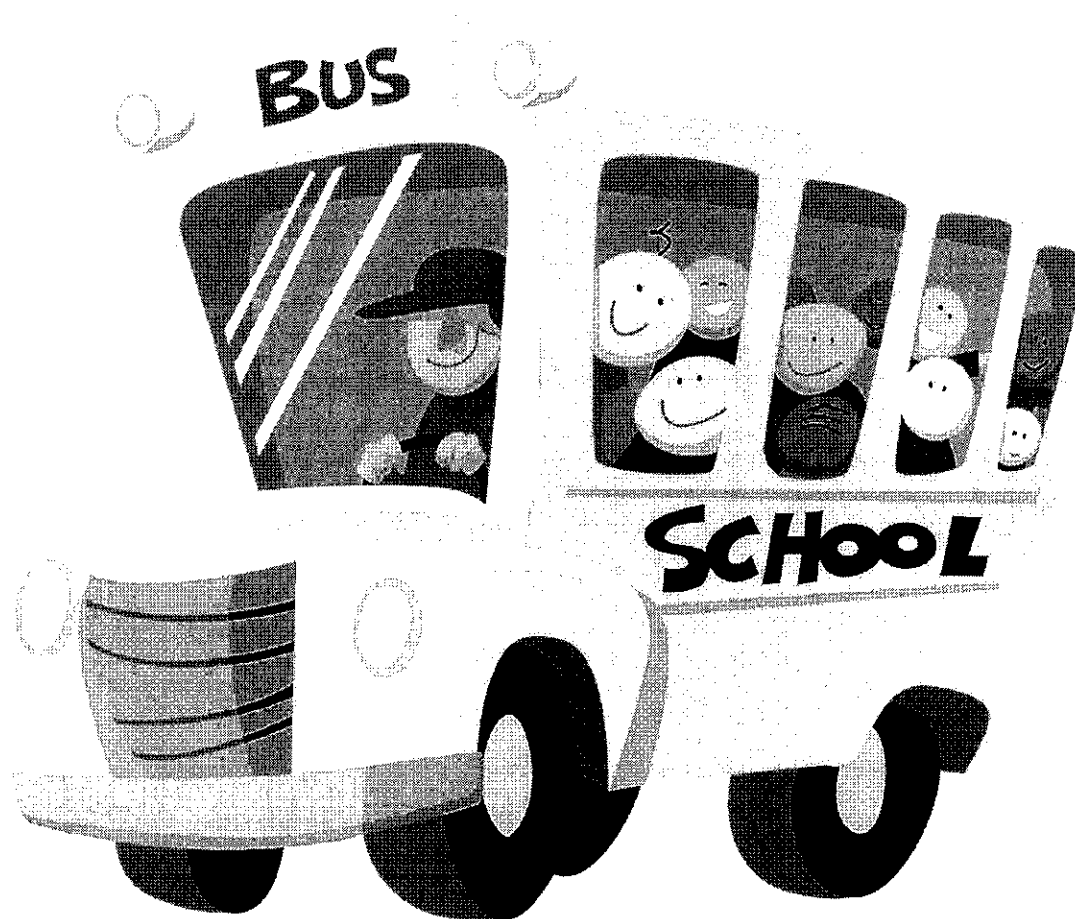


PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

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**ELEMENTARY  
SCHOOL HANDBOOK  
2011-2012**

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**Northvail School**

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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 2011

Dear Parents and Guardians:

On behalf of the Board of Education, our administrators, teachers, and support staff, we welcome you to the 2011-2012 school year.

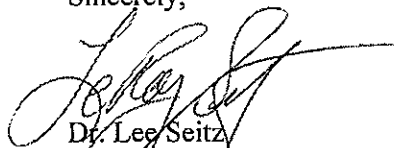
The Parsippany-Troy Hills Township School District is blessed to have had the foresight to establish small "neighborhood" schools as the foundation for its children's education. Research on effective schools demonstrates that students develop most effectively when parents and teachers work together in 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 year we are continuing our efforts to infuse interactive technology into our instructional program so that every child, regardless of his or her learning style, can reach his or her full potential. Towards this end, we are continuing our excellent professional development program for teachers and administrators and continually revising our curriculum to align our programs with new, more rigorous state and national standards. While the new standards are challenging, we know that our teachers will work with your children and you to not only meet but to exceed these new standards.

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*

## PRINCIPALS' MESSAGE

Dear Parents:

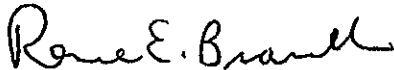
Welcome to the Parsippany-Troy Hills School District!

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.

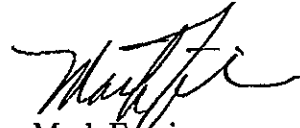
Use the Parent Handbook to become familiar with information which will help our students and families to participate most effectively in Parsippany's elementary schools. Take the time to review and discuss the handbook with your child.

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,



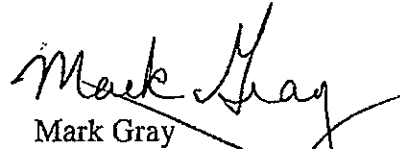
Renee E. Brandler



Mark Fasciana



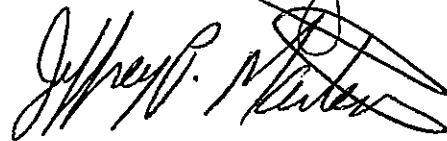
Angelina Martino Finnegan



Mark Gray



Michele Hoffman



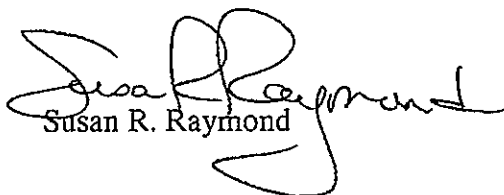
Jeffrey P. Martens



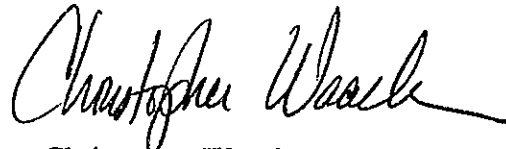
Denis Mulroony



Thomas Nolan



Susan R. Raymond



Christopher Waack

# BOARD OF EDUCATION

Dr. Frank Calabria – President  
Mrs. Susy Golderer – Vice-President  
Mr. Frank Neglia – Vice-President

