



# ROLLING HILLS PRIMARY SCHOOL

Dr. Stewart Stumper, Principal

2018/2019 PARENT HANDBOOK

**P.O. Box 99, Vernon, NJ 07462**

**VERNON TOWNSHIP BOARD OF EDUCATION**

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***The Vernon Board of Education meets in public session on the third Thursday of each month. The public is cordially invited to attend.***

**VERNON TOWNSHIP PUBLIC SCHOOLS**

**ROLLING HILLS PRIMARY SCHOOL (764-2784)**  
Dr. Stewart Stumper, Principal  
P. O. Box 769, Vernon, NJ 07462

**CEDAR MOUNTAIN PRIMARY SCHOOL (764-2890)**  
Mrs. Rosemary Gebhardt, Principal  
P. O. Box 420, Vernon, NJ 07462

**WALNUT RIDGE PRIMARY SCHOOL (764-2801)**  
Mr. Joseph Piccirillo, Principal  
P.O. Box 190, Vernon, NJ 07462

**LOUNSBERRY HOLLOW MIDDLE SCHOOL (764-8745)**  
Mr. Dennis Mudrick, Principal  
P.O. Box 219, Vernon, NJ 07462

**VERNON TOWNSHIP HIGH SCHOOL (764-2960)**  
Dr. Pauline Anderson, Principal  
Mr. Eric W. Kosek, Asst Principal  
Mrs. Jackie Van Orden, Asst. Principal  
P.O. Box 516, Vernon, NJ 07462

**GLEN MEADOW MIDDLE SCHOOL (764-8981)**  
Ms. Edwina Piszczek, Principal  
Mrs. Kristin Gudenkauf, Asst. Principal  
P. O. Box 800, Vernon, NJ 07462

**DISTRICT E-MAIL:** Vernon township Public Schools maintains a website at [www.vtsd.com](http://www.vtsd.com) regarding district and school information. Anyone wishing to contact the district via e-mail can do so at [district@vtsd.com](mailto:district@vtsd.com). Frequently, we find it appropriate to recognize and honor our students’ achievements, and our website is a good place to do so. Therefore, parents of all students will receive a letter from the principal regarding their right to withhold permission for having their child’s personal information and/or photograph on the website. Permission is granted or withheld on a yearly basis.

# *Faculty and Staff of Rolling Hills Primary School – 2018-2019*

**Stewart Stumper, Ed. D., Principal**

## **Second Grade**

Mrs. Stacy Blanco  
Ms. Christine Borisuk  
Mrs. Nancy Caporoso  
Mrs. Kimberly Fishman  
Mrs. Deborah Lynch  
Miss Amanda Mancuso  
Mrs. Suzanne Mayer  
Ms. Elizabeth Norman  
Mrs. Casey Reinhardt  
Mrs. Colleen Waleck

## **Third Grade**

Miss Elizabeth Gannon  
Mrs. Lisa Haw  
Mrs. Jenifer Hordych  
Mrs. Anne LoPuch  
Ms. Cynthia Monico  
Mrs. Jennifer Moskovitz  
Mrs. Laura Ryder  
Mrs. Cheryl Turner  
Mrs. Linda Ukson  
Mrs. Christina Weiss

## **Support Services**

Miss Holly Burke  
Miss Jacqueline Fisher  
Mrs. Jayne Hintzen  
Ms. Shannon Irish  
Mrs. Amanda Maliszewski  
Mrs. Ashley Schmick  
Mrs. Laura Scovell  
Ms. Joann Sisco  
Mrs. Linda Vybihal  
Mrs. Pamela Weber  
Mrs. Lisa Yorke

## **School Nurse**

Ms. Kimberly Muller

## **Art**

Mrs. Joanne Portner

## **Computer**

Mrs. Christina Kellish

## **Physical Education**

Mr. Darrin Villegas

## **Music**

Mrs. Margaret Werner

## **Reading Specialist**

Ms. Noel Lethbridge  
Mrs. Rebecca Walker

## **Invention Instruction**

Mrs. Maureen Burns-Dewland

## **Language Therapist**

Mrs. Gail DelGrosso  
Mrs. Suzanne Kozlowski

## **Guidance Counselor**

Mrs. Kelly Benz

## **Physical Therapist**

Mr. Joseph Janus

## **Occupational Therapist**

Ms. Marlene Zerbe

## **World Language**

Mrs. Alicia Curry

## **Library**

Miss Nicole Gagliostro

## **Robotics**

Mr. Benjamin Joseph

## **ESL**

Ms. Barbara Risalvalto

## **Child Study Team**

Mrs. Allison Bennett-Pringle  
Mrs. Erika Patalita

## **Secretaries**

Ms. Diane Alfonso  
Ms. Lisa Riedl  
Mrs. Suzanne Wefer

## **Custodians**

Mr. Keith Babcock  
Mrs. Kelley Ewing  
Mr. George Leone  
Mr. John Schnackenberg  
Mrs. Angelina Williams

## **Aides**

Mrs. Susan Andriola  
Mrs. Tammy Arcediano  
Mr. Charles Bisesi  
Mrs. Karen Burrafato  
Mrs. Kerry Chromcik  
Ms. Rachel Coscia  
Mrs. Ruth Cruz  
Mrs. Heather DeBonta  
Mrs. Laurie Dettloff  
Mrs. Tamar DiBattista  
Mrs. Zeneida Fernandez

Mrs. Dara Fogge  
Mrs. Mary Freitas  
Miss Melissa Garzon  
Ms. Dana Garziano  
Mrs. Maria Hagedoorn  
Mrs. Lauri Harboy  
Ms. Kristine Hassard  
Mrs. Bonnie Henry  
Mrs. Maryann Hernandez  
Mrs. Patricia Hoyt  
Miss Kristen Hirsch  
Mrs. Nancy Jernick  
Mrs. Leanne Kozlak  
Mrs. Donna Linzalone  
Mrs. Christine Machovsky  
Mrs. Adisa Memeti  
Ms. Tammy Nolte  
Mrs. Kelly Palmisano  
Mrs. Joanne Palmisano  
Mrs. Linda Pier  
Mrs. Kathleen Pisani  
Mrs. Elizabeth Pusztay  
Mrs. Kim Rivera  
Mrs. Sarah Rivera  
Mrs. Melanie Ruel  
Mrs. Sue Ann Selimo  
Ms. Katelyn Serra  
Mrs. Michelle Speight  
Mrs. Jennifer Stoll  
Mrs. Ann Marie Sweeney  
Mrs. Karen Tadiello  
Mrs. Denise Traut  
Mrs. Judith Ventone  
Ms. Laryssa Verde  
Mrs. Allison Vizzini  
Mrs. Lori White  
Mrs. Ann Marie Worgul

**THE OBJECT OF EDUCATION IS TO PREPARE THE YOUNG TO EDUCATE  
THEMSELVES THROUGHOUT THEIR LIVES.**

Dear Parents,

The information contained in this calendar/handbook is very important in understanding the programs and opportunities offered to your child at the Rolling Hills Primary School.

Please keep this calendar/handbook easily accessible and refer to it throughout the school year. At Rolling Hills we truly believe that by working together with you, we can make your child's educational experience most worthwhile.

We welcome you to visit our school for special assemblies, plays, programs, or just to become familiar with your child's "home away from home." Should you wish to visit your child's classroom, please contact the main office in advance so that we can advise your child's teacher of your arrival. Normally, parent/guardian visitations are for 40 minutes duration.

