Elementary School a full-time, certified school nurse provides regular and emergency health services, keeps cumulative health records on all students and oversees the instructional health program. The health services include:

1. Heights and weights (In the fall each year on all students).
2. Vision and hearing screenings (yearly, on every student).
3. Scoliosis screening (fourth grade).
4. TB testing on employees upon entrance to the district and all students transferred from another state or country (as required by law).
- 5.
6. Administration of prescription medications – must be in the original prescription container. No student is permitted to be in possession of medications at any time.
7. Health appraisals and counseling.
8. Development of programs to help prevent the spread of communicable diseases (Flu, lice, etc.).
9. Monitoring the compliance with Laws/Regulations for Immunizations and Communicable Diseases.
10. Co-ordination and supervision of Substance Abuse and Family Life Curriculums.
11. Kindergarten Registration.

11. School Emergency Operations Committee

12. Intervention & Referral Services

Doctor's Notes: We respectfully ask that parents provide a doctor's note if a child's injury will cause them to miss more than two days of physical education. Keep in mind that successful completion of physical education is a mandatory requirement of promotion to the next grade level. Excessive missed periods could call into question a child's successful completion of this requirement. Any child that is sent to school with a cast or any other device for bracing or supporting; should immediately report to the Health Office. All major injuries, surgeries (minor & major) should be reported to your child's classroom educator, the main office and the school nurse.

Medications: Occasionally parents request that the school nurse administer medications to children in school. To comply with Mendham Township Board of Education policy, the following procedures will be followed:

1. A note with date and signature must accompany ALL medications, stating the dosage to be given, the time, how long this will continue and the reason for administration (forms are provided).
2. All medications MUST be brought to the nurse.
3. For prescription medications, current written orders from the physician are to be provided to the school nurse. The information should detail the diagnosis or type of illness, the name of the medication, dosage and time of administration.
4. The medication must be in the original labeled container supplied by the pharmacy with the child's name, date, medication, etc. If necessary, please request two containers be prepared when the prescription is filled.
5. The use of non-prescription medications such as Tylenol, Advil, etc. is discouraged. Such medication, while not requiring a physician's note, may be administered only when the medication is sent to the nurse in its original container and is accompanied by a signed note from the parent.

This information will contribute to the safety of your child and avoid errors when medication must be taken at school. Additionally, the school nurse should be advised of any medications being taken by your child at home, which may in any way affect performance at school.

HOMEWORK GUIDELINES

Homework is an extension of the school curriculum and should be viewed as an important school related activity.

1. It is important to set aside a specific time each evening for school assignments. A suitable place free from distractions, and a few inexpensive study aides such as a dictionary, atlas and almanac will help to assure assignments are completed adequately. The recommended times for such homework, including any short and long-term project activity, is:

Grade 1 -- 10-15 minutes	Grade 3 -- 30-45 minutes
Grade 2 -- 15-30 minutes	Grade 4 -- 45-60 minutes

2. On days when no specific homework is assigned, the provided time should be used for academic reinforcement (practicing math facts, reading, reviewing spelling words, journal writing, etc.).
3. Procedures for helping children with their homework will be discussed at Back to School Night by classroom educators. Should your child consistently struggle with homework and spend an inordinate amount of time completing school activities be sure to notify your child's classroom educator.
4. If a student is absent two or more days, homework may be requested by calling the school on the second day of absence and assignments will be available after 9:00 a.m. the following day in the main office.
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to assure assignments are completed adequately. The recommended times for such homework, including any short and long-term project activity, is:

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Grade 4 -- 45-60 minutes

6. On days when no specific homework is assigned, the provided time should be used for academic reinforcement (practicing math facts, reading, reviewing spelling words, journal writing, etc.).
7. Procedures for helping children with their homework will be discussed at Back to School Night by classroom educators. Should your child consistently struggle with homework and spend an inordinate amount of time completing school activities be sure to notify your child's classroom educator.
8. If a student is absent two or more days, homework may be requested by calling the school on the second day of absence and assignments will be available after 9:00 a.m. the following day in the main office.