Mr. Anthony Mancuso  
Mr. Gary Martin  
Mrs. Debbie Orme  
Mrs. Fran Orthwein  
Mr. Sharif Shamsudin  
Mr. Michael Strumolo

## ADMINISTRATION

Dr. LeRoy Seitz, Superintendent  
Mr. Mark Resnick, Interim Business Administrator/Board Secretary  
Mrs. Ruth Anne Estler, Interim Director of Curriculum and Instruction  
Mr. Paul Saxton, Interim Director of Personnel  
Mrs. Suzanne Olimpio, Director of Special Services  
  
Mr. Juan Cruz, Coordinating Supervisor of Social Studies, World Languages  
Mrs. Pamela Freund, Coordinating Supervisor of Mathematics, Art, GRO  
Mrs. Linda Guerrini, Coordinating Supervisor of Health and Physical Education and Science  
Mr. Barry Haines, Supervisor of District Technology  
Mrs. Jane Rauen, Coordinating Supervisor of Media Services, Business, ESL, IA, & Music  
Ms. Barbara Sidote, Coordinating Supervisor of Language Arts and Reading

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. Norman Francis, Principal, Central Middle School  
Dr. Nancy Gigante, Principal, Parsippany Hills High School  
Mr. Mark Gray, Principal, Eastlake School  
Mrs. Eileen Hoehne, Principal, Brooklawn Middle School  
Ms. Michele Hoffman, Principal, Littleton School  
Mr. Jeffrey P. Martens, Principal, Northvail School  
Mr. Denis Mulroony, Principal, Lake Parsippany School  
Mr. Thomas Nolan, Principal, Lake Hiawatha School  
Ms. Susan Raymond, Principal, Knollwood 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 humaneness 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**

### **2011-2012 - REVISED**

Thursday*	May 5, 2011	PHS Auditorium
Thursday	May 12, 2011	Board of Education Building <b>Special Meeting</b>
Thursday*	May 26, 2011	PHHS Robert Perlett Auditorium
Thursday*	June 9, 2011	PHHS Robert Perlett Auditorium
Tuesday*	June 28, 2011	Board of Education Building
Thursday	July 14, 2011	Board of Education Building
Thursday	August 25, 2011	Board of Education Building
Thursday	September 8, 2011	Board of Education Building
Thursday	September 22, 2011	Northvail School 10 Eileen Court, Parsippany
Thursday	October 6, 2011	Board of Education Building
Tuesday	October 18, 2011	Lake Parsippany School 225 Kingston Road, Parsippany
Tuesday	November 8, 2011	Board of Education Building
Tuesday	November 22, 2011	Brooklawn Middle Schools 250 Beachwood Road, Parsippany
Thursday	December 15, 2011	Board of Education Building
Thursday+	January 12, 2012	PHS Auditorium 309 Baldwin Road, Parsippany
Thursday**	January 26, 2012	Lake Hiawatha School 1 Lincoln Avenue, Lake Hiawatha
Thursday**	February 9, 2012	Board of Education Building
Thursday**	February 23, 2012	Central Middle School 1620 Rte 46 West, Parsippany
Thursday**	March 8, 2012	Board of Education Building
Thursday+**	March 29, 2012	Parsippany High School – <b>Public Hearing</b>
Thursday**	April 12, 2012	Board of Education Building
Thursday+**	April 26, 2012	Parsippany Hills High School – <b>Organization</b> 20 Rita Drive, Morris Plains
Thursday	May 10, 2012	Board of Education Building

Board Elections – Tuesday, April 17, 2012

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: May 5, 2011**

**Revised: September 8, 2011**

# Parsippany-Troy Hills Township Schools

## 2011-2012 School Year Calendar

			S	T
Tuesday	September 6	Teachers Report	15	17
Wednesday	September 7	Teachers/6 & 9 Orientation		
Thursday	September 8	First Day for Students		
Thurs. & Fri.	September 29-30	Rosh Hashanah – Schools Closed		
Monday	October 10	Columbus Day / Curriculum Day One Session Day for Students	21	21
Thurs. & Fri. Elementary Conferences Middle Conferences	November 10-11 November 18, 21, 22 November 21, 22	NJEA Convention – Schools Closed One Session Days Elementary ONLY One Session Days Middle ONLY	18	18
Wednesday	November 23	Thanksgiving – One Session Day for All		
Thurs. & Fri.	November 24-25	Thanksgiving – Schools Closed for All		
Monday	December 12	Curriculum Day/One Session Day for Students	17	17
Friday	December 23	One Session Day for All		
Monday-Friday	December 26-30	Christmas Recess – Schools Closed		
Monday	January 2	New Year's Day – Schools Closed	20	20
Monday	January 16	Martin Luther King, Jr. Day – Schools Closed		
Friday	February 10	Curriculum Day/One Session Day for Students	19	19
Monday-Tuesday	February 20-21	Presidents' Day – Schools Closed		
Monday	March 12	Curriculum Day/One Session Day for Students	22	22
Friday-Friday Elementary Conferences Friday	April 6-13 April 24, 25, 26 April 27	Spring Break – Schools Closed One Session Days Elementary ONLY Curriculum Day – One Session Day for Students	15	15
Monday	May 28	Memorial Day – Schools Closed	22	22
Wednesday	June 20	Last Day for students/Graduation	14	16
Friday	June 22	Last Day for teachers		
			183	187
		Built in Snow Days	-3	-3
			180	184

— = One Session Day    X = Schools Closed

### September

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

### October

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					

### November

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

### December

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

### January

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

### March

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

### 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	X	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	X	X	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.nthsd.k12.nj.us](http://www.nthsd.k12.nj.us) or check with your school.