Sincerely,

*Stewart Stumper*

Stewart Stumper, Ed. D., Principal

***CHILDREN LEARN WHAT THEY LIVE***

***If a child lives with criticism, he learns to condemn.***

***If a child lives with hostility, he learns to fight.***

***If a child lives with ridicule, he learns to be shy.***

***If a child lives with shame, he learns to feel guilty.***

***If a child lives with tolerance, he learns to be patient.***

***If a child lives with encouragement, he learns to be confident.***

***If a child lives with praise, he learns to appreciate.***

***If a child lives with security, he learns to have faith.***

***If a child lives with approval, he learns to like himself.***

***If a child lives with acceptance and friendship, he learns to find love in the world.***

VERNON TOWNSHIP PUBLIC SCHOOLS  
Vernon Township, New Jersey

**DISTRICT EXPECTATIONS FOR STUDENT CONDUCT**

The Vernon Township Public Schools recognize that rapid societal changes have impacted upon the traditional school and its approach to instruction and discipline. One constant factor in the midst of society's changes has been the district's goal of providing a pleasant, safe and challenging learning environment for every Vernon Township student. The home and school have a shared responsibility in achieving this goal.

Every school district has the right and responsibility to establish standards for acceptable student behavior within the school setting, and every student has the potential for choosing appropriate behavior and for becoming a responsible citizen of his/her school community regardless of background or current level of ability. To assist students and parents, we list below this district's behavioral expectations for all students in grades K – 12.

We expect:

- That students will demonstrate an attitude of respect, courtesy, and kindness toward all;
- That students will refrain from using inappropriate, vulgar, and abusive language;
- That students will refrain from bullying, intimidating, threatening or harassing others;
- That students will avoid the possession, use, and abuse of dangerous and/or illegal substances;
- That students will resolve conflicts without the use of weapons, violence, and/or physical means;
- That students will come to school in clothing that is neither offensive, disruptive nor distracting within the school setting;
- That students will assist in maintaining a clean and beautiful school environment, free of litter, graffiti, and vandalism.

Since we expect each student to behave appropriately and to be a responsible and productive citizen of our school community, age appropriate consequences will be applied at each school for those students who are uncooperative and/or non-compliant.

## STUDENT BEHAVIOR

A student in our K –3 primary schools neither loses the right nor should neglect the duties and responsibilities of a child in a public school facility. All students are both members of the educational community and the local community. Conduct in the areas of **good manners, politeness, and courtesy** should be in line with that which is expected in the home. If an infraction does occur and disciplinary action is necessary, the school's intent is educational, not punitive. It is in this spirit that we hope parents will assist in helping our young people develop their **own** self-discipline.

In the case of disruptive student behavior which interferes with the learning climate for others, discipline must and will be imposed. Teachers usually handle routine discipline problems within their classrooms. In some cases, however, the principal becomes involved. Parents are usually contacted at this point, and a conference may be requested.

Methods of discipline generally relate directly to the misbehavior; for example, removal from the cafeteria for lunchroom misbehavior. The goal of our discipline is to encourage children to determine right from wrong and grow into self-disciplined young people.

The Vernon Township Board of Education has a zero tolerance position regarding any and all forms of fighting, violent assaults, and any other physical confrontations. Students involved in any of these acts will face disciplinary measures including the possibility of having such actions reported to the police. The school district will not permit any student to be in possession of any type of weapon (including toy weapons) or ammunition in school. Any student found carrying such items will face disciplinary actions.

## DISCIPLINARY PROCEDURES

All students are expected to conduct themselves in a manner that is in the best interest of the school and its mission. Students shall not be permitted to interfere with or prevent others from their right and privilege to an education. Therefore, behavior which disrupts class work, creates disorder, threatens the safety of others, or invades the rights of others shall be a basis for disciplinary action. In general, teachers handle routine discipline problems within their classroom.

The following school discipline practices will be enforced at the K –3 level:

- First Infraction** - Teacher and student will conference to review incident. Teacher may contact parent/guardian.
- Second Infraction** - Teacher and student will conference to review incident. Teacher will contact parent/guardian with possible loss of recess.
- Third Infraction** - Teacher and student will conference and incident will be reported to principal. Teacher will contact parent/guardian with loss of recess.

**Fourth Infraction** - Student and principal will conference. Parent/guardian will be contacted. Age appropriate consequences will be applied, which may include lunch detention, recess restriction, temporary exclusion from class, in-school suspension, out-of-school suspension, etc.

**It is important to note that depending on the severity or frequency of the disruptive behavior the building principal has the prerogative to enforce a suspension or other consequence at any level of infraction.**

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational rights and Privacy Act (FERPA) is a federal law that requires the school district, with certain exceptions, to obtain your consent prior to the disclosure of personally identifiable information from your child's educational records. Sometimes our school or district may disclose some student information without written consent when the information is designated "directory information" unless you have advised the school or district to the contrary.

The primary purpose of directory information is to allow us to include some types of information in certain school publications and is generally not considered harmful or an invasion of privacy if released. Examples are a program showing your child's role in a school production, honor roll or other recognition lists, and press releases. Directory information can also be disclosed to outside organizations without a parent's prior written consent. These organizations might include state or federal authorities auditing, evaluating programs, or enforcing state or federal laws, other schools the student is seeking to attend, or a court by order of a subpoena.

Our district has designated the following as directory information: student name, telephone number, grade level, dates of attendance, participation in school activities, photograph and awards or recognition received. If you do not want our school or district to disclose directory information about your child without your prior written consent, you must notify the building principal which type of directory information you wish to deny release or request prior written consent prior to release.

### **PUPIL RIGHT OF PRIVACY**

The Board of Education recognizes that a pupil's right of privacy may not be violated by unreasonable search and seizure and directs that no pupil be searched without reason or in an unreasonable manner.

Teaching staff members are charged with the responsibility of maintaining order and discipline in the schools and of safeguarding the safety and well-being of the pupils in their care. In the discharge of that responsibility, a teaching staff member may search or request the search of the person or property of a pupil as authorized by this policy, with or without the pupil's consent, whenever he/she has reasonable grounds to suspect that the search is required to discover evidence of a violation of law or of school rules.

In no storage place provided by the Board shall pupils have such an expectation of privacy as to prevent examination by a school official.

Except as required by exigent circumstances, a request for the search of a pupil or a pupil's private possessions will be directed to the Building Principal or designee who shall, whenever feasible, first request the freely offered consent of the pupil to the inspection.

Whenever possible, a search will be conducted by the Principal in the presence of the pupil, the pupil's parent(s) or legal guardian(s) or a representative of the parent(s) or legal guardian(s), and a teaching staff member other than the Principal.

A search prompted by the reasonable belief that the circumstances are exigent and pose an immediate threat, will be conducted by any teaching staff member with as much speed and dispatch as may be required to protect persons and property.

The Principal shall conduct a pupil search on the request of a law enforcement officer only on presentation of a duly authorized search warrant or on the voluntary and knowing consent of the pupil or when the Principal has independent grounds to suspect the presence of an incriminating object.

#### **CELL PHONE POLICY #5516**

The following two paragraphs are excerpted from the above numbered policy.

**“Pupils are not permitted to use cellular telephones while school is in session. Cellular telephones must be turned off while the pupil is in the school building and may only be turned on after school has concluded for the day and outside the school building.”**

“Cellular telephones that are turned on in violation of this policy will be confiscated by the Building Principal and the pupil will be subject to appropriate disciplinary action.”

If you are interested in reviewing the entire policy, please contact our main office.

#### **SCHOOL DRESS**

Rolling Hills does not have a prescribed dress code. However, the wearing of any clothing which interferes with or distracts from the educational process will be subject to approval by the principal. This might include, but not be limited to, extremely tight or excessively form-fitting, short or revealing clothing, and any garment or footwear which could be determined as unsafe. **As an example, halter-tops, and flip-flops are not considered appropriate school attire.**

With the exception of grade level field days which are days of structured athletic events for students, we strongly encourage students and parents to view the school as the students' work place and we request your cooperation in providing appropriate apparel.



