

PARENTS' HANDBOOK

2016-2017 School Year

Lopatcong Township School District

*Lopatcong Township Elementary School and Lopatcong Township Middle School
Phillipsburg, New Jersey*

www.lopatsd.org

Grades PreK through 4

Lopatcong Township Elementary School
263 Route 57
Phillipsburg, New Jersey 08865
Telephone: 908-859-0800
FAX: 908-213-1339
Special Services: 908.213-2995 ext. 2800
Cafeteria: 908-859-3960



Grades 5 through 8

Lopatcong Township Middle School
321 Stonehenge Drive
Phillipsburg, New Jersey 08865
Telephone: 908-213-2995
FAX: 908-213-0373
Special Services: 908-213-2995, ext.
2800
Cafeteria: 908-213-2995, ext. 2520

Lopatcong Township Board of Education Offices
321 Stonehenge Drive
Telephone: 908-213-2995, ext. 2500
FAX: 908-213-2875

Administration	
Rainie Roncoroni	Superintendent
Jeanene Dutt	Middle School Principal
Noelle Kondikoff	Elementary School Principal
Donna Tolley	Business Administrator
Laura Newman	Special Services Director
Child Study Team Personnel	
Laura Newman	Psychologist
Kelsey Sessions	Social Worker
Lisa Zittis	Social Worker
Harvey Gross	LDT/C
Jocellyn Hayes	Speech Therapist - Elementary
Margaret Normile	Speech Therapist – Middle School
Jessica Verrelli	Speech Therapist - Elementary
WCSSD	Occupational Therapist/Physical Therapist
Ginny Remetta	Special Services Secretary
Office Personnel	
Terry Lynch	Administrative Assistant – Middle School
Ginny Remetta	Administrative Assistant – Elementary School
Laura Ruggiero	Administrative Assistant – Elementary School
Chris Ferri	Assistant to the Business Administrator
Debbie Winters	Payroll & Benefits Specialist/Human Resource Assistant
Noelle Kondikoff	504 Compliance Officer
Richard Bonney	Transportation Coordinator
Director of Technology – Adam Boyer	
Custodial Staff	
Brian Fleming	Supervisor of Buildings & Grounds
John Feleppo	Head Custodian (E)
Steve Hassan	Custodian (M)
Henry Hooper	Custodian (M)
Robert Marinelli	Custodian (M)
Matt Maslonka	Custodian (E)
Maynard Reeves	Custodian (M)
Benjamin Whitehead	Custodian (E)
Lunchroom Staff	
Linda McQuade	Lunchroom Supervisor (E)
JoAnn Buckley	Lunchroom Supervisor (M)
Jackie Gritz	Lunchroom Aide (E)
Kim Koslowski	Lunchroom Aide (M)
School Nurses	
Ann Bertsch (Elementary) Betsy Fania (Middle School)	
School Counselors	
Angela Sodtalbers (Elementary) Stacy Conner (Middle School)	

Elementary School Staff				Middle School Staff			
Theresa Duaime	Preschool	Nicole Schuitema	Art	Michelle Balogh	5 th Grade Social Studies	Nicole Schuitema	Art
Jessica Lee	Kindergarten	Bonnie Ruesch	Music	Donna Bellfy	5 th Grade Math	Rodolfo Crevani	Music Instr. / Vocal
Krista Wayne	Kindergarten	Heather Burke	PE	Sonnie Hall	5 th Grade Science	Michael Alvino	PE/Health
Janine Arnold	1 st Grade	Patricia Steele	PE/Health	Patti Raniszewski	5 th Grade ELA	Denise Cumiskey	PE/Health
Deborah Highet	1 st Grade	Lynn Cushing	Spanish / ESL	Lisa Beenders	6 th Grade Science	Lynn Cushing	Spanish/ESL
Susanna Ludlow	1 st Grade			Gary Hank	6 th Grade Math	Richard Maisto	Tech./Financial Literacy
Courtney Piccolo	1 st Grade	Judy Erikson	After Care Dir.	Kevin Osifchin	6 th Grade Social Studies		
Rene Boylan	2 nd Grade	Donna Tedesco	After Care Asst.	Kimberly Thompson	6 th Grade ELA		
Amy Harman	2 nd Grade		After Care Asst.	Julie Duffy	7 th Grade Science		
Susan G. Mahoney	2 nd Grade			Renee Fernandez	7 th Grade Social Studies		
Noreen Stansberry	2 nd Grade			Lauren Mazza-Spigner	7 th Grade ELA		
Stacie Behme	3 rd Grade			Angela Nassi	7 th Grade Math		
Lauren Umholtz	3 rd Grade			Diane Bower	8 th Grade Math		
Amanda Wayne	3 rd Grade			Kathleen Knarr	8 th Grade ELA		
Richard Bonney	4 th Grade			Ben Mehlman	8 th Grade Science		
Kelli Cherry	4 th Grade			Traci Ruane	8 th Grade Social Studies		
Jessica Sherwood	4 th Grade						
Lynette Stone	4 th Grade						
Elizabeth Mansfield	Special Education			Jennifer Allmer	Special Education		
Alison Pogirnicki	Special Education			Maria Barna	Special Education		
Lisa Roberts	Special Education			Margaret Fehnel	Special Education		
Valerie Turker	Special Education			Jennifer Gable	Special Education		
Heather Weidlick	Special Education			Danielle Pesaresi	Special Education		
Juanita White	Special Education			James Thompson	Special Education		
Susanne Chew	Academic Support			Jessica Lee	BSI / Academic Support		
Alexis Andransky	Instructional Support			Eleni Burd	Instructional Support		
Barbara Franklin	Instructional Support			JoAnn McGann	Instructional Support		
Annie Lazorchak	Instructional Support			Derek Schaare	Instructional Support		
Emma Moustakas	Instructional Support						
Theresa Nicinski	Instructional Support						
Gwendolen Olah	Instructional Support						
Sharon Orth	Instructional Support						
Angela Schappert	Instructional Support						
Krista Tietjen	Instructional Support						
Melissa Yeisley	Instructional Support						
Susan Yount	Instructional Support						

