**“INTERVALE EAGLES”**

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**District policies and procedures can be found on the Parsippany-Troy Hills Township School District website.**
SUPERINTENDENT’S MESSAGE

Parsippany-Troy Hills Township Schools

Barbara Sargent, Ed.D.
Superintendent of Schools
superintendent@phsd.k12.nj.us

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

August 2019

Dear Families:

On behalf of the Board of Education, our administrators, teachers and support staff, we welcome you to the 2019-20 school year.

I am excited to share some new elements to the school program with you, each of which is connected to our district’s Strategic Plan.

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT
STRATEGIC PLAN

- Our district will create an innovative and rigorous educational experience in a borderless learning community that produces creative students who are problem-solvers and self-directed individuals.
- All students will receive social and emotional support to become adaptable, confident citizens who embody self-awareness and strong interpersonal skills, capable of responsible decision-making and managing their emotions and behaviors.
- Our community of adult learners will be fully engaged in professional growth experiences which enable them to continuously hone their craft and maximize student achievement.

Both high schools will operate on a rotating modified block schedule with a single Unit Lunch that allows all students to eat together and engage in various club meetings and social opportunities when they wish. Principals Dr. Mulrooney and Dr. Thompson will communicate more information about this to parents and students in advance of Opening Day. Our school leaders and teachers have devoted many years in studying and planning for this new schedule and it is exciting to be ready to implement this in September.

At the middle school level, students will enjoy some new elective classes, an enriched Language Arts curriculum, and (for 6th graders) a full year of World Language study.

Elementary students will participate in a research-based program that promotes social and emotional learning strategies. The Sanford Harmony program is designed to cultivate healthy relationships between children by implementing specialized teaching strategies to help children develop into compassionate and caring adults.

We are very excited about a new Strings Program beginning in 3rd grade this year. More than a hundred students across all ten elementary schools have signed up for instruction in violin, viola, or cello.

We welcome your partnership and invite you to work collaboratively with your child’s teacher and establish and maintain open communications between your home and our school. Together we can achieve the strategic goals of the Parsippany-Troy Hills Township School District and provide your child with an exemplary education.

Here’s to a successful and positive school year!

Respectfully,

Barbara Sargent, Ed.D.
Superintendent of Schools

Education Today, Success Tomorrow
Dear Parents,

Welcome to Intervale Elementary School!

This handbook has been prepared to provide you with a valuable resource. Familiarizing yourself with the information it contains will give you an understanding of the school, building and district policies and procedures, as well as our activities and services. We hope that you will also take the time to review appropriate information with your children.

If you have concerns or questions regarding the contents of this handbook, please do not hesitate to contact the school.

Sincerely,

Christopher Waack
Principal
Intervale Elementary School
MISSION STATEMENT

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

The mission of the Parsippany-Troy Hills Township School District, in partnership with families and the greater community, is to challenge and nurture all students academically and to develop confident learners who are compassionate, generous, appreciative, and invested in their diverse world. This will be accomplished through innovative opportunities that inspire life-long learning, critical thinking and problem solving, creative exploration, and the democratic collaboration among students and staff.

Date Adopted: 12/15/16
BOARD OF EDUCATION

Mr. Frank Neglia – President
Mrs. Alison Cogan – Vice-President
Mr. Timothy Bertoas
Mr. Andrew Choffo
Mr. Joseph Cistaro
Mr. Matthew DeVitto
Mrs. Susy Goldner
Mrs. Judy Mayer
Mrs. Deborah Orme

ADMINISTRATION

Dr. Barbara Sargent, Superintendent
Dr. Tali Axelrod, Assistant Superintendent for Curriculum and Instruction
Dr. Robert Sutter, Assistant Superintendent of Human Resources
Mrs. Robin Tedesco, Business Administrator/Board Secretary
Mrs. Joni Bernos, Chief of Staff/Public Information Officer
Dr. Nancy Gigante, Director of Planning, Research, and Evaluation – Academic & Technology Operations

Coordinating Program Supervisors

Mrs. Annamarie Altomonte, K-5 STEAM – Math/Science/BSI/GRO
Mr. Juan Cruz, 6-12 Social Studies
Mrs. Kelly Curtiss, 6-12 Mathematics/Business
Mr. Michael DiSanto, K-12 Director of Health, PE/Art
Mrs. Deborah Huffman, ProK-5 Special Education
Mrs. Mary Kane, K-5 Humanities – K-5 LA/Reading/Media
Mrs. Vicky Santana, K-12 World Languages/ESL
Dr. Tarah Santaniello, 6-12 Special Education
Ms. Dana Sano, 6-12 Language Arts/Media
Ms. Rachel Villanueva, 6-12 Science/Industrial Arts/Family Consumer Science
Mrs. Cory Wegasa, K-12 Guidance and Medical Services