### DAILY SCHEDULE

9:05 a.m.	Students arrive (Children who walk or are brought by parents should arrive no earlier than 8:55 a.m.)
9:15 a.m.	School begins. Children arriving after this time will be marked as "tardy."
3:40 p.m.	Dismissal from building.
3:45 p.m.	Buses leave school (approximately)

**Please note** that when there is an **early dismissal** for teachers' in-service and/or immediately prior to a major holiday, students will be dismissed to board buses at 1:10 p.m. **Buses will leave school promptly at 1:15 p.m.** There will be no cafeteria lunch service on early dismissal days however our breakfast and lunch/snack will be offered through our food service provider (Sodexo). Should you choose not to use our food service, please remember to send a snack/lunch to school with your child on early dismissal days. Students will have a **20-minute snack time** in their classroom.

### SCHOOL HOURS

Students will arrive the Rolling Hills Primary School at 9:05 a.m. and be dismissed at 3:40 p.m. Buses will depart our driveway at 3:45 p.m. Our school office is open each day from 8:00 a.m. - 4:30 p.m.

**Students should not arrive at school prior to 8:55 a.m. by policy of the Vernon Township Public Schools. We are governed and liable by New Jersey law in terms of supervising students. Students dropped off prior to 8:55 a.m. will be unsupervised and are not, therefore, permitted to arrive before the designated time.** We realize parent's/guardian's schedules vary and we regret any inconvenience this may impose. We consider the safety of your children as a very important factor in establishing this requirement and appreciate your cooperation. After regular student dismissal (3:40 p.m. daily), students will have access to their classroom **but must be accompanied to the classroom by a parent or guardian** after checking in at the main office. After 4:30 p.m., all classroom doors are locked and **parents** must locate a custodian within the building to unlock a specific classroom door. After exiting the classroom, the custodian will re-lock the door. **Please note that classrooms will not be accessible after 5:00 p.m.** This procedure will enhance the building's security.

### ATTENDANCE

“Attendance” is a pupil’s presence in school and in the classroom to which he or she is assigned at the times scheduled for instruction or other school activities. **A pupil will be considered to have attended school if he or she has been present at least 4 hours during the school day. Half days of four hours or greater are marked as full days, half days less than four hours are recorded as full day absences.** Half days of four hours or greater are marked as full days, half days of less than four hours are recorded as a full day absence.

Based on a 180-day school year, any student who misses 18 days or more per year – or about two days every month – is considered chronically absent. Children can only be successful when they attend school regularly. Research suggests that chronic absenteeism in the early years can have a significant impact on how successful a child is in school. During these early growth years, students learn basic social and academic skills necessary for future academic success. Absenteeism in the early years can be linked with long-term reading problems, lower test scores, poor

attendance in future school years and weaker social-emotional skills.

**In alignment with the New Jersey Department of Education, the Vernon Township School District does not distinguish between excused and unexcused absences, with the exception of school imposed absences (suspensions), religious holidays, and Take Your Child to Work Day. Students considered chronically absent and not meeting the Attendance Policy established by the Vernon Township School District may be excluded from school related field days and/or field trips.**

School attendance shall be a factor in the determination of pupil's promotion or retention. **Only extenuating circumstances should permit the promotion of a pupil who has been attendance fewer than one hundred and fifty days during the school year.**

Any student not meeting the academic or attendance expectations outlined in VTSD board policy will be retained. **Parents will no longer have the ability to assign subject to appeal through the superintendent's office.**

**Uniform Grading Criteria:**

30% Tests      30% Quizzes      30% CW/Projects/HW      10% Class Participation

**TARDINESS**

If a child is tardy on a continuous basis, you will be contacted in order to prevent further lateness. We would encourage you to instill within your children even at this early age the importance of being on time. It is a value that will serve them well throughout their lives. If your child arrives at school later than **9:15 a.m.**, he/she is required to obtain an admission slip from the office prior to going to class.

**ABSENCES**

Parents/guardians are requested to call the school attendance line (764-2787) anytime to inform us of your child's absence. It is not necessary to call if we are already aware of the absence. Obviously, for multiple days it is necessary to call only once. Should we fail to receive contact from a parent/guardian, the school will make every effort to ascertain the reason for a child's absence, usually by contacting you via school messenger.

Whenever your child has been absent from school for any reason, he/she is required to bring a written excuse from his/her parents explaining the reason for the absence. **This note must be brought with the child upon return to school.** Children returning to school from a period of illness must report to the school nurse and are expected to resume a normal schedule, which includes physical education, outdoor recess, walk-run, etc. Therefore, students should be well enough to participate in all activities and be adequately dressed for the weather conditions of that day. If a doctor does not feel a student is ready to resume a full program and this is in writing, special arrangements will be made.

New Jersey State law is very clear on school attendance. Students are required to attend school on a regular basis. Also, the law, New Jersey Administrative Code, and court rulings have consistently required attendance and empowered local school boards to enact appropriate policies to enforce attendance. Quite simply, children can not benefit from instruction if they are not in school. Although homework assignments can

usually be made up, students miss a great deal of instruction by not being in class every day. Please make every effort to see that your child attends class regularly unless sick. Under regulation 5410, Promotion and Retention, "A pupil with fewer than 150 days attendance in grades pre k-8 will not be promoted to the next grade level.... Extenuating circumstances (excused absences) as determined by the building principal, can waive the 150 days attendance requirements for grades pre k-8."

### **REQUESTS FOR HOMEWORK**

In the event of an illness of **more than three days**, parents may call the main office to request homework assignments or write a note to your child's homeroom teacher. Please allow at least one day before picking up the assignments in the main office.

### **BEDSIDE INSTRUCTION - TUTORING**

If your child needs tutoring due to an extended illness at home (generally longer than ten days of consecutive absence), you are asked to contact the school. Arrangements will be made to provide bedside instruction.

### **DRIVING YOUR CHILD TO SCHOOL**

Children who are brought to school by car are to be brought to the front of the building at the main entrance. Please be aware that special needs transportation vehicles also discharge students at the front entrance and parents **MAY NOT PARK** in this area.



### **PICKING UP YOUR CHILD AT SCHOOL**

Occasionally it may be necessary for you to arrange to pick up your child for special "early release" from school. The majority of students ride the school bus to and from school daily and may never need such arrangements made. In fact, we encourage you as parents/guardians to **NOT** pick up your child early unless **ABSOLUTELY NECESSARY**. Classes are disrupted, students miss instruction, and added confusion may result with bus dismissal and bus routes. If such a family circumstance or emergency should occur, the steps below must be followed to ensure the safety and security of your child.

1. If your child needs to be released early, we require a **written**, signed request from you when your child arrives at school in the morning. This note should be given to the classroom teacher who, after being made aware of the circumstance, will send the note to the main office.

2. In the event of some crisis or emergency, a phone call should be made to the main office. We understand that, on rare occasions, you will not be able to write a note in advance. At such times, we require you to arrive at the school **before class dismissal time (3:40 p.m.)**. **When the parent/guardian arrives, they must report to the main office to have their child called down. We cannot hold a child in the office without a written note beyond 3:40 p.m.** Please understand that when parents/guardians arrive to remove a child at a time close to regular dismissal and students have already boarded the bus, it is possible that an entire bus may need to remain at school in order to access the student. In fairness to all students riding the bus, so that they are dismissed in a timely fashion, plan ahead and arrive on these occasions prior to 3:35 p.m. if at all possible. Once buses are moving, **no attempt will be made to remove students from the bus.**
3. **STUDENTS WITH NOTES WILL BE CALLED TO THE ALL PURPOSE ROOM AT 3:35 P.M. PARENTS MUST SIGN THEIR CHILD OUT IN THE APR BEFORE LEAVING THE BUILDING. We will not release a child to wait outside to be picked up. Parents or guardians are NOT, under any circumstances, to go to the student's classroom and take a child from class without the homeroom teacher/main office's knowledge.**
4. If no one in the main office knows you, then we may require you to present proof of identification, specifically a valid driver's license. We simply must know that you are, in fact, the parent or legal guardian.
5. You will be required to **sign the child out**, including date, time, child's name, and your signature.
6. We will not release your child to anyone other than a parent or guardian unless we have written authorization from you. If there is a special circumstance and a neighbor or relative appears to pick up your child, that release will only be made after we call you and verify the person's identity. **We cannot release children to siblings under the age of 18 years of age, even with written parental permission.**
7. Under no circumstances will a child be released if the child does not recognize the person at the main office who is there to pick up the child.
8. If a serious question by the school office personnel arises regarding the above, it is possible that the building principal or his/her designee will immediately call the police for intervention and will hold the child until the police arrive.