Lopatcong Township Board of Education

2016-2017 School Year

Terry Glennon, President

Yvette Day
Ernie Gallant
Debbie Hille
Gena James

Bob McFarlane
Steve Ruane
Bill Taggart
Pam Thomas

Treasurer of School Monies – Paula Hatch
Business Administrator/Board Secretary – Donna Tolley

Superintendent – Rainie Roncoroni
Principal (MS) – Jeanene Dutt
Principal (ES) – Noelle S. Kondikoff
Director of Special Services – Laura Newman

Regular Board of Education meetings are conducted on the second Tuesday of each month and on the fourth Tuesday of each month (as needed) at the Lopatcong Township Middle School, 321 Stonehenge Drive in the Country Hills section of Lopatcong Township at 7:00 p.m. in the instrumental music room unless otherwise indicated.

District Mission Statement

The Lopatcong School District is committed to provide a safe, secure and supportive learning environment that challenges all students to meet or exceed developmentally appropriate expectations based on New Jersey Core Curriculum Content and Common Core State Standards through interaction with highly qualified and dedicated staff.

With community collaboration, the district will promote a positive atmosphere that acknowledges diversity and encourages students to be self-reflective and civically responsible.

By providing a comprehensive educational program using varied instructional strategies, recognizing individual differences, incorporating technology and digital literacy and encouraging critical thinking, the district will prepare students for college and careers in the 21st century.

Office of the Superintendent

Dear Lopatcong Township Families,

Welcome back to school! The summer proved to be rejuvenating and productive. As we begin the 2016-2017 school year, we are optimistic that it will be a year of academic growth, positive interactions and collaborative community relationships. With a firmer handle on PARCC and reading, writing and math workshops, as well utilizing benchmarks aligned to the Common Core State Standards, our teachers will be well equipped to tackle the challenges and excitement that awaits in the upcoming school year. Elementary School students will continue to enjoy Spanish, Art, Music, Physical Education, and Health. Easy Tech, a web-based, technology curriculum will become part of the regular elementary program in first through fourth grades. As students progress through the self-paced platform they will be acquiring valuable word processing and technology skills necessary for the 21st century.

The Middle School schedule will provide students with 70 minutes of core subjects, including Mathematics, English/Language Arts, Science and Social Studies. Specials will include Spanish, Art, Music, Physical Education, and Health. A new addition – Financial Literacy will be infused in the technology curriculum to provide students with an understanding of how money works in the world and to meet 21st Century Life and Careers Standards. The Next Generation Science Standards will also make their way into our Science curriculum which will be very exciting for teachers and students. Our new on-line science textbook, will make learning innovative and interactive both at school and at home.

We look forward to sharing more information during our Back-to School events this fall, in PTA Newsletters, Virtual Backpacks and in the Principal's online newsletters and posts. I challenge everyone to make a commitment to become more involved and informed as we work together for the successful future of Lopatcong Schools. I hope to see everyone at one of our upcoming activities!

Sincerely,



Rainie Roncoroni
Superintendent

SCHOOL CALENDAR 2016-2017

The Board of Education reserves the right to revise the 2016-2017 calendar as conditions warrant.

Aug. 30 (Tuesday)	First Day for Staff – Schools Closed
Aug. 31 (Wednesday)	Teacher In-Service – Schools Closed
Sept. 01 (Thursday)	Teacher In-Service – Schools Closed
Sept. 6 (Tuesday)	First Day for Students – Schools Open
Sept. 30 (Friday) no lunch	Early Dismissal – (ES-12:00)(MS-12:30)
Oct. 10 (Monday)	Teacher In-Service - Schools Closed
Nov. 10 & 11 (Thurs./Fri.)	NJEA Convention - Schools Closed
Nov. 17-22 (Thurs.-Tues.)	Parent Conferences – Early dismissal (ES-12:45 MS-1:00) with lunch
Nov. 23 (Wednesday) no lunch	Early Dismissal – (ES-12:00)(MS-12:30)
Nov. 24 & 25 (Thurs./Fri.)	Thanksgiving Recess - Schools Closed
Dec. 23 (Friday)	Winter Recess - (Early Dismissal) (ES - 12:00) (MS - 12:30) no lunch
Dec. 24 thru Jan. 1	Winter Recess – Schools Closed
Jan. 2 (Monday)	Schools Reopen
Jan. 16 (Monday)	Martin Luther King Day-Schools Closed
Feb. 17 (Friday)	Teacher In-Service – Schools Closed
Feb. 20 (Monday)	Presidents’ Day - Schools Closed
March 27- May 19	PARCC Testing
April 13-18 (Thurs.-Tues.)	Spring Recess – Schools Closed
April 19 (Wednesday)	Schools Reopen
May 26 & 29 (Fri./Mon.)	Memorial Day Weekend - Schools Closed
June 9-14 (Fri.-Wed.) no lunch	Early Dismissal – (ES-12:00)(MS-12:30)
June 15 (Thursday)	Last Day of School (Early Dismissal) no lunch 12:00 ES / 12:30 MS