Eastlake Elementary
Mr. Sebastian Powell, Principal
Intervale Elementary
Mr. Christopher Wauck, Principal
Knollwood Elementary
Mrs. Merisa Rose, Principal
Lake Hiawatha Elementary
Mr. Steve Figuerelli, Principal
Lake Parsippany Elementary
Mr. Steven Lusehbold, Principal
Littleton Elementary
Ms. Michelle Hoffmans, Principal
Mt. Tabor Elementary
Mrs. Marlene Toomey, Principal
Northvale Elementary
Mr. Jeffrey P. Martens, Principal
Rockway Meadow Elementary
Mr. Keith Conkright, Principal
Troy Hills Elementary
Ms. Michael Nicola, Principal
Brooklawn Middle
Dr. Natalie Benz, Principal
Middlesex Middle
Mr. Richard Font, Assistant Principal
Central Middle
Mr. Mark Gray, Principal
Mr. Joseph Flanagan, Assistant Principal
Greenwood Middle
Mr. Evan Tork, Assistant Principal
Parsippany High
Dr. Denis Mohorovic, Principal
Mr. Keith Bush, Assistant Principal
Mrs. Melissa Carucci, Assistant Principal
Mr. Michael DiBernard, Assistant Principal/AD
Parsippany Hills
Dr. Matthew Thompson, Principal
Mr. Christian Keegan, Assistant Principal
Mr. Todd Ricker, Assistant Principal/AD
Ms. Carly Stout, Assistant Principal
# BOARD OF EDUCATION MEETING DATES

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

**BOARD OF EDUCATION MEETING DATES**

**REGULAR PUBLIC MEETINGS**

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
<th>Agenda Item</th>
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<tbody>
<tr>
<td>January 3, 2019</td>
<td>Dr. Frank A. Calabria Education Center - Re-Organization Meeting 292 Parsippany Road, Parsippany</td>
<td>Thursday, January 3, 2019</td>
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<td>Thursday, January 17, 2019</td>
<td>Parsippany Hills High School**</td>
<td>Thursday, January 17, 2019</td>
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<td>Thursday, February 7, 2019</td>
<td>Dr. Frank A. Calabria Education Center</td>
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<td>Thursday, February 21, 2019</td>
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<td>Thursday, March 7, 2019</td>
<td>Dr. Frank A. Calabria Education Center* - Tentative Budget Adoption</td>
<td>Thursday, March 7, 2019</td>
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<td>Thursday, March 21, 2019</td>
<td>Dr. Frank A. Calabria Education Center *</td>
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<td>Thursday, April 11, 2019</td>
<td>Dr. Frank A. Calabria Education Center *</td>
<td>Thursday, April 11, 2019</td>
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<td>Tuesday, April 23, 2019</td>
<td>Dr. Frank A. Calabria Education Center *</td>
<td>Tuesday, April 23, 2019</td>
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<tr>
<td>Thursday, May 2, 2019</td>
<td>Dr. Frank A. Calabria Education Center** Public Hearing &amp; Adoption</td>
<td>Thursday, May 2, 2019</td>
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<td>Thursday, May 9, 2019</td>
<td>Dr. Frank A. Calabria Education Center</td>
<td>Thursday, May 9, 2019</td>
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<td>Thursday, May 23, 2019</td>
<td>Parsippany High School**</td>
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<td>Thursday, June 13, 2019</td>
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<td>Thursday, June 27, 2019</td>
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<td>Thursday, July 25, 2019</td>
<td>Dr. Frank A. Calabria Education Center</td>
<td>Thursday, July 25, 2019</td>
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<td>Thursday, August 22, 2019</td>
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<td>Dr. Frank A. Calabria Education Center</td>
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<td>Dr. Frank A. Calabria Education Center</td>
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<td>Dr. Frank A. Calabria Education Center</td>
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<td>Dr. Frank A. Calabria Education Center</td>
<td>Thursday, December 19, 2019</td>
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<td>Tuesday, January 7, 2020</td>
<td>Dr. Frank A. Calabria Education Center – Re-Organization</td>
<td>Tuesday, January 7, 2020</td>
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**NOTE:** All meetings start with Closed Session 6:30 P.M., Regular Meeting 7:00 P.M.