## SCHOOL CLOSINGS

### A. INCLEMENT WEATHER or EMERGENCIES:

**ALL VERNON TOWNSHIP PUBLIC SCHOOLS OPERATE ON A 2 HOUR DELAY SCHEDULE.**

- 1) **Weather**: In case weather conditions make it necessary to close schools, the following method of notifying the community will be used:

**School Messenger**: Please be sure your child's information is up-to-date and accurate in the parent portal.

**Radio Stations**: WSUS (102.3FM) - Announcements regarding closing of schools between 6:15 a.m. and 8:00 a.m.

**Websites**: [www.VTSD.com](http://www.VTSD.com)

- 2) **DO NOT CALL THE POLICE STATION** - Calls tie up the police telephone lines which must be kept open for serious emergencies and are not to be used for the dispensing of information. The police will not give out information regarding the school closings. Any other information specifically regarding a certain grade level or sessions will be sent home as the need arises.
- 3) **Transportation** – Please review the parent handbook found under “Transportation” on our website ([www.vtsd.com](http://www.vtsd.com)) for important information regarding your child's safety at the bus stop and while riding the school bus.

**B. DELAYED OPENING BECAUSE OF INCLEMENT WEATHER AND ROAD CONDITIONS: When an alternate opening is announced, school children should go to their bus stop two hours later than normal. If, during the two hour delay, road conditions do not improve, it may be possible that school will be cancelled. Please continue to listen to WSUS or wait to hear from SCHOOL MESSENGER during this time. This alternative gives us a greater amount of time to get roads cleared and assessed. We trust we will have your full and unqualified assistance and support in this matter.**

**C. MATTERS OF EARLY DISMISSAL:** On occasion it may be necessary to close school earlier than regular dismissal times. When this occurs, the WSUS will be called immediately and SCHOOL MESSENGER will be activated. Please listen to them for the announcement of an early dismissal. If you are not going to be home, **it is necessary that you have arrangements made for your child's care (a neighbor, grandparent, etc).** In the case of an early dismissal, buses will leave the high school at approximately 11:50 a.m., the middle schools at approximately 12:25-12:35 p.m., and the primary schools at approximately 1:35 p.m. Please see the attachment on [www.vtsd.com](http://www.vtsd.com), click on Transportation under “Parents” for Walnut Ridge dismissal times. In order for this system to work, buses will leave as soon as they arrive at school and are filled with children. Since this system may be necessary if roads are bad because of snow, etc., then it is very likely that the time spent on the bus trip will be longer than normal. In such weather, it will also probably take your children longer to walk home from the bus stop. This early dismissal process enable buses to dismiss quickly from the school so that your children will arrive home safely even if the trip itself takes longer.

## **SCHOOL BUSES AND BUS STOPS**

Nearly all primary school students ride a school bus. While riding the school bus, your child is governed by State Law. Therefore, disruptive behavior, insubordination, hanging out of the window, foul language, and other inappropriate behaviors are **strictly prohibited and will result in disciplinary action**. The bus driver has complete charge of the bus and students are required to obey directions given by the driver.

The following bus discipline practices will be followed in the primary schools. Upon receipt of the first bus discipline report filed by the driver, the student is informed of the problem and will be given an opportunity to address the problem as a matter of his or her responsibility. Should there be a second bus discipline report, the first and second reports are reviewed and parents will be notified by the principal's office. Usually, on the third report, the student's privilege of riding the bus is removed temporarily and the **parent/guardian must transport the student to and from school daily**. Subsequent bus reports may result in additional bus suspensions. **Important to note: The building principal has the prerogative to enforce a bus suspension at any level depending on the severity of the infraction.**

It is the school bus driver's responsibility to devote full attention to driving the school bus while the bus is in motion. Children's misbehavior on the school bus constitutes an extreme hazard because it can divert the driver's attention from the primary responsibility of conditions and possible hazards on the road as well as tending to the actual responsibilities of driving. Therefore security cameras have been installed on the majority of our school buses for the purpose of monitoring student misbehavior.

While waiting for school buses, all students are to remain in the bus shelter, where available, **or off public roads**. Parents are asked to observe the behavior at the bus stops as a possible means of preventing accidents. The very presence of an adult often acts as a deterrent and might keep a child from throwing a rock or running into the road. Inappropriate student behavior at bus stops may result in disciplinary action. Students at the primary school level are not permitted to bring athletic equipment, radios, walkmans, game boys, iPods, DS units, animals, glass containers, toys, etc. on the bus. Eating, drinking, or gum chewing is not permitted.

Please do not request that students change buses for social reasons. This is not permitted according to the Board of Education policy. In scheduling transportation for students who are attending child-care centers before and after regular school, all requests must be made for five days per week both to and from school (both ways). Emergency situations concerning bus changes are taken care of by the Transportation Dept. at the Board of Education office on Route 515. The telephone number is 764-2900, extension 8170.

It is important that all parents/guardians **know their child's bus route number and the contractor who owns the bus**. This information is displayed on the exterior of the school bus. Bus route numbers are also given in the letter which is sent to every student before the first day of school. In the case of car routes, the information can be immediately requested from the driver. **Although buses will be transporting K-3 students this school year, only students at the K-1 level will be brought back to school if no one is at the bus stop for their child. Parents need to develop a backup plan with a neighbor, friend, etc. in the event that they are not at the bus stop. Parents are to contact their child's school in an emergency and the child will be held in the main office.**

Should your child be late in arriving home or not get off at the appropriate bus stop, you should immediately contact the following:

- First: Call the school your child attends. If no one is available, call  
Second: the Board of Education Office - 764-2900, ext. 8170. If no one is available there, call  
Third: the Vernon Township Police Dept. - 764-6155. The police will contact a school district official.

Bus Contractor Telephone Numbers:

Baldwin Transportation	764-4066
Decker Transportation	764-8005
First Student –Lafayette	579-5272

### **ADDRESS or TELEPHONE NUMBER CHANGES**

If you should change your address or telephone number, **please notify the school office immediately.** Also, please be sure that your child's **emergency address and telephone number are always up to date and correct.**

### **VISITING THE SCHOOL**

Parents are encouraged to visit the school, whether for a regular classroom activity or a special program. Parents are always welcome at Rolling Hills School. **TO ENSURE THE SAFETY OF OUR STUDENTS and FOR SECURITY REASONS, ALL VISITORS MUST STOP AT THE OFFICE PRIOR TO VISITING ANY CLASSROOM.** Parents dropping off cupcakes, forgotten lunches, homework, etc. may leave these items in the main office. We will ensure that they arrive promptly to your child's classroom. Please contact your child's teacher in advance if you plan to visit the classroom.