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

## SCHOOL DIRECTORY AND SCHOOL HOURS

School	Address	Phone	Principal
<i><b>EASTLAKE</b></i> 8:45-3:15	40 Eba Road Parsippany, NJ 07054	428-7583	Mark Gray
<i><b>INTERVALE</b></i> 8:50-3:20	60 Pitt Road, PO Box 52, Boonton, NJ 07005	263-7075	Christopher Waack
<i><b>KNOLLWOOD</b></i> 8:45-3:15	445 Knoll Rd., Lake Hiawatha, NJ 07034	263-7060	Susan R. Raymond
<i><b>LAKE HIAWATHA</b></i> 8:55-3:25	1 Lincoln Ave., Lake Hiawatha, NJ 07034	263-4344	Thomas Nolan
<i><b>LAKE PARSIPPANY</b></i> 8:45-3:15	225 Kingston Road Parsippany, NJ 07054	428-7572	Denis Mulroony
<i><b>LITTLETON</b></i> 8:50-3:20	250 Brooklawn Drive Morris Plains, NJ 07950	682-2847	Michele Hoffman
<i><b>MT. TABOR</b></i> 8:55-3:25	900 Park Road & Rt. 53 Mt. Tabor, NJ 07878	889-3361	Mark Fasciana
<i><b>NORTHVAIL</b></i> 8:45-3:15	10 Eileen Court Parsippany, NJ 07054	263-7070	Jeffrey P. Martens
<i><b>ROCKAWAY MEADOW</b></i> 8:55-3:25	160 Edwards Road Parsippany, NJ 07054	263-7308	Angelina Martino Finnegan
<i><b>TROY HILLS</b></i> 8:55-3:25	509 S. Beverwyck Road Parsippany, NJ 07054	428-7588	Renee E. Brandler

**ONE SESSION/EARLY DISMISSAL SCHEDULES:**

Eastlake, Knollwood, Lake. Parsippany, Northvail	8:45-12:45
Intervale, Littleton	8:50-12:50
Rockaway Meadow, Troy Hills, Mt. Tabor, Lake Hiawatha	8:55-12:55

**DELAYED OPENING SCHEDULES:**

Eastlake, Knollwood, Lk. Parsippany, Northvail	10:45 - 3:15
Intervale, Littleton	10:50 - 3:20
Rockway Meadow, Troy Hills, Mt. Tabor, Lake Hiawatha	10:55 - 3:25

## 2011-2012

### 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 4
- Progress Reports Distributed During conferences  
(November 18, 21, 22)
- End of 2<sup>nd</sup> Marking Period January 20
- Progress Reports Distributed February 3
- End of 3<sup>rd</sup> Marking Period March 30
- Progress Reports Distributed During conferences  
(April 24, 25, 26)
- End of 4<sup>th</sup> Marking Period June 13
- Progress Reports Distributed June 20/Last Day of School

#### PARENT-TEACHER CONFERENCE DATES

November 18, 21 & 22

April 24, 25 & 26

#### TESTING DATES

As of May 2011 – subject to change

##### NJASK

Grade 3 May 7-10, 2012  
Make-ups May 14-18, 2012

Grade 4 May 7-11, 2012  
Make-ups May 14-18, 2012

Grade 5 April 30–May 3, 2012  
Make-ups May 7-11, 2012

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

### 2011-12 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> Friday, February 10
<b><u>October</u></b> Monday, October 10	<b><u>March</u></b> Monday, March 12
<b><u>November</u></b> Friday, November 18 Monday, November 21 Tuesday, November 22 Wednesday, November 23	<b><u>April</u></b> Tuesday, April 24 Wednesday, April 25 Thursday, April 26 Friday, April 27
<b><u>December</u></b> Monday, December 12 Friday, December 23	<b><u>May</u></b> None
<b><u>January</u></b> None	<b><u>June</u></b> Based upon last day of school Tentatively - Tuesday, June 19 & Wednesday, June 20

### 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).

## BELL SCHEDULE – REGULAR DAY

8:40 AM	Entrance – Students report to Homerooms
8:45 AM	Student Late Bell/Morning Session begins
11:55 AM	Lunch/Recess preparation
12:00 PM	Lunch/Recess dismissal
12:25 PM	Recess/Lunch dismissal
12:50 PM	Outside assembly
12:55 PM	Entrance
1:00 PM	Afternoon Session begins
3:10 PM	Preparation for dismissal
3:15 PM	Walkers' dismissal; Students who ride buses/vans remain in classrooms until announcements

## BELL SCHEDULE – ONE SESSION DAY (1/2 DAY)

8:40 AM	Entrance – Students report to Homerooms
8:45 AM	Student Late Bell/Morning Instruction begins
12:00 PM	Working Snack
12:45 PM	Walkers' Dismissal; Students who ride buses/vans remain in classrooms until announcements

## DELAYED OPENING

In case of a delayed opening, schools will begin 2 hours (120 minutes) later than usual. Students may enter the building at 10:40 AM. **Students may not arrive early - there is no supervision. Dismissal time will remain at 3:15 p.m.**

## Morning Drop Off Procedures

1. Have your child's backpack and necessary school items prepared so that drop off can proceed quickly.
2. When entering the school driveway, pull up to the **drop off zone** marked by orange cones.
3. For the safety of your child, have your **child exit the car on the passenger's side** as quickly as possible. **Do not let your child out of the car unless it is in the drop off zone.** Please wait patiently as the children exit the cars ahead of you and do not pass cars that you are behind.
4. Proceed around the U driveway to exit the school ground. **Do not drive through the parking lot** as some parents and students will be walking to the building.

