

# Walnut Ridge Primary School

## Phone Numbers

**Attendance (to report student absence) 973-764-2818**

Main Office 973-764-2801

Mrs. Renate Gratzl, Nurse 973-764-2808

Cafeteria 973-764-2900 Ext. 6450

Transportation (Board office) 973-764-2900

## School Hours

### Daily Schedule

First Grade	9:10-3:35	AM Kindergarten	9:10-12:20	PM Kindergarten	12:25-3:35
Full Day Prog.	9:10-3:25	AM Preschool	9:10-11:35	PM Preschool	1:00-3:25

### Delayed Opening Schedule

First Grade	10:40-3:35	AM Kindergarten	10:40-1:10	PM Kindergarten	1:05-3:35
Full Day Prog.	10:40-3:25	AM Preschool	10:40-1:05	PM Preschool	1:00-3:25

### Early Dismissal Schedule

First Grade	9:10-1:25	AM Kindergarten	9:10-11:40	PM Kindergarten	10:55-1:25
Full Day Prog.	9:10-1:20	AM Preschool	9:10-11:35	PM Preschool	10:55-1:20

**VERNON TOWNSHIP BOARD OF EDUCATION**

P.O. Box 99  
Vernon, NJ 07462  
973-764-2900

Mr. Edward A. DeYoung, President  
Mrs. Cynthia Auberger  
Mr. Robert P. Hughes  
Mr. Douglas F. Castellana  
Mrs. Lori Parrott  
Mr. David Zweier  
Mr. John F. McGowan, Vice-President  
Mr. Edward Gilson  
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**ADMINISTRATORS**

Dr. John B. Alfieri, Ed.D.  
Superintendent of Schools  
Ms. Barbara Linkenheimer  
Assistant Superintendent  
Mr. Steven Kepnes  
School Business Administrator/Board Secretary

**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**

**WALNUT RIDGE PRIMARY SCHOOL**

Mrs. Pauline F. Anderson, Principal  
PO Box 190, Vernon, NJ 07462  
973-764-2801 FAX 973-764-0066

**CEDAR MOUNTAIN PRIMARY SCHOOL**

Mrs. Maureen McCall, Principal  
PO Box 420, Vernon, NJ 07462  
973-764-2890 FAX 973-764-3294

**ROLLING HILLS PRIMARY SCHOOL**

Mr. Philip Schmidt, Principal  
PO Box 769, Vernon, NJ 07462  
973-764-2784 FAX 973-764-3284

**CHILD STUDY TEAM**

Mr. Dennis Mudrick, Director  
PO Box 450, Vernon, NJ 07462  
973-764-2935 FAX 973-764-0078

**LOUNSBERRY HOLLOW MIDDLE SCHOOL**

Dr. Stewart Stumper, Principal  
Ms. Edwina Piszczek, Assistant Principal  
PO Box 219, Vernon, NJ 07462  
973-764-8745 FAX 973-764-0101

**GLEN MEADOW MIDDLE SCHOOL**

Mrs. Rosemary Gebhardt, Principal  
Mr. Clifford Burns, Assistant Principal  
PO Box 516, Vernon, NJ 07462  
973-764-8981 FAX 973-764-3295

**VERNON TOWNSHIP HIGH SCHOOL**

Mr. Timothy Dunnigan, Principal  
Mr. Drew Krause, Assistant Principal  
Ms. Nancy LoPresti, Assistant Principal  
Mr. James Trusa, Assistant Principal  
PO Box 800, Vernon, NJ 07462  
973-764-2960 FAX 973-764-2961

**District Website: [www.vtsd.com](http://www.vtsd.com)**

Note that the district e-mail may be utilized to ask questions, offer suggestions, concerns, etc.  
If a response is necessary, you will be contacted.

VERNON TOWNSHIP PUBLIC SCHOOLS  
2010 – 2011 SCHOOL CALENDAR

MONTH/DATE	DAY	TITLE	# OF DAYS
September 1 – 2	Wed. & Thurs.	Teacher In-Service	18
3	Friday	School Closed	
6	Monday	Labor Day (Closed)	
7	Tuesday	Students Return	
October 11	Monday	Columbus Day (Closed) Teacher In-Service	20
November 4 – 5	Thursday – Friday	NJEA Convention (Closed)	18
24	Wednesday	EARLY DISMISSAL	
25 – 26	Thursday – Friday	Thanksgiving (Closed)	
December 23	Thursday	EARLY DISMISSAL	17
24 - 31	Friday – Friday	Holiday Recess (Closed)	
January 3	Monday	School Resumes	20
17	Monday	Martin Luther King Jr. Day (Closed)	
February 21 - 22	Monday & Tuesday	Winter Recess (Closed)	18
March			23
April 18 – 25	Monday – Monday	Spring Recess (Closed)	15
May 30	Monday	Memorial Day (Closed)	21
June 14	Tuesday	Tentative Last Student Day	10
15	Wednesday	Tentative Last Teacher Day	
22	Wednesday	Addition of 6 Snow Days	

\*186 Days

\*There is an allowance for six (6) emergency closing days in the above calendar. The last day for students is Wednesday, June 22, 2011 should all six days be needed. If additional emergency closing days are needed beyond the six, we will begin with school being in session on Thursday, April 21<sup>st</sup> and move backward through the week.