*Budget Discussion
**Student and/or Staff Awards

**Adopted: January 3, 2019**
### DISTRICT CALENDAR

**Parsippany-Troy Hills Township Schools**  
**2019/20 School Calendar**  
Board Adopted - June 14, 2018

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<th>August 2019</th>
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<th>June 2020</th>
<th>July 2020</th>
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**Board Approved:**
- Aug 28: Teachers Report/Professional Development
- Aug 29: Teachers Report/PD Grade 6 & 9 Orientation
- Aug 30-Sep 2: Schools Closed Labor Day
- Sept 3: First Day for Students
- Sept 20: Schools Closed Rosh Hashanah
- Oct 9: Schools Closed Yom Kippur
- Nov 5: No School Students/Elementary Parent Teacher Conferences - Half Day in Elementary Grades
- Nov 27: Half Day for All - District
- Nov 28-29: Thanksgiving - Schools Closed
- Dec 23-31: Schools Closed Christmas Recess
- Jan 1: Schools Closed New Year's
- Jan 20: No School for Students/Professional Development Day for Teachers
- Feb 17: Schools Closed Presidents' Day
- Mar 4, 5, 6: Elementary Parent Teacher Conferences - Half Day in Elementary Grades
- Mar 16: One Session Day for Students/Professional Development Day for Teachers
- Apr 6-10: Schools Closed Spring Recess
- May 25: Schools Closed Memorial Day
- June 2: No School for Students/Professional Development Day for Teachers
- June 16, 17, 18: Half Day Schools for Students
- June 18: Half Day/Last Day for Students—Graduation Last Day for Teachers

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**ALL VACATION DATES ARE TENTATIVE AND SUBJECT TO CHANGE.**

Grades K-12 are scheduled for 184 days, which allows for 4snow/emergency days. If not used, they will be given as vacation days later in the school year. If there are two (2) emergency closings prior to January 2, the make-up day will be January 20. If there are three (3) emergency closings prior to February 7, the make-up day will be February 17.

If additional days are required, the calendar will be reviewed and days reinstated during spring break or later in the school year. School personnel and students will be expected to attend on contingency days.

The following are the possible teacher/student days per month:

<table>
<thead>
<tr>
<th>Teachers</th>
<th>Students</th>
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</thead>
<tbody>
<tr>
<td>August</td>
<td>2</td>
</tr>
<tr>
<td>September</td>
<td>19</td>
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<td>October</td>
<td>22</td>
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<td>November</td>
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<td>17</td>
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<td>May</td>
<td>20</td>
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<td>June</td>
<td>14</td>
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<tr>
<td>July</td>
<td>185</td>
</tr>
</tbody>
</table>

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*Note:* Snow Days = 4

---

*No School*  
*No School Students/PD Teachers*  
*Half Day Students/PD Teachers*  
*Half Day*  
*Last Day for Students/Last Day for Teachers*  
*Graduation*
SCHEDULE FOR TRIMESTERS & PROGRESS REPORT DISTRIBUTION

Parsippany - Troy Hills Township Schools

2019 – 2020 Schedule for Trimesters, Progress Report Distribution, Parent-Teacher Conferences, and Testing Dates (Elementary Schools)

TRIMESTER AND PARENT MODULE OPEN DATES

End of 1st Trimester November 27, 2019
Parent Module Open to View December 16, 2019
End of 2nd Trimester March 6, 2020
Parent Module Open to View March 20, 2020
End of 3rd Trimester June 10, 2020
Parent Module Open to View June 18, 2020

ELEMENTARY PARENT – TEACHER CONFERENCE DATES

November 22, 25, 26
March 4, 5, 6

TESTING DATES

Information to follow
PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

Parsippany High School
309 Baldwin Road
Dr. Denis Mulrooney, Principal
263-7001
Delayed Opening – 9:40/Half Day Dismissal 11:45
email – dmulrooney@ptbsd.net

Parsippany Hills High School
20 Rita Drive, Morris Plains, NJ 07950
Dr. Matthew Thompson, Principal
682-2815
Delayed Opening – 9:40/Half Day Dismissal 11:45
email - mthompson@ptbsd.net

Brooklawn Middle School
250 Beachwood Road
Dr. Natalie Betz, Principal
428-7551
Delayed Opening – 10:00/Half Day Dismissal 12:10
email - nbetz@ptbsd.net

Central Middle School
1620 Route 46 West
Mr. Mark Gray, Principal
263-7125
Delayed Opening – 10:00/Half Day Dismissal 12:10
email - mgray@ptbsd.net

Eastlake School
40 Etna Road
Mr. Sebastian Powell, Principal
428-7583
K-5
8:55 - 3:25
Delayed Opening – 10:55/Half Day Dismissal 1:00
email – spowell@ptbsd.net

Intervale School
60 Pitt Road, PO Box 52, Boonton, NJ 07005
Mr. Christopher Waack, Principal
263-7075
K-5
8:55 - 3:25
Delayed Opening – 10:55/Half Day Dismissal 1:00
email – cwaack@ptbsd.net

Knollwood School
445 Knoll Road
Lake Hiawatha, N.J. 07034
Mrs. Merisa Rosa, Principal
263-7060
K-5
8:55 - 3:25
Delayed Opening – 10:55/Half Day Dismissal 1:00
email - mrosa@ptbsd.net