If you need to see your child into the building, please park in the parking lot in an assigned space. Do not park behind other cars, blocking them from getting out. You must accompany your child across the driveway and onto the sidewalk as cars will be pulling up to drop off their children. Students are not allowed to cross the driveway alone. Please use crosswalks and obey the direction of the safety patrol member as we are trying to teach the students safe walking/crossing procedures.

In the event the parking lot is full, you may park along the grass. If doing so, you are asked to walk along the grass, with your child, to the black top area. Do not cross the driveway. Cars will be exiting from the drop off zone and parking lot.

Please do not park along the bus lane, across the bus lane or in the back of the school. The buses need to drive through and turn around to drop off the children. The buses cannot get through if cars are parked blocking the street.

Please do not park your cars and leave them unattended in front of the building. The front of the school along the yellow curb is a fire lane and is marked with no parking signs. Unattended cars are subject to tickets from the police.

### Inclement Weather Drop-Off

- Please check the sign posted in the office window if it is an IN day.
- Students will line up in the gymnasium on rainy days.
- If your child is a walker or you are walking your child from the parking lot to the school, you may leave your child at the front door. There will be a student at the main entrance to direct your child to the gym if they should need assistance.
- All students that are being dropped off in the drop off zone will enter through the back doors and walk through the school to the gym. Do not drop your child off in front of the main entrance as this blocks the flow of traffic.

All parents driving their child to school are asked to use the drop off zone. This helps maintain a safe and efficient morning drop off.

## NORTHVAIL SCHOOL DISMISSAL PROCEDURES

Students are dismissed at 3:15 P.M. on Full Days and at 12:45 P.M. on One-Session/Early Dismissal Days. In the case of an unscheduled early dismissal due to inclement weather or other emergency, parents will be notified of the time of dismissal by way of the PTA phone chain. Information will also be posted on the district's website, [www.pthsd.k12.nj.us](http://www.pthsd.k12.nj.us).

Bus students will assemble in their respective bus lines in the All Purpose Room and will be escorted by a teacher to their bus upon its arrival.

Walkers in grades **K - 1** will be dismissed from the primary wing back door and will be individually released by the teacher and/or aide directly to a parent or parent designee (as set forth in writing by the parent), who may then escort the child home either on foot or by car.

Walkers in grades **2 - 5** will be dismissed from the primary and intermediate wing doors and will be released by their teachers as a group to either walk home on their own or wait for a parent or designee at the cone with the red flag.

Students who have been authorized to walk home unescorted, will be instructed to walk home directly.

Students who have not been authorized to walk home unescorted will be instructed to wait for their parents (or designee) at the cone with the red flag after 3:15 P.M. that will be on the playground blacktop. A staff member will supervise students and bring any students remaining at the red flag to the main office at 3:25PM. Please do not enter the building to meet your child at dismissal unless you do not see your child at the designated meeting area, in which case you should proceed to the main office.

If you plan to escort your child home by car, please adhere to the following procedures:

### Afternoon Dismissal Procedures

#### Grades K-5

- Park in the parking lot or side street and proceed to the blacktop by the playground to pick up the student.
- Walkers will be dismissed only from the back doors of the building.
- Please accompany your child to your car.
- Children will not be permitted to meet you in the parking lot.

#### Grades 3, 4, 5 (without getting out of your car)

- Please pull your car along the sidewalk in the front of the building and remain waiting in your car.
- Be sure your child knows where you plan to pick them up at dismissal.
- After your child is safely in your car and seat belted in, you may exit by proceeding around the U driveway. Please do not drive through the parking lot.

**Please remember: No car should be left unattended in a fire zone or parked behind other cars in the parking lot, preventing them from exiting the school grounds.**

Any students who have not been picked up by 3:25 PM will be brought to the Main Office. Those picking up after 3:25 PM will have to report to the Main Office and sign their child out.

**Before School Student Expectations:** The school day begins at 8:45 am. When students arrive at the start of the school day, they will:

1. respect and obey teachers and aides.
2. behave properly (no pushing, shoving, fighting, etc.).
3. line up in designated area on the blacktop.
4. stay outside until given permission to enter.
5. walk into the school quietly.

**Students should not arrive at school before 8:35 a.m., for there is no supervision for them.** Please allow yourself enough time to get the children to school by 8:40. Children who arrive after 8:45 will be considered **tardy** and must report to the main office for a late slip.

**It is the parent's responsibility to make sure your child is at school by 8:45 am. Tardiness affects your child's ability to follow established classroom routines and interrupts morning procedures.**

**After School Student Expectations:** The school day ends at 3:15 pm. When students leave at the end of the school day, they will:

1. respect and obey teachers and aides.
2. behave properly (no pushing, shoving, fighting, etc.).
3. walk quietly through the hallways until they are outside.
4. leave the building through designated doors once dismissed.
5. meet their parents, siblings, and friends at a predetermined meeting area.
6. not re-enter the school building unless they have not met the person whom meets them to walk home.

**It is the parents' responsibility to supervise their child if they are playing on the playground/school grounds after students are dismissed.**

## **LUNCH AND RECESS PROCEDURES**

Children who go home for lunch will be dismissed from the office at 12 noon and **should not** return until 1:00 p.m.

The atmosphere during lunch sets the tone for the afternoon learning activities.