**INDIVIDUALS ARE CAUTIONED TO CONSIDER SPECIAL TRAVEL INSURANCE AS APPROPRIATE REGARDING THE APRIL RECESS.**

Should the above emergency closing days included in the above not be utilized, the last day for students will occur on the 180<sup>th</sup> day or June 14<sup>th</sup>.

**PLEASE NOTE: THE ABOVE CALENDAR, ALONG WITH ANY OF THE PROVISIONS AS STATED, INCLUDING THE APRIL RECESS, IS SUBJECT TO CHANGE DUE TO EXTENUATING CIRCUMSTANCES AT ANY TIME WITH BOARD APPROVAL.**

1. Newly hired faculty and all academic chair and supervisors must be in on orientation days, August 25 and August 26.
2. Students are required to fulfill a 180-day year.
3. At all schools, evening events shall not be scheduled on significant religious holidays.
4. At each school, appropriate programs will be held for students, faculty, and staff to commemorate and honor Columbus Day, Veterans Day, Martin Luther King Day, and President's Day.
5. TENTATIVE day for Vernon Township High School graduation will be Tuesday, June 14, 2011.
6. TENTATIVE District Testing Dates:  
 HSPA – Grade 12 & retained eleventh and twelfth graders: Oct. 5-8, 2010  
 HSPA – Grade 11 & retained eleventh and twelfth graders: March 1-3, 2011  
 NJASK - Grades 3, 4, 5: May 9-12, 2011  
 NJASK - Grades 6, 7, 8: May 3-6, 2011  
 End-Of-Course Algebra I: May 23-27, 2011  
 End-Of-Course Biology Test: May 17&18, 2011
7. On Wednesday, November 24, 2010, and Thursday, December 23, 2010, there will be an early dismissal for students in accordance with the following schedule:  
 HS: 11:45 a.m. GM: 12:30 p.m. LH: 12:20 p.m. CM/RH: 1:20 p.m. WR: 1:25 p.m. 8/24/10

# Faculty and Staff of Walnut Ridge Primary School – 2010/2011

Mrs. Pauline F. Anderson, Principal

## Kindergarten

Mrs. Christine Bross  
Miss Nancy Krauss  
Mrs. Maureen Sweeney  
Ms. Cynthia Thomas  
Mrs. Marta Werman

## First Grade

Mrs. Lynn Barone  
Mrs. Lois Battista  
Mrs. Diana Czergovits  
Mrs. Janet Eckhardt  
Ms. Janine Hueston  
Mrs. Debra Hyché  
Mr. Benjamin Joseph  
Mrs. Christine Kelshaw  
Mrs. Margaret Merck  
Mrs. Lauren Nelson  
Mrs. Kathleen Rogers  
Mrs. Jennifer Sousa

## Art

Mrs. Denise Docherty

## Computer

Miss Dianne Rizzuto

## Instructional Intervention

Mrs. Diana Novak

## Library

Ms. Joanne Howard

## Music

Mr. Michael Moschella

## Physical Education

Mr. Darrin Villegas

## Reading Specialist

Mrs. Kristina Krops

## World Language(Mandarin)

Ms. Hsin-Yu(Cindy) Wang

## Child Study Team

Mrs. Allison Calabrese  
Mrs. Georginia Dowles  
Mrs. Karen Lagas

## Support Services Personnel

Mrs. Elaine Broderick  
Mrs. Dana Buchanan-Cook  
Mrs. Mary Jane Dammers  
Miss Lesley Falgiano  
Mrs. Lynn Higgins  
Mrs. Jayne Hintzen  
Mrs. Suzanne MacDougall  
Mrs. Kelly Talerico

## Speech

Miss Jessica Boylan  
Mrs. Kim Gibson  
Mrs. Jayna Murray  
Ms. Aimee Rendine  
Mrs. Tara Walsh

## Secretaries

Mrs. Patricia Braitsch  
Mrs. Linda Hinton  
Ms. Susan Mize

## Custodians

Mr. Rosario DiMartino  
Mr. Richard Duffy  
Mrs. Theresa McDonald  
Mr. Jeff Peresotti  
Mr. John Schmidt

## Nurse

Mrs. Renate Gratzl

## Guidance

Mrs. Nicole Keane

## Therapists

Mr. Joseph Janus, PT  
Mrs. Meghan Marencik, OT

***“While we try to teach our children all about life, our children teach us what life is all about.”***

~ Anonymous

Dear Walnut Ridge Parents and Guardians:

The information included in this calendar/handbook will enable you to become familiar with Walnut Ridge Primary School. Please take time to review its contents completely and keep it handy for future reference throughout the school year.

At Walnut Ridge, we believe that by working together with you, we can make your child’s educational experience successful and enjoyable. We welcome your support and involvement in your child’s education. If possible, please plan to visit our school sometime during the school year for special activities/programs. If you wish to visit your child’s classroom, please contact your child’s teacher in advance to schedule a convenient time.