### **HEALTH OFFICE INFORMATION**

1. Please contact your child's school nurse regarding any health matter. Parents are welcome to discuss their child's health needs with the nurse. Please call the health office to arrange an appointment. **Ms. Kimberly Mueller** is the Rolling Hills school nurse and her telephone number is **764-5590.**

2. Students who are not feeling well enough to learn should NOT be sent to school. Parents will be notified if a child becomes ill at school. He will be sent home if he has an elevated temperature, if he may be exposing others to infection, or if he feels so ill that he cannot participate in classroom activities. Parents are responsible for providing transportation for their sick child when they are notified. In general, a pupil who shows one or more of the following symptoms will be sent to the school nurse for evaluation and/or treatment:

- |                                   |                 |                              |
|-----------------------------------|-----------------|------------------------------|
| a.) Pain, generalized or specific | d.) Earache     | g.) Enlarged glands          |
| b.) Chills                        | e.) Vomiting    | h.) Skin eruption            |
| c.) Fever                         | f.) Sore throat | i.) Running nose             |
|                                   |                 | j.) Red and discharging eyes |

Symptoms of the following communicable diseases should be considered as reasons for keeping a child home from school and contacting your physician:

- a. Chicken Pox: small, reddish, itchy eruptions on the skin resembling pimples or blisters, which later fill with fluid and form crusts; slight fever.
- b. German measles (rubella): a common cold followed by a light red rash on face and body; small beady lumps behind ears; slight fever.
- c. Measles (rubella): cold, runny nose, watery and light-sensitive eyes, fever, followed by bluish-white specks (Koplik spots) on inside of mouth, red blotchy rash, and dry cough.
- d. Mumps: tenderness and swelling of the salivary glands below and a little in front of the ear; fever.
- e. Streptococcal infections (including scarlet fever, sore throat): sudden onset of fever, sore throat, strawberry tongue, followed by bright red rash on body, usually on the inner arm and thigh.
- f. Whooping cough (pertussis): a common cold, with irritating cough, followed by repeated series of violent coughs without inhaling, often with respiratory whoops. Cough may end with vomiting.
- g. Fifth disease (erythema infectiosum): fine rash that is most apparent on the cheeks and later spreads to arms and legs, low grade fever.
- h. Pink eye (conjunctivitis): redness of white areas of eyes, accompanied by some itching; eyes may discharge pus and be light sensitive.
- i. Head lice (pediculosis): itching scalp, presence of lice and nits at hair roots.
- j. Impetigo (staphylococcus infection): lesions
- k. Meningitis-meningococcal: severe headache, chills, vomiting, convulsions, fever, stiff neck, pain in neck.
- l. Hepatitis infectious: fever, anorexia, nausea, malaise, abdominal discomfort, followed by jaundice.

Pupils who exhibit any of the above symptoms may be sent to the school nurse for evaluation and if the student's condition so indicates, recommend to the principal that the pupil be excluded from school for medical reasons. The parent, adult family member, or other responsible adult designated by the parent will be promptly notified by telephone of the pupil's exclusion and requested to provide transportation home for the pupil. Until the adult arrives to remove the pupil, the pupil will be kept in an isolated location in the school and will be made as comfortable as possible.



3. The attendance secretary will call the parents of the students who are absent each day unless we are notified about the illness. Parents are requested to call whenever a child will be absent due to illness.

4. Any student who returns from an absence must bring a note from a parent stating why he/she was not at school. Students who do not present a written note within three days will be sent to the principal's office.

5. Students returning to school following a communicable illness must be seen by the school nurse before returning to class. A physician's statement may be requested.

6. Medication given in school by the school nurse: Medication will be given in school only when pupil's attendance depends on the timely administration of such medication. "Medication" as per this law means any prescription drug, prescribed over-the-counter medicine including, but not limited to, aspirin and cough medication. Requests for the administration of medication in school must be made in writing and signed by the physician. **NOTE: All medication must be in original prescription bottle and be brought to school by a parent/guardian. Medications may no longer be brought to school or taken home by children. IMPORTANT: PARENTAL HAND-WRITTEN NOTES CAN NO LONGER BE ACCEPTED TO ADMINISTER MEDICATION. THE NEW REGULATION REQUIRES PHYSICIAN PERMISSION ONLY, AS EXPLAINED ABOVE.**

7. Self-administration of medication for life-threatening illness (such as asthma): Parents must provide the Board of Education with a written authorization for the self-administration of medication. Parents must submit written certification from the physician of the pupil that the pupil has asthma or another potentially life-threatening illness and is capable of and has been instructed in the proper use of the medication (form may be obtained from the school nurse). Permission to self-administer one medication shall not be interpreted as permission to self-administer another medication. Requests for self-administration of medication should be made to the principal who may grant or deny the request.

**PLEASE NOTE: THE SCHOOL DISTRICT, THE BOARD AND ITS EMPLOYEES OR AGENTS SHALL INCUR NO LIABILITY AS A RESULT OF ANY INJURY ARISING FROM THE SELF-ADMINISTRATION OF MEDICATION BY THE PUPIL.**

8. If your child has allergies, please inform the health office of this in writing, especially if medication is needed.

9. If your child needs oral medication immediately for insect bite reactions (bees, wasps, etc.) you may bring that medication to the nurse's office labeled correctly and accompanied with a note from the physician.

10. All students are expected to participate in the outdoor recreation periods and all physical exercise programs. If a student is well enough to come to school, then he/she is expected, if capable, to go outside with the other children.

11. Physical Education excuses are to be issued by the school nurse. To obtain an excuse, students must:

1. Have a note from a parent for a one or two day excuse.
2. Have a doctor's note for three or more days.

Students excused from physical education will not be permitted to participate in recess. Repeated parental requests for physical education excuses may require a doctor's note.

12. Parents/guardians should be aware of the importance of obtaining a physical exam at least once during each of the students developmental stages: early childhood (pre-school through grade 3), pre-adolescence (grade 4 - 6), and adolescence (grade 7-12).

13. During the course of the school year, your child will have a height and weight check, as well as a hearing/vision screening. If the results of the hearing/vision screening are not within the accepted normal range, parents will be notified. If your child appears to be having difficulty in these areas, please feel free to contact the nurse.

14. The Mantoux test in accordance with the law routinely tests new students from out of country for tuberculosis. Parents will be notified if the test is positive so that there can be follow-up with further medical study.

15. Statutes of the State of New Jersey require full immunization for all students in schools across the state. Parents are urged to contact our school nurse should they have any questions regarding these requirements.

16. Requests for payment of medical bills shall not be presented to the Vernon Township Board of Education. The Board, as a public body, under the Statutes of the State of New Jersey, assumes no responsibility or liability for such claims for medical payments. Such payments are made only as a result of adjudication through the courts. **The Vernon School District does offer parents a “Group Student Accident Insurance” plan from Bollingers. It is highly recommended that parents avail themselves of this coverage since medical insurance plans may be inadequate to cover some injuries. Insurance applications are sent home with children in September.**

17. To help us in case of emergency, please be sure to fill out completely the emergency cards distributed to your child at the beginning of the school year.

### **HEAD LICE INFESTATION**

Head lice infestation can occur at any age and each year 6 to 23 million Americans report having contracted head lice. One of the most prevalent misconceptions about head lice is that it occurs only among the poor and unclean. For many years, it was thought that people only received head lice from unclean environments or because of poor hygiene. However, everyone is at risk and if it happens in your family, it is not something that should cause embarrassment. The most important thing is to treat the problem immediately and notify your child's school, in particular the school nurse, and everyone else with whom your child has come in close contact. Presently, the chances are better than ever before of bringing this nationwide public health problem under control. More cases of head lice infestation occur than all other communicable childhood diseases combined. The Vernon Township Public School Head Lice Procedure is as follows:

1. After a case of head lice is reported to the school nurse or detected by the school nurse, the student will be excluded from school until treated and free of nits (eggs).
2. The student identified with head lice will not be allowed on the school bus until cleared by the school nurse.

3. The student must be seen by the school nurse prior to re-admittance to school.

If you have any questions, please contact your school nurse.