Lake Hiawatha School
1 Lincoln Avenue
Lake Hiawatha, NJ 07034
Mr. Steve Figurelli, Principal
263-4344
K-5
8:55 - 3:25
Delayed Opening – 10:55/Half Day Dismissal 1:00
email - sfigurelli@ptbsd.net

Lake Parsippany School
225 Kingston Road
Mr. Steven Linzenbold, Principal
428-7572
K-5
8:55 - 3:25
Delayed Opening – 10:55/Half Day Dismissal 1:00
email - slinzenbold@ptbsd.net

Littleton School
51 Brooklawn Drive, Morris Plains, NJ 07950
Ms. Michele Hoffman, Principal
682-2847
K-5
8:55 - 3:25
Delayed Opening – 10:55/Half Day Dismissal 1:00
email - mhoffman@ptbsd.net

Mt. Tabor School
900 Park Road & Route 53
Mt. Tabor, NJ 07878
Mrs. Marlene Toomey, Principal
889-3361
K-5
8:55 - 3:25
Delayed Opening – 10:55/Half Day Dismissal 1:00
email - matoomey@ptbsd.net

Northわil School
10 Eileen Court
Mr. Jeffrey P. Martens, Principal
263-7070
K-5
8:55 - 3:25
Delayed Opening – 10:55/Half Day Dismissal 1:00
email - jmartens@ptbsd.net

Rockaway Meadow School
160 Edwards Road
Mr. Keith Cortright, Principal
263-7308
K-5
8:55 - 3:25
Delayed Opening – 10:55/Half Day Dismissal 1:00
email - k-cortright@ptbsd.net

Troy Hills School
509 S. Beverwyck Road
Mr. Michael Nicosia, Principal
428-7588
K-5
8:55 - 3:25
Delayed Opening – 10:55/Half Day Dismissal 1:00
email - mnicosia@ptbsd.net

PACE/SKIP Community Education  SKIP HOURS- Before School 7:15AM – After School until 6:00PM
Mrs. Dawn Singerline, CEC, 292 Parsippany Road  263-7200 x3021  email - dsingerline@ptbsd.net

ALL ADDRESSES PARSIPPANY, NJ 07054 UNLESS NOTED
**Bell Schedule – Intervale Elementary School**

- **8:40am** Students arrive and report to their assigned area (see Arrival Procedure)
- **8:55am** School Day Begins
- **12:05-12:35** Lunch for grades 3, 4, 5 / Recess for grades K, 1, 2
- **12:35-1:05** Lunch for grades K, 1, 2 / Recess for grades 3, 4, 5
- **3:25pm** Dismissal

**Absent or Late for School – Attendance/Child Safe Program**

It is very important that Intervale Elementary School verifies all its students arrive at school safely. With this in mind, parents must report a student absent or tardy in Genesis. If you do not have online access, please call Intervale Elementary School’s Child Safe line at (973) 263-7075 ext #1 before 8:55 am if your child will be absent or late to school for ANY reason. Teachers take attendance every morning by 9:00am. The school then verifies that we received a Genesis Attendance message or Child Safe call for any students who are marked absent. When notification has not been received, the school begins calling parents or guardians to verify the student is safe. We are aware that no method is foolproof, but feel these are precautionary measures that will give parents and school staff peace of mind.

When you report on Genesis or call the Child Safe line, please indicate your child’s first and last name (spell your child’s last name), teacher and reason for absence (specify symptoms). If your child is ill for more than one day, you must call the Child Safe line each day.

**When to Keep Your Child Home from School**

Please keep sick children home until they are recovered and fever free for at least 24 hours (fever free without the use of fever reducing medication).

Do not send your child to school if he/she:
- Has a fever of 100 degrees Fahrenheit or more in the last 24 hours
- Has diarrhea or vomiting within the last 24 hours
- Has signs of "pink eye" or conjunctivitis
- Has an excessively runny nose, sore throat, and/or cough

If your child sees a physician for an injury, you must provide the school nurse with a note from your doctor giving the OK to return to physical education class.

**Arrival**

Students should arrive at Intervale Elementary School between 8:40 and 8:55am (10:35-10:55 for Delayed Openings) and enter the building using the blacktop entrance or the main entrance. Prior to 8:40, staff members are not available to supervise the students so it is vital that they do not arrive before 8:40am. Upon arrival, students should report to their assigned area:

- Outdoor: K – 5 Blacktop
- Indoor: K – 5 All-Purpose Room
The bell will ring at 8:55am at which time students will go to class.

Students are expected to arrive at Intervale Elementary School on time and ready to start their day. Students who arrive late sometimes miss classroom instruction that can jeopardize their own learning, and interrupts the learning of the entire class. Consider bringing your child to school at 8:40am so they can line up, have time to socialize with their friends, and are ready for a great day of learning.