Four emergency school days are included in this calendar. If any of these 4 days are not utilized for an emergency, they shall be subtracted from the days remaining on the calendar. In the event of an excess of emergency days exceeding the 4 allowed, either non-state mandated school holidays will be utilized, or days may be added to the end of the school year in order to fulfill the student minimum required days. Snow days beyond the four allotted will be deducted in the following order April 13, April 18, April 17.

EMERGENCY CLOSING OF SCHOOL:

OUR ALERT SYSTEM is used to notify all parents with regard to emergency closings and important announcements (make sure you are registered). Additionally, all school closings, delayed openings, and early dismissals will be announced over radio stations: **WODE-FM (99.9); WEEX (1230 AM); WAEB-FM (B104); WCTO CAT COUNTRY 96 (96.1); and TV Station WFMZ (Channel 69).**

2 HOUR DELAYED OPENING of school due to an emergency:

Elementary School – Doors Open 9:40 AM / School Begins 10:00 AM

Kindergarten and Preschool AM session 10:00 AM to 12:00 PM

Kindergarten and Preschool PM session 12:35 AM to 2:35 PM

Middle School – Doors Open 10:15 AM/School Day Begins 10:25 AM

Lunch will be served on the days of delayed openings.

EARLY DISMISSALS due to an emergency, we advise you to make arrangements with a neighbor or relative for your child, so they will know where to go when dismissed. Please be sure your child knows what to do and where to go on these days.

ELEMENTARY SCHOOL:

School Hours: 8:00AM – 2:35PM. Students should arrive to the school from 7:40 AM until 7:55 AM. Entrance is at the back of the school. All students should be in homeroom to prepare for the start of class at 8:00 AM. **Students arriving after 8:00 AM must be signed in by an adult in the front office and will be marked as tardy.**

KINDERGARTEN & PRESCHOOL

Kindergarten and Preschool – Morning Session 8:00 AM – 10:45 AM

Kindergarten and Preschool – Afternoon Session 11:50 AM – 2:35 PM

MIDDLE SCHOOL:

School Hours: 8:25AM – 3:00PM. Students should arrive to school **8:15 AM to 8:25 AM.** Entrances to the school will be located on Stonehenge Drive and Buckeley Hill Drive. Please refer to the “Car Rider” and “Walker” section of the handbook to determine the appropriate entrance. **Students who are not in homeroom at 8:25 will be marked tardy and MUST report to the office for a late slip.**

ATTENDANCE POLICY (Policy #5200): Regular and punctual attendance is mandatory for all students. During school hours, students are expected to be in the class or other assigned areas no later **than 8:00 AM at the Elementary School and 8:25 AM at the Middle School.** Students returning to school after an absence must bring a written statement signed by the parents explaining the reason for the absence. When a child is **absent for 3 or more days**, a physician's return-to-school note must be brought into school upon the child's return to school. Please be sure to keep the school nurse informed about any medical changes that occur during the school year.

ATTENDANCE - ABSENCES: **The Parent/Guardian of a student who is absent must call the office of the child's respective school by 8:00 AM to report the student's absence.** Attendance is monitored by office personnel daily. Written notice will be forwarded to parents regarding excessive absences and the administration will carefully review cases to determine if further legal action must be pursued. Please refer to Policy #5200 for specific information regarding excused and unexcused absences and those counting toward truancy. If you have further questions, please contact the school. Students who are absent from school may not participate in evening school wide activities. **Students who are absent from school 18 or more days may be retained at their current grade level.**

ATTENDANCE – TARDINESS (Policy #5240): Students arriving to school later than 8:00 AM at the Elementary School will need a parent to sign them in and 8:25 AM at the Middle School will need to sign in at the main office. These students will be admitted to class with a late slip. **Disciplinary action** will be determined as per the "Student Code of Conduct". **In order for a dental or doctor appointment to NOT count toward truancy, students arriving later or leaving early MUST submit a note from the Doctor or Dentist.**

BUS TRANSPORTATION: In accordance with New Jersey School Law, the Lopatcong Board of Education provides transportation to and from school for students who live more than 2 miles from school.

Exceptions are:

- Children with physical disabilities who have been identified through the Lopatcong Child Study Team and are recommended for the related service by their IEP.
- Children who live on or would walk along Route 57 and/or Route 519.

The Board reserves the right to make the final determination in situations where there is an absence of a clearly defined point of demarcation relative to the established distances. **Questions concerning transportation should be directed to Mr. Bonney, Transportation Coordinator at the Elementary.**

Children must board assigned busses only and should be consistently picked up and dropped off at the same location to eliminate any confusion for the child, driver and school staff. **Students who are NOT bus riders will NOT BE ALLOWED to ride the bus home to another student's house.** Students that are bussed may ride the bus they are assigned to only. They are not allowed to switch busses for any reason. Bus drivers are responsible for the enforcement of all bus safety rules and regulations.