### **LOST AND FOUND**

Items found are usually turned into the office. Children who have lost something may report to the nurse's office prior to class and at lunchtime. What has proven most successful in returning lost objects to their owners has been the labeling of all children's possessions (lunchboxes, book bags, coats, boots, etc.) with their names.

### **PHYSICAL EDUCATION**

Children in grades two and three have physical education one or two times a week, at all grade levels. Physical education classes convene outdoors whenever possible. Although there is no required uniform, students should wear clothes and sneakers that are appropriate for the activities. Sneakers that lace up and tie are best for all activities. Students who do not have proper footwear will be asked to sit out to avoid injury. This would include footwear such as sandals, flip flops, Uggs, Crocs, etc. Students are required to wear coats during both PE and Walk-Run when temperatures are below 30 degrees. **Jewelry, with the exception of post earrings is not permitted to be worn during physical education classes.**

### **PLAYGROUND**

Children are not to bring footballs, baseballs, toys, etc., to bus stops or to school to be used on the playground. Equipment such as this is provided by the physical education department or your child's teacher. Banning such equipment will avoid problems at the bus stops and on buses.

### **CLASSROOM MOVIES**

All movies shown in class for the purpose of enhancing the curriculum will be "G" rated, unless written permission is received from parent/guardian.

### **LIVE ANIMALS**

Live animals **may not** be brought to school without the permission of the building principal. Please contact your child's teacher for further information.

### **TEXTBOOKS**

Textbooks are public property and are on loan to students. Please make sure your children keep all textbooks in good condition for further use.

All textbooks must be covered throughout the year.

Homeroom teachers will issue textbooks, record serial numbers, and note condition of each book.

Your child should let the teacher know immediately if there has been damage done to a textbook.

Make repairs on your own as the year goes on.

In June, all textbooks issued will be collected with serial numbers and book conditions checked. Those books that have been

damaged or need repairs will be charged against the student and must be paid by the end of the school year.

### CAFETERIA

The cafeterias at the primary schools are to be regarded in the same manner as your dining room at home. In the beginning of the school year, all students will be made aware of the cafeteria rules and regulations. Any student who demonstrates an inability to comply with the regulations will receive appropriate disciplinary action. The cafeteria should have a neat, clean and pleasant atmosphere at all times. This is an excellent opportunity for students to interact socially and relax.

### BREAKFAST

Our food service provider (Sodexo) in cooperation with our school district, offers a Breakfast in the classroom program.

### LUNCH

Our school cafeteria provides a federally subsidized Type A lunch. **The cost is \$2.75 per lunch**, or the student may purchase lunch for a week (5 lunches) at a cost of \$13.75 or a month (20 lunches) at a cost of \$55.00. If paying by check, please **make the check payable to "VTBOE."** The cost of student milk is \$ .60 (prices subject to change). Menus are distributed to students each month in advance. If your child brings a lunch from home, please be sure to have your child's name and teacher's name on his/her lunch box/bag. Multiple charges may require a call home, asking for your assistance in clearing the charges. On early dismissal days (1:10 p.m.), the **cafeteria will be closed**,

Recent studies have shown that good nutrition plays an important part in your child's physical, emotional and educational development. There is reason to believe that a balanced diet aids a youngster's efforts in attaining maximum performance levels. It is easier to keep a child's mind on the task at hand if he or she is not tired, restless, or uncomfortable from the lack of proper nourishment.

### SNACKS

All children get hungry between meals and look for snacks. The young child requires small frequent meals and teens tend to omit meals, snacking instead. Since about 1/5 of a child's calories are consumed as snacks, it is important to guide children in their snack selection. Snacks **can be** an important **nutritious supplement** to a child's diet.

The New Jersey Model School Nutrition Policy was recently developed “as a valuable tool to help foster active, healthy lifestyles in New Jersey children.” Please work together with the District Board of Education and Rolling Hills Primary School to ensure that our students are provided with healthy, nutritious snacks during birthday celebrations, school parties, and other special events when food is served.

### GUM CHEWING

Gum chewing is not permitted in Rolling Hills.

### TRANSFERS

Students transferring to other schools must obtain a transfer card from our school office. Before a student will be permitted to transfer out, all textbooks, library books, etc. must be returned and any lunch charges must be paid. School records will be mailed to your new school upon the receiving school's request.

### **FIELD TRIPS**

Field trips are an important part of the total educational program in Rolling Hills. When your child is going on a field trip with his/her class, a permission slip will be sent home by the teacher. This permission slip must be signed and returned to school prior to the trip. Some field trips involve nominal expenses for admission. Vernon Township Public Schools are not responsible for parents' claims for payment of medical bills arising out of their child's participation in the trip.

### **ASSEMBLIES**

Students usually go to assemblies with their regular homeroom teacher. Each classroom has a designated seating area and classes sit as a group. Proper behavior is expected. We do not permit booing, disruptive behavior, or disrespect in any form. Should a child continually cause a problem during assemblies, that child's privilege to attend will be suspended.

### **CONSTITUTIONALLY PROTECTED PRAYER**

Under federal law, students have the right to constitutionally protected prayer. Students may pray voluntarily before, during, or after the school day as well as with fellow students during the school day on the same terms and conditions that they may engage in other conversation or speech.

### **THE SCHOOL AND COMMUNITY ASSOCIATION (SCA)**

The School and Community Association (SCA) has a dual purpose. It is an avenue of communication between home and school and it is also a means by which parents can help the school serve the children. The program promotes both of these goals. General meetings provide an opportunity for parents of the children to stay informed on school level issues as well as develop activities and organize programs which supplement and enhance the regular school program. Please review the calendar to determine on which day regular monthly meetings convene. Generally, meetings will be on the first Wednesday of the month at 9:30 a.m. in the Faculty Room.

### **VOLUNTEER PROGRAM**

Volunteers are always welcome in Rolling Hills to help children in the classrooms or the library and during field days. In addition, help is needed at home (if you are unable to come to school) with sewing costumes (concert skits) or preparing learning games. Please write a brief letter to the attention of your child's principal stating your desire to contribute your time and specify, if possible, which areas you are interested in (e.g., computer room or art assistant or grade level).

### **CLASSWORK**

Students at the primary schools are expected to complete to the best of their ability **all assignments** in class. We believe it is very important to keep the lines of communication open between parents and teachers, and if your child is not performing to his/her capabilities, we will inform you so that you may assist us in making sure that your child does what is expected. If your child continues to not complete his/her assignments, he/she will be referred to the principal for further assistance.

### **HOMEWORK**

The purpose of all homework is to develop a sense of academic discipline and responsibility within the student as well as provide an opportunity for reviewing or extending the skills learned in the classroom. **Parents/guardians involvement with homework is INTEGRAL AND**

**PARAMOUNT. Please be sure to read aloud with your children frequently.**

Homework is given on a daily basis in the primary schools, with the grade level guidelines usually indicated to parents at the beginning of the year at conferences and/or Back-to-School Night. Homework may be assigned in any subject area for the purpose of reinforcement, enrichment, or review. Any work not completed during class may also be assigned as homework. Homework assignments may vary from day to day and cover different subjects depending on the lesson emphasized for a particular unit. If a child has been ill, the work that he/she has missed may also be given as homework. A student will be provided adequate time to make up work missed during a period of absence. (Generally, two days will be given for each day missed.)

In most cases, homework assignments will not exceed the following time:

Grade 2: 20 - 30 minutes

Grades 3:: 30 - 60 minutes

**Primary school is the foundation for all future learning. The formation of proper homework and study skills is essential for success throughout a child's academic career.**

**THE ELEMENTARY SCHOOL COUNSELING PROGRAM**

The Elementary School Counseling Program consists of guidance in the classrooms as well as group and individual counseling on a temporary basis as needed. The guidance program focuses on the academic, personal, social and even career development of students.