**DISMISSAL**
Regular dismissal time is 3:25pm. Single session day dismissal time is 1:00 pm.
- K-5 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.
- K-5 students enrolled in the Safe Kids in Parsippany “SKIP” program will report to the faculty room at dismissal time.
- All walkers will be dismissed from the blacktop exit.

**PARKING**
Please adhere to the guidelines when parking at Intervale Elementary School. Parents and visitors must park their cars in the parking lots provided. Proper parking procedures must be followed at all times. Please do not stop or park in the bus lane, double park or obstruct direct access to the main entrance of the school.

**SAFELY TRAVELING TO AND FROM SCHOOL**
Please discuss these safety and courtesy rules with your youngster:
1. Children should cross only at crosswalks.
2. Children should never speak to strangers.
3. 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.

**BICYCLES**
1. 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 and from school.
2. All bikers should provide their own locks.
3. Bikers should ride single file on driveways or sidewalks, not lawns, and watch for pedestrians.
4. According to state law, every biker under age 17 MUST wear a helmet.
5. Schools cannot take responsibility for lost or stolen bikes or helmets.

**LUNCH**
Eating in school, whether in the classroom or in the All-Purpose room, should be regarded in the same manner as your dining area at home. We expect the cooperation of every
child in maintaining self-control so that the safety, comfort, and well-being of all may be assured. Lunchtime should be a time for friendly conversation as the children enjoy their lunches.

All children will have lunch in the All-Purpose room at the specified times, supervised by noontime aides and a teacher or the principal, except on days when the room is not available. On those days, children will have lunch in their classrooms, supervised by a noontime aide.

Students are expected to keep conversations at a moderate level and remain seated during the lunch period (except for discarding lunch refuse and using the lavatory). Weather permitting, children will have recess outside.

Students are required to follow these lunch rules:
1. Speak softly.
2. Be kind and polite.
3. Follow the direction and signals of the noontime aide, teacher and principal.
4. Clean up the table and floor area before leaving the lunchroom.
5. Walking is IN – Running is OUT

Remember the 3 C’s: Courtesy, Cleanliness, Cooperation

**Medication & Management of Life Threatening Allergies in School**
When your student requires medication to be taken during school hours, *Prescription Medication* or *Over the Counter Medication*, the medication must be in the original container with a Medication Authorization completed by the physician that explains the diagnosis, time medication is to be dispensed, side effects, special instructions and grants the nurse permission to administer the medication. No school personnel other than the nurse may dispense medication. A delegate who has been trained by the nurse may dispense emergency medication such as Epinephrine or Glucagon. Please download the appropriate district policy form and return to the nurse when completed.

The following forms are completed by a PHYSICIAN ONLY
- Medication Authorization
- Self-Administration of Medication
- Food Allergy Action Plan
- Asthma Action Plan
- Seizure Action Plan

The following form is completed by PARENTS
- Parent Consent for EPINEPHRINE DELEGATE

District policy #5331 *Policy - Management of Life-Threatening Allergies* 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](#).

**Parents are required to bring all medications and medication orders to the Principal for approval.**
**BIRTHDAY OBSERVANCES**

Invitations to birthday celebrations may not be distributed during the school day unless every child in the class receives one. The Parsippany-Troy Hills Township School District is committed to providing a safe, healthy, and positive social and emotional environment for all of our students. Our district Wellness Policy outlines acceptable food choices for the school lunch program, school incentives/rewards for student accomplishments, and school fundraisers. It also promotes physical activity, as School Wellness Week, and nutritional guidelines for all food and beverages.

The following food guidelines will be implemented in all elementary schools for the 2019-2020 school year:

1. Birthdays will be acknowledged and celebrated with classroom activities and/or non-edible items only.
2. School principals will make selections from the pre-approved food menu for larger celebrations, such as those with holiday themes.

These food guidelines are designed to reduce the risk of exposure to allergen agents in our schools, promote healthy eating habits, and provide an equal opportunity for all of our students to participate in all school celebrations, activities and events.

**HOMEWORK POLICY**

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

1. Provides essential reinforcement and/or extensions 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 their scheduled time. The parent's responsibility is:

1. To provide suitable study conditions.
2. To provide 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. The individual classroom teacher determines homework practices.
**Homework Pick-Up**
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" line in the morning. Indicate on the recording the name of the person 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 2:40pm.

**Digital Backpack**
Intervale Elementary School posts all school notices, PTA flyers, and community flyers in a digital backpack. Please check the digital backpack daily to see what is happening at Intervale Elementary School and the community.

**Student Sign-Out**
At the rare times when it is necessary for your child to be released before the official end of the school day, or if a change in pick up procedures is necessary, you must send a written note to the classroom teacher or submit a note through the Genesis Parent Portal on the morning of the day explaining the change. The teacher, in turn, will advise the main office. FOR AN EARLY RELEASE, YOU OR YOUR DESIGNEE MUST COME INTO THE MAIN OFFICE TO SIGN OUT AND PICK UP YOUR CHILD.