HONEYWELL INSTANT ALERT SYSTEM- Emergency Communication

Keeping parents informed and involved helps to assure student safety and improve student success. With today's on-the-go lifestyles, it has become more difficult for schools to reach families quickly and effectively. This is why our school has decided to implement a new system called Honeywell Instant Alert[®] for Schools.

Instant Alert for Schools is an essential tool for notification and communication. Within minutes of an emergency, school officials can use Instant Alert to deliver a single, clear message to the students' parents or guardians by telephone, cell phone, e-mail, pager or PDA in any combination. Instant Alert can also be used to notify you of a school closing due to inclement weather. It's an equally effective way to keep you informed of everyday activities, such as event times and locations as well as schedule changes.

Instant Alert is Internet based, allowing each family to maintain a secure, password protected online profile. Included in this letter is an instruction sheet for accessing the system and creating your profile. You can log into your profile at any time to update your contact information. Maintaining the accuracy of your profile will increase the ability of the school to keep you informed.

Your online profile will enable you to:

- Input your personal contact information
- Select which type of school information you would like to receive on each of your contact devices
- Add contact information of other caretakers of your children, such as a grandparent or neighbor
- View the alerts that have been sent to you in the past

The system can be accessed at <https://instantalert.honeywell.com>. We encourage all of you to take advantage of this opportunity, as we will be utilizing this system for most of our school-to-home communication. **Remember to update your profile if any of your contact information has changed.**

If you need assistance with your profile, please go to <https://instantalert.honeywell.com> and click on the **Help Request** link on the lower right hand side of the page, or contact Deb Nisivoccia at the Middle school (973-543-2505) or Barbara Wallack at the Elementary School (973-543-7107). Be sure to set your e-mail spam filter to receive e-mail from Honeywell.com. If you do not have access to a computer, please feel free to come to the school to use our facilities. We hope you enjoy this service!

LUNCH & RECESS PERIODS

SCHEDULE:

KDGN	Lunch 11:48-12:14 Recess 12:14-12:36
Gr 1 & Gr. 2	Recess 11:48-12:14 Lunch 12:14-12:36
Gr. 3	Lunch 12:36-1:00 Recess 1:00-1:24
Gr. 4	Recess 12:36-1:00 Lunch 1:00: 1:24

STUDENT RESPONSIBILITIES:

1. Bring a bag or box lunch marked with your name.
2. Plan a lunch that you will eat and enjoy and not throw away.
3. Bring a nutritious snack for the morning (fruit, cheese, yogurt, crackers, nuts, etc.)
4. Forgotten lunches should be brought to the office before 11:00 a.m.
5. Students may purchase lunch using a Personal Identification Number supplied by the school and paid for using Payforit.net on the elementary school website at www.mendhamtpw.org. Go to MTSD then Cafeteria. You will see information on **"Payforit.net"**.

LUNCH & RECESS GUIDELINES

CAFETERIA RULES:

1. Walk at all times, never run. This includes walking to and from the cafeteria.
2. Respect others and their property by keeping your hands, feet, and objects to yourself.
3. All food must be placed, not thrown into the trash cans.
4. Use your INDOOR voice in the lunchroom.
5. Students will remain seated at their assigned table at all times, except when called for snack or asked to dispose of garbage.
6. Students will be dismissed from the lunchroom tables when tables, floors and benches are clean.
7. Food is not to be taken out of the cafeteria.
8. When dismissed from the lunchroom, students are to walk single file, quietly back to their classrooms or to recess.
9. Follow instructions the first time they are given.

PLAYGROUND RULES:

- Practice good sportsmanship
- One person at a time on the slides, no climbing up the slides, slide down feet first.
- No running around or on playground equipment
 - NO running on the Wood Chips.
- No rough housing (pushing, carrying, sliding, tackling).
 - Keep your hands to yourself.
 - Touch Football Only
 - Non-Contact Sports Only
- Keep wood chips, stones, and sticks on the ground at all times.
- Games are played on the fields only
- Always ask permission to go back into the school.
- Only sport balls are to be thrown.
 - Kick balls are the only ball we kick and only during a Kick Ball Game.
- Students may not bring equipment from home.
 - Only school issued equipment is to be used.

