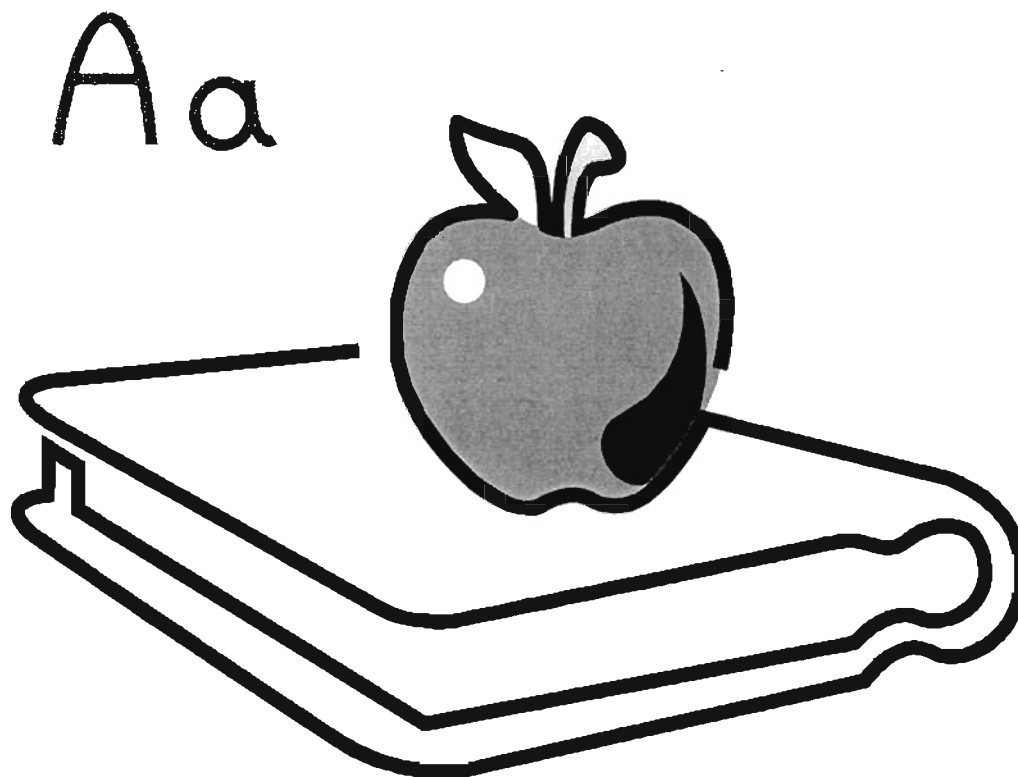


PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

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**ELEMENTARY  
SCHOOL HANDBOOK  
2010-2011**

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**Intervale School**

# *Parsippany-Troy Hills Township Schools*

*LeRoy Seitz, Ed.D.*  
*Superintendent of Schools*  
*lseitz@pthsd.k12.nj.us*

*PO Box 52, 292 Parsippany Road*  
*Parsippany, NJ 07054*  
*(973) 263-7200 ext. 7250*

## **PROCEDURES FOR REPORTING STUDENT ABSENCE**

When your child will be absent from school please call the main number of the school your child attends and follow the voice prompt to reach the Child Safe Line (Elementary) and/or Attendance Office (Secondary). Please leave the information requested below, in detail to allow us to insure the health and safety of all students.

- 1) Date of absence
- 2) Child's full name (please spell last name)
- 3) Grade, Teacher and/or Homeroom
- 4) State reason for the absence



**NOTE:** Any child with a fever above 100° F must stay home until at least **24 hours after their fever is gone, without using fever-reducing medicines** like acetaminophen or ibuprofen.

If there is no report of why a child is out sick or what the illness symptoms are, you will be contacted for further information regarding your child's absence.

**REMEMBER:** The following good hygiene practices will also help reduce the risk of infection:

- Cover your mouth and nose with a tissue when you cough or sneeze; put the used tissue in a waste basket and wash your hands.
- Wash your hands after coughing, sneezing, or blowing your nose.
- Use soap and water and wash your hands for 20 seconds; or
- Use an alcohol-based gel hand sanitizer (at least 62% alcohol) or alcohol-based hand wipes; rub these on the hands until the liquid or gel dries.

Revised 9-4-10



**STAY HOME IF YOU ARE  
SICK, LIMITING YOUR  
CONTACT WITH OTHERS  
HELPS PREVENT THE  
SPREAD OF ILLNESS.**

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# *Parsippany-Troy Hills Township Schools*

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*LeRoy Seitz, Ed.D.*  
*Superintendent of Schools*  
*lseitz@pthsd.k12.nj.us*

*PO Box 52, 292 Parsippany Road*  
*Parsippany, NJ 07054*  
*(973) 263-7200 ext. 7250*

September 2010

Dear Parents and Guardians:

On behalf of the Board of Education, our administrators, teachers and support staff, we welcome you to the 2010-2011 school year.

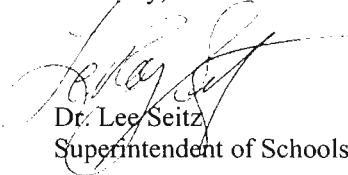
The Parsippany-Troy Hills Township School District is blessed to have had the foresight to establish small "neighborhood" schools as the foundation for its children's education. Research on effective schools demonstrates that students develop most effectively when parents and teachers work together in the interest of a child's academic, social, emotional, and physical development and our neighborhood schools provide this opportunity. Our District is committed to maintaining small schools with reasonable class size that provides the opportunity for you to take an active role in your child's education by working collaboratively with our staff. This collaboration enables our teachers, support staff and administrators to tailor our instructional strategies to provide your child with the most appropriate education.

This fall we are installing interactive projectors in all elementary classrooms. This new technology is similar to a "Smartboard" but less costly and easier to maintain. Our teachers are being trained in the use of these projectors and we believe this technology will transform how we teach and how our students learn. This is a challenging project that will provide your child with the knowledge and skills that he or she will need to meet New Jersey's Technology Standards and, more importantly, to be successful in the educational programs provided by Parsippany.

Our mission is to provide every child with an outstanding education in an environment that is safe, nurturing and supportive. We can only accomplish our mission with your help. We need you to be involved. We need you to work collaboratively with your child's teacher and, most importantly, we need you to work with us to establish and maintain open communications between your home and our school. Together we can achieve the mission of the Parsippany-Troy Hills School District and provide your child with a great education!

Let's make this another great school year by working together!

Sincerely,



Dr. Lee Seitz  
Superintendent of Schools

LS/jfb

Elementary/Handbook Letter

*Education Today, Success Tomorrow*

## *Parsippany-Troy Hills Township Schools*

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*Matthew T. McGrath*  
*Director of Personnel*

*P.O. Box 52*  
*Parsippany, NJ 07054-0052*  
*(973) 263-7213 ext 7219*

September 2010

Dear Parents/Guardians,

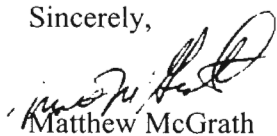
The members of the Parsippany-Troy Hills Township community of schools share a common purpose. Teachers, administrators and support staff join with each of you to provide the best public education possible for over seven thousand boys and girls. We are committed to insure a safe, harassment free learning and working environment for all individuals in our schools, including students, staff, parents and guardians and all outside vendors who provide services for our district.

To that end, as one of the district's Affirmative Action Officers, I ask your help. Each year we provide training for our staff in identifying and preventing harassment of all types. Through our counseling and character education programs at all levels we help our students understand that all people deserve common courtesy and each of us is entitled to learn and work in a safe and secure environment, free of bullying or harassing behaviors. Please talk to your sons and daughters about how they should be treated and how they should treat other people. Reach out to your child's counselor or principal if situations arise that make them or you uncomfortable. Most importantly, please continue to teach by your example. Always speak to school personnel in a respectful manner.