The following guidelines must be followed for all students riding the bus:

- Arrive at the bus stop 10 minutes prior to the scheduled pick up time
- Wait on the sidewalk or loading area, not the street
- Appropriate behavior is expected at the waiting area
- Wait for the bus to stop before advancing to board the bus
- No standing while the bus is moving
- Keep the aisle of the bus clear
- Keep heads, hands, and arms inside the bus at all times
- NO eating, drinking or gum chewing is allowed on the bus for safety reasons
- Conversations on the bus should not be loud or boisterous
- Obey and cooperate with the bus driver at all times

If a student's behavior creates a safety hazard on the bus, the student may be denied bus riding privileges. A warning and detention will be issued for infractions before a suspension is issued. In the case of a severe infraction, a bus suspension may be issued immediately.

CARE OF BOOKS & MATERIALS: Each child is charged with the proper and careful use of textbooks and educational materials. All textbooks must be covered. Book socks may only be used if they do not damage the book binding or cover. If textbooks or other school properties are defaced, damaged or lost students will be held accountable.

CAR RIDERS at ELEMENTARY SCHOOL: Students who arrive to school and depart by car are to be **dropped off and picked up in the back of the school only**. The bus drop off is at the front of the building. Parents who use the front of the building for this purpose will be reported to the Lopatcong Police Dept. Parents who transport their children are advised to exercise extreme caution as they enter and leave the school grounds. Traffic signs are posted to facilitate safe and orderly movement on and off school property. **Please be aware that you may not access the front of the school from the Strykers Road entrance.**

Arrival: Students should be dropped off at the rear entrance of the school **starting at 7:40 am**, which can be accessed from the Strykers Road driveway. Please use the spaces marked with blue for drop off. Usually 14-15 cars can line up in the drop off area. Children should not exit into the parking lot, but rather to the right near the sidewalk and school building. Please remember to pull up so all drop off spaces can be used. The doors at the back entrance to the school will close at 8:00 am. Any students arriving after 8:00 am **MUST** be driven to the front of the building. You must exit to Stryker's Road and reenter the school property using the Route 57 entrance to access the main office. When you park in front of the school, please pull into a parking space and walk into the main office with your child. Your child will be marked tardy.

Dismissal: Students will be dismissed from the double doors facing the back parking lot. When you arrive, please fill in parking spaces as you enter the parking lot. Please line up on the sidewalk coming from the playground with your car rider number. Staff members will dismiss students to the parent-approved designee using a number system. The supervising staff and crossing guard will determine when all drivers can exit the lot. Please do not exit until the crossing guard signals with the whistle, as we do not want a child to be injured while crossing to a vehicle. Students will not be dismissed to the side parking lot (faculty).

Preschool Arrival and Dismissal:

The AM preschool session runs from 8:00am-10:45am. The PM preschool sessions runs from 11:50am-2:35pm. Preschool students will enter and exit through the main entrance at the front of the building. Upon arrival, please find a parking spot in the front of the building and walk your child to the front entrance. The preschool teachers will meet your child at the front entrance. Students will be dismissed from the main entrance at the front of the building. Please park your car in a parking spot and wait outside the main entrance. The preschool teachers will walk the students out the main entrance and help them find their parents.

Kindergarten Arrival and Dismissal:

The AM kindergarten session runs from 8:00am-10:45am. Parents may drop students off at the back entrance of the building between 7:40am and 8:00am. Kindergarten students who are car riders will be dismissed from the back of the building at 10:45am. Parents may park in the car rider parking and line up outside the back entrance with your car rider number. The teachers will dismiss the students one at a time.

The PM kindergarten sessions runs from 11:50am-2:35pm. If you are dropping your child off, please pull into a parking spot and walk your child to the back entrance (back car-rider parking lot) of the building. The kindergarten teachers will open the doors at 11:50am. Any students arriving after 11:50am will need to sign in at the main office. Kindergarten students will be dismissed with the students in Grades one through four at 2:35pm as car riders, bus, daycare, or walkers.

CAR RIDERS at MIDDLE SCHOOL: Students who arrive to school and depart by car are to be dropped off and picked up at the **BUCKELEY HILL entrance only**. Parents are to drive on Buckeley Hill northbound only, enter the lot and pull up to the closest available space nearest the school. Students are to exit the car on the **right side only**. Parents will then turn at the circle at the end of the driveway and exit by turning right onto Buckeley Hill. We ask that you **DO NOT** drop off or pickup students at the Stonehenge Entrance as it interferes with bussing and presents a serious safety concern which will be reported to the Lopatcong Police Department. Violations will be addressed by the Board of Education. Parking along Stonehenge Drive is a hazard as well and we ask that you **do not** pick up or drop off there also.