- Students may use books, clip boards and writing materials if they choose to bring them to outdoor recess.
- Help clean up and return toys and equipment to the shed.
- Place all trash in the trash containers.
- Line up in the correct place as soon as the whistle is blown.

INCLEMENT WEATHER RECESS RULES

- No ball playing in the classroom.
- No jump rope in the classroom.
- No Running.
- Ask permission to leave the classroom.
- Remember to use you INDOOR voice
- No electronic equipment from home.
- Be kind, helpful, and friendly to all.

Children should understand that choosing to not follow these guidelines, participating in any unsafe activity, inappropriate behavior, using inappropriate language or inappropriate use of equipment might result in losing the privilege of recess for a reasonable amount of time.

Students are responsible for returning all equipment to the equipment shed before dismissal.

MEDIA CENTER/LIBRARY

The media center/library is a central source for a wealth of information. The library is open from 8:55 a.m. – 3:35 p.m. Our certified media specialist, Mrs. Newton, teaches students media center literacy skills to Grades Pre-K - 4 children. The Media Center/Library provides a great opportunity for parents to volunteer and assist children, as well as Mrs. Whittle with maintaining an orderly and efficient library.

All books, except references and reserve books may be borrowed for one week and renewed again unless someone has reserved them. Reference and reserve books may be signed out for one class day. Our materials are for the use of the entire student body, and if students do not return them promptly, then others lose the benefits that the library offers.

A fine is imposed for lost books. This fine reflects the replacement cost of the book.

The library is a great place to explore and share. Twelve new computers are available to the students for the purpose of research and as a learning tool. It is the responsibility of each student to help maintain a pleasant atmosphere in the library by browsing and using the library quietly so that others are not disturbed.

PARENT VOLUNTEERS

There are several ways in which parents may volunteer their time and talents to enrich the school curriculum:

- Library Volunteers
- Room Parents
- Special Classroom Activities
- Home-School Association Activities
- Sharing of Special Talents

If you would like to volunteer, please pick up a volunteer information packet from the main office.

SCHOOL SAFETY DRILLS

Fire Drills: As prescribed by state law, fire drills shall be held at least once each month for pupils. The drills are for the purpose of preparing the children and adults in the school to deal with any emergency that might require a rapid evacuation of the building. When evacuating the building during fire drills and other emergencies, the following rules are to be followed:

- a. Leave the building through the nearest exit.
- b. Walk briskly, but do not run.
- c. Remain calm and quiet and listen for instructions.

School Security Drills: As of November 2010 the school is required to conduct at least one school security drill per month. These include lockdown, active intruder, evacuation & bomb-threat drills. Students will participate in these drills, which are designed to quickly secure and/or evacuate the school building in an effective and efficient manner in case of an emergency.

All visitors and guests in the building are required to observe all emergency procedures during drills.

SCHOOL CLOSINGS

If school is closed because of weather conditions, announcements are made at approximately 6:30 a.m. over the radio and television stations listed below. A district-wide all-call to your home (or an alternate number you have provided) through the Honeywell Instant Alert system will announce any change in the typical school schedule due to inclement weather or other situations as necessary. Notice of any kind will also be posted on the district website at www.mendhamtp.org. Please make sure that all contact information is updated for the current school year. Radio: WMTR-AM (1250), WDHA-FM (105.5), NJ-FM (101.5)
Television: WNBC-TV 4, WABC-TV 7

SCHOOL SCHEDULE

The School Day: The Elementary School consists of pre-kindergarten through fourth grade. Full Day Pre-School takes place from 8:45 am – 3:30 pm. Tiny Toddlers is 9:00 am – 3:00 pm with a half day option. School hours for kindergarten through fourth grades are 8:45 a.m. – 3:40 p.m.

Delayed Openings/Early Dismissals: During the school year there are scheduled early dismissal days. Children in grades PK-4 will be dismissed at 12:55 pm.