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

**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. Please press the button and identify yourself in order to request access to the building. **Visitors must stop at the main office upon entering the school building to sign in and obtain a visitor’s pass.** If a school employee questions you while you are in the building, please understand that this practice protects your children. Your patience and cooperation are appreciated.

**Access to Genesis Parent Portal**
Parents and legal guardians have access to their child’s records, attendance, schedule, progress reports, grades and report cards through the Genesis Parent Portal. If you do not currently have access, please contact the main office to sign up.

**Transfers to Another School**
Parents and legal guardians are advised to notify the main office at least one week prior to transferring so that the appropriate papers may be prepared.
STUDENT FUNDRAISING
There will be no student door-to-door sales to raise money for school projects.

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

SCHOOLMESSENER NOTIFICATION SYSTEM
Our district is now using SchoolMessenger Notification System to provide timely communication to parents and staff members on matters such as district emergencies, school closings, and general interest activities. All registered students are automatically entered into the SchoolMessenger Notification System with their contact phone numbers and email addresses from Genesis.

In order to enhance our ability to accurately deliver that information, please create your own contact preference profile using SchoolMessenger's Contact Manager website, (https://contactme.schoolmessenger.com). The Contact Manager feature allows you to control the ways you prefer to be contacted. It also works like a mailbox, giving you a place to review messages you may have missed.

Parents are responsible for keeping their contact information (phone numbers and email address) updated in both Genesis and SchoolMessenger Contact Manager. Please remember, it is impossible for us to contact you unless we have correct information.

EMERGENCY CLOSING, DELAYED OPENING AND EVACUATION
1. Should a unique weather situation or other emergency condition cause the Superintendent to make a decision to cancel schools, delay the opening of schools by 2 hours, dismiss schools early, or evacuate schools, parents will be notified by telephone, text message and/or email based on the contact information the parent provided in the Genesis Parent Portal (https://parents.pthsd.k12.nj.us/genesis/parents?gohome=true). Parents are responsible for keeping their contact information (phone numbers and email address) updated in both Genesis and SchoolMessenger Contact Manager. Please remember, it is impossible for us to contact you unless we have correct information.

2. 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 posted on the district website (http://www.pthsd.k12.nj.us) and will be announced by the following television stations:
   News 12 New Jersey
   Channel 4 NBC
   Channel 7 ABC
3. **Delayed Openings:** Delayed openings result in school starting 2 hours later than the regularly scheduled time for grades K-5 (10:55am). Bus students should arrive at their bus stop 2 hours after their regularly scheduled pick up time. Please understand that our staff also arrives 2 hours later. **Students may not arrive earlier than 10:40am as there will be no staff available to ensure their safety.** Your cooperation is appreciated.

4. **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, parents will be notified by telephone, text message and/or email (see #1 above). 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 when arrival at school is delayed.

5. **SKIP (Safe Kids in Parsippany) & PACE (Parsippany Adult Community Education):**
   a. In the event school is closed due to inclement weather, all SKIP (AM & PM) and PACE programs will be canceled.
   b. Delayed openings will cancel the morning SKIP program and PM PACE programs.
   c. Emergency closings requiring early dismissal, both the PM SKIP and PM PACE programs will be canceled.

6. **School Evacuation:** In the event that the school needs to be evacuated, students from Intervale Elementary School will report to Parsippany Hills High School.
Closings are announced through **SchoolMessenger**

You will be notified via your home phone number.

Our district uses the SchoolMessenger Notification System to provide timely communication to parents and staff members on matters such as district emergencies and general interest activities. **All registered students are automatically entered in SchoolMessenger with their Genesis listed phone number and email address.** In order to enhance our ability to accurately deliver that information, you can update your own contact preference profile by creating an account at [https://go.schoolmessenger.com](https://go.schoolmessenger.com) using the email address that is listed under contacts in Genesis. This allows you to control the ways in which you prefer to be contacted. It also works like a mailbox, giving you a place to review messages you may have missed.

**IN CASE OF A DELAYED OPENING, SCHOOLS WILL BEGIN 2 hours LATER THAN USUAL**

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

**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
- Channel 7 ABC
When you receive a message from SchoolMessenger

1. **DO NOT CALL YOUR CHILD'S SCHOOL**

2. **LISTEN TO THE MESSAGE** Don't hang up. If you pick up the voice mail at a later date, listen to the entire message. Do not call the school or the District office. If it is an emergency notification, it will include instructions if they are needed.