Please know that each member of our staff understands the awesome responsibility we have. We recognize that every parent wants only what's best for their child. We too want what's best for each and every child we serve. Together we can provide not only an outstanding education for our kids, but can help them understand the importance of tolerance and respect.

Thank you for your continued support.

Sincerely,



Matthew McGrath  
Director of Personnel  
Affirmative Action Officer

## PRINCIPALS' MESSAGE

Dear Parents:

Welcome to the Parsippany-Troy Hills School District!

This Elementary School Parent Handbook summarizes important school practices and policies. As Parsippany's elementary school principals, we strive to foster positive and open communication between home and school. This handbook represents the collaborative effort of all of us.

Use the Parent Handbook to become familiar with information which will help our students and families to participate most effectively in Parsippany's elementary schools. Take the time to review and discuss the handbook with your child.

Parents, as our partners in the job of educating your children, we welcome your suggestions. Please make an appointment or call your school to share your insights.

Sincerely,



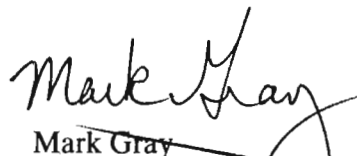
Renee E. Brandler



Mark Fasciana



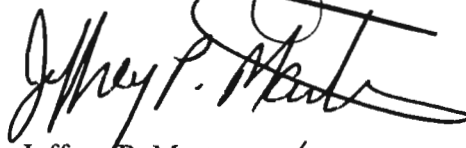
Angelina Martino Finnegan



Mark Gray



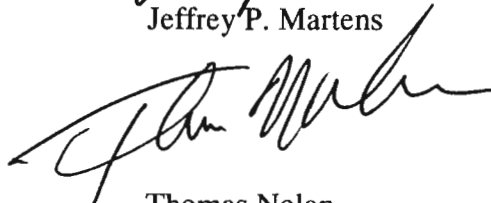
Michele Hoffman



Jeffrey P. Martens



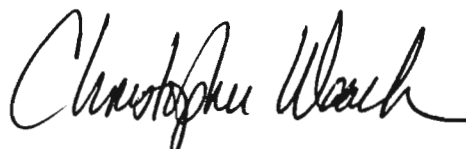
Denis Mulroony



Thomas Nolan



Susan R. Raymond



Christopher Waack

# BOARD OF EDUCATION

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Mr. Frank Neglia – Vice-President

Dr. Frank A. Calabria  
Mr. Andrew Choffo  
Mr. Robert Crawford  
Mrs. Debbie Orme  
Mrs. Fran Orthwein  
Mr. Michael Strumolo  
Dr. Louis Valori

## ADMINISTRATION

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Mrs. Marlene D. Wendolowski, RSBO, Business Administrator/Board Secretary  
Dr. Concetta Donvito, Director of Curriculum and Instruction  
Mr. Matthew McGrath, Director of Personnel  
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Mrs. Jane Rauen, Coordinating Supervisor of Media Services, Music, Business, ESL  
Ms. Barbara Sidote, Coordinating Supervisor of Language Arts and Reading  
Mrs. Diane Sullivan, Coordinating Supervisor of Science, Applied Technology

Ms. Natalie Betz, Principal, Parsippany High School  
Mrs. Renee Brandler, Principal, Troy Hills School  
Mr. Mark Fasciana, Principal, Mt. Tabor School  
Mrs. Angelina M. Finnegan, Principal, Rockaway Meadow School  
Dr. Nancy Gigante, Principal, Parsippany Hills High School  
Mr. Mark Gray, Principal, Eastlake School  
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Ms. Michele Hoffman, Principal, Littleton School  
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Mr. Denis Mulroony, Principal, Lake Parsippany School  
Mr. Thomas Nolan, Principal, Lake Hiawatha School  
Ms. Susan Raymond, Principal, Knollwood School  
Mr. Jeffrey Rutzky, Principal, Central Middle School  
Mr. Christopher Waack, Principal, Intervale School

## **MISSION STATEMENT OF THE PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS**

The mission of Parsippany-Troy Hills School District is to provide effective instruction in all program areas, to develop the learning potential of all students in the district, to build skills for a lifetime of learning, and to develop a feeling of self-worth and confidence that will allow students to become productive members of society.

To accomplish this mission, Parsippany-Troy Hills School District is committed to a system which recognizes principals, supervisors and directors as instructional leaders and empowers members of the teaching staff to become partners in the development of curriculum and refinement of instructional strategies. The Board of Education also seeks the involvement of parents and members of the community as participants in the partnership to promote quality education. The result of this collaboration is to produce effective learners who can cope with the demands of an ever-changing society.

Furthermore, we are dedicated to achieving a spirit of humanness as students involve themselves in school activities as well as contributing to the well being of the community. To achieve these ends, the Board of Education also supports a continuous program of staff development for all employees as means of developing the most effective curriculum and instruction for all our students.

Date Adopted: 7/6/89

# ***PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS***

## **BOARD OF EDUCATION MEETING DATES**

### **REGULAR PUBLIC MEETINGS**

#### **2010-2011**

Thursday*	May 13, 2010	PHS Auditorium
Thursday*	May 27, 2010	PHHS Robert Perlett Auditorium
Thursday*	June 10, 2010	PHHS Robert Perlett Auditorium
Tuesday*	June 29, 2010	Board of Education Building
Thursday	July 15, 2010	Board of Education Building
Thursday	August 26, 2010	Board of Education Building
Tuesday	September 7, 2010	Board of Education Building
Thursday	September 23, 2010	Board of Education Building
Thursday	October 7, 2010	Board of Education Building
Tuesday	October 26, 2010	Board of Education Building
Tuesday	November 9, 2010	Board of Education Building
Tuesday	November 23, 2010	Board of Education Building
Thursday	December 9, 2010	Board of Education Building
Thursday+	January 6, 2011	PHS Auditorium
Thursday**	January 20, 2011	Board of Education Building
Thursday**	February 10, 2011	Board of Education Building
Thursday**	February 24, 2011	Board of Education Building
Thursday**	March 10, 2011	Board of Education Building
Thursday**	March 24, 2011	Board of Education Building
Thursday+**	April 7, 2011	Parsippany High School
Tuesday**	April 19, 2011	Board of Education Building
Thursday	May 5, 2011	Board of Education Building – <b>Organization</b>

NOTE-All meetings start at 7:00 P.M.

\*Student Awards

\*\*Budget Discussion at 7:00 P.M. followed by Board of Education Meeting

+Student Awards and Budget Discussion beginning at 7:00 P.M. followed by Board of Education Meeting

**ADOPTED: April 29, 2010**

# Parsippany-Troy Hills Township Schools

## 2010-2011 School Year Calendar—Revised 6-9-10

			S	T
Tuesday	September 7	Teachers Report	14	16
Wednesday	September 8	Teachers/6 & 9 Orientation		
Thurs. & Fri.	September 9-10	Rosh Hashanah – Schools Closed		
Monday	September 13	First Day for Students		
Monday	October 11	Columbus Day / Curriculum Day One Session Day for Students	21	21
Thurs. & Fri.	November 4-5	NJEA Convention – Schools Closed	18	18
Elementary Conferences	Nov. 19, 22, 23	One Session Days Elementary ONLY		
Middle Conferences	Nov. 22, 23	ONE Session Days Middle ONLY		
Wednesday	November 24	Thanksgiving – One Session Day for All		
Thurs. & Fri.	November 25-26	Thanksgiving – Schools Closed for All		
Monday	December 13	Curriculum Day/One Session Day for Students	17	17
Thursday	December 23	One Session Day for All		
Fri. – Fri.	December 24-31	Christmas Recess – Schools Closed		
Friday	January 14	Curriculum Day/One Session Day for Students	20	20
Monday	January 17	Martin Luther King, Jr. Day – Schools Closed		
Mon. & Tues.	February 21-22	Presidents' Day – Schools Closed	18	18
Friday	March 11	Curriculum Day – One Session Day for Students	23	23
Monday	April 4	Curriculum Day – One Session Day for Students	15	15
Mon. – Mon.	April 18-25 (REVISED)	Spring Break – Schools Closed		
Elementary Conferences	April 26, 27, 28 (REVISED)	One Session Days Elementary ONLY		
Monday	May 3 <sup>rd</sup>	Memorial Day – Schools Closed	21	21
Wednesday	June 22	Last Day for students/Graduation	16	18
Friday	June 24	Last Day for teachers		
			183	187
		Built in Snow Days	-3	-3
		/ = One Session Day    X = Schools Closed	180	184

### September

S	M	T	W	T	F	S
			1	2	3	4
5	X	7	8	X	X	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

### October

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	X	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

### November

S	M	T	W	T	F	S
	1	2	3	X	X	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	X	X	X	27
28	29	30				

### December

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	X	14	15	16	17	18
19	20	21	22	X	X	25
26	X	X	X	X	X	

### January

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	X	15
16	X	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

### February

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	X	X	23	24	25
26	27	28				

### March

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	X
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

### April

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	X	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL BREAK REVISED

### May

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
31						

### June

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

**NOTE:** One Session Day means that students have a half-day of school. School Bell times posted on the website [www.pthsd.k12.nj.us](http://www.pthsd.k12.nj.us) or check with your school.

Excess or Giveback days, if needed, will be announced in April.

✉ **PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS** ✉

Parsippany High School 309 Baldwin Road Ms. Natalie Betz, Principal	263-7001		7:40 - 2:16 Half Day 11:40 email -nbe tz@pthsd.k12.nj.us
Parsippany Hills High School 20 Rita Drive, Box 223 Dr. Nancy Gigante, Principal	682-2815		7:40 - 2:16 Half Day 11:40 email - ngigante@pthsd.k12.nj.us
Brooklawn Middle School 250 Beachwood Road Mrs. Eileen Hoehne, Principal	428-7551		7:59 - 2:36 Half Day 12:00 email - ehoejne@pthsd.k12.nj.us
Central Middle School 1620 Route 46 West Mr. Jeffrey Rutzky, Principal	263-7125		7:59 - 2:36 Half Day 12:00 email - jrutzky@pthsd.k12.nj.us
Eastlake School 40 Eba Road Mr. Mark Gray, Principal	428-7583	K-5	8:45 - 3:15 Half Day 12:45 email -mgra y@pthsd.k12.nj.us
Intervale School 60 Pitt Road, Boonton, N.J. 07005 Mr. Christopher Waack, Principal	263-7075	K-5	8:50 - 3:20 Half Day 12:50 email - cwaack@pthsd.k12.nj.us
Knollwood School 445 Knoll Road Lake Hiawatha, N.J. 07034 Ms. Susan Raymond, Principal	263-7060	K-5	8:45 - 3:15 Half Day 12:45 email - sraymond@pthsd.k12.nj.us
Lake Hiawatha School 1 Lincoln Avenue Lake Hiawatha, NJ 07034 Mr. Thomas Nolan, Principal	263-4342	K-5	8:55 - 3:25 Half Day 12:55 email - tnolan@pthsd.k12.nj.us Preschool Disabled Extended Day - 9:00 - 3:00 (Wed. 9:00-1:00)
Lake Parsippany School 225 Kingston Road Mr. Denis Mulroony, Principal	428-7572	K-5	8:45 - 3:15 Half Day 12:45 email - dmulroony@pthsd.k12.nj.us
Littleton School 51 Brooklawn Drive, Morris Plains, N.J. 07950 Ms. Michele Hoffman, Principal	682-2847	K-5	8:50 - 3:20 Half Day 12:50 email - mhoffman@pthsd.k12.nj.us
Mt. Tabor School PO Box 509, Park Road & Route 53 Mt. Tabor, NJ 07878 Mr. Mark Fasciana, Principal	889-3361	K-5	8:55 - 3:25 Half Day 12:55 email - mfasciana@pthsd.k12.nj.us
Northvail School 10 Eileen Court Mr. Jeffrey P. Martens, Principal	263-7070	K-5	8:45 - 3:15 Half Day 12:45 email - jmartens@pthsd.k12.nj.us
Rockaway Meadow School 160 Edwards Road Mrs. Angelina M. Finnegan, Principal	263-7308	K-5	8:55 - 3:25 Half Day 12:55 email - amartino@pthsd.k12.nj.us
Troy Hills School 509 S. Beverwyck Road Mrs. Renee Brandler, Principal	428-7588	K-5	8:55 - 3:25 Half Day 12:55 email -rbrandler@pthsd.k12.nj.us
Community Education JRWAB, 577 Vail Rd Ms. Joanne Caponegro	263-7180 x 3021 or 263-7180 x 3015		M-Th 8:30AM -10:00 PM F - 8:30AM - 3:00 PM email-jcaponegro@pthsd.k12.nj.us

**ALL ADDRESSES PARSIPPANY, NJ 07054 UNLESS NOTED**

## 2010-2011

### Schedule for Marking Periods, Progress Reports Distribution, Conferences & Testing Dates

#### MARKING PERIODS AND PROGRESS REPORTS DISTRIBUTION DATES

- End of 1<sup>st</sup> Marking Period November 3
- Progress Reports Distributed During conferences  
(November 19, 22, 23)
- End of 2<sup>nd</sup> Marking Period January 28
- Progress Reports Distributed February 4
- End of 3<sup>rd</sup> Marking Period April 8
- Progress Reports Distributed During conferences  
(April 26, 27, 28)
- End of 4<sup>th</sup> Marking Period June 17
- Progress Reports Distributed June 22/Last Day of School

#### PARENT-TEACHER CONFERENCE DATES

November 19, 22 & 23

April 26, 27 & 28

#### TESTING DATES

As of May 2010 – subject to change

##### NJASK

Grade 3	May 9-12, 2011
Make-ups	May 16-20, 2011
Grade 4	May 9-13, 2011
Make-ups	May 16-20, 2011
Grade 5	May 9-12, 2011
Make-ups	May 16-20, 2011

## **BELL SCHEDULE - INTERVALE ELEMENTARY SCHOOL**

8:40 AM	Students meet at designated area
8:45 AM	Five Minute Notice Bell
8:50 AM	School Day Begins
12:00 - 12:30	Lunch for grades K, 1, 2
12:30 - 1:00	Lunch for grades 3, 4, 5
3:20 PM	Dismissal

### **STUDENTS WHO WALK TO SCHOOL**

Students walking to school should arrive no earlier than 8:40 each morning. Children who go home for lunch should return no later than 1:00 PM.

### **ARRIVAL PROCEDURES**

Students should arrive to school no earlier than 8:30 AM outside their assigned teacher's door. The first bell will ring at 8:45 AM. Students should line up at this point. The second bell will ring at 8:50 AM at which time students will enter their classrooms.

### **LUNCH AND RECESS PROCEDURES**

Lunch for students in grades 3-5 will begin at 12:00 and end at 12:30 PM.

Lunch for students in grades K-2 will begin at 12:30 and end at 1:00 PM.

K Students will eat in their classrooms.

1-5 students will eat in the All Purpose Room except on days when the room is not available.

All students will be escorted outside for recess in good weather or remain indoors in their classrooms for recess in inclement weather.

The afternoon session begins at 1:00 PM.

Students who have lunch in the gym are required to follow the rules below:

1. Speak softly.
2. Be kind and polite.
3. Follow the direction and signals of the lunch aide/teacher.
4. Clean up table and floor area before leaving the lunchroom.
5. Walking is IN - running is OUT.

Reminder: The 3 C's - Courtesy, Cleanliness, Cooperation are IN.

*PLEASE DISCUSS THESE RULES WITH YOUR CHILDREN.*

### **PARKING**

Parents and visitors must park their cars in the parking lot provided. Proper parking procedures must be followed at all times.

### **DISMISSAL PROCEDURES**

Regular dismissal time for grades K-5 will be at 3:20 PM.

On single-session days students will be dismissed at 12:50 PM.

Students who ride the bus will report to the All Purpose Room at dismissal time in their respective bus lines and will be escorted to their bus upon its arrival.

Grades K through 5 walkers will be dismissed from the back door adjacent to the blacktop.

### **VISITING THE SCHOOL**

We welcome parent and community participation in our programs and activities. One of our primary concerns is to ensure student safety. Visitors **must** stop at the office upon entering the school building to sign in and to obtain a visitor's pass. If you are questioned by a school employee while you are in the building, please understand that this practice protects your children.

### **ACCESS TO SCHOOL RECORDS**

Parents/legal guardians may have access to their child's records upon request to the school principal. These records include progress reports, results of school testing and certain health data.

### **CUSTODY/CONTACT ISSUES**

Parents/legal guardians are responsible for reporting in writing to the building principal and providing legal documentation of any situation affecting their children.

### **TRANSFERS TO ANOTHER SCHOOL**

Parents/legal guardians are advised to notify the office at least one week prior to transferring children so that the appropriate papers may be prepared.

### **STUDENT FUND RAISING**

There will be no student door-to-door sales to raise money for school projects.

### **BIRTHDAY OBSERVANCES**

Invitations to birthday celebrations may not be distributed during the school day unless every child in the class receives one.

### **STUDENT SIGN-OUT PROCEDURES**

At the rare times when it is necessary for your youngster to be released before the end of the school day, or if a change in pick up procedures at the end of the day is necessary, you must send a written note to the classroom teacher on the morning of the day explaining the change. The teacher, in turn, will advise the office. ***FOR AN EARLY RELEASE, YOU OR YOUR DESIGNEE MUST COME TO THE OFFICE TO SIGN OUT AND PICK UP YOUR CHILD.***

### **SCHOOL PHOTOGRAPHS**

Each year, you will have an opportunity to purchase professional photographs of your child and a school yearbook.

### **EMERGENCY CLOSING, DELAYED OPENING AND EVACUATION PROCEDURES**

**1. Emergency closing prior to the start of the school day:** School closings prior to the start of the school day and delayed openings due to inclement weather will be announced by the following television stations:

FOX 5  
7 ABC

News 12 NJ  
4 NBC

An announcement will also be posted on the District Web Site, <http://www.pthsd.k12.nj.us>. Additionally, one blast of the fire siren will be sounded at 6:30 AM for closings due to inclement weather. You may also elect to call the school's main number (973/263-7075) which will indicate whether a closing has taken place.

**2. Delayed openings:** Delayed openings result in school starting **2 hours** later than the regularly scheduled time for grades K-5. Busers should arrive at their bus stop **2 hours** after their regularly scheduled time.

**Delayed opening schedule for grades K-5:**

Eastlake, Intervale, Knollwood, Lake Parsippany, Northvail - 10:40 - 3:10

Littleton, Troy Hills - 10:45 - 3:15

Rockaway Meadow, Mount Tabor - 10:50 - 3:20

Please understand that since staff members also arrive 2 hours later, students *may not arrive early* as there will be no one available to supervise them. Your cooperation is appreciated.

**3. Emergency closing requiring early dismissal:**

Should a unique weather situation (or other emergency condition) cause the superintendent to make a decision to dismiss school early, phone calls will be made to elementary parents by the PTA Phone Squad. **Parents are responsible for providing homeroom parents and the school with updated home, cell and work numbers.** It is impossible for us to contact you unless we have the correct number.

**Parents must take responsibility for making arrangements for their child's safety in the event that there is no one home when the child is dismissed early or arrival at school is delayed.**

**4. SKIP and PACE Information**

In the event school is closed due to inclement weather, all SKIP and PACE programs will be canceled.

Should there be an emergency closing requiring early dismissal, both the P.M. SKIP and P.M. PACE programs will be canceled.

*Delayed Openings* - A.M. SKIP and P.M. PACE are canceled.

**5. School Evacuation Procedures**

In the event that the school needs to be evacuated, students from Intervale School will report to Parsippany Hills High School.

## INTERVALE STUDENTS' CIVIL RIGHTS

### **I have the right to be treated with compassion in his school:**

This means that no one  
will laugh at me  
or hurt my feeling.

### **I have a right to be myself in this school:**

This means that no one will  
treat me unfairly because I am  
black or white,  
fat or thin,  
tall or short,  
boy or girl.

### **I have a right to be safe in this school:**

This means that no one will  
hit me,  
kick me,  
push me,  
pinch me,  
hurt me.

### **I have a right to hear and be heard in this school:**

This means that no one will  
yell,  
scream,  
shout  
or make loud noises.

### **I have a right to learn about myself in this school:**

This means that I will be  
free to express my feelings  
and opinions without being  
interrupted or punished.

**These are my rights as an individual as long as I do not interfere with the rights of others. This means I will respect your feelings, your beliefs and values as a unique individual and member of the human family.**

This statement has been adapted from Conflict Resolution material published by the Educators for Social Responsibility of New Haven, CT.

*Wouldn't the world be a better place if all people everywhere could be guaranteed these civil rights?*

## **RIGHTS AND RESPONSIBILITIES OF STUDENTS**

All students are entitled to enjoy the basic rights of citizenship recognized and protected by law for persons of their age and maturity. The Parsippany-Troy Hills Township Schools foster a climate of mutual respect for the rights of others. Each student is expected to respect the rights and privileges of the other students, teachers, and district staff. Students shall exercise their rights responsibly in compliance with rules established for the orderly conduct of the district's educational mission. Parsippany-Troy Hills Township Schools' rules of conduct and discipline are established to achieve and maintain order in the school. Students who violate the rights of others or who violate the district or school rules shall be subject to disciplinary measures designed to correct the misconduct and to promote adherence by all students to the responsibilities of citizens in the school community.

**Student rights and responsibilities for achieving a positive environment at school related activities include:**

- Attending school daily and on time.
- Being prepared for each class with appropriate materials and assignments.
- Maintaining good personal hygiene
- Exhibiting respect towards others.
- Conducting them selves in a responsible manner.
- Obeying all school rules and rules of safety.

## **RIGHTS AND RESPONSIBILITIES OF PARENTS AND GUARDIANS**

**Parents have the responsibility to:**

1. Make every effort to provide for the physical needs of the child.
2. Teach the child to pay attention and to obey the rules.
3. Be sure that the child attends school regularly. Promptly report tardiness and absences to the school office.
4. Encourage and lead the child to develop proper study habits at home.
5. Participate in meaningful parent-teacher conferences to discuss the child's progress and welfare.
6. Keep informed of school policies.
7. Participate in school-related organizations.
8. Encourage good hygiene.
8. Be sure that the child is properly dressed for school and school-related activities.
9. Discuss progress reports and school assignments with their child.
10. Bring to the attention of school authorities any learning problems or conditions that may relate to the child's education.
11. Maintain up-to-date home, work, and emergency telephone numbers and other pertinent information so that information is readily available in the office.
12. Work together with school administrators, teachers and aides.

## STUDENT BEHAVIOR/DISCIPLINE

Student behavior in school should be a continuation of parent expectations in the home. Positive relationships are built on mutual trust and respect. Children need to be treated with respect and should, in turn, treat others, both children and adults, with that same respect. Any threats to students or staff members will be taken seriously and will result in disciplinary action. In addition, children should be considerate of other people's belongings and public property.

The purpose of discipline should be to help students recognize and understand the need for acceptable behavior and to guide them in making responsible decisions in their relationships with others. Discipline should also help children deal with information and develop attitudes that are essential to their success in school and later in life.

Students shall be treated fairly and equitably. Discipline shall be based on a careful assessment of the circumstances of each case. Factors to consider shall include: seriousness of offense, student age, frequency of misconduct, and student attitude.

The goal of our discipline policy is self-discipline. With this in mind, we invite all parents, partners in their children's education, to work with our teachers and the administration to help our youngsters develop the self-discipline necessary to become responsible citizens.

## PEACEMAKERS

At Intervale we are privileged to have a peer mediation program, supported by the PTA and monitored by our school counselor, Mrs. O'Donnell. In the beginning of the year, all 5th graders are trained in active listening, anger management, conflict resolution, problem solving and peer mediation.

Peacemakers, Elementary Peer Mediation in Practice, is a strategy which enables children to resolve their own conflicts quickly, fairly and peacefully. Children in conflict are empowered when they don't have to resort to such unproductive behaviors as name calling, threatening, blaming, insulting, tattling or aggression.

Those fifth graders who are willing to make the commitment and fulfill the requirements will become Peacemakers or peer mediators. Working in pairs, there are (4) 5th graders on duty each day during lunch and recess. When **invited** by an aide, the teacher on duty or the children themselves, a pair of Peacemakers will help other students to resolve their conflicts in a respectful way and make a plan for avoiding the escalation of such conflicts in the future. Students learn social and

communication skills as well as the crucial lesson of accepting responsibility for their own behavior even when the behavior was not intended to be hurtful.

The aides or teacher on duty supervises the mediations. Mrs. O'Donnell coordinates and monitors the program.

**Please note:** *The Peacemakers are not disciplinarians and they do not replace the adults who are supervising the children, nor do they get involved with outrageous or dangerous behavior.*

The Peacemaker program is part of a district-wide Conflict Resolution initiative which has included workshops for teachers and aides, assembly programs, advisory groups, and many other activities throughout the district. We, at Intervale are very proud of our Elementary Peer Mediators and our school-wide efforts, which have been recognized and publicized in the media, at conferences, and at workshops for other districts.

### **VANDALISM**

Students should not vandalize or otherwise damage or deface any property, including furniture and other equipment. Parents or guardians shall be liable for damages made by their child. Textbooks are paid for by the district and are loaned to the students. Students are responsible for any damage that occurs to the books that have been issued to them. Fees will be assessed in line with the amount of damage. Lost books must be paid for.

### **ARTICLES WHICH SHOULD NOT COME TO SCHOOL**

Students may bring toys, games, etc. to school **only** when their teacher instructs them to do so (e.g., show and tell, special projects). The students will assume responsibility for any items brought to school. Items specifically not to be brought to school include electronic games, radios, cameras, tape recorders or other articles deemed inappropriate by the administration. Sports equipment should also be left at home. Such belongings present a liability issue for our school. We would appreciate your help in keeping toys and equipment at home. It should be understood that no weapons of any kind, real or facsimile, should be brought onto school property.

### **SCHOOL BUS PROCEDURES**

Riding a school bus is a privilege that can be taken away. The school bus driver is responsible for discipline on the school bus. In order to ensure your children a safe ride, it is imperative that they respect and obey the driver and the rules that

have been set for their benefit. Student misconduct will be reported to the principal who will take appropriate disciplinary action. Students who do not conduct themselves properly may lose the privilege of riding the bus.

Bus students shall not walk home without written permission from parents. Students riding school vehicles must ride their assigned bus route to and from school. Drivers are instructed to transport only students assigned to their vehicle. Under **NO** circumstances will a student be discharged at a location other than the designated bus stop. Walkers are not permitted to ride school vehicles. These procedures, while inconvenient at times, serve as a protection for your children. Please help us by reviewing the following bus behavior guidelines with your child:

**At the bus stop:**

- ✓ Arrive at the stop several minutes early.
- ✓ Wait in a safe place, clear of traffic and not on neighborhood lawns.
- ✓ Refrain from any type of "horseplay": chasing games, snatching hats, throwing ANYTHING.
- ✓ Approach the bus after it has stopped and board it in an orderly manner. Do not race other children to be first.
- ✓ Using obscene language is forbidden.

**On the bus:**

- ✓ When you enter the bus, go directly to a seat and fasten your seatbelt.
- ✓ Remain seated and facing forward at all times while the bus is moving. Sit with feet under the seat, not in the aisle.
- ✓ Keep your hands to yourself. Do not hit, push or pull at anyone or his/her clothing.
- ✓ Keep your conversation limited to those near you. Shouting and yelling is distracting to the bus driver and does not allow him/her to hear traffic sounds. No profanity!
- ✓ Do not allow large objects, such as musical instruments or athletic equipment, to block the aisles or emergency exits.
- ✓ Throw nothing in the bus or out of the bus windows.
- ✓ Do not extend your hands, elbows or head through the windows.
- ✓ Obey your driver's directions immediately.
- ✓ Damage to seats, etc., must be paid for by the offender's parents.
- ✓ Bus riders are expected to be courteous to fellow pupils and the bus driver.

**Getting off the bus:**

1. Do not unfasten your seatbelt until the bus has completely stopped.
2. Exit from your seats in turn, beginning with the front seats and progressing to the rear seats. Do not leave anything on the bus.
3. Do not push or shove.

4. Be careful that no parts of your clothing or belongings hang loose as you exit the bus to avoid being caught as the bus door closes.
5. Kindergartner children must be met at the bus stop by a designated adult.
6. If you must cross the street upon leaving the bus, wait at least five giant steps back from the street until the driver signals that it is safe.
7. Go directly home.
8. Never chase a bus after it has pulled away from the bus stop and do not run back to get something you left behind or dropped near the bus. (Even with large mirrors, a driver may not see you near the body of the bus.)
9. Maintain rules of safety and respect for property on your walk home.

**Important:** *The students assigned to a bus are the only passengers allowed on the bus. They will be picked up and dropped off only at their home stops. There are no exceptions to these rules.*

### **Kindergarten Bus Procedures:**

1. Parents must attach their child's name and address on the inside of his/her book bag and must not remove this information for the duration of the school year.
2. An adult or older sibling must meet the student at the bus stop.
3. The kindergarten teachers will attach yellow ribbon to the outside of each student's book bag to enable the bus driver to identify him/her as a kindergartener. This ribbon must remain on the child's book bag throughout the school year.
4. Kindergarten students will sit in the front of the bus unless there is a written parental request for the student to sit with an older sibling.

**\*\*NOTE: If a parent/guardian is not present at the bus stop, kindergarten students will be returned to school. \*\***

### **SAFETY TRAVELING TO AND FROM SCHOOL:**

Please discuss these safety and courtesy rules with your youngster:

- Children should cross only at crosswalks.
- Children should never speak to strangers. The PTA town-wide has requested that we share any "alert" notices we receive regarding suspicious behavior toward children in the community. When these "alert" letters arrive home, do not alarm your child, but do review appropriate behaviors in questionable circumstances.

### **BIKE RIDING**

- Children who ride a bicycle to or from school must have a permission form signed by their parent on file in the school office. Only students in grades 3, 4 and 5 may ride a bike to/from school.

- All bikers should provide their own locks.
- Bikers should ride single file on driveways or sidewalks, not lawns and watch for pedestrians.
- According to state law, every biker under age 14 **MUST** wear a helmet.
- Schools cannot take responsibility for lost or stolen bikes or helmets.

## **MEDICATION & MANAGEMENT OF LIFE THREATENING ALLERGIES IN SCHOOL**

If a student needs medication during the day, parents are requested to give it to the school nurse who is responsible for dispensing all medication. The medication must be in the original container with a physician's note granting the nurse permission to administer it. No school personnel other than the nurse may dispense medication. For guidelines regarding the administering of medication on field trips, consult your school nurse.

District policy #5331 addresses students who have allergies to certain foods and other substances and may be at risk for anaphylaxis. See the policy on our district website.

### **PROGRAMS/ASSEMBLIES**

All students are expected to conduct themselves properly during the many programs and assemblies we have for them. Good manners should be exhibited at all programs, concerts and assemblies. When attending a program at or with Intervale, the children will:

- Enter the room quietly following the teacher
- Follow teacher directions regarding seating
- Be attentive and courteous during the program
- Show appreciation by clapping, only
- Remain seated until dismissed
- Leave the program in an orderly manner
- Follow hallway rules while returning to class

### **FIELD TRIPS**

A signed parent permission slip must be returned to the school prior to the trip date or the student will be denied the privilege of going on the trip.

When students take school trips the following regulations will be in effect:

1. All students must ride in school approved transportation. Any student who does not travel in school-approved transportation will not be considered part of the group.
2. All students must return by school approved transportation.
3. Students are under the supervision of the teacher and chaperons and are expected to conduct themselves properly and follow all directions.

4. A student who fails to demonstrate appropriate behavior may lose the privilege of taking such trips and will be subject to additional disciplinary action.

### ATTENDANCE

In order to receive the maximum benefit from classroom instruction, it is imperative that a student attend school regularly and be on time. Daily assignments and classroom participation are strong considerations in the evaluation of the student's individual and academic growth. In addition, experience has indicated that students who have regular attendance achieve higher grades and assume a greater degree of self-direction than students who are irregular in their attendance. Patterns of excessive absences will be investigated and dealt with accordingly.

In consideration of others, students who are sick should be kept at home. They should return to school as soon as possible with a note of explanation. Family vacations should be scheduled so that they do not interfere with the regular school calendar.

In view of the importance of attending school, the only parent initiated excusable absences for elementary students shall be:

- Illness (Parent note required)
- Medical treatment (Doctor/dentist note required)
- Religious holiday (Parent note required)

All other absences shall be unexcused and taken at the responsibility of the parent. Parents who take or allow their child(ren) to be away from school on any unexcused absence do not have the right nor should they have the expectation that the teacher will make special provisions to make up missed work either before or after the absence.

### EXTENDED UNEXCUSED ABSENCES

As per Board policy, teachers shall not make any special provisions for students who are taken or allowed to be away from school on extended unexcused absence (more than two days at a time).

### CHILD SAFE PROCEDURES

We are all aware of the importance of having our children arrive at school safely. With this in mind, the elementary schools sponsor a program called "**Child Safe.**" Parents must call the school nurse at **263-7075, choice #1**, between 6:30 AM and 8:45 AM whenever their child is going to be absent for **ANY** reason. We are aware that no method is foolproof, but feel that the "**Child Safe**" program is a precautionary measure that will give parents peace of mind.

## HOMWORK PICK-UP PROCEDURES

In an effort to minimize interruptions to the instructional day, a procedure for requesting and picking up students' homework when they are absent has been established. Please request that homework be set aside for your student when calling the Child Safe Tape in the morning. Indicate on the tape who will be picking up the homework, e.g., sibling, other student, parent or adult. If another student is to pick up the homework, please make arrangements with that student beforehand. **Homework will be available in the office after 2:30 PM.**

## HOMWORK POLICY

Homework is an essential part of the learning process. Homework serves a valid purpose when it:

1. provides essential reinforcement and/or extension of skills
2. encourages good work habits and self-direction
3. promotes responsibility
4. helps to enrich and extend the school experience.

When homework is assigned it is primarily the responsibility of the student to complete and return it at the scheduled time. It is the parent's responsibility:

1. to provide suitable study conditions
2. to show an interest in the child's work
3. to willingly provide support when needed
4. to see that homework is accomplished

Both home and school will communicate with each other when a problem arises affecting homework. The amount of time spent on homework will vary from day to day. Because of individual differences and needs of the pupils, it is unsound to require or expect all pupils to experience the same amount or kind of homework. Homework practices are determined by the individual classroom teacher.

## DRESS CODE

Students are expected to dress at all times in a manner that reflects well on themselves, their parents, their school and the community. Inappropriate attire should not be worn to school.

Bare midriiffs, halter-tops, cut-off T-shirts, short shorts and T-shirts with messages that may be offensive to teachers or students are inappropriate attire. Tank tops should fit snugly around the underarm area. Shoes must be safe for playground and gym classes. Footwear secured both front and back must be worn. Flip-flop sandals/shoes are not safe for school environment.

We appreciate your judgment and cooperation in helping to maintain an environment of academic and mutual respect.

## **PUPIL SUPPORT SERVICES**

### **GUIDANCE:**

The goal of the Guidance Program is to enhance the positive self-concept of every child, for we believe children who feel good about them selves perform better academically and feel more competent.

Counseling with children includes classroom lessons (a minimum of four per year), individual student counseling (usually dealing with crisis management, family concerns, peer relationships), or groups (social skills, self-esteem, divorce-related concerns). Children can self-refer, be referred by parents, teachers, the principal, or Child Study Team.

The guidance counselor also works as a resource person for parents, teachers, and administrators. Often, problems and consequences are identified, strategies and alternatives are suggested, and results are evaluated.

The guidance counselor consults with teachers about individual students and is willing to work with whole classes where there is a particular need (name-calling, bullying, friendship, etc.).

Parents are always informed about on-going counseling of their children. Guidance newsletters are sent home four or five times a year, and parenting groups are run twice a year.

Intervale's guidance counselor can be reached at **263-7075, Item Menu #4.**

### **I R & S COMMITTEE**

The I R & S Committee is made up of a group of four to six staff members that may include teachers, specialists, guidance counselor and/or Child Study Team member as well as the principal. The goal of this committee is to consult with teachers regarding students within the regular school program who are

exhibiting problems with learning or other issues related to school behavior. Suggestions and strategies are presented by committee members and a plan is designed to implement recommendations. Parents will be notified when the teacher is seeking assistance in dealing with their child's difficulties.

### **CHILD STUDY TEAM:**

The Child Study team includes a learning disabilities teacher-consultant, school psychologist, and social worker.

Generally, a child is referred to the Child Study Team for evaluation when performance does not match expected learning potential. The parent is first apprised of the situation and must grant permission in writing for this formal evaluation process to begin.

An educational assessment shall be the responsibility of the learning disabilities teacher-consultant. This assessment shall include observation of the pupil in other than a testing session, review of the pupil's educational history, conferences with the pupil's teachers and an evaluation and analysis of the pupil's learning and behavior in the educational setting.

A psychological assessment shall be the responsibility of a school psychologist. The psychological assessment shall include teacher conferences and observation of the pupil in other than a testing situation. The assessment also shall include an appraisal of the current cognitive, social, adaptive and emotional status of the pupil.

A social assessment shall be the responsibility of a school social worker. The social assessment shall include observation of the pupil and communication with the pupil and his or her parents. It shall also include an evaluation of the pupil's learning and behavior in the educational setting.

For children ages three to five who are referred to Child Study Team a speech and language assessment shall be the responsibility of a speech correctionist or speech-language specialist. The assessment shall include observation of the pupil, communication with the parents and an evaluation and analysis of speech and language development.

Once the evaluation is completed, the Child Study Team meets with parents and teacher(s) to review results, discuss program options and, when needed, design an individualized educational plan.

## COMPUTER ACCEPTABLE USE POLICY (AUP)

The school district is committed to providing your child with opportunities to use technology productively and safely, and we will exercise due diligence in our supervision of your child's computer activities. At the same time, it is imperative that your child understand clearly the rules for appropriate use of the equipment. Access is a privilege, not a right. Access entails responsibility. Computer technology is provided for students and staff to conduct research and communicate with others, understanding that communications on the network are public in nature. Access to computer technology is given to users who agree to act in a considerate and responsible manner, just as they would be expected to act in any school environment. We do not publish any child's photographs on our web site. Student work is published on the web using first names only.

Parental permission is required for student users. On the elementary level, we have two separate Acceptable Use Policies: one for grades K-2 and one for grades 3-5. As students enter each level, they will be given a copy of the appropriate policy and the agreement form to be signed and returned to school. The Parsippany-Troy Hills Township School District reserves the right to review and update the policies and practices as the need arises.

## VISITING THE SCHOOL

We welcome parent and community participation in our programs and activities. One of our primary concerns is to ensure student safety. We utilize a "Video Identification System" on our main entrance door during the school day. Please press the button and identify yourself in order to request access into the building. **Visitors must stop at the office upon entering the school building to sign in and to obtain a visitor's pass.** If you are questioned by a school employee while you are in the building, please understand that this practice protects your children. Your patience and cooperation are appreciated.

## NO SMOKING POLICY

Smoking and use of tobacco products are prohibited in school buildings and on school properties at all times.

**PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS**

**2010-11 ELEMENTARY SCHEDULED EARLY DISMISSALS**

Please note: These are the scheduled Early Dismissals. Inclement weather or emergency situations can cause Unscheduled Early Dismissals.

<b><u>September</u></b> None	<b><u>February</u></b> None
<b><u>October</u></b> Monday, October 11	<b><u>March</u></b> Friday, March 11
<b><u>November</u></b> Friday, November 19 Monday, November 22 Tuesday, November 23 Wednesday, November 24	<b><u>April</u></b> Monday, April 4 Tuesday, April 26 Wednesday, April 27 Thursday, April 28
<b><u>December</u></b> Monday, December 13 Thursday, December 23	<b><u>May</u></b> None
<b><u>January</u></b> Friday, January 14	<b><u>June</u></b> Based upon last day of school Tentatively - Tuesday, June 21 & Wednesday, June 22

**SKIP PROGRAM**

The **SKIP (Safe Kids In Parsippany) PROGRAM** provides quality care before school and/or after school for your child in a safe and nurturing environment. Children must be enrolled in the Parsippany Troy-Hills School District.

**After School Program**

- From dismissal until 6:00 pm.
- Snack provided.
- Time is set aside for children to do their homework with assistance provided by a certified teacher.
- Children may join in organized activities or play with their friends.



**Before School Program**

- Beginning at 7:15 a.m. until the start of school.
- Children may read or take part in recreational activities.
- Delayed openings will cancel this program.

For more information, for fee structure, or to register a child, please call the PACE (Parsippany Adult & Community Education) offices at 973-263-7180 (ext. 3049).

**PUBLIC NOTIFICATION**

**BOARD OF EDUCATION  
PARSIPPANY-TROY HILLS  
MORRIS COUNTY  
NEW JERSEY**

**Policy of Non-Discrimination**

Be advised that the Board of Education of Parsippany-Troy Hills guarantees to all persons equal access to all categories of employment without regard to race, color, age, creed, religion, gender, national origin, affectional or sexual orientation, social or economic condition, political affiliation, marital status or disability.

Every effort is made to assure all pupils have equal access thereto and are not segregated on the basis of race, creed, color, national origin, affectional or sexual orientation, gender, gender identity or expression, marital status, disability, age, or any other category or characteristic protected by state or federal antidiscrimination laws, in any duty, work, play, classroom or school practice except as may be permitted under state regulations. Like-wise, we are an equal opportunity employer.

Anyone who has a question, or desires to appeal any policies or procedures associated with the Board's position of non-discrimination should contact:

Dr. Vincent Aniello, Interim Director of Special Services  
504 Coordinator for Disabled Students and Staff  
Special Services and Title IV

Mr. Matthew McGrath, Personnel Director:  
District and Employment/Contract Practices

Dr. Connie Donvito, Director of Curriculum:  
School and Classroom Practices

Reprinted 9-21-10

# *Parsippany-Troy Hills Township Schools*

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*LeRoy Seitz, Ed.D.*  
*Superintendent of Schools*  
*lseitz@pthsd.k12.nj.us*

*PO Box 52, 292 Parsippany Road*  
*Parsippany, NJ 07054*  
*(973) 263-7200 ext. 7250*

August 2010

Dear Parent/Guardian:

The Protection of Pupil Rights Amendment (PPRA) gives parents and students who are 18 or older or emancipated minors (“eligible students”) certain rights regarding the school district’s conduct of surveys, collection and use of information for marketing purposes, and conduct of certain physical exams. These include the right to:

1. **Consent to federally funded surveys concerning “protected information.”** If the US Department of Education funds a survey in whole or in part, a student’s parents or an eligible student must consent in writing before the student may provide information relating to the following categories:
  - Political affiliations;
  - Mental or psychological problems of the student or student’s family;
  - Sexual behavior or attitudes;
  - Illegal, anti-social, self-incriminating, or demeaning behavior;
  - Critical appraisals of student’s family members;
  - Privileged or similar relationships recognized by law, such as with attorneys, doctors, and ministers;
  - Religious practices, affiliations, or beliefs of the student or student’s parents;
  - or
  - Income other than that required by law to determine program eligibility.

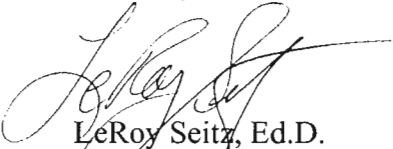
A survey that concerns any of these points is called a “protected information survey.”

2. **Opt out of certain surveys and exams.** Parents and eligible students will receive notice of any of the following activities and will have the right to opt out of them:
  - Activities involving collection, disclosure, or use of personal information obtained from students for purposes of marketing or selling or otherwise distributing the information to others;
  - Any protected information survey, regardless of funding; and
  - Any nonemergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent and scheduled by the school, and not necessary to protect the immediate health and safety of a student or of another student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law.

3. **Inspect certain material.** Parents and eligible students have the right to inspect the following, upon request, before the district administers or uses them:
  - Protected information surveys of students (including any instructional materials used in connection with the survey);
  - Documents used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  - Instructional material used as part of the educational curriculum.
  
4. **Receive notification of district policy.** The school district has developed a policy, in consultation with parents, regarding these rights, and has made arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The school district will directly notify parents and eligible students, such as through US Mail or e-mail, of this policy at least annually at the start of each school year and after any substantive changes are made.
  