CHANGE OF ADDRESS/PHONE NUMBER: One of the greatest problems schools may have during the day is locating parents in the event of an emergency. Please be sure to contact the school when your address, telephone number or place of employment changes. **School reserves the right to ask for proof of residency.**

CONFERENCES: During conferences there is an **early dismissal** (with lunch) as follows: MIDDLE SCHOOL – 1:00 PM ELEMENTARY – 12:45 PM

CONCERNS: The responsibility of providing a well organized educational program has been delegated to the administration and staff. Concerns should be addressed in the following manner:

- Classroom concerns should be directed to the teacher. A conference can be scheduled with the Building Administrator if a resolution cannot be reached.
- The Building Administrator or a parent can refer the issue to the Superintendent if a resolution cannot be reached.

DISCIPLINE: Please be sure that you and your child become familiar with the Lopatcong Township Student Codes of Conduct. There are two separate Codes of Conduct: one for Lopatcong Township Middle School and one for Lopatcong Township Elementary School. A copy of the Codes of Conduct will be online in the parent portal on our website. The codes detail student expectations, student rights, and explanation of consequences. In the Middle School, demerits will be assigned for minor infractions while detentions/suspensions will be issued for major infractions based on the code of conduct. An accumulation of demerits will also result in disciplinary action in accordance to the code of conduct.

The following is a **partial list** of minor versus major infractions:

Minor Infractions

Hallway Misconduct

Possession of Electronic Devices
not registered for BYOD

Unprepared for Class

Violation of Class Rules

Major Infractions

Defiance of Authority

General Misconduct
Harassment, Intimidations, and Bullying

Inappropriate Language/Drawing

Tardiness

EARLY/EMERGENCY DISMISSALS: Student dismissal is at 2:35 for the Elementary School and 3:00 for the Middle School. If for some reason you need to pick your child up earlier than the dismissal time, please send a note to the main office about the request. You will need to come into the office to sign the early dismissal form. We also need written permission from you if someone other than yourself will be picking your child up earlier than the normal dismissal time. If for some reason, you need to change dismissal plans for your child after school has begun, **that request must be made by noon.**

Children of estranged parents may be released only upon request of the parent whom the court holds directly responsible for the child and who is the parent/guardian registered on the school record. The schools will not be a party to other arrangements with estranged parents. Due to congestion, dismissal announcements and bus arrivals, students will not be dismissed from

the front office after 2:15 at the Elementary School and 2:45 at the Middle School. Please review ahead of time with your child the plan for dismissal in the event of heavy rain or early closing of school. It is difficult to handle the volume of calls and messages that are received in the office on such occasions.

ELECTRONIC/BATTERY DEVICES:

Cell phones, iPods, CD players, radios, walkmans, beepers, lasers and other media devices are prohibited in school. **These devices MUST remain off and in the students' backpack/locker until dismissal with the exception of BYOD.** Any devices not kept in their assigned locker or backpack during the instructional day will be confiscated and turned over to the administration.

FAMILY LIFE CURRICULUM: Lopatcong School District offers a Family Life Curriculum for students in Grades 5 & 8. This program is offered as part of a student's regular health program. Units of instruction for each grade level include lessons on family living, growth and development, interpersonal relationships, and responsible personal behavior. This program was developed with input from administrators, teachers, parents, community organizations and religious leaders with the intent to help the child better understand himself and his relationship to his family and society.

FIELD TRIPS: Teachers make every effort to provide the kind of experiences which are directly related to the areas of the curriculum under study. Students cooperatively bear costs involved with the trip, including transportation as per **policy #2340. Permission slips must be signed and returned to school before a student will be allowed to go on the field trip.** If a parent chooses not to include his or her child on the trip, please inform the teacher so other arrangements can be made for the child on the day of the trip.

FIRE/SECURITY DRILLS: Fire drills are conducted once each month. Security drills are also conducted once each month.

HARASSMENT, INTIMIDATION, AND BULLYING (HIB policy #5512): The Board of Education prohibits acts of harassment, intimidation, or bullying of students. A safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and disciplined environment. Since students learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and

refusing to tolerate harassment, intimidation, or bullying. For more information on HIB, expectations, consequences, reporting procedures and prevention programs, please refer to Board Policy #5512.

HEALTH SERVICES:

FERPA (Family Education Rights and Privacy Act): There have been new laws enacted to protect the privacy of student health information. In order to be in compliance with the Family Education Rights and Privacy Act (FERPA), we must have the parent's permission to share medically related information with appropriate staff members at the school. This medically related information would include, but would not be limited to, information on severe allergies, history of asthma, medication, hearing/vision problems, etc. **Be sure to complete and return the form to the school nurse if you want your child's medical concerns shared.**

Protocol for Illness: A student who becomes ill while in school will be assessed by the school nurse. If the student does not have a fever, vomiting, or diarrhea, s/he will be allowed to rest in the medical room and then sent back to class. If the child needs to be excused from school, parents will be notified first. If the parent cannot be located, then the individual you designated on the emergency card will be contacted. In the case of an emergency, if the school is unable to reach you or your designated contact, the child will be transported to the nearest emergency facility for further evaluation.

First Aid: The responsibility of the school is to care for accidents that occur during school sessions and not those away from school. If an emergency occurs, the school will provide immediate first aid care, notify the parent or other designated individual on the emergency card and transport to the nearest hospital for further treatment if needed. When your child receives treatment in the medical room you will receive a copy of that documentation from the nurse.

