

**THE  
2009-2010  
PARENT/STUDENT  
HANDBOOK  
OF  
THE NATIONAL PARK  
SCHOOL  
National Park, New Jersey**

SCHOOL TELEPHONE: 856-845-6876  
SCHOOL FAX: 856-848-6710  
EMERGENCY CLOSING NUMBER: 843

SCHOOL HOURS: K-6

FULL DAY 8:35-3:00  
12:45 DISMISSAL - 8:27-12:45 (NO LUNCH)

SCHOOL HOURS: PRE-K

MORNING CLASS: 8:35 - 11:05  
AFTERNOON CLASS: 12:25 - 2:55

ON 12:45 DISMISSAL DAYS - PRE-K  
MORNING CLASS - 8:35 - 11:05  
AFTERNOON CLASS - 10:05 - 12:40

National Park Board of Ed located at Gateway:  
856-848-3420 X206

**Gateway Regional High School**  
Main Office 856-848-8200

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**NATIONAL PARK SCHOOL  
MISSION STATEMENT**

The National Park School community is united in its mission to inspire each child to realize his or her potential as a life long learner. We are committed to make the essential investments that will help the children succeed.

**Values**

- We have the responsibility to establish high expectations . . .
- We must challenge and enrich each child at his or her level of academic ability.
- We must demonstrate, encourage, and expect responsible behavior.
- We believe that each student has choices and is accountable for those choices.
- We believe that all students are individuals with unique talents and abilities.
- We must continue to provide a safe caring and positive environment for all.
- We must all demonstrate respect for self and for others.

**BOARD OF EDUCATION**

MR. RICHARD F. MASKA	President
MR. JAMES STRAUB	Vice President
Mrs. Maryann Hibbs, Mr. Adam Lukaszewicz, Mrs. Dawn Sholders, Mrs. Kathy Albert-Royal Mr. Eugene Grant, Mr. Lou Jarrell, Mrs. Lynn Zuzulock	
Mrs. Donna Contrevo, Business Administrator/Board Secretary	
Mr. Charles Owens	Custodian of School Monies
National Park Police Department	Attendance Officer
Mr. Nick L. Petroni	Auditor
Mr. Alan Schmoll/Mr. Joe Betley	Solicitors

**BOARD OF EDUCATION MEETINGS**

First Thursday of each month  
7:00 P.M. - Multi Media Center

**SCHOOL FACULTY – PERSONNEL**

Superintendent	MRS. JOYCE STUMPO
Supervisor/Curriculum & Instruction Supervisor of Personnel and Staff Development	MRS. JUDY HERBST JAMES CONAWAY, PHD.
Gateway Group Director of Curriculum Grades K-6	MRS. DEBBIE WILSON
School Secretary	MRS. DARLENE FLANNERY
School Secretary	MS. DOTTIE TRAUTNER
School Nurse	MRS. PAM WOLCOTT
Lunch Program	MRS. HELEN GAMBLE
Pre-Kindergarten	MRS. SUSAN HINKSON
Kindergarten	MS. ALLISON PETRONIS/MRS. JUDY PRICE
Grade One	MRS. KATHY CASWELL/MRS. DONNA AMIRA
Grade Two	MRS. KARLA HOPKINS/ MRS. BERNADETTE GRUFF
Grade Three	MRS. PATTI SULLIVAN/ MRS. DEBORAH EICHMAN
Grade Four	MRS. KATHLEEN ALLISON/ MRS. KRISTEN GOONAN
Grade Five	MRS. LIZ HALEY/MRS. COLLEEN MCINTYRE
Grade Six	MR. DAN BATTISTI/MRS. LISA PETERS
R.R. 4	MS. MARGARET ZANDER
R.R. 5	MS. LORRIE GALL
R.R. 5-6	MRS. LISA PETERS
R.R. 6	MR. HARRY BRENNAN
R.R. 1-3	MRS. CATHY MILLER
Speech Therapist	MRS. DONNA RITTERSBACHER
Basic Skills	MRS. CHRISTINE DIGIACOMO
Literacy (6)	MRS. JUDY HERBST
Art	MS. PATRICIA KOLOSKI
Technology Teacher	MRS. MELISSA COLEMAN
Director of Technology	MR. SHANE SAMMONS
Music	MRS. BECKY OMAN
Physical Education	MR. MICHAEL HINK
Library Aide/A.V.	MRS. LINDA BOGGS
Classroom Aides	MRS. DALE ELLING MRS. JOANN HANSON/MRS. KAY KEARNEY MRS. LORI OTTO/ MRS. KIM HUGHES MRS. HEATHER KIESS/MRS. BETH BROWN
Counselor/LSW	MRS. DANIELLE GALLO
O.T./P.T.	MRS. KELLYANNE METHANY MRS. CAROLYN WHITWORTH
Child Study Team	MRS. TAMAR SHELOV/MRS. KATHY NEVINS/ MRS. KRIS DiPALO
Supervisor/Bldg. & Grnds	MR. JAMES GOULD
Night Custodians	MS. BRUNILDA JOHANN, MR. RONALD WENGERT
DARE	MR. HARRY ZIMMER, WESTVILLE POLICE DEPT.