3. To ensure that all families know when school has been cancelled or delayed, Parsippany-Troy Hills Township School District will place a call to all parents via School Messenger beginning at 5:30 a.m. on those days. If you need to know whether school has been cancelled or delayed before you get a call, the information will be posted on the website www.pthsd.k12.nj.us. The calls are made early so that staff/students at the high schools, which may begin class early, have enough time to get to school.

4. If you created a Contact Manager account you can go to your account and replay the message.

5. In Contact Manager you can also make sure that you have an email address listed for your student so that you can read the message.

6. Check that you have the proper notifications checked in Contact Manager for all message types. If a General announcement goes out and you have only checked getting notifications for Emergency, you will not receive the General message.

7. **If your home phone number has changed, contact your school’s secretary immediately.**

August 2019
### SCHEDULED EARLY DISMISSAL DATES

**PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS**

**2019 - 2020 ELEMENTARY SCHEDULED EARLY DISMISSALS**

Below you will find the scheduled Early Dismissals/Half Days for all elementary schools. Please note: Inclement weather or emergency situations can cause Unscheduled Early Dismissals/Half-Days. The hours for Early Dismissal school days are 8:55 AM - 1:00 PM.

<table>
<thead>
<tr>
<th>September</th>
<th>February</th>
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<tbody>
<tr>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td><strong>October</strong></td>
<td><strong>March</strong></td>
</tr>
</tbody>
</table>
| None      | Wednesday, March 4  
|           | Thursday, March 5  
|           | Friday, March 6  
|           | Monday, March 16  |
| **November** | **April** |
| Friday, November 22  
| Monday, November 25  
| Tuesday, November 26  
| Wednesday, November 27 | None |
| **December** | **May** |
| None      | None     |
| **January** | **June** |
| None      | Tuesday, June 16  
|           | Wednesday, June 17  
|           | Thursday, June 18  |

### 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 973-263-7200 (ext. 7216).
**SKIP (Safe Kids In Parsippany) PROGRAM**

The SKIP (Safe Kids In Parsippany) PROGRAM provides quality care for your child before school and/or after school in a safe and nurturing environment. Children must be enrolled in the Parsippany-Troy Hills School District to participate in this program. For more information, for fee structure, or to register a child, please call the PACE (Parsippany Adult & Community Education) offices at 973-263-7200 (ext. 4342).

**After School Program**
- Beginning 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.

**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 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. Maintaining good personal hygiene.
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/OR 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’s Child Safe line.
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.
9. Be sure that the child is properly dressed for school and school-related activities.
10. Discuss progress reports and school assignments with their child.
11. Bring to the attention of school authorities any learning problems or conditions that may relate to the child's education.
12. Maintain up-to-date home, work and emergency telephone numbers and other pertinent information so that information is readily available in the office.
13. Work together with school administrators, teachers and aides.

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 our diligence in our supervision of your child’s computer activities. At the same time, it is imperative that your child clearly understands 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 website. 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 School District reserves the right to review and update the policies and practices as the need arises.
PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

Elementary School Behavior Goals

"SOS"

As a Student at Intervalle Elementary 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**

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. Harassment, intimidation, and bullying are not tolerated in our schools. Our school district’s policy is available for review on the PTHSD website. 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 the 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.

**DRESS CODE**

Students are expected to dress at all times in a way that reflects well on themselves, their parents, their school and the community. Inappropriate attire should not be worn to school. Bare midriffs, 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 are not safe for school environment. We appreciate your judgment and cooperation in helping to maintain an environment of academic and mutual respect.

**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, cell phones, 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 PROCEDURE

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. School bus 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 or will they be able to take a friend's bus home. 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 neighborhood lawns.
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 obscene language is forbidden.

On the bus:
1. When you enter the bus, go directly to a seat and fasten your seatbelt.
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 traffic sounds. No profanity!
5. Do not allow large objects, such as musical instruments or athletic equipment, to block the aisles or emergency exits.
6. Do not throw anything in the bus or out of the bus windows.
7. Do not extend your hands, elbows or head through the windows.
8. Obey your driver's directions immediately.
9. Damage to seats, etc., must be paid for by the offender's parents.
10. 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. A designated adult must meet kindergarten children at the bus stop.
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 Procedure**
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. 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.
4. Kindergarten students will have a yellow ribbon and a nametag with their bus number on their backpacks to identify them. Please DO NOT remove.

**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 GUIDELINES
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 excusable absences for elementary students shall be: State Approved Religious Holidays (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 an extended unexcused absence (more than two days at a time).

An unexcused absence of ten consecutive days or more shall result in the child being dropped from the register. The child must be re-enrolled when returning to the school.

***Please refer to the Parsippany-Troy Hills Township School District Policies/Regulations for more information.
**PUPIL SUPPORT SERVICES**

**CHILD STUDY TEAM**
Generally, a child is referred to the Child Study Team for evaluation when academic 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. The Child Study Team includes a learning disabilities teacher-consultant, school psychologist and social worker.