Medication: A "Physician's Authorization Form" must be completed before any medication, including over the counter medications, is administered during school hours. If medication needs to be dispensed the first day of school, the form must be completed and returned to the nurse's attention prior to the start of school. Forms will be made available to you through the Summer PTA Newsletter and will also be available in the office. **MEDICATION WILL NOT BE DISPENSED WITHOUT SIGNATURES ON THE AUTHORIZATION FORM.**

Immunizations: Parents of sixth (6th) grade students – Please note that **all students entering 6th grade on or after September 1, 2008 must receive 1 dose of Tdap and 1 dose of meningococcal vaccine.** (N.J.A.C. 8:57-4)

Please have your child's physician provide the school with documentation and understand that your child will be excluded from school without immunizations completed.

Communicable Diseases and the Return to School: Please note the common student related illnesses and when it is permissible to return to school:

- Chickenpox – until recovery and pox are dried
- Head lice/Scabies/Flea Infestation – until treated
- Impetigo – untreated, a student will be excluded from school
- Conjunctivitis (Pink Eye) – until treated
- Streptococcal sore throat (including Scarlet Fever)
- Most physicians will recommend that after a child is on antibiotics for at least 48 hours, s/he may return to school.

Too Sick for School?: When should your child stay home from school? Here are a few guidelines you might wish to follow:

- A chronic cough or difficulty breathing may indicate a severe cold, bronchitis, flu, asthma or even pneumonia.
- Diarrhea, Vomiting – if your child has repeated episodes of diarrhea and vomiting, general weakness, and/or dehydration, consult a doctor and keep your child out of school at least 24 hours or until the illness passes.
- Fever – most pediatricians advise parents to keep their children home at least 24 hours after the fever has passed.
- Ear Infection – unless properly treated, ear infections can cause permanent hearing damage. You should follow the 24 hour rule for fever.
- Chronic pain, lethargy (tired, sleepy) & irritability.
- Chickenpox – please call the school nurse to let her know if your child has contracted chickenpox. Your child should be kept home for at least one week from the time you first noticed the symptom.
- The illness prevents the child from participating in school activities.

Screenings: Scoliosis is an abnormal curvature of the spine. It is important to detect scoliosis in its early stages so that appropriate measures can be taken to correct it. During the month of October, a scoliosis screening program is conducted by the school nurse and the physical education staff that are trained to spot early abnormalities. All 5th-8th grade students are checked. Parents will be notified if there are any results that need to be

referred to your family physicians. You will be notified about vision and hearing screenings as they are scheduled.

HOMEWORK ON WEB:

Is changing from On Course to Genesis – when the availability is ready we will forward information to you by virtual backpack.

ID BADGES: All Staff and Middle School students will be issued an ID Badge at no cost. The ID Badge will be required to be presented at school events and activities. Students are to keep the ID Badges hung in their locker until they are needed. However, if the ID is lost or destroyed there will be a charge of \$7.00 to replace it.

INSURANCE: Parents have the option of purchasing insurance coverage through the school’s insurance company. Forms are sent home in early September for you to review the options and coverage available. The Lopatcong Board of Education does not provide blanket coverage for its students. If a child is injured in school, the parent’s medical insurance, or the student accident insurance (if applicable), would be responsible for payment. The Board of Education would only be responsible for payment if it was proven through litigation that it was negligent.

LOCKERS: All Middle School students are given a locker and a combination number (**THE COMBINATION SHOULD NOT BE SHARED WITH ANYONE ELSE**).

LOST AND FOUND: Many unclaimed items are left in school until the end of the school year. Please mark your child’s belongings so they can be returned to you if they are found in the building. Unclaimed items are stored in a bin in the All Purpose Room for the Elementary School and in the Middle School.

LUNCH: The Elementary School schedule for lunch is as follows:

1st & 2nd Marking Period:	3rd & 4th Marking Period
10:50-11:20 - Grade 3	11:05-11:35 - Grade 1
11:20-11:50 - Grade 4	11:35-12:05 - Grade 2
11:50-12:20 - Grade 1	12:05-12:35 - Grade 3
12:20-12:50 - Grade 2	12:35-1:05 - Grade 4

The Middle School schedule for lunch is as follows:

10:50 – 11:20	Grades 5 & 6
11:50 – 12:20	Grades 7 & 8

GENERAL CAFETERIA RULES:

- Be respectful and courteous to adults and students
- Don’t ask for or give food or money to someone else
- Remain in your seat
- Use appropriate table manners
- Follow cafeteria procedures

POSSIBLE CONSEQUENCES:

- Demerits
- Change of seat
- Removal from table
- Lunch detention in cafeteria
- Lunch detention(s) in the office
- Permanent removal from lunch room
- Detention/In-School Suspension

MEALS PLUS is the School lunch software used in our cafeterias. Every student has an account so students can buy lunch in cash or can use their pre-paid account. Parents can send cash or checks to be added to the student account or parents can go online to make bank deposits or credit card deposits to their student’s account.

NOTE: there is a transaction fee for both credit card and bank deposits – please go online to find more information. Parents can also view their student’s lunch history online, have low balance notifications sent to you in email, and have the ability to control whether or not ala carte items can be purchased and how much can be purchased.