We look forward to working closely with you for the benefit of all our students.

Sincerely,

Administration, Faculty and Staff

Walnut Ridge Primary School

### **DAILY SCHEDULE and SCHOOL HOURS**

#### **School Office Hours 8:00-4:30 pm daily**

**9:10 am** Students enter the building.

Children who walk or are brought by parents/guardians should arrive **no earlier than 9:10 am** and will be met at the drop off area by a school staff member.

**11:35 am** AM Preschool dismissed to buses/parents/guardians

**12:20 pm** AM Kindergarten dismissed to buses

**All walkers/dropped off PM students must be accompanied to the building by an adult.**

**12:25 pm** PM Kindergarten enter the building (**walkers/drop-offs no earlier than 12:25**)

**1:00 pm** PM Preschool enter the building (**walkers/drop-offs no earlier than 1:00**)

**3:25 pm** Special Transportation and Preschool students dismissed to buses/parents/guardians

**3:35 pm** Students dismissed to buses

## **ABSENCES and TARDINESS**

Parents/guardians are requested to call the school's recorded **attendance line #973-764-2818** by 8:30am to report their child's absence. It is necessary to call only once if your child will be absent for multiple days in a row. 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 the parent/guardian at home.

**Whenever a child has been absent from school for any reason, he/she is required to bring a written excuse from his/her parents/guardians explaining the reason for the absence. This note must be brought with the child upon return to school. Students will receive an unexcused absence until the written excuse note is received by the school office.** Children returning to school following 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 believe that 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. 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 cannot 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 each day. Please make every effort to see that your child attends class regularly unless he/she is ill.

**A preschool/kindergarten student will be marked absent if not present for at least 2 hours of the half-day session. A first grade/full day student will be marked absent if not present for at least 4 hours of the full-day session.**

We would encourage you to instill the importance of being on time, even at this young age. It is a valuable habit that will serve your child well throughout life. If your child arrives at school more than ten minutes later than the scheduled arrival time for his/her session, he/she is required to obtain an admission slip from the office prior to going to class. If a child is tardy on a continual basis, you will be contacted in order to prevent further tardiness. Lateness is detrimental not only to the child who is late, but also to the teacher and all the other students in the class.

## **ACCEPTABLE USE OF COMPUTER NETWORKS/COMPUTERS AND USE OF THE INTERNET**

The Vernon Township 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 classroom or a school hallway. Policy No. 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
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.

## **ADDRESS, TELEPHONE NUMBERS AND EMERGENCY CONTACT CHANGES**

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

## **AFFIRMATIVE ACTION**

The Vernon Township Board of Education is an equal opportunity employer and adheres to all aspects of affirmative action guidelines. The affirmative action officer for the Vernon Township Public Schools is Ms. Barbara Linkenheimer, (PO Box 99, Rt. 515, Vernon, NJ 07462; (973) 764-2900, Ext. 4367). The affirmative action officer for Walnut Ridge Primary School is Mrs.

Pauline F. Anderson. A complete affirmative action/Comprehensive Equity Plan file, which includes our district's policies, plans, procedures, and compliance with all state and federal mandates in regard to affirmative action and the state's new Comprehensive Equity Plan for 2010-2013 is available in the school office.

Our school district achieves and maintains compliance with all applicable laws, codes, regulations, and guidelines governing equity in education including, but not limited to the following:

#### Federal Law

- Titles VI and BII of the Civil Rights Act of 1964
- Titles IX of the Education Amendments of 1972
- Section 504 of the Rehabilitation Act of 1973
- The Americans with Disabilities Act of 1990
- Individuals with Disabilities Education Act (I.D.E.A.) of 1997
- Equal Pay Act of 1973

#### State Law

- Article I, Paragraph 5 of the New Jersey State Constitution
- N.J.S.A. 18A:36-20, Equality in Educational Programs
- N.J.S.A. 10:5 New Jersey Law Against Discrimination
- New Jersey Administrative Code (N.J.A.C.) 6A:7
- N.J.S.A. 18A:35-1, History of the United States and New Jersey
- N.J.S.A. 18A:36-20, Prohibition of Discrimination

If there are any problems or questions dealing with affirmative action, it is important that our school's affirmative action officer(s) be informed immediately so that a meeting can be arranged for remediation of any situation or problems that may arise. No pupil will be denied access to any educational program or activity based upon race, color, creed, religion, gender or economic status. The following approved board policies pertain to affirmative action and are covered by statute:

#### Policies/Regulations

1510 Rights of Persons with Handicaps or Disabilities

1523 Comprehensive Equity Plan

1550 Affirmative Action Program for Employment and Contract Practices

3362 Sexual Harassment – Professional Employees

5512 Harassment, Intimidation, Bullying and Harassment

5751 Sexual Harassment – Pupils

The District has developed a Comprehensive Equity Plan (CEP) for the years 2010-2013. Our main objective is to:

Provide staff development to all interested parents and community members, certified and non-certified staff to inform, identify and resolve problems in the following areas:

- Student achievement gap
- Bullying

1520 Equal Educational and Employment Opportunities and Avoidance of Harassment by Reason of Gender

1530 Equal Employment Opportunities

2260 Affirmative Action Program for School and Classroom Practices

4352 Sexual Harassment – Non-Certified Employees

5750 Equal Educational Opportunity – Pupils

5755 Equity in Educational Program and Services

- Sexual Harassment
- Prejudice, bias and stereotyping
- Diverse learning styles

The district will create and administer an interest survey to ensure equitable opportunities for female and male students to participate in athletics at Vernon Township High School. Survey results will be used to analyze the current athletic offerings to create a match.