During the school year there will also be delayed opening days. Children in pre-k -fourth grades will arrive at 10:50 a.m. and classes will begin promptly at 10:55 am. Tiny Tigers delayed opening is 9:45 am. It is important that all students arrive on time. Scheduled early dismissal and delayed opening days are posted on the district calendar found on the district website at www.mendhamtp.org.

Children will not eat lunch at school on early dismissal days; however, they should bring a snack as usual. Students will eat lunch at school on delayed opening days.

SPECIAL SERVICES/RELATED PROGRAMS/SUPPORT SERVICES

Robert Koroski, *Director of Special Services*
Gwen Spoerl, *Assistant to the Director of Special Services*

Phone: (973) 543-7107 ext. 248

The Department of Special Services in Mendham Township includes:

- Child Study Team
- Special Education
- Speech and Language Therapy
- Home Instruction
- Special Outside School Placement
- Guidance
- Enrichment Programs
- Program for the Pre-School Handicapped

DISTRICT CHILD STUDY TEAM

Mr. Robert Koroski – *Director of Special Services*
Gwen Spoerl – *Assistant to the Director of Special Services*
Micheline Côté – *LDT-C, NCED*
Peggy Goldenberg – *Psychologist- Elementary School*
Michelle Ippolito – *Psychologist – Middle School*
Kelly Bravo – *Social Worker*
Caitlin Delaney – *Speech Therapist – Elementary/Middle Schools*
Maureen Hengst - *Speech Therapist – Elementary School*

The Child Study Team has a multi-disciplinary approach to identifying, evaluating and planning educational programs that are appropriate for children with learning disabilities. The Child Study Team coordinates the development of an Individual Educational Plan (IEP) for each eligible student. Children may be referred to the Child Study Team by educators and/or parents. When appropriate, the following assessment may be necessary: The school psychologist evaluates the cognitive, social, emotional and adaptive functioning of the child. The social worker meets with the parents to gather information concerning the birth history and early development of the child. It is an opportunity for parents to express their feelings and concerns regarding their child. The learning disability teacher consultant evaluates the student's academic proficiency and learning styles and consults with educators and parents regarding teaching strategies, modifications and accommodations. The school nurse coordinates the physical examinations with the school physician and acts to clarify any medical problems or limitations which may be affecting the child's annual performance. The speech therapist evaluates the speech and language needs of the child and provides speech therapy and language development required by the evaluation.

SUPPORT SERVICES

On-going communications between home and school facilitates academic success and social growth for our children. In addition to the classroom teacher, other support staff available to your family includes:

Julianne Kotcho, *Principal*

jkotcho@mendhamtp.org

Robert Koroski

rkoroski@mendhamtp.org

Director of Special Services

Carolyn Johnson- *School Counselor*

cjohnson@mendhamtp.org

Micheline Côté – *LDT-C*

mcote@mendhamtp.org

Peggy Goldenberg – *Psychologist*

pgoldenberg@mendhamtp.org

Kelly Bravo– *Social Worker*

kbravo@mendhamtp.org

LEARNING LAB

The Learning Lab provides general education students with skills and concepts support in the areas of the language arts literacy and mathematics. Learning Lab services are recommended by a child's classroom educator based on observation and classroom assessments. The Learning Lab also provides enrichment opportunities in the above mentioned areas, also based on the observations and assessments of the classroom educator.

2ND FLOOR – New Jersey's Youth Helpline

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 per year to all New Jersey young people, ages 10 to 24. Youth can call 2NDFLOOR at 1-888-222-2228 to speak with professionals and trained volunteers who listen attentively, non-judgmentally, and compassionately to issues and problems they are facing. Visit www.2NDFLOOR.com for more information or to read/post to the message board.