To find out more information or to sign up, go to:

www.lopatd.org → PARENTS → LUNCH

In the event that a student has no lunch, a cheese sandwich is available. This offer is for occasional use and should not be considered a substitute for students/parents being responsible for their own lunch. Students excessively abusing this offer will be referred to the administration. The cost of a student lunch is **\$2.75**, reduced lunch is **\$.40** and milk is **\$.45**. Applications for free and reduced lunch are distributed during the first week of school to all families and then by request from the school nurse throughout the school year. A letter regarding eligibility will be forwarded to families who qualify for the lunch program.

MEDIA CENTER: The Elementary School Library is located in the back of the school. The Middle School Library is located between the 5th/8th grade wings at the top of the main staircase. Since the library is a place for study and research, students will be encouraged to maintain proper discipline at all times. A fee will be charged for lost or damaged books, which is dependent on the age and condition of the book when it is checked out.

MUSIC: All students (Grades 1-8) are scheduled for a general music class. In addition to the general music program, students have the opportunity to participate in vocal and instrumental evening programs. The district offers a 5th through 8th Grade Chorus and Band.

PHYSICAL EDUCATION: Physical Education is provided for students in Grades Pre K-8. Students are encouraged to participate in a wide area of activities, including physical fitness. Students in PreK-4 are required to wear sneakers on the days they are scheduled for physical education. Students in Grades 5-8 must wear school approved gym uniforms consisting of sneakers, shorts, shirts, or sweats for gym class. Sneakers should be scuff free and appropriate for gym safety.

REGISTRATION: It is the policy of Lopatcong Township School District to admit to the Kindergarten class children who will **have reached five years of age on or before October 1**. Registration for Kindergarten and Grades 1-8 should be initiated as soon as you move into the district. Transfer card, proof of residency, immunization record and original birth certificate must be presented at time of registration.

STUDENT ATTIRE (DISTRICT): In order to create a positive school atmosphere, attire and grooming should be modest, comfortable and clean. Parents should exercise discretion so that the child's attire is appropriate and in good taste. Attire should not constitute a health or safety hazard to the wearer, not be potentially destructive to school property; not constitute a disruptive influence upon the educational process and be appropriate to the student. The **dress code** is available through the parent portal. Please be sure to review it with your child.

STUDENT AGENDA BOOK: All Middle School students are issued a Student Agenda Book at no cost. Any additional Student Planner Books will cost **\$7.00** per book.

STUDENT SERVICES:

Intervention and Referral Services for Student in General Education: At present, this team of individuals may include a Parent, Administrator, Teacher, Nurse and Guidance Counselor. The purpose of the I&RS Team is to brainstorm interventions that are appropriate, family supported, and individualized for specific student needs. The interventions in the general education program should effect the necessary change for successful student participation in the mainstream. The recommendations for interventions are coordinated with the classroom staff and monitored through follow-up meetings. Requests for this service may be made by the classroom teacher or parent.

Child Study Team Services: Members of the Child Study Team include a Psychologist, Learning Disabilities Teacher Consultant, School Social Worker, and Speech Therapist. If a parent suspects that their child may have developmental delays, a written request to determine the eligibility for services can be made to the Director of Special Education. The district provides a continuum of programs and services to meet the needs of children with special needs in accordance with New Jersey laws.

STUDENT PROGRESS AND REPORT CARDS: Reports of student progress are made through parent/teacher conferences and report cards (and on line for Middle School). Parent/teacher conferences are held in the fall for Grades K-8. Marking periods are scheduled in 45 day cycles. At mid-marking period, some students may receive progress reports if there is evidence that a child is failing or in danger of failing a class. Students may also receive notices of commendation. **Report Cards will be available through the Parent Portal.**

STUDENT WELLNESS & NUTRITION POLICY:

In order to adhere to Federal/State Nutrition Guidelines and Board policy, parents may not bring food to be served to students unless it is for a "Special School Celebration" as defined by the Lopatcong Township Board of Education. Foods that are determined to be "minimal nutritional value" by the United States Department of Agriculture may not be served. For a list of "Foods of Nutritional Value" please contact your child's school. Food brought in for Birthday celebrations must receive prior approval from the school nurse one week prior to the event.

TECHNOLOGY: The Lopatcong Township School District is internet accessible. Computers are available for class lessons or instructional activities. All students must sign the agreement after reading the district Internet User Agreement in order to use the technology that is available. Students may also

bring their own device per policy #5510, however, they must be registered with the Technology person.

TELEPHONING SCHOOL AND USE OF SCHOOL PHONE:

Occasionally, it may be necessary for you to relay a message to your child or to a teacher. It is felt you will use your good judgment in being selective in the type and frequency of the messages. If you call school during the school day to speak to teachers, they will be unable to take your call while teaching. You may leave a message on the voice mail, and the teacher will return your call during his/her preparation period or after school.

Students will not be permitted to use the office telephone to call home about forgotten homework. If a parent needs to be contacted during the day regarding an emergency, the teacher or office personnel will make a call from the office.

VACATIONS DURING THE SCHOOL YEAR: Vacations **should not** be scheduled during the school year. Valuable instructional time may be lost when vacations are scheduled during school time. Parents are asked to avoid scheduling vacations at this time. A form is required to be completed and returned to the main office. Vacations are counted as unexcused absences.

VISITORS TO THE SCHOOL: Entrance to both the Lopatcong Township Elementary and Middle Schools must be made through the front doors of the school only. You must stop in the office and sign in the visitor's log before entering the hallway, even if preliminary arrangements have been made. All visitors are required to wear visitor badges while they are in the building. Before leaving the building, visitors must report to the office and sign out in the visitor's log.