The goals of the elementary school guidance program include:

1. *helping children understand their school environment*
2. *understand self and others*
3. *understand attitudes and behavior*
4. *decision making and problem solving skills*
5. *interpersonal and communication skills*
6. *school success skills*

A Newcomer Program, designed to welcome students who are new to the Vernon Township School District, will be part of the Guidance Program.

**TITLE 1**

The Superintendent's office is open to address inquiries about special education, basic skills, and/or federally funded programing.

**THE LIBRARY**

Throughout the school year, your children will be bringing home books from our school library. This can be a particularly rewarding experience if you take some time each week to share the book with your child. A young child can discuss the pictures with you while you read the story; an older child might enjoy reading the story to you.

Books are signed out for one week. Please help your child remember to return the book(s) on the day that his class is scheduled to visit the

library so that he can sign out a new one. Open library time periods may provide your child with additional opportunities to sign out and return book(s).

Proper care of the book at home will ensure a longer life for the book and also develop habits of responsibility for the child. Help her find a safe place to keep the book so that it will not get lost or damaged. The book should be carried to and from school in a book bag or plastic bag to keep it from becoming soiled or wet. This is particularly important on a rainy day. Also, if an accident does occur and the book is damaged, please send it back to the library to be mended.

Remember that in the library, the child has the freedom to choose a book which satisfies his personal interests. Although he will be encouraged to sign out books that are on his own reading level, he will often be given the opportunity to choose materials which satisfy his curiosity. Please share these books with your child. You will find that it is an enriching experience for both of you.

Parents are also encouraged to take their child to the public library to choose books. Books are excellent gifts for children, no matter what the occasion. Encourage your child to start her own small library.

#### **ACCEPTABLE USE OF COMPUTERS**

The school district provides computer equipment, computer services, and Internet access to its pupils and staff for educational purposes only. The purpose of providing technology resources is to improve learning and teaching through research, teacher training, collaboration, dissemination and use of global communication resources.

Pupils are responsible for good behavior on computer networks/computers just as they are in a classroom or a school hallway. Policy 2361R, an approved board policy, pertains to Acceptable Use of Computer Network/Computers and Use of the Internet.

The policy states that behaviors including but not limited to the following are prohibited:

1. Sending or displaying offensive messages or pictures;
2. Using obscene language;
3. Harassing, insulting, or attacking others;
4. Damaging computers, computer systems or computer networks/computers;
5. Violating copyright laws;
6. Using another's password;
7. Trespassing in another's folders, work, or files;
8. Intentionally wasting limited resources;
9. Employing the network/computers for commercial purposes; and/or
10. Engaging in other activities that do not advance the educational purposes for which computer network/computers are provided.

Students who violate acceptable use of computer networks/computers and use of the Internet shall be subject to consequences for violations under school and district discipline guidelines.

### **ALCOHOL/DRUGS/SUBSTANCE ABUSE/WEAPONS**

Unless prescribed by a physician, students enrolled in the Vernon Township Public Schools are forbidden from using, processing, selling, transferring, or being under the influence of drugs, narcotics or alcohol while at school, at a school function, on school property, on any transportation vehicle provided by the board, or otherwise under the jurisdiction of the school.

Education and instruction will be provided about the nature of alcohol/drugs/substance use and abuse and is provided according to the board approved health curriculum. Other resources such as a guidance counselor, school nurse, child study team, and student assistance counselor are also available as appropriate to the situation. Weapons of any type, regardless of intent, are not permitted on school property or at school endorsed functions.

Where there exists reasonable suspicion to believe a student is in violation of these policies, the principal or his/her designee and the school nurse will be informed. Under all circumstances, Board of Education policy provides the framework within which school officials shall function.

The Vernon Public Schools are smoke-free campuses.

### **NEW JERSEY STATUTES ANNOTATED TITLE 18A:40-4.0**

Any person under the legal age to purchase alcoholic beverages who possesses or consumes any alcoholic beverages in any school is guilty of a disorderly person's offense, and shall be fined not less than \$100. Whenever this offense is committed in a motor vehicle, the defendant will lose his driving privileges for 30 days. (2C:33-15) Students suspended for drugs/alcohol will be denied participation in all school-related activities for the remainder of the marking period but not less than one month (20 days).

Under the laws of the State of New Jersey, an adult who knowingly serves, provides, or approves of the consumption of alcoholic beverages to a minor in his home can be liable for any injury or damage the minor may cause due to his intoxicated state. The law is not concerned with whether the adult approves or disapproves of the misuse of alcohol. An adult can be held legally responsible for the conduct of any juvenile whom he allows to drink in his home. This includes situations where the juvenile inflicts or causes damage after he has left the adult's house.



## **INTEGRATED PEST MANAGEMENT**

This notice is being distributed to comply with the New Jersey School Integrated Pest Management Act. Vernon Township 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, which is available on request.

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 for Vernon Township Board of Education is:

Name of IPM Coordinator: Darryl Storms  
Business Phone Number: 973-764-2900  
Business Address: PO Box 99, 539 Route 515, Vernon, New Jersey 07462

Material Safety Data Sheet (MSDS) (when one is available), of each pesticide product that may be used on school property are available for review by a 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 Vernon Township Board of Education 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.

## **AHERA MANAGEMENT PLAN**

This is to advise that a Management Plan, as required by the Federal Asbestos Hazard Emergency Response Act (AHERA), is available in the main office of each district school building. A Management Plan for each school building and the Board of Education building is also available in the Board of Education office. Individuals interested in reviewing all of the Management Plans or a particular Management Plan for a specific location, may report either to the specific school main office or the Board of Education and request to review the Management Plan(s).

### **SEXUAL HARASSMENT**

Sexual harassment is a very significant concern of ours. Federal and State laws guarantee that schools are absolutely free of sexual harassment. The Vernon Township Board of Education explicitly forbids any conduct or expression that may be construed as the sexual harassment of a pupil, by another pupil or by an employee of the district (Policy 5751). Any student who feels that he/she has been sexually harassed, or any employee who hears or has independent cause to suspect that a pupil has been subjected to sexual harassment, shall promptly notify the building administration, who shall immediately initiate an investigation of the matter and report the findings to the Superintendent.

### **BULLYING AND/OR HARASSMENT**

Bullying and/or harassment even when very subtle will not be tolerated (Policy/Regulation 5512.01). Any student experiencing bullying/harassment needs to report it to his or her own teacher, guidance counselor, or administrator immediately. Parents are advised to do likewise if they become aware of any such incidents involving their child. Once identified the perpetrators will receive age/grade appropriate consequences.

Pursuant to Policy 5512, the Board of Education prohibits acts of harassment, intimidation, or bullying of a pupil. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe and disciplined environment. Since pupils learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying.

Harassment, intimidation, or bullying means any gesture, written, verbal or physical act or any electronic communication, that takes place on school property, at any school-sponsored function or on a school bus. Electronic communication means communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer, or pager. Any act that is reasonably perceived as being motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability or by any other distinguishing characteristic; and that a reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of harm to his/her person or damage to his/her property; or that has the effect of insulting or demeaning any pupil or group of pupils; and creates a hostile educational environment for a pupil by interfering with a pupil's education or by severely or pervasively causing physical or emotional harm to the pupil is considered to be harassment, intimidation or bullying.

The district prohibits active or passive support for acts of harassment, intimidation, or bullying. Pupils are encouraged to support other pupils who: walk away from these acts when they see them, constructively attempt to stop them, and report these acts to the Building Principal or designee.

The Board expects pupils to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with proper regard for the rights and welfare of other pupils and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment consistent with the Code of Pupil Conduct.