NOONTIME - LUNCH: The children will:

1. respect and obey aides and teachers.
2. be kind to fellow schoolmates.
3. chew with mouth closed.
4. talk in a conversational tone.
5. keep hands and feet to themselves.
6. refrain from playing with/throwing food.
7. clean area and dispose of garbage properly.
8. remain seated until excused.

OUT DAY - RECESS: The children will:

1. play in designated areas.
2. play safely and cooperatively (no fighting, pushing, shoving, etc.).
3. practice good sportsmanship.
4. stay outside until given permission to enter the school.
5. line up in designated areas and enter when told.

IN DAY - RECESS: The children will:

1. follow posted classroom rules.
2. remain in own classroom.
3. play safely and cooperatively (no fighting, pushing, shoving, etc..).
4. clean up materials, games, etc.

**Children who do not follow the set rules will be warned and appropriately disciplined. Consequences for inappropriate behavior may include: loss of recess and/or loss of the privilege of eating lunch with classmates, assignment to a detention room, parent conference/notification, or referral to the principal.**

### **PEACEMAKERS**

At Northvail, we are privileged to have a peer mediation program, supported by the PTA and monitored by our school counselor, Mr. Breiten. 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 six 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. Mr. Breiten 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 Northvail, 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.

### **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 site 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.

# *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 9-10



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

## NJ STATE REPORT CARD ACCESS INSTRUCTIONS

To view the New Jersey School Report Cards  
Go to our website [www.pthsd.k12.nj.us](http://www.pthsd.k12.nj.us)

Click on **OUR SCHOOLS**

And then on **NJ State Dept. of Education School Report Cards**

## 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 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. To report your child's absence, call: 263-7070 and at the prompt, press #1.

## VISITING THE SCHOOL – REPORT TO THE OFFICE FIRST

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. All visitors and volunteers 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. Please do not go directly to classrooms. If you have an item you wish to give your child, please do not interrupt the classrooms, we will be happy to have the item delivered. Be sure to put your child's name and grade on the article.

## 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

Please keep the school apprised of legal situations regarding custody and or contact as it relates to your child. For the safety and protection of your child, the school needs to have copies of all current court documents, including restraining orders, pertaining to the custody of your child.

### 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. Furthermore, one cupcake or doughnut is permitted per child and "goodie bags" are unacceptable.

### 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, you must give your written permission in a note brought to the teacher on the morning of the dismissal day. The note needs to indicate who will pick up the child. The teacher, in turn, will advise the office. **YOU OR YOUR DESIGNEE MUST COME TO THE OFFICE TO SIGN OUT AND PICK UP YOUR CHILD. CHILDREN ARE NOT RELEASED FROM THEIR ROOMS, SO PLEASE DO NOT GO TO THE CLASSROOMS TO PICK UP YOUR CHILD. THE OFFICE WILL CALL FOR YOUR CHILD AND YOUR CHILD WILL MEET YOU IN THE MAIN OFFICE.**

## 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 stations:

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

An announcement will also be posted on the District Web Site <http://www.pthsd.k12.nj.us>.

2. **Delayed openings:**

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

### Schedule for Grades K - 5:

Eastlake, , Knollwood, Lk. Parsippany, Northvail - 10:45 AM - 3:15 PM

Littleton, Intervale - 10:50 AM - 3:20 PM

Lake Hiawatha, Mount Tabor, Rockaway Meadow, Troy Hills - 10:55 AM - 3:25 PM

Please understand that staff members also arrive two 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 schools early, phone calls will be made to elementary parents by only the PTA Phone Squad. **Parents are responsible for providing homeroom parents and the school with updated home 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.**

### PTA PHONE CHAIN

The phone chain is a courtesy service sponsored by the PTA. Phone calls will be made to Northvail's parents through the PTA phone squad ***ONLY*** if you return your phone squad information form to the PTA.

## **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).

## **SCHOOL EVACUATION**

In the event that the school needs to be evacuated and the students relocated to another location, students from Northvail School will be transported to Parsippany High School.

## **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:**

1. Attending school daily and on time.
2. Being prepared for each class with appropriate materials and assignments.
3. Being properly bathed and dressed.
4. Exhibiting respect towards others.
5. Conducting themselves in a responsible manner.
6. 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 tardies and absences to the school office.
4. Participate in meaningful student-teacher-parent conferences to discuss the child's progress and welfare as well as make goals for future marking periods.
5. Keep informed and follow all school policies. These policies were created to maintain an orderly, respectful and safe environment for all students, staff and parents.
6. Participate in school-related organizations, such as PTA functions, library volunteers, etc.
7. Be sure that the child is bathed and properly dressed for school and school-related activities.
8. Discuss progress reports and school assignments with their child.
9. Maintain a structured home environment that helps ensure the students academic success and overall well-being (social, emotional and physical).. Encourage and help the child to develop proper study habits at home.
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 and teachers by following the proper chain of command (contacting teacher before contacting the administration)..



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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.)



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

AS A STUDENT AT ROCKAWAY MEADOW SCHOOL:

- I SHOW RESPECT FOR MYSELF.
- I SHOW RESPECT FOR OTHERS.
- I SHOW RESPECT FOR MY SCHOOL.

HERE ARE SOME WAYS I WILL KNOW I AM SHOWING RESPECT FOR MYSELF.

- 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.

## STUDENT BEHAVIOR/DISCIPLINE

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. Harrassment, intimidation, and bullying are not tolerated in our schools. Our school district's policy is available for review on the PTHSD web site. 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.

Consequences due to inappropriate behavior shall include: verbal correction, time-out, temporary confiscation of items that disrupt the educational process, parent-teacher conferences, sending the student to the office, detention, withdrawal of privileges ( including participation in extra-curricular activities), suspension, counseling by teachers, special services or administrative personnel, referral to the Child Study Team and/or probation removal to an alternative education program.