VOLUNTEERS: Volunteers are always needed and welcome to assist in the district. If you are interested in helping us out during the school day, please complete a volunteer form that is distributed by the Superintendent. This form must be Board approved prior to you volunteering at a school activity. Any person volunteering who will have "significant contact" time with students must be HIB trained at school. Please call the main office for details.

PLEASE NOTE: ALL VOLUNTEERS will be required to submit a volunteer form by October 31st to volunteer for the 2016-17 school year. To avoid end of the year disappointment, please fill out the form if you have any desire to help

with parties, trips or even read in your child's classroom. Filling out the form DOES NOT obligate you to volunteer.

WALKERS: Students who live 2.0 miles or less away from the school are issued guidelines on safety measures they should follow on their way to and from school. The Lopatcong Township Police Department provides crossing guards at strategic intersections. Students should refrain from listening to ipods and talking on cell phones at these intersections so that they can hear the crossing guards' directions. Report any incidents that happen walking to and from school to the Lopatcong Township Police and to an administrator at Lopatcong Township Elementary or at the Middle School. Due to the large number of students walking to and from school, bicycling is a safety issue. At this time, students are not permitted to ride bikes to and from school. In addition, rollerblading and skate boarding to and from school are not permitted.

WALKERS - ARRIVAL:

Elementary School students walking to school may enter the building between 7:40 AM and 7:55 AM through the double doors facing the parking lot.

Middle School students: Crossing guards will be located at Belvidere/Roseberry, Belvidere/Brakeley, Red School Lane/Lynda, Red School Lane/Charles, Red School Lane/Baltimore, Buckeley Hill/Canterbury, and Buckeley Hill/Stonehenge. Doors will open at 8:15 AM for student arrival.

WALKERS - DISMISSAL:

Elementary School students are dismissed from the exits near the back courtyard at 2:35. They are to follow the school path to the crossing guard at the intersection of Strykers and Powderhorn Drive. Students walking to the firehouse must use the walkway as well and not cross through the ball fields. **Students are not permitted to cross the street from the firehouse parking lot.** Children walking down Powderhorn Drive may only cross where the crossing guards are stationed due to the large volume of vehicular traffic on this road at dismissal time. Students may not use any of the neighboring fields to take short cuts. This is trespassing on private property and may cause damage to crops.

Middle School students will be dismissed at 3:00 from either Stonehenge Drive or Buckeley Hill Drive depending on their walking route. Students must cross streets only by a crossing guard and may not use vacant fields or private property as a shortcut. Doing so may warrant trespassing charges.

WITHDRAWAL OF STUDENT: Arrangements should be made in advance when a child will be transferring to another school. At least one day's notice is necessary to allow all the records to be gathered and transfer cards completed.

Parents may call the school or send the needed information in a note. The information should include the new address, name of the new school and the date of departure.

AFFIRMATIVE ACTION STATEMENT: The Lopatcong Board of Education declares it to be the policy of this district to provide an equal opportunity for all children to achieve their maximum potential through the programs offered in school regardless of race, color, religion, gender, ability, ancestry, national origin, place of residence, or social or economic background. In keeping with this policy and state and federal affirmative action guidelines, all staff members are reminded that aspects of these requirements will be monitored for compliance and documented as part of our record keeping and accountability to these state and federal agencies. Accordingly, teachers shall analyze any new instructional materials or materials presently in use to detect any bias based upon color, race, religion, gender, national origin, etc., and report any noteworthy violations. They shall ensure that all students have equal access to programs and activities and are not segregated on the basis of race, color, religion, gender or national origin in any duty, work, play, study or athletics. For information, contact the Affirmative Action Officer at (908) 213-2995.

ASBESTOS MANAGEMENT PLAN: The Lopatcong Township School District has been inspected for asbestos, and although some building materials containing asbestos are present in the Lopatcong Elementary School, they have been determined not to be of danger to the occupants. A management plan, approved by the New Jersey Department of Health is on file in the district office and available for review by the public. The district has completed all semi-annual inspections and is in compliance.

PEST MANAGEMENT: The Lopatcong Township School District has an Integrated Pest Management plan (IPM) which serves as a tool to prevent and control pests using non-chemical products. The goal of the plan is to limit the use of chemical based products and to provide a safe environment. For more information, contact the IPM Coordinator at (908) 213-2995.

RIGHT-TO-KNOW SURVEY: This survey is updated yearly and on file in the district office. The Department of Health and Senior Services monitors and reviews the district's compliance. The Lopatcong Township School District has been found to be in compliance.

SECTION 504 INFORMATIONAL NOTICE: Section 504 is an Act which prohibits discriminations against persons with a disability in any program receiving federal financial assistance. The Act defines a person with a disability as anyone who:

- has a mental or physical impairment which substantially limits one or more major life activities
- has a record of such impairment
- is regarded as having such impairment

In order to fulfill its obligation under Section 504, the Lopatcong Township School District recognizes its responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability will knowingly be permitted in any of the programs and practices within the school district. Questions may be directed to the Principal at Lopatcong Elementary School (908) 859-0800 or at Lopatcong Middle School (908) 213-2995.