**ABSENCES, LATENESSES & EXCUSES**

In order for the Board of Education and Administration to fulfill its responsibility for providing a thorough and efficient education for each pupil, the complete cooperation of parents/guardians and pupils is required to maintain a high level of school attendance.

The frequent absence, tardiness or early dismissal of pupils from classroom learning experiences disrupts the continuity of the instructional process and limits the ability of pupils to complete the prescribed curriculum requirements successfully.

On the day that the student returns to school a note from a parent/guardian or doctor is required. This note should include the student's name, date, day(s) of absence/lateness, reasons for absence/lateness and a parent/guardian signature.

Frequent or prolonged absences or repeated tardiness without satisfactory explanation shall be grounds for disciplinary action.

Note: A doctor's note **is required** after five consecutive days of absence or absence approved by School Nurse.

**ABSENTEEISM**

Each student in a full-day program is required to attend 2 (two) hours to be marked as half-day present and 4 (four) hours to be given credit for a full day. Students arriving after scheduled start time will be marked tardy. Students in the prek program are required to attend 1/2 of their assigned session time to be marked as present.

Excused absence will occur only for the following reasons:

1. Personal illness verified with a physician's certification.
2. Death in the family.
3. Attendance required in court.
4. Religious holidays as listed by Commissioner of Education
5. School sponsored activities.

Students shall not be considered absent while participating in school-sponsored activities.

**Court Action**

Vacations during the school year are strongly discouraged. Administration must receive prior notification of such absences. In this event, the absence will be noted, but the student will not be considered truant.

New Jersey state law mandates that students who fall within the compulsory ages, maintain good regular attendance and that is the parent's responsibility to have students attend school. (Chronic lateness may be construed as "irregular attendance.") Failure to comply with this requirement will result in court action being taken by

the school district against the parents of the student. Finally, chronic absenteeism may be cause for retention.

**Unexcused Absences**

**1. Absence Notes**

Students are required to present an absence note from their parents or guardians after each absence explaining their reason for absence. Personal illnesses need to be verified by a doctor's note to be considered as excused. Absences will be verified by a parent note but not excused without doctor's verification.

The absence is unexcused if no note is received. The school reserves the right to require official medical notes and legal documentation when necessary. The school may use discretion in this matter. School responses for unexcused absences:

i. For up to four unexcused absences, the school district shall:

- 1) Make a reasonable attempt to notify the student's parents/guardians of each unexcused absence prior to the start of the following school day;(office)
- 2) Conduct an investigation of the cause of each unexcused absence, including contact with student's parents;(nurse)
- 3) Develop an action plan in consultation with the student's parents/guardians designed to address patterns or unexcused absences if any, and to have the child return to school and maintain regular attendance;
- 4) Proceed in accordance with the provisions of NJSA 9:6-1 et seq. And NJAC 6A:11-11, if child abuse and neglect is suspected; and,
- 5) Cooperate with law enforcement and other authorities and agencies.