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 monitor their own behavior and become responsible citizens in society.

## 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, music listening devices (i.e. I-pods, mp3' s, etc.) or other equipment. Cell phones should remain in backpacks and be turned off at all times during school hours. Sports equipment (e.g., baseball bats, roller blades) 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. No weapons of any kind, real or facsimile, are permitted onto school property at any time.

## SCHOOL BUS PROCEDURES

Bus procedures do not allow for students to ride busses other than their assigned bus. However, if an emergency occurs and a change of bus route is temporarily needed, a parent may send a note requesting the change to the school office. The office will notify the transportation department. Unless approval is given by the transportation department, students may not switch busses. Please do not give notes to the bus drivers.

The school bus driver is responsible for discipline on the school bus. In order to ensure that your children enjoy 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 should 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:

1. Arrive at the stop several minutes early.
2. Wait in a safe place, clear of traffic and not on anyone's lawn.
3. Refrain from any type of "horseplay": chasing games, snatching hats, throwing ANYTHING.
4. Approach the bus after it has stopped and board it in an orderly manner.  
Do not race other children to be first.
5. Using profane and obscene language is forbidden.

On the bus:

1. When you enter the bus, go directly to a seat.
2. Remain seated and facing forward at all times while the bus is moving.  
Sit with feet under the seat, not in the aisle.
3. Keep your hands to yourself. Do not hit, push or pull at anyone or his/her clothing.
4. 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 other traffic. No profanity!

5. Do not allow large objects, such as musical instruments or athletic equipment, to block the aisles or emergency exits.
6. Throw nothing in the bus or out of the bus.
7. Do not extend your hands, elbows or head through the windows.
8. Obey your driver's directions immediately.

#### Getting off the bus:

1. Do not stand until the bus has completely stopped.
2. Exit from your seats in turn, beginning with the front seats and progressing to the rear seats.
3. Do not push or shove anyone.
4. If you must cross the street upon boarding or leaving the bus, wait at least five giant steps back from the street until the driver signals that it is safe.
5. Go directly home or where directed by your parents.
6. Throw nothing at anyone on the way.
7. 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 a small child close to the body of the bus.)
8. Be careful that no part of your clothing or belongings hangs loose as you exit the bus to avoid being caught as the bus door closes.

#### Kindergarten Bus Procedures:

- An adult or older sibling must meet the student at the bus stop.
- 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.
- The kindergarten teachers will attach a yellow ribbon to the outside of each students' book bag to enable the bus driver to identify him/her as a kindergartner. This ribbon must remain on the child's book bag throughout the school year.
- Kindergarten students will sit in the front of the bus unless there is a written parent request for the student to sit with an older sibling.

## SAFETY

Please discuss these safety and courtesy rules with your youngster:

1. Children should cross only at crosswalks.
2. Children should never speak to strangers. The PTA town-wide has requested that we share with families 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.
3. Students must be at least in grade 3 to ride a bike to school. Children who ride a bicycle to or from school must have a permission form signed by their parent on file in the school office.
4. All bikers should provide their own locks.
5. Bikers should ride single file on driveways or sidewalks, not lawns, and watch for pedestrians.
6. According to state law, every biker under age 17 **MUST** wear a helmet.
7. 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 in the school. 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 Northvail, the children will:

- Enter the room quietly following the teacher;
- Follow teacher direction 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

When students take school related 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 on trips are under the supervision of the teacher and chaperone and are expected to conduct themselves properly.
4. A student who fails to demonstrate appropriate behavior may lose the privilege of taking such trips and may be subject to other 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 for each of his or her classes. Daily assignments and classroom participation are strong considerations in the evaluation of the student's individual and academic growth.

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.

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, as per Board policy, the only parent initiated excusable absences for elementary students shall be:

1. Illness (Parent note required)
2. Medical treatment (Doctor/dentist note required)
3. 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).

### ABSENCES

If your child is going to be absent, please notify the school nurse. You may speak with the nurse after 8:35 a.m. We have voice mail to take your calls at other times. Requests for homework may be left as well.

**SCHOOL NURSE: 973-263- 7070 At the prompt, enter #2**

## HOMEWORK 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 youngster when calling the Child Safe Tape in the morning. Please indicate on the tape who will be picking up the homework, e.g., sibling, other student, parent or other adult. If another student is to pick up the homework, please make arrangements with that student beforehand.

Homework will be available in the office anytime after 3:15 PM.

## HOMEWORK 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 which reflects well on themselves, their parents, their school and the community. Inappropriate attire is not permitted to be worn to school.

Bare midriffs, halter tops, spaghetti straps, cut-off T-shirts, short shorts and T-shirts/pants/shorts with inappropriate messages in inappropriate places.

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/sneakers with wheels are not safe for the school environment.

In the event school personnel has determined that the child's clothing and/or footwear is inappropriate, you will be called and asked to bring appropriate attire to the school for your child to change into. Please take the time to help your child make the appropriate decision when dressing for school.

Thank you in advance for your cooperation in helping to maintain an environment of academic and mutual respect.

# Parsippany-Troy Hills Township Schools

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Jeffrey P. Martens, Principal

Northvail Elementary School  
10 Eileen Court  
Parsippany, New Jersey 07054  
(973) 263-7070  
Fax (973) 316-1086

## SPECIAL SERVICES DEPARTMENT

The Department of Special Services provides support services to students residing in Parsippany. Besides special education programs, the needs of students are addressed through related services, homebound instruction and parent groups. Child Find activities are encouraged and additional information is available by contacting the office of Special Services.

### Education Programs

Special education programs are available to those students who have been identified, evaluated and found eligible for special education and related services by the Child Study Team.