TECHNOLOGY/ACCEPTABLE USE

Mendham Township Elementary School utilizes our computer lab, our networked environment and Internet capabilities as effective learning tools in order to achieve our academic goals in a safe and controlled environment. When a student first registers at Mendham Township Elementary School parents are asked to sign an acceptable use policy agreement. This acceptable use agreement is in effect the during your child's tenure here at Mendham Township Elementary school. This policy will be reviewed in your child's computer class. We are asking all parents to discuss the following rules with their children. The Acceptable Use agreement includes:

I will get permission from an adult...

- before I start to use any computer equipment
- before I print anything
- before I view or navigate any website

I will tell an adult immediately if...

- I see someone using a computer incorrectly
- I have a problem with a computer
- I see something on the computer that I think is wrong or makes me feel uncomfortable.

I will only use the computer to print or copy something if I have permission from the person who wrote it. I will never give out my last name, address or phone number to anyone on the Internet. I promise to follow these computer rules. I understand that if I break the computer rules, I will lose computer privileges for a period of time. I have discussed these rules with my parents.

TRANSPORTATION

543-2505 ext. 110

Margaret Hogan, *Transportation Supervisor*

BUS RULES:

1. The bus driver may assign seats.
2. Be courteous.
3. Use respectful language.
4. Keep the bus clean and safe for those with allergies by not eating or drinking on the bus.
5. Violence is prohibited.
6. Remain seated.
7. Keep your hands and head inside the bus.
8. Respect all property on the bus.
9. For your own safety, do not distract the driver through misbehavior.

STUDENTS MAY NOT RIDE ON A BUS OTHER THAN THAT TO WHICH THEY ARE ASSIGNED, EXCEPT WITH SPECIAL PERMISSION. Children must get on and off the bus at their assigned stop, except when permission has been granted by the Transportation Supervisor allowing the student to be picked-up or delivered at another regular school bus stop. The procedure used in obtaining this permission is as follows:

- A. The child has to bring a written request from the parent specifying the exception and reason for the request.
- B. The Transportation Supervisor will either approve or deny the request.
- C. Requests will be approved only for occasions of genuine need, and not to transport students to music lessons, Little League practice, play dates, etc.
- D. *ALL STUDENTS MUST WEAR SEAT BELTS* as per Board policy and state law.

ANNUAL INFORMATION & SCHOOL BOARD POLICIES

The school district has a state approved Affirmative Action policy including classroom practices, employment and harassment (student and staff). The district's Affirmative Action officer is the Business Administrator. There is an Affirmative Action grievance policy in place. Copies of all Affirmative Action policies are available in the Board Office.

Pupil records are kept in the central office of each school in compliance with appropriate state statutes. Health records are maintained by the school nurse and confidential records are kept with the Child Study Team. Parents may review their child's records annually and should schedule an appointment with the principal to do so.

All information records parents are asked to complete at the beginning of each year should be returned promptly to school, especially the District Emergency Card. If there are any situations the front office should be aware of, please indicate them on this form or notify the front office. Should any of the information on these records change, notify the office as soon as possible.

The Board of Education annually adopts a series of District Goals and Objectives for each school year by September 30. Parents and community members are encouraged to participate in this process by their input either in writing or by public presentation.

PARENT PARTICIPATION IN CLASSROOM ACTIVITIES

It is recognized that assistance and support of educational activities by parents of children in an educator's classroom, in appropriate circumstances, enhances the educational environment and the quality of the children's school experience. We must, however, use discretion to assure that parent volunteers are not placed in positions whereby they become privy to confidential information about students.

While a formal list of do's and don'ts would impose unnecessary restraints on educators, the following guidelines should be observed. If in doubt, the teacher is responsible to check with the Principal before assigning tasks to volunteer parents.

Appropriate Activities:

- Assistance with school performances (costumes, etc.)
- Special programs or classroom presentations (Colonial Craft Day, etc.)
- Field Trip Chaperones
- Arts and crafts projects
- Book orders: organization of materials such as sequencing duplicated materials, titling file folders, etc.
- Assembly of games and materials which support the academic program, as provided by the teacher.

Inappropriate Activities:

- Correcting papers or workbooks.
- Remedial activities with children.
- Monitoring, supervising or disciplining children.