The New Jersey Comprehensive Equity Plan for 2010-2013 has been developed and submitted to the NJ Department of Education Office of Specialized Populations/Equity and the Sussex County Office of Education.

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

Bullying and/or harassment (even when subtle) will not be tolerated (Policy No. 5512.01). Any student experiencing bullying/harassment needs to report it to his or her teacher, guidance counselor, or administrator immediately. Parents/Guardians are advised to do likewise if they become aware of any such incidence involving their child. Once identified, the perpetrator(s) will receive age/grade appropriate consequences.

### **SEXUAL HARASSMENT**

Sexual harassment is a very significant concern. 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 administrator, who shall immediately initiate an investigation of the matter and report the findings to the Superintendent.

### **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).

### **ASSEMBLIES**

Students usually go to assemblies with their regular homeroom teacher. Each class sits together as a group and proper behavior is expected. We do not permit disruptive or disrespectful behavior. If a child continually causes a problem during assemblies, that child's privilege to attend may be suspended until a parent/guardian conference is held.

## **BEHAVIOR**

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. Methods of discipline generally relate directly to the misbehavior, for example, a student may be removed from the cafeteria for inappropriate behavior. The goal of our discipline is to encourage children to determine right from wrong and grow into self-disciplined young people. It is in this spirit that we hope parents/guardians will assist in helping our young people develop their own self-discipline.

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 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-4 level:

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

## **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/guardians, 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.

## **CAFETERIA-LUNCH and SNACKS**

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 be a neat, clean and pleasant environment at all times. This is an excellent opportunity for students to interact socially and relax while eating their lunch.

Our school cafeteria provides a federally subsidized Type A lunch for full-day students. Monthly menus are distributed to students in advance.

The cost of lunch (including milk) is **\$2.25 per lunch**, or the student may purchase prepaid lunches. If paying by check, please make the **check payable to Vernon Township Board of Education**. The cost for a **carton of milk or a container of juice is \$.50** (*prices subject to change*).

If your child brings a lunch from home, please be sure to label it with your child's name.

If your child forgets his/her lunch at home he/she may "charge" lunch and **bring payment in the following day**. Multiple charges may require a call home, asking for your assistance in clearing the charges. The **cafeteria will be closed on scheduled early dismissal days**; students must bring food from home and will have a 20-minute snack/lunch break.

**Kindergarten/Preschool half-day students** have a daily snack time. Healthy snacks and drinks which your child can open on his/her own are to be brought from home. All children get hungry between meals and look for snacks.

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.

Please be sure that your child has a nutritious breakfast (or lunch in the case of PM preschool and PM kindergarten students) so that he/she will be energized for the day.

### **DRESSING FOR SCHOOL**

The primary school does not have a prescribed dress code. However, the wearing of any clothing that 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 that could be determined as unsafe. For example, halter-tops are not considered appropriate school attire. Also, the wearing of hats (by boys or girls) is not permitted inside the school building. Laced or velcro sneakers are required for participation in gym class. **Flip flops may not be worn to school**. Safe and comfortable footwear should be worn to school daily in order to promote enjoyment of the school's outdoor play areas.

With the exception of grade level fun days, which are days of athletic events for students, we strongly encourage students and parents/guardians to view the school as the students' workplace. We request your cooperation in providing appropriate apparel.

## **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/guardians have a moral objection to their child receiving this instruction, then by writing to the school principal, the parents/guardians may have their child exempted from that program.

The Family Life Program at the **kindergarten level** will make students aware of family relationships, the nutrients needed for optimum health and disease prevention, drug abuse and the effects of smoking and alcohol on the body, good health habits that will help avoid diseases, the variety of health personnel and products, and self-protection strategies for emergency situations.

The Family Life Program at the **first grade level** will make students aware of the changes which occur throughout the life cycle, drug abuse and responsible decision-making skills, the adoption of good health habits that will help avoid may communicable and non-communicable diseases, the importance of fostering personal health to promote a positive quality of life, and basic first aid and safety procedures.

Parents/Guardians 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. A positive home-school partnership will enable the students to learn in an optimal environment.

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

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may call 1-800-437-0833 or you may contact us at the following address:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-8520

### **FIELD TRIPS**

Field trips are part of the educational program in the primary school. If a grade level field trip is scheduled, you will be notified by your child's teacher as to the location and cost of the trip as well as permission to attend. Field trips may take place within the school setting or at a facility in another location.

## **GUIDANCE COUNSELING PROGRAM**

The Elementary School Guidance Counseling Program consists of guidance in the classrooms as well as group and individual counseling for student and parent/guardians. The guidance program focuses on the academic, personal and social development of students.