Preschool education is provided, ages three and four, for students found eligible by the Child Study Team. The program offers instruction in a structured and caring environment. The preschool program uses The Creative Curriculum which is aligned to the New Jersey Preschool Teaching and Learning Expectation. A teacher and an aide staff the program. Related services are also provided. The district also accepts general education students who are residents of Parsippany-Troy Hills on a tuition basis.

Additional special education programs are available throughout the district. These programs include self-contained classes for educationally disabled students. All academic work is individualized and tailored to meet the performance and ability levels of these students. Inclusion into age appropriate academic and non-academic classes is ongoing and initiated in accordance with each student's Individualized Education Plan.

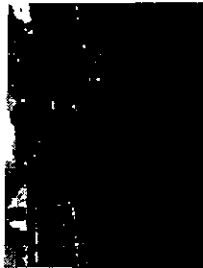
Resource programs are offered in every school in the district. The resource program offers the option of replacement and/or support using pull-out or in-class programs. Students involved in this program receive instruction in the subject areas indicated in their Individualized Education Plans.

### Related Services

Certified speech and language specialists evaluate students to determine if they are eligible for speech services. If a student qualifies for the program, the parent is consulted and an Individualized Education Plan is developed for the child. Occupational and physical therapy needs are evaluated by qualified personnel who deliver the required services in the classroom or in a separate setting.

The district also has a teacher of the hearing impaired who delivers services to students with auditory dysfunction. In addition, the district employs behaviorists who provide support for students and consultation to staff members.

## Parsippany-Troy Hills Preschool Program



Do you want your child to...

get along with others?

succeed in school?

read well?

solve math problems?

be creative?

develop physical skills?

be self-confident?

be courteous?

enjoy learning?

make decisions?

communicate well?



## REGISTRATION AND PAYMENT PACE OFFICE 577 VAIL ROAD PARSIPPANY, NEW JERSEY 07054

Tel. 973-263-7180 ext. 3021 or ext. 4342  
Fax: 973-263-7121

Visit the district website:

[www.ptbsd.k12.nj.us](http://www.ptbsd.k12.nj.us) for more information  
and a registration form. You can also obtain  
a registration form at the PACE office.

## PARSIPPANY- TROY HILLS PRESCHOOL PROGRAM

Ensilake School  
Mark Gray, Principal  
40 Eba Road  
Parsippany, NJ  
07054

Tel: 973-428-7583  
ext. 1101



Lake Hiawatha  
School  
Tom Nolan, Principal  
1 Lincoln Avenue  
Lake Hiawatha, NJ

Tel. 973-263-4344  
ext. 1401

## The Creative Curriculum

Aligned with the New Jersey Preschool Teaching and Learning Expectations

- Who?**  
Children 3-5 years old
- Where?**  
Lake Hiawatha School  
Eastlake School
- Sessions?**  
9:00-11:30  
Or  
12:30-3:00
- Start date?**  
September 10, 2009
- Tuition?**  
\$300. per month for 5 sessions per week. \$180. per month for 3 sessions (M,W,F) per week.
- Requirements?**  
Passaic County resident  
Toilet trained  
Completed application  
Physical examination form  
All mandated immunizations
- Immunizations?**  
4 doses of DTaP  
3 doses of Polio  
1 dose of MMR (Measles, Mumps, Rubella)  
Hib  
Varicella  
Pneumococcal
- Yearly influenza vaccine**
- Transportation?**  
Parents must transport

- BLOCKS
- DRAMATIC PLAY
- TOYS AND GAMES
- ART
- LIBRARY
- DISCOVERY
- SAND AND WATER
- MUSIC AND MOVEMENT
- COOKING
- COMPUTERS



The Parsippany-Troy Hills Preschool program uses The Creative Curriculum for Preschool.

This research based program includes goals and objectives that target social and emotional, physical, cognitive, and language development. For more information about this curriculum you can access their website:

[www.TeachingStrategies.com](http://www.TeachingStrategies.com)

If you are interested in this preschool program, please visit the district website:

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

Click on the preschool program and click on registration for the 2009-10 school year or you can call the PACE Office. School closings due to weather or emergency will be posted on the district website. In the event of a delayed opening, the morning session will run from 10:50 to 12:50.

**More questions?** Contact the Department of Special Services  
Mary Rose Scalo  
Director of Special Services  
299 Parsippany Road  
Parsippany, New Jersey 07054  
973-263-7200 ext 7215

**Registration and Payment**  
PACE Office  
577 Vail Road  
Parsippany, New Jersey  
Tel: 973-263-7180 ext. 4342  
Fax: 973-263-7121

## PUPIL SUPPORT SERVICES

### GUIDANCE:

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

A guidance counselor is assigned to each elementary school and can be reached by calling the school's main office. 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, 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.

### Intervention & Resource Services:

The Intervention & Resource Services Committee is made up of a group of four to six staff members which 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.

Should further interventions and techniques be deemed necessary, the student may be referred to the Child Study Team.

## 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.

## NO-SMOKING POLICY

Smoking and use of tobacco products is prohibited in school buildings at all times and on school property during the instructional day.

### 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:

Mrs. Suzanne Olimpio, 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

Mrs. Ruth Anne Estler, Interim Director of Curriculum:  
School and Classroom Practices

## *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 2011

Dear Parents/Guardians,

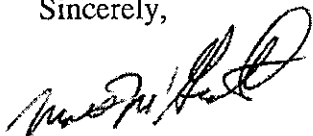
The members of the Parsippany-Troy Hills Township community of schools share a common purpose. Teachers, administrators and support staff join with each of you to provide the best public education possible for over seven thousand boys and girls. We are committed to insure a safe, harassment free learning 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

# *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 2011

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.