SECTION 504

A 504 plan is a legal document falling under the provisions of the Rehabilitation Act of 1973. It is designed to plan a program of instructional services to assist students with special needs who are in a regular education setting. A 504 plan is not an Individualized Education Program (IEP) as is required for special education students. However, a student moving from a special education to a regular education placement could be placed under a 504 plan. A student with a physical or emotional disability, or who is recovering from a chemical dependency, or who has an impairment (i.e. Attention Deficit Disorder) that restricts one or more major life activities may be eligible for this plan. Examples of "major life activities" include caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, working, and learning. There are essentially four steps to the process of determining eligibility under 504. A student is first referred by an educator, support staff, parent/legal guardian, physician, or therapist. On occasion, a student may initiate a self-referral. A 504 plan meeting is held to discuss eligibility and necessary evaluations are conducted. If a child is found eligible, a plan for the student is developed and a review date, usually within a year is set. Those involved in the process can include the student, parent/legal guardian, teachers, principals, Pupil Services administrators, support staff (i.e. nurse, counselor, psychologist, language/speech pathologist) as well as the student's physician or therapist. Should you have concerns for your child or questions about this process please contact Ms. Julianne Kotcho, principal, at 973.543.7107.

SCHOOL BOARD POLICIES

(All policies may be accessed on the MTSD website <http://www.mendhamtp.org>)

AGE OF ENTRANCE

(Policy 5112)

A child is eligible for kindergarten if s/he attains the age of five years on or before October 1st of the year in which s/he applies for entrance. No procedures for exceptions will be established. A child is eligible for first grade provided s/he applies for entrance and has satisfactorily completed the Mendham Township kindergarten program or has met the following requirements:

- A. Satisfactorily completed a kindergarten program rated equivalent to the Mendham Township program with a recommendation in writing from her/his kindergarten teacher that the child is prepared for first grade, or
- B. An indication that the child is capable of benefiting from instruction by an early admission to first grade as determined by evaluations of the school psychologist, school physician and Intervention and Referral Services team.
- C. She/he has been in the first grade in another public school.

Final decision for entrance of a child to kindergarten and/or first grade rests with the Board of Education.

Children who have never attended school may be admitted to the Mendham Township Schools on or before October 1st and at no other time except by majority vote of all members of the Board of Education.

REPORTING CHILD ABUSE & LIABILITY FOR PUPIL WELFARE

(Policy 8462)

The Mendham Township Board of Education believes that the physical and mental well-being of all children in its charge must be maintained as prerequisite to learning through formal educational process. The Board of Education is cognizant of the importance of early identification of child abuse. The school district personnel will cooperate with the New Jersey Child Protection and Permanency (CP&P) in the identification, immediate reporting and investigation of allegations of child abuse.

The Board of Education directs the chief school administrator to develop and implement procedures for compliance with law and code requirements pertaining to allegations of child abuse.

The Board of Education had designated a liaison to the CP&P. Abuse referrals are not screened or referred through the liaison. The function of the liaison is to:

Facilitate communication and cooperation between the district and the CP&P; and

Acts of the primary contact persons between the schools and the CP&P with regard to general information sharing and the development of mutual training and other cooperative efforts.

The chief school administrator shall require all the employees and volunteers to receive in-service training concerning child abuse, instructional methods and techniques relative to issues of child abuse in the local curriculum, and personnel responsibilities pursuant to N.J.S.A. 9:6-8. 10 et seq. This training shall include information regarding the identification and reporting of allegations of child abuse to the CP&P. Additionally, the employees shall be made aware of their rights and responsibilities according to law and code.

A person making the report in good faith is immune.

“Anyone acting pursuant to this act in the making of a report under this act shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed. Any such person shall have the same immunity with respect to testimony given in any judicial proceeding resulting from such report” (N.J.S.A. 9:6-8.13).

Failure to make a report is a violation, and the person is subject to a \$1,000 fine and up to six months in jail.

“Any person knowingly violating the provisions of this act including the failure to report an act of child abuse having reasonable cause to believe that an act of child abuse has been committed, is a disorderly person.” (N.J.S.A. 9:6-8.14).