Policy 5512 and the Code of Pupil Conduct shall apply to instances when a school employee is made aware of alleged harassment, intimidation, or bullying occurring off school grounds when the alleged harassment, intimidation, or bullying has substantially disrupted or interfered with the orderly operation of the school or the rights of other pupils; and either, a reasonable person should know, under the circumstances, that the alleged behavior will have the effect of physically or emotionally harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or the alleged behavior has the effect of insulting or demeaning any pupil or group of pupils; or the alleged behavior creates a hostile educational environment for the pupil by interfering with a pupil's education or by severely or pervasively causing physical or emotional harm to the pupil.

Pupils, parents, and visitors are encouraged to report alleged violations to the Principal on the same day when the individual witnessed or received reliable information regarding any such incident. Pupils, parents, and visitors may report an act of harassment, intimidation, or bullying anonymously. Formal action for violations of the Code of Pupil Conduct may not be taken solely on the basis of an anonymous report.

The Board believes that standards for pupil behavior must be set cooperatively through interaction among the pupils, parent(s) or legal guardian(s), staff and community members, producing an atmosphere that encourages pupils to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for school district and community property on the part of pupils, staff and community members.

Pupils are expected to behave in a way that creates a supportive learning environment. The Board believes the best discipline is self-imposed, and it is the responsibility of staff to use instances of violations of the Code of Pupil Conduct as opportunities to help pupils learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with pupils shall apply best practices designed to prevent pupil conduct problems and foster pupils' abilities to grow in self-discipline.

Consequences and appropriate remedial action for pupils who commit acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion. Consequences for a pupil who commits an act of harassment, intimidation, or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the pupil and the pupil's history of problem behaviors and performance, and must be consistent with the district's code of pupil conduct. Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem, protect and provide support for the victim of the act, and take corrective action for documented systemic problems related to harassment, intimidation, and bullying.

A full copy of Policy 5512, Harassment, Intimidation, and Bullying can be found on the district's website, [www.vtsd.com](http://www.vtsd.com).

### **HAZING**

The Board of Education believes that hazing activities of any type are inconsistent with the educational process and the Board prohibits all such hazing behavior at any time on school premises, at any school-sponsored function or on any school bus as indicated in Policy 5512.

“Hazing” means the performance of any act or the coercion of another to perform any act of initiation into any class, team or organization that causes or creates a substantial risk of causing mental or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

All staff members, pupils and school volunteers shall be alert to possible behavior, circumstances, or events that might include hazing. A person who detects hazing and/or planned hazing shall immediately inform the pupil(s) involved of the prohibition against this behavior and/or conduct and direct them to immediately cease all such behavior and/or conduct. All such incidents must be reported to the Building Principal.

### **SCHOOL SAFETY/RED & GREEN ALERT DRILLS**

Vernon Township Public Schools has in place prevention, intervention, and postvention plans to deal with issues of school safety at all schools. These plans have been developed in coordination with local, county, and state officials. In all cases, the safety of the student is paramount. Periodically throughout the year, drills will be held at each location to simulate a building evacuation and lockdown.

In the event of a real emergency, parents will be notified via the emergency calling system and local radio. Parents should refrain from coming to the school during a declared emergency, as there will be no access to the school. The presence of non-emergency personnel could hinder the efforts of the first responders at the scene of the emergency. In addition, students will not be released to parents until law enforcement officials clear the scene for danger.

Parents need to discuss and emphasize with their children the importance of reporting suspicious conversations, actions, or Internet activities that may indicate a potential for violence or to disrupt a school building. It is necessary in these situations to notify the building administrator or contact the Anonymous Tip Line at 973-764-8151.

## **POLICY 9130 PUBLIC COMPLAINTS AND GRIEVANCES**

Any person or group having a legitimate interest in the schools of this district may present a request, suggestion, or complaint concerning district personnel, the educational program, instructional or resource materials, or the operations of the district. The Board directs the establishment of procedures for the hearing and settlement of requests and complaints that provide a means for resolving them fairly and impartially, permit appropriate redress, and protect district personnel from unnecessary harassment.

Any misunderstandings or disputes between the public and school district staff should, whenever possible, be settled by direct, informal discussions among the interested parties. It is only when such informal meetings fail to resolve differences that more formal procedures shall be employed. A complaint about a school program or personnel should be addressed to the building Principal.

The Superintendent shall establish procedures for the hearing of requests and complaints.

Any complaint or grievance alleging discrimination on the basis of disability, sex, or age may, but need not follow the steps and levels described in Policy 9130 and Regulation 9130. Complainants or grievances alleging discrimination in such areas may file a formal complaint with the appropriate State or Federal agency at any stage of the complaint/grievance process.

### **CIVILITY POLICY**

The Vernon Township Board of Education members, district administration, and staff will treat parents/guardians and other members of the public with respect and expect the same consideration in return. The district is committed to maintaining orderly educational and administrative processes in keeping schools and administrative offices free from disruptions and preventing unauthorized persons from entering school/district grounds.

#### **Disruptions**

Any individual who:

1. disrupts or threatens to disrupt school/office operations;
2. threatens the health and safety of students or staff;
3. willfully causes property damage;
4. uses loud and/or offensive language which could provoke a violent reaction; or who
5. is verbally or physically intimidating; or who;
6. has otherwise established a continued pattern of unauthorized entry on district property
7. harasses staff and others through repeated telephone calls, excessive written communication and/or face-to-face confrontations; will be directed to leave school or district property by the Chief School Administrator, Principal or their designees.

#### **Employee Recourse**

If any member of the public uses obscenities or speaks in an abusive, excessive, insulting, and/or demeaning manner, the administrator or employee to whom the remarks are directed will calmly and politely request the speaker to communicate civilly. If corrective action is not taken



## MARKING PERIODS

### ***First Marking Period***

November 13<sup>th</sup> (Tuesday) Marking Period Ends  
November 20<sup>th</sup> (Tuesday) Report Cards Issued

### ***Third Marking Period***

April 4<sup>th</sup> (Thursday) Marking Period Ends  
April 11<sup>th</sup> (Thursday) Report Cards Issued

### ***Second Marking Period***

January 30<sup>th</sup> (Wednesday) Marking Period Ends  
February 6<sup>th</sup> (Wednesday) Report Cards Issued

### ***Fourth Marking Period***

June 12<sup>th</sup> (Friday) Marking Period Ends  
June TBD Final Report Cards Issued

## VERNON TOWNSHIP PUBLIC SCHOOL FAMILY LIFE PROGRAM

**Overview:** Grades K through 4, relate to matters of personal and family health, community health, economics, and other issues. By Board policy, if parents have a moral objection to their child receiving this instruction, then by writing to the school principal, the parents may have their child exempted from that program.

**Second Grade:** A study of family members, the roles and responsibilities of each, family courtesy and conduct, family safety, simple first aid in the home, illnesses and prevention, and nutrition and adequate diet. The influence of positive and negative peer relationships in school and outside social situations will also be explored.

**Third Grade:** Basic patterns of growth and development, the maintenance of good physical health, practical applications of grooming, dental health, nutrition, the importance of a good mental outlook in the home and in the individual, the negative factors of drug and substance abuse, and community and family responsibilities. The introduction and review of strategies to resolve conflict in a positive manner.

Parents can assist in their child's health education by carefully reviewing and discussing the family's health and safety practices with their child; providing role model behavior in areas of nutrition, daily exercise and safety practices; and through family discussion of the lessons presented in the health curriculum. The home-school partnership can result in many happy, healthy years of daily living for our children.

## A CHILD'S COMMANDMENTS TO PARENTS

*My hands are small; please don't expect perfection whenever I make my bed, draw a picture, or throw a ball. My legs are short; please slow down so that I can keep up with you.*

*My eyes have not seen the world as yours have; please let me explore safely; don't restrict me unnecessarily.*

*My feelings are tender; please be sensitive to my needs; don't nag me all day long. You wouldn't want to be nagged for your inquisitiveness.*

*I need encouragement and your praise to grow. Please go easy on the criticism; remember, you can criticize the things I do without criticizing me.*

*Author Unknown*