The learning disabilities teacher-consultant is responsible for the educational assessment. 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.

The school psychologist is responsible for the psychological assessment. 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.

The school social worker is responsible for the social assessment. 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 that are referred to the 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 the parents and the teacher(s) to review results, discuss program options and, when needed, design an Individualized Educational Plan (IEP).

**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 themselves 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 the 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 Elementary’s guidance counselor, Donna O’Donnell, can be reached at 973-263-7075, extension 4.

<table>
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<tr>
<th>Counseling</th>
<th>Consultation</th>
<th>Coordination</th>
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<tbody>
<tr>
<td><strong>Individual &amp; Groups</strong></td>
<td><strong>The counselor is a resource person for:</strong></td>
<td><strong>With:</strong></td>
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<tr>
<td><strong>Topics may include:</strong></td>
<td>• Parents</td>
<td>• Child Study Team</td>
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<tr>
<td>• Improvement of self-concept and social skills</td>
<td>• Administrators</td>
<td>• Nursing Staff</td>
</tr>
<tr>
<td>• Peer &amp; sibling relationships</td>
<td>• Teachers</td>
<td>• Reading Specialist</td>
</tr>
<tr>
<td>• Learning Problems</td>
<td>• Other School Personnel</td>
<td>• Middle School Staff in providing a smooth transition from fifth grade</td>
</tr>
<tr>
<td>• Decision Making</td>
<td></td>
<td>• Outside Agencies</td>
</tr>
<tr>
<td>• Coping Skills (dealing with stress)</td>
<td><strong>For the purpose of:</strong></td>
<td></td>
</tr>
<tr>
<td>• Communication Skills</td>
<td>• Identifying the problem</td>
<td><strong>Coordination</strong></td>
</tr>
<tr>
<td>• Career Awareness</td>
<td>• Identifying the consequences</td>
<td><strong>With:</strong></td>
</tr>
<tr>
<td>• Family Concerns</td>
<td>• Evaluating solutions</td>
<td>• Child Study Team</td>
</tr>
<tr>
<td>• Crisis Management</td>
<td>• Listing alternatives</td>
<td>• Nursing Staff</td>
</tr>
</tbody>
</table>

**INTERVENTION & RESOURCE SERVICES**

Intervention & Resource Services is made up of a group of four to six staff members who may include teachers, specialists, the guidance counselor and/or Child Study Team 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. Committee members present suggestions and strategies 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.
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 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 (IEP).

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

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.
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, affiectional 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, affecional 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. Robert Sutter, Assistant Superintendent of Human Resources:
District and Employment/Contract Practices

Dr. Tali Axelrod, Assistant Superintendent for Curriculum & Instruction

Mrs. Cory Wegesa, Coordinating Supervisor of Guidance and Medical Services

Reprinted August 2019
NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

Parsippany-Troy Hills Township Schools

Barbara Sargent, Ed.D. PO Box 52, 292 Parsippany Road
Superintendent of Schools Parsippany, NJ 07054
superintendent@pthsd.k12.nj.us (973) 263-7200 ext. 7250

August 2019

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,

[Signature]

Dr. Barbara Sargent
Superintendent of Schools
August 2019

Dear Parents:

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("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 after 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 records 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 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 provide written consent before the school discloses personally identifiable information (PII) from 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) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve 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.

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. For additional information, you may call 1-800-USA-LEARN (1-800-872-5327). 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

Sincerely,

[Signature]
Dr. Barbara Sargent
Superintendent of Schools

FERPA Parent Letter 9-30
Policy 552A

Board of Education
Township of Parsippany-Troy Hills

STUDENTS

REMTELY ACTIVATED PAGING DEVICES – BEEPERS/CELLULAR PHONES

No student shall bring or possess a remotely activated paging device on any property used for school purposes without the written permission of the School Board, unless he/she is an active member in good standing of a volunteer fire company or first aid, ambulance or rescue squad.

Student members of a volunteer fire company or first aid, ambulance or rescue squad may carry remotely activated paging devices provided that the student is required to respond to an emergency, and a copy of the statement by the Chief Executive Officer of the volunteer fire company, ambulance or rescue squad authorizing the paging device is in the possession of the student at all times while the student is carrying the remotely activated paging device.

Students may not be in possession of cellular telephones during the school day.

DATE ADOPTED: 01/14/01
Date Revised: 05/09/03
DIRECTOR OF PERSONNEL AND AFFIRMATIVE ACTION OFFICER MESSAGE

Parsippany-Troy Hills Township Schools

Robert S. Suter
Assistant Superintendent of Human Resources

P.O. Box 52
Parsippany, NJ  07054-0052
(973) 263-7200 ext 7269

September 2019

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,

Robert S. Suter, Ed.D.
Assistant Superintendent of Human Resources/
Affirmative Action Officer