No school personnel will be discharged from employment or in any other manner discriminated against as a result of making in good faith a report or causing to be reported an allegation of child abuse (N.J.S.A. 9:6-8.13).

Due process rights will be provided to school personnel who have been reassigned or suspended in accordance with N.J.S.A. 18A:6-10 et seq., 18A:25-1, 18A:25-6, and N.J.S.A. 9:6-3.1. Temporary reassignment or suspension of school personnel alleged to have committed an act of child abuse shall occur if there is reasonable cause to believe that the life or health of the alleged victim or other children is in imminent danger due to continued contact between the school personnel and a child (N.J.S.A. 18A:6-10 et seq. and N.J.S.A. 9:6-3.1).

HARRASSMENT, INTIMIDATION AND BULLYING (HIB)

(Policy 5512)

Policy 5512 (Harassment/Intimidation/Bullying) and **Policy 5600** (Pupil Discipline & Code of Conduct) shall govern all HIB reporting, investigations, and school responses. Please note that these policies are available on line at <http://mendhamtpw.org/policies.html>

Mendham Township School District is committed to eliminating bullying, harassing, and intimidating behaviors from our school community. All stakeholders are asked to report incidents involving such behaviors. Our school anti-bullying specialists and the principals will review all submissions thoroughly.

A member of a Board of Education, a school staff member, or a student who has witnessed, or has reliable information that a student has been subject to, harassment, intimidation or bullying shall report the incident to the appropriate school official designated by the school district's policy, or to any school administrator or safe schools resource officer, who shall immediately initiate the school district's procedures concerning school bullying. ALL MTSD stakeholders are asked to report all incidents as well!

A member of a Board of Education or a school employee who promptly reports an incident of harassment, intimidation or bullying, to the appropriate school official designated by the school district's policy, or to any school administrator or safe schools resource officer, and who makes this report in compliance with the procedures in the district's policy, is immune from a cause of action for damages arising from any failure to remedy the reported incident.

Anyone who files a report/claim he/she knows to be false will be held responsible and reported to an appropriate law enforcement agency for processing. Under no circumstances will false reports ever be considered "a joke" or "minor mischief." They will be immediately reported.

HOMEWORK / MAKEUP WORK

(Policy 2330)

The Board of Education believes that homework relevant to material presented in class provides an opportunity to broaden, deepen, or reinforce the pupils' knowledge. Teachers must use discretion in deciding the number and length of assignments. The board encourages the use of interrelated major homework assignments such as term papers, themes and creative art projects.

Homework shall not be used for punitive reasons.

Pupils absent for any reason must make up assignments, class work and tests within a reasonable length of time. In most cases, a reasonable length of time shall be the same number of school days as the days missed.

Pupils being excused for any reason must make arrangements with the teacher of the missed classes in order to make up the work missed. This must be done before the absence from class.

PEDICULOSIS
(Policy 8454R)

A. Detection of Pediculosis

Any student exhibiting excessive itching of the scalp or the presence of lice or nits at the hair roots should be sent promptly to the school nurse for evaluation with a note indicating the reason for additional examination.

B. Exclusion from School

The school nurse will examine the pupil and if lice/nits are found will inform the principal, call the parent/guardian to advise them of the infestation and the child will be sent home to receive treatment. The child will be kept isolated, supervised and comfortable pending the arrival of the parent. There will be a medical dismissal for treatment of the lice/nits.

C. Readmission to School

The child must be nit free before returning to school. The parent/guardian must accompany the child. The child may not ride the bus or enter the classroom until he or she is checked and cleared by the school nurse.

The infested child will be re-checked by the Nurse 10 days after the discovery of the head lice infestation.

D. Additional Precautions to Control Head Lice

If more than 2 children in one class are found to be infested with lice/nits, the nurse will check all students in the class privately.

All parents/guardians of children in the class with multiple cases will be notified of the number of infected cases and the nurse will re-check the entire class in 10 days, advising the parents of the results. Classrooms where multiple cases have been found shall avoid piling coats and cold weather gear.

Once multiple cases have been confirmed a letter will be sent home to the entire school community along with informational material informing parents/guardians of the outbreak/precautions so that children can be monitored. All bus seats will be wiped down and vacuumed.

The sharing of helmets, headsets, smocks, etc. will be suspended until the problem is rectified

RECOGNITION OF RELIGIOUS BELIEFS AND CUSTOMS
(Policy 2270 & 8810)

The Board directs that no religious belief or non-belief shall be promoted in the regular curriculum in district-sponsored courses, programs or activities, and none shall be disparaged.

However the Board recognizes that a genuine and broad secular program of education is furthered by advancement of pupil's knowledge of our society's cultural and religious heritage. Therefore, the several holidays throughout the year that have both a religious and a secular basis may be recognized in the school by use of material having secular or cultural significance.

The instructional program of the school should inform pupils of the many beliefs and customs stemming from religious, racial, ethnic and cultural heritages. Such instruction should be designed to broaden the pupils' understanding of and tolerance for the multiple ways of life enjoyed by the peoples of the world. Songs and customs that have come to us from the various ethnic, religious and racial elements of our population should be used to broaden our pupils' awareness of the contributions that each segment had made to the composite American culture.

Music, art, literature and dramas having religious themes or bases are permitted as part of the curriculum for school-sponsored activities and programs if presented in an objective manner as a traditional part of the cultural and religious heritage of the particular holiday.

The use of religious symbols such as a cross, menorah, crescent, Star of David, crèche, symbols of Native American religions or other symbols that are part of a religious holiday is permitted as a teaching aid or resource, provided such symbols are displayed as an example of the cultural, historical, and religious heritage of the holiday and are temporary in nature. Any instruction in the school, which may be contrary to a pupil's religious beliefs and teachings, shall be viewed as optional for the pupil.

The Board shall not prevent, or otherwise deny participation in, constitutionally protected prayer in any district school, consistent with guidance issued by the United States Department of Education and applicable judicial decisions interpreting the religion clauses of the First Amendment of the U.S. Constitution.

SEAT BELT POLICY
(Policy 8670)

II. Board of Education Responsibilities:

- A. Pursuant to N.J.S.A. 39:3B-10 and 11, the Mendham Township Board of Education's responsibility is to ensure that each school bus purchased/leased after September 8, 1992, is equipped with a lap type seat belt for each seating position or other child restraint system that conforms with applicable federal standards as defined in the above cited statutes. Maintenance of the above mentioned restraint system will be through regular school bus maintenance channels.
- B. **ALL** riders, including educators, chaperones, and coaches are mandated, by the aforementioned State Law, to use the seat belt/restraint system. It is not the driver's responsibility to insure that each seat belt or other restraint system is properly adjusted or fastened. Drivers are only required to verbally remind riders of the mandates requirement and to report any obvious infraction to the appropriate administrator.
- C. This section of the policy details the disciplinary steps which would be levied for any infractions to the use of the seat belt/restraint system.
- First Offense – Notice to parents.
 - Second Offense – Mandatory attendance at educational programs to be developed by each school principal of at least fifteen minutes in length as to the requirement to wear seat belts and the potential consequences of not wearing seat belts.
 - Third Offense – One (1) day suspension of bus privilege.
 - Fourth Offense – One week (5 days) suspension of bus privilege.
 - Each rider will be informed as to the penalties which will be assessed for the failure to comply.
- D. The Mendham Township Board of Education determines that each building's Principal will be responsible for enforcing the rules and regulations which have been established relative to the use of the seat belt/restraint system.
- E. The driver's obligations pertinent to this issue are twofold. Each driver must verbally remind his/her riders of their responsibility to use the seat belt/restraint system at all times. Furthermore, each driver must faithfully report riders who fail to comply with this requirement to the appropriate school administrator.

II. Liability

The Mendham Township Board of Education is to be free of any and all liability for the failure of a rider to properly adjust and/or fasten the seat belt/restraint system as stated in the aforementioned State Law.