ii. For between five and nine cumulative unexcused absences, the school district shall:

- 1) Make a reasonable attempt to notify the student's parents of each unexcused absence prior to the start of the next school day;(nurse/social worker)
- 2) Conduct a follow-up investigation, including contact with the student's parents, to determine the cause of each absence;(nurse/social worker)
- 3) Evaluate the appropriateness of the action plan previously developed;
- 4) Revise the action plan as necessary, to identify patterns or unexcused absences and establish outcomes based upon the student's needs and specify the interventions for achieving the outcomes, supporting the student's return to school and regular attendance that may include any or all of the following:  
(A) Refer or consult with the building's social worker pursuant to NJAC6A:16-8.

- (B) Conduct assessment of student's academic, behavior and health needs.
- (C) Consider an alternate placement.
- (D) Make a referral to health agency or other resource.
- (E) Refer to court program designated by the New Jersey Administrative Office of the Court; and,
- (F) Proceed in accordance with the provisions of NJSA 9:6 and NJAC 6A:16-11, if abuse or neglect is apparent and cooperate with proper authorities.

iii. For cumulative unexcused absences of 10 or more, the student is truant, pursuant to NJSA, 18A:38-27, and the school district shall:

- 1) Make a mandatory referral to the court program required by the New Jersey Administrative Office of the Court;
- 2) Make a reasonable attempt to notify the student's parents of the mandatory referral;
- 3) Continue to consult with parent and involved agencies to support the student's regular attendance
- 4) Cooperate with law enforcement officials
- 5) Proceed in accordance with NJSA 18A:38-28 through 31, Article 3B, Compelling Attendance at School, and other applicable State and Federal statutes, as required.

**TRUANCY**

The Board and Administration will report to proper authorities infractions of the law regarding the attendance of pupils below the age of 16.

**AFFIRMATIVE ACTION INFORMATION**

The National Park School is an equal opportunity / Affirmative Action Employer. All action of the National Park Board of Education shall clearly exemplify that there is no discrimination against any employee or applicant for employment or promotion because of race, religion, color, sex, age, marital status, or national origin. The National Park Board of Education reaffirms its responsibility to insure all students in the National Park School enjoy equal educational opportunity.

The National Park Board of Education has appointed

Dr. James Conaway as Affirmative Action Officer for the school district. Affirmative Action plans, including employment; school and classroom practices are located in the Office of the Superintendent. If you are interested in reviewing the plans, including the Employee and Student Sexual Harassment, or wish to file a grievance, call 845-6876 to make an appointment.

**ANIMALS AND PETS**

Children are not permitted to bring family pets to school if they do not have permission from the teacher and the principal. Any child who brings a pet by special request must have provided means for the pet to be taken home by a parent. It becomes difficult to contain a pet in the school for the entire day.

**APPOINTMENTS - CONFERENCES**

Communication may be necessary to aid your child's progress. At any time the parent or the school feels a conference is needed, an appointment may be arranged by telephone call or a note. Appointments must be made far enough in advance so that all concerned may schedule accordingly. **(PARENTS MAY NOT GO DIRECTLY TO ANY CLASSROOM WITHOUT AN APPOINTMENT), CONFERENCES:(Pre K-6)**

**BICYCLE SAFETY REGULATIONS**

Students in third grade may ride their bicycles with permission from the Nurse, after a written request is sent in from the parent. All children in grades 4-6 may ride bicycles at the parent's discretion. **Bicycle helmets must be worn** by children under 17 years of age, according to State law: FAILURE TO RIDE WITHOUT HELMET WILL RESULT IN EXCLUSION OF PRIVILEGE. Ride Alone- Never ride double-Keep both hands on the handlebars except when signaling for a turn-Keep close to the right hand side of the road. Come to a complete stop at all corners. Look in both directions before WALKING your bicycle across the street. Dismount at entrance to school grounds and walk bicycle to parking area. Proceed from there to playground or entrance of school. Never ride bicycle on school grounds. The bicycle riding privilege may be revoked at any time for a