The goals of the elementary school guidance program include: helping children understand their school environment, understanding self and others, understanding attitudes and behavior, decision making and problem solving skills, communication skills, and school success skills.

Continuing this year, the guidance program will include specific classroom guidance lessons as follows:

Grade K      Bus Safety and Violence Prevention Programs

Grade 1      Study Skills and Diversity Programs

This information serves as a parent/guardian notification of such programs. Should there be questions, please call your child's guidance counselor.

## **GUM CHEWING**

**Gum chewing is not permitted in any primary school.**

## **HOMEWORK and CLASSWORK**

Students at the primary schools are expected to complete all assignments in class to the best of their ability. We believe it is very important to keep the lines of communication open between parents/guardians 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, the matter will be referred to the principal for further assistance.

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

Homework is usually given on a daily basis in the primary schools, with the grade level guidelines usually indicated to parents/guardians 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 be assigned as homework. Homework assignments may vary from day to day and may 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.

In most cases, homework assignments will follow these time frames:

Kindergarten: 5 minutes

Grade 1: 20 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.**

In the event of an illness of **more than three days**, parents/guardians may call the main office to request make-up work/homework assignments. Please allow at least one day before picking up the assignments in the main office. Another student may bring the work home provided permission is received from the other child's parent/guardian.

### **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 book to you. Please remember that in the library, the child has the freedom to choose a book that satisfies his/her personal interests. Although children will be encouraged to sign out books that are on their own reading level, they will often be given the opportunity to choose materials which satisfy their curiosity.

Please be sure to read aloud with your children frequently. Students are encouraged to borrow books from the school library in an effort to instill the love of learning. Books are signed out for a period of one week. Please help your child remember to return the book(s) the day before his/her class is scheduled to visit the library so that he/she can sign out a new one.

Proper care of the book at home will ensure a longer life for the book and also develops a habit of responsibility for the child. Help your child 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. If an accident does occur and the book is damaged, please send it back to the library to be mended.

### **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.

## **LOST AND FOUND**

Items found are usually turned in to the office and are forwarded to the Lost & Found box outside the nurse's office. Children who have lost something may inquire about it at the nurse's office prior to class and at lunchtime. The labeling of all children's possessions (lunchboxes, book bags, coats, boots, etc.) has proven to be a successful method of returning items to their rightful owners!

## **MARKING PERIODS**

### First Marking Period

November 3, 2010      Marking Period Ends  
November 12, 2010      Report Cards Issued\* (Gr. 2-4)

### Second Marking Period

January 21, 2011      Marking Period Ends  
January 28, 2011      Report Cards Issued (Gr. K-4)

**\*Report Cards are not issued until the end of the second marking period for Walnut Ridge students.**

### Third Marking Period

April 1, 2011      Marking Period Ends  
April 8, 2011      Report Cards Issued (Gr. K-4)

### Fourth Marking Period

Last Day of School      Marking Period Ends  
Last Day of School      Report Cards Issued

## **NURSE/HEALTH OFFICE INFORMATION**

### **FOR ALL STUDENTS**

Please contact the school nurse, Mrs. Renate Gratzl, regarding any health matter at 973-764-2808. Parents/Guardians are welcome to discuss their child's health needs with the nurse. Please call the health office to arrange an appointment.

Students who are not feeling well enough to learn should **NOT** be sent to school. Parents/Guardians will be notified if a child becomes ill at school. Students will be sent home if they have an elevated temperature, may be exposing others to infection, or feel so ill that they cannot participate in classroom activities. Parents/Guardians are responsible for providing transportation to pick up their sick child when necessary.

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

Any student who returns from an absence must bring a note from a parent/guardian stating why he/she was not at school. Students returning to school following a communicable illness must be seen by the school nurse before returning to class. A note explaining a pupil's absence for non-communicable illness for a period of more than three school days must be accompanied by a physician's statement of the pupil's illness.

**Medication will be given in school only when the pupil's attendance depends on the timely administration of such medication.** "Medication" as per this law means any prescription drug, prescribed and/or over-the counter medicine including, but not limited to, aspirin, cough drops and cough medicines. Requests for the administration of medication in school must be made in writing and signed by the physician.

**STUDENTS ARE NOT PERMITTED TO TRANSPORT MEDICATIONS TO AND FROM SCHOOL.  
PARENTS/GUARDIANS MUST DELIVER AND PICK UP ALL MEDICATIONS USED BY STUDENTS IN SCHOOL.**

**PLEASE NOTE: All medication must be in its original prescription bottle.**

**IMPORTANT:** Hand-written notes cannot be accepted from parents/guardians to administer medication. Physician permission only, as explained above, is required by regulation.

**Self-administration of medication for life-threatening illness (such as asthma):** Parents/Guardians must provide the Board of Education with written authorization for the self-administration of medication by the pupil's physician. This authorization form must state 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 (authorization form may be obtained from the school nurse). Permission to self-administer one medication shall not be interpreted as permission to self-administer other medications.

If your child has allergies, please inform the health office of this in writing, especially if medication is needed. If your child needs oral medication immediately for insect bite reactions (bees, wasps, etc.) you are strongly encouraged to bring that medication to the nurse's office labeled correctly and accompanied by a note from the physician.

**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.**

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

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

1. Have a note from a parent/guardian for a one to 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 requests from parents/guardians for physical education excuses may require a doctor's note.

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

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/guardians will be notified. If your child appears to be having difficulty in these areas, please feel free to contact the nurse.

New students from out-of-state need to be tested for tuberculosis by the Mantoux test in accordance with the law. Parents/Guardians will be notified if the test is positive so that there can be follow-up with further medical study.

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

**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.**

To help us in case of emergency, please be sure to complete the emergency cards distributed to your child at the beginning of the school year. It is imperative that all information on your child's emergency card be kept current throughout the year.

### **BEDSIDE INSTRUCTION – TUTORING**

If a child needs tutoring due to an extended illness at home (generally longer than ten days of consecutive absence), his/her parent/guardian is asked to contact the school. Provisions will be made to provide bedside instruction upon receipt of a doctor's note.

### **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 from unclean environments or because of poor hygiene. 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-admission to school.
4. Parents/Guardians of students in the infected child's class and bus will be notified via letter from the school nurse.

If you have any questions, please contact the school nurse, Mrs. Gratzl, at 973-764-2808.

### **PEST MANAGEMENT**

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: Steven Kepnes

Business Phone number: 973-764-4186

Business Address: PO Box 99, 539 Route 515, Vernon, NJ 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.

### **PHYSICAL EDUCATION**

Children in kindergarten and grade one will have physical education at least once a week. Physical education classes take place outdoors whenever possible. Although there is no required uniform, students should wear clothes and sneakers that are appropriate for physical activities. Sneakers and/or rubber-soled shoes that tie are best for all activities.

### **PLAYGROUND**

Children are not to bring footballs, baseballs, tennis balls, 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 help avoid problems at bus stops and on buses.

### **PUBLIC COMPLAINTS AND GRIEVANCES (Policy 9130)**

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 grievants 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.

## **RIGHT TO KNOW**

A complete “Right to Know” file is maintained in the main office of our school in compliance with NJ state law which states that any chemical substances utilized by school personnel will be labeled appropriately, including materials ordered and purchased from various companies that supply our school.

## **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/guardians can help the school serve the children. This organization promotes both of these goals.

General meetings provide an opportunity for parents/guardians of Walnut Ridge students to meet teachers and to develop activities and organize programs, which supplement and enhance the regular school program. Please review your calendar and plan to attend their monthly meetings.

While fundraising is an important function of the SCA, parents/guardians and students are hereby notified that **door-to-door sales without an adult are clearly prohibited and not sanctioned by the Vernon Township Board of Education (Policy No. 5830).**

## **SCHOOL CLOSING, DELAYED OPENING AND EARLY DISMISSAL DAYS**

Regarding the closing of schools due to inclement weather or emergencies:

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

**RADIO STATIONS – WSUS 102.3FM, WNNJ 103.7FM, WHCY MAX 106.3FM, WOR 710AM, WNNJ 1360AM,**  
- Announcements regarding closing of schools between 6:15 a.m. and 8:00 a.m.

**TV CHANNEL 12, 5 and 4** – Determined by station

**WEBSITES** – [www.vtsd.com](http://www.vtsd.com), [www.clearchannelsussex.com](http://www.clearchannelsussex.com), [www.news12.com](http://www.news12.com) - click on Closings & Delays

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 SCHOOL CLOSING** - Any other information specifically regarding a certain grade level or session will be sent home as the need arises.

3. **TRANSPORTATION** – Parents are reminded that in the event that hazardous road conditions or any other emergency exists, it may be necessary to dismiss students in the PM from the bus, at alternate dismissal points leading into various developments. When such road conditions exist, every effort will be made to notify parents of alternate drop off locations.

**DELAYED OPENING BECAUSE OF INCLEMENT WEATHER AND ROAD CONDITIONS –**

**90 Minute Delayed Opening Hours**

First Grade	10:40-3:35	AM Kindergarten	10:40-1:10	PM Kindergarten	1:05-3:35
Full Day Program	10:40-3:25	AM Preschool	10:40-1:05	PM Preschool	1:00-3:25

**The AM sessions will begin 90 minutes later and will remain later.**

**The PM kindergarten will begin 40 minutes later than usual and be dismissed at the usual time.**

**The PM preschool will attend for the usual hours.**

On a delayed opening day, **school will open 90 minutes later** than the usual starting time. **When a delayed opening is announced, students should go to their bus stops 90 minutes later than usual (40 minutes for PM Kindergarten).** If, during the 90-minute delay, road conditions do not improve, it may be possible that school will be cancelled. Please continue to listen to your radio during this time. This alternate 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.

**UNSCHEDULED EARLY DISMISSAL DUE TO WEATHER:**

**Early Dismissal Hours (Closing due to weather conditions)**

First Grade	9:10-1:25	AM Kindergarten	9:10-11:40	PM Kindergarten	Canceled
Full Day Program	9:10-1:20	AM Preschool	9:10-11:35	PM Preschool	Canceled

**Please note: AM and full day sessions will be dismissed earlier than the usual time.**

**PM sessions will be canceled.**

On occasion it may be necessary to close school earlier due to inclement weather conditions. When this occurs the radio stations will be called immediately. Please listen to them for the announcement of early dismissal. If you are not going to be home, it is necessary you have arrangements made for your child's care (a neighbor, a grandparent, etc.). In an early dismissal, buses will Walnut Ridge at approximately **1:30** p.m. The AM Kindergarten will leave Walnut Ridge at approximately **11:45** a.m. In order for this system to work, however, once buses arrive we will let them leave as soon as they are full. 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. This early dismissal process helps to give more time for buses on the road so that your children will arrive home safely.

In such weather it will probably take your child's bus longer to get to the bus stop. In the event PM sessions are cancelled, parents will be notified via the above system. P.M. kindergarten, which is cancelled, will be "made up" by scheduling an additional session during the morning.

**UNSCHEDULED EARLY DISMISSAL FOR OTHER CONDITIONS:**

The Vernon Township School District has developed an automated phone system alert for early dismissal of students. **A sign-up sheet for the automated phone system is sent home with students on the first day of school and should be filled out and returned to Walnut Ridge if you wish to participate.**

*The emergency calling system may be utilized in the event of an unscheduled emergency early dismissal for any reason.*

**SCHEDULED EARLY DISMISSAL DAYS**

**(WED. 11/24/10, THURS. 12/23/10 AND END OF SCHOOL YEAR)**

On these days there will be **NO CAFETERIA SERVICE**. The children will have a short lunch/snack break sometime prior to dismissal. **A LUNCH/SNACK NEEDS TO BE BROUGHT FROM HOME.**

**Please note: Full day and AM sessions will be dismissed earlier than the usual time.  
PM sessions will arrive earlier and dismiss earlier.**

**Scheduled Early Dismissal Day Hours**

First Grade	9:10-1:25	AM Kindergarten	9:10-11:40	PM Kindergarten	10:55-1:25
Full Day Prog.	9:10-1:20	AM Preschool	9:10-11:35	PM Preschool	10:55-1:20

## **SCHOOL SAFETY**

Vernon Township Public Schools has 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 students is paramount. Periodically throughout the year, drills will be held at each location to simulate a building evacuation and lockdown(s).

In the event of a real emergency, parents/guardians will be notified via the emergency calling system and local radio stations. Parents/Guardians 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/Guardians 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.

## **SUBSTANCE ABUSE/ALCOHOL/DRUGS/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 about the nature of alcohol/drugs/substance use and abuse 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 this policy, 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.

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

Whenever it shall appear to any teaching staff member, school nurse or other educational personnel of any public school in this State that a pupil may be under the influence of a controlled dangerous substance as defined in P.L. 1970, chapter 226, section

2 (C. 24:21-2) or any chemical or chemical compound which releases vapor or fumes causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system including but not limited to glue containing a solvent having the property of releasing toxic vapors or fumes, as defined in P.L. 1965, chapter 41, section 1 (C. 2A:170-25.9) taken for purposes other than the treatment of sickness or injury as prescribed or administered by a person duly authorized by law to treat the sick and injured human beings, such teaching staff member, school nurse or other educational personnel shall report the matter as soon as possible to the school nurse or medical inspector, as the case may be and to the principal or, in his absence, to his designee. The principal or his designee, shall immediately notify the parent or guardian and the superintendent of schools, if there be one, or the administrative principal and arrange for an immediate examination of the pupil by a doctor selected by the parent or guardian, or if such doctor is not immediately available by the medical inspector, if he is available. If such doctor or medical inspector is not immediately available, the pupil shall be taken to the emergency room of the nearest hospital for examination accompanied by a member of the school staff designated by the principal and a parent or guardian of the pupil if available. The pupil shall be examined as soon as possible for the purpose of diagnosing whether or not the pupil is under such influence. A written report of said examination shall be furnished within 24 hours by the examining physician to the parent or guardian of the pupil and to the superintendent of schools or administrative principal. If such diagnosis is positive, the pupil shall be returned to his home as soon as possible and appropriate data shall be furnished to the Department of Health pursuant to the "Controlled Dangerous Substances Registry Act of 1970", P.L. 1970, chapter 227 (C.26:2G-17, et seq.). The pupil shall not resume attendance at school until he submits to the principal a written report certifying that he is physically and mentally able to return thereto, which report shall be prepared by his personal physician, the medical inspector or the physician who examined him pursuant to the provisions of this act. No legal action can be taken against anyone involved in enforcing 18A:40-4.1. (18A:40-4.2)

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 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 that 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.

## **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.

## **TRANSFERRING STUDENTS**

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/snack and activity fees must be paid. School records will be mailed to your new school upon the receiving school's request.

## **TRANSPORTATION**

### **SCHOOL BUSES AND BUS STOPS**

Most primary school students ride a school bus. While riding the school bus, your child is governed by State Law. Therefore, disruptive behavior, insubordination, 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. **Parents/Guardians are never permitted to board buses.**

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.

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; parents/guardians will be notified of the report.

- ✓ Should there be a second bus discipline report, the first and second reports are reviewed and parents/guardians will be notified by the guidance or 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.**

While waiting for school buses, all students are to remain in the bus shelter, where available, or off public roads. Parents/Guardians 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 something or running into the road. Inappropriate behavior may result in disciplinary action. Students at the primary school level are not permitted to bring athletic equipment, radios, music players, video games, animals, glass containers, toys, etc. on the bus. Gum chewing is not permitted.

According to the Board of Education policy, students are not permitted to change buses for social reasons. 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. Emergency situations concerning bus changes are taken care of by the Transportation Department at the Board of Education office on Rt. 515. The telephone number is 973-764-2900, option #2, then option #1.

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 on the bus pass, which is sent to every student before the first day of school. In the case of car/van routes, the information can be requested from the driver.

**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 (Walnut Ridge 973-764-2801). If no one is available, call...
- Second: the Board of Education Office at 973-764-2900, option #2, and then option #1.  
If no one is available there, call...
- Third: the Vernon Township Police Dept. at 973-764-6155. The police will contact a school district official.

Bus Contractor Telephone Numbers: Baldwin Transportation 973-764-4066  
D.W. Clark & Sons 973-827-7640

Decker Transportation 973-764-8005  
First Student (Lafayette) 973-579-5272  
First Student (Newton) 973-383-1210  
Havens Bus Company 973-875-3878  
Macnova 201-230-8246  
McGlew Transportation 973-300-0663

### **SCHOOL BUS ACCIDENT CLAIMS**

In case of a school bus accident, the following steps must be followed for a parent/guardian to receive payment for any medical bills:

1. The parent/guardian is to submit the medical bills to their personal auto insurance carrier and/or their individual/group hospitalization carrier.
2. If any amount still remains, the parent/guardian must submit those bills to any other collectible insurance, which may include a student accident policy.
3. If any amount still remains, the parent/guardian could present the school bus contractor with the bills.

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

**NEVER DROP CHILDREN OFF TO ENTER THE BUILDING ALONE.** Children who are brought to school by car are to be accompanied by an adult to the entrance door at the side of the building closest to the parking lot. Children arriving late (after 9:15AM or after 12:30PM for PM kindergarten) **MUST** be accompanied by an adult and report to the main office. For the morning session, a “valet service” has been set up in the parking lot; this enables the children to enter the school independently and for parents/guardians to exit the school grounds expeditiously.

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

We encourage you NOT to pick up your child early unless absolutely necessary since classes are disrupted, students miss instruction, and added confusion may result. We understand that occasionally it may be necessary for you to arrange to pick up your child for special “early release” from school. 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. This note should be given to the classroom teacher, who, after being made aware of the circumstances, will send the note to the main office.
2. In the event of some crisis or emergency, a phone call can 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 **ten**

**minutes before class dismissal time. We cannot hold a child in the office without a written note beyond bus departure time.**

3. In all cases, the parent or guardian must come to the main office or other designated area of the school. We **will not** release a child to wait outside to be picked up.
4. Under normal circumstances, your child will meet you either at the main office or another designated area. **Parents or guardians are NOT, under any circumstances, to go to the student's classroom and take their child from class.**
5. 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 18 years of age, even with written parental permission.
6. Anyone picking up a child will be required to present proof of identification, specifically a valid driver's license. They will be required to sign the child out, including date, time, child's name, reason, and their signature.
7. Under no circumstances will a child be released if the child does not recognize the person who is there to pick him/her up.
8. If a serious question by 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.

### **VISITING THE SCHOOL**

Parents/Guardians are always welcome at Walnut Ridge Primary 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/Guardians dropping off cupcakes, forgotten lunches, homework, etc. may leave these items in the main office. We will ensure that they are brought promptly to your child's classroom. Open visitation days are scheduled during the school year for parents/guardians to visit your child's classroom(s). Please check the school calendar for exact dates and times.

### **VOLUNTEER PROGRAM**

Volunteers are always welcome in the primary schools to help children in the classrooms, library, and during Fun Days. In addition, help may be needed at home (if you are unable to come to school) with preparation activities. Please share your desire to contribute your time with your child's teacher at Back-to-School Night or in writing.

### **WALK-RUN**

All children in grade one will participate in the Walk-Run Program on a daily basis. A special course has been planned for this purpose. Children are expected to dress appropriately for the weather (coats, hats, scarves, gloves or mittens) since they will

be outside even in cold weather. The Walk-Run Program was implemented to foster physical conditioning/exercise and is part of the daily learning experience for each and every child. If your child is not capable of running the course, he/she can walk it. If your child is not able to participate in the Walk-Run Program, he/she will not be permitted to participate in playground activities

### **WEBSITE CONSENT**

Vernon Township Public Schools maintain a website at [www.vtsd.com](http://www.vtsd.com) regarding district and school information. Anyone wishing to contact the district via e-mail may 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/guardians 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. **A website consent form is to be filled out and returned to Walnut Ridge School for every student.**

We look forward to working with you and your child as we make this school year a very special one.

*“If you want your children to improve, let them overhear the nice things you say about them to others.”*

~ Dr. Haim Ginott