5. **Report violations.** Parents and eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
US Department of Education  
400 Maryland Ave. SW  
Washington, DC 20202-4605

Sincerely,



LeRoy Seitz, Ed.D.  
Superintendent of Schools

LS/jfb

mshw/09-10

# *Parsippany-Troy Hills Township Schools*

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*LeRoy Seitz, Ed.D.*  
*Superintendent of Schools*  
*lseitz@pthsd.k12.nj.us*

*PO Box 52, 292 Parsippany Road*  
*Parsippany, NJ 07054*  
*(973) 263-7200 ext. 7250*

August 2010

Dear Parents:

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student’s education records within 45 days of the day the school receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

Parents or eligible students who wish to ask the school to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to privacy of personally identifiable information in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person or company with whom the school has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks.

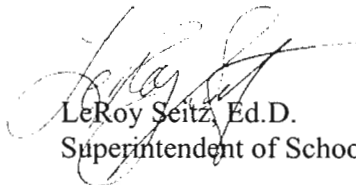
A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

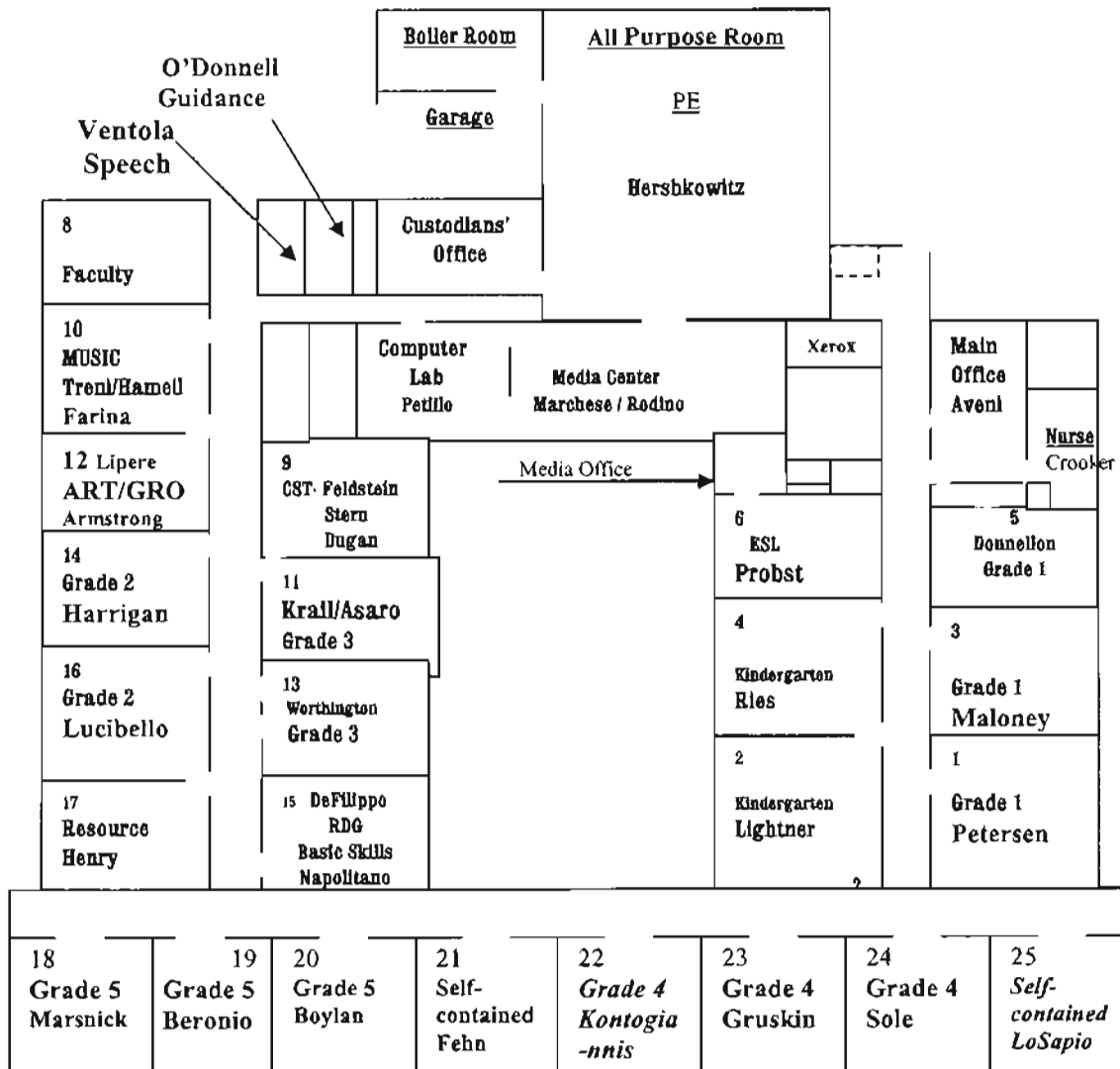
Sincerely,



LeRoy Seitz, Ed.D.  
Superintendent of Schools

LS/jfb

FERPA/Parent Letter10-11



# INTERVALE SCHOOL



2010-2011



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Email and texting system to notify you of events, important messages, and special announcements about our district and your individual school.

Go the district website [www.pthsd.k12.nj.us](http://www.pthsd.k12.nj.us) and go to Ed Alert. You may enter as many email addresses and cell phone numbers as you wish by clicking on the home link after you have signed up. Please be sure to sign up for the **district notifications list**, as well as the individual school that your child attends. If at any time you wish to add or delete an email address or cell phone number, you click on the link in any email message that you receive from e-News to change your information.

You are responsible for signing up for the service and maintaining correct email addresses and cell phone numbers. (This is not a service for your landline—it is for email and text messaging only. Please only enter cell phone numbers.)



**2010-2011  
EMERGENCY CLOSINGS**

**If you are signed up with EdAlert you will be notified via email or text message.**

**IN CASE OF A DELAYED OPENING, SCHOOLS  
WILL BEGIN TWO HOURS LATER THAN USUAL**

**ALL CLOSINGS** will be posted on the district website:

**[www.pthsd.k12.nj.us](http://www.pthsd.k12.nj.us)**

**Any closing prior to the start of school will be announced  
by the following radio stations/TV stations:**

News 12 New Jersey  
Channel 4 NBC  
Fox 5  
Channel 7 ABC





**PARSIPPANY TROY- HILLS TOWNSHIP SCHOOLS  
ELEMENTARY SCHOOLS  
BEHAVIOR GOALS  
"SOS"**

AS A STUDENT

- I SHOW RESPECT FOR MY **SELF**.
- I SHOW RESPECT FOR **OTHERS**.
- I SHOW RESPECT FOR MY **SCHOOL**.

HERE ARE SOME WAYS I WILL KNOW I AM SHOWING RESPECT FOR  
MY **SELF**.

- I TAKE PRIDE IN MY SCHOOL WORK.
- I TAKE RESPONSIBILITY FOR MY WORDS AND ACTIONS.
- I TRY MY VERY BEST WHEN LISTENING AND LEARNING.

HERE ARE SOME WAYS I WILL KNOW I AM SHOWING RESPECT FOR  
**OTHERS**:

- I AM KIND AND HELPFUL TO OTHERS.
- I USE POLITE WORDS LIKE "THANK YOU", "PLEASE", AND "YOU'RE WELCOME".
- I VALUE THE RIGHT OTHERS HAVE TO LEARN.
- I UNDERSTAND THAT THERE MAY BE MORE THAN ONE WAY TO DO SOMETHING WELL.

HERE ARE SOME WAYS I WILL KNOW I AM SHOWING RESPECT FOR MY  
**SCHOOL**.

- I ACCEPT THE DIFFERENCES IN PEOPLE.
- I SHOW RESPECT FOR SCHOOL PROPERTY.
- I USE MY WALKING FEET IN THE CLASSROOM AND HALLWAYS.
- I FOLLOW THE RULES OF THE CLASSROOM AND SCHOOL.
- I USE MY HANDS FOR HELPING NOT HURTING.