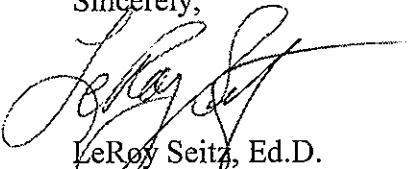
A survey that concerns any of these points is called a “protected information survey.”

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

msw/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 2011

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.

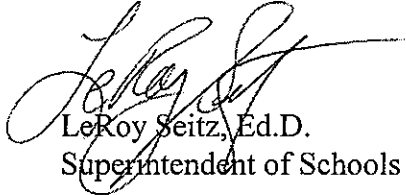
A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

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 Letter11-12

## 2011-2012 NORTHVAIL STAFF

PRINCIPAL	Mr. Jeffrey P. Martens	
SECRETARY	Mrs. Valerie Steward	
NURSE	Mrs. Jane Murawski	
GUIDANCE	Mr. Richard Breiten	
<b>TEACHER</b>	<b>GRADE</b>	<b>ROOM NO.</b>
Miss Lena Orsini	KDG	17
Mrs. Jamie Vento	KDG	09
Mrs. Jenelle Garcia	1	02
Mrs. Nicole Tangorra	1	03
Ms. Jamie Weber	1	01
Miss Laura Centurrino	2	04
Mrs. Tara DeGeorge	2	05
Mrs. Marybeth Delli Santi	2	10
Mrs. Luann Sensale	2	07
Mr. Eugene Behme	3	06
Mrs. Laura Diggle	3	11
Mrs. Lauren Hackett	3	12
Mrs. Maryann Masucci	4	20
Mrs. Karen McDougall	4	18
Mrs. Kathy Serrao	4	19
Ms. Lindsey Fisher	5	21
Mrs. Joy Paterno	5	22
Miss Donna Leigh Wrightson	5	14
Mrs. Ann Marie Carrasca	ILD	08
Ms. Nancy Mulcahy	PLD	15

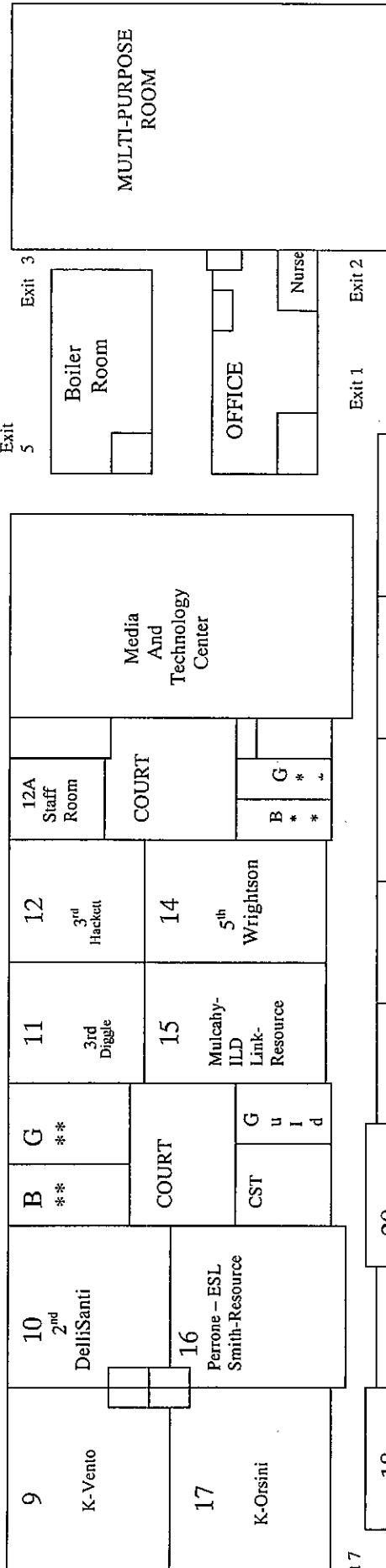
## 2011-2012 NORTHVAIL STAFF

<u>SPECIALISTS</u>		
Mrs. Cheryl Grummer	RESOURCE-AM	08
Mrs. Lorraine Esposito	READING	23
Mrs. Tracey Hedden	BASIC SKILLS INSTRUCTION	23
Ms. Meghan Smith	RESOURCE	16
Mrs. Connie Marchese	MEDIA SPECIALIST	
Mrs. Agnes Hogan	MEDIA SECRETARY	
Mrs. Ellen Petillo	COMPUTER TECHNOLOGIST	
Mr. John Hromoko	PHYS ED.	GYM
Mr. Richard DeCicco	INSTRUMENTAL/VOCAL MUSIC	25
Mr. James Caulfield	VOCAL MUSIC	25
Ms. Eileen Gerardino	VOCAL- Fri. only	25
Mrs. Julie Perrone	ESL	16
Miss Christine Link	RESOURCE – A.M.	15
Mrs. Judy Elzer	GRO	24
Ms. Susan Lipere	ART	24
Mr. Walter Bleuler	SOCIAL WORKER	CST
Ms. Susan Finchler	PSYCHOLOGIST	CST
Ms. Jacqueline Nadler	LDTC	CST
Ms. Megan Breedlove	SPEECH	CST
Mrs. Pamela Chen	KDG. AIDE	17
Mrs. Patricia Delcore	KDG. AIDE	09
<u>CUSTODIANS</u>		
Mr. Calvin Bell		
Mr. Omar Serna		

# NORTHVAIL SCHOOL 2011-2012

1	1 <sup>ST</sup> Weber	2	1 <sup>st</sup> Garcia	3	1 <sup>st</sup> Tangorra	4	2 <sup>nd</sup> Centurrino	5	2 <sup>nd</sup> DeGeorge	6	3 <sup>rd</sup> Behme	7	2 <sup>nd</sup> Sensale	8	Carrasca-PLD Grummer- Resource
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Exit 6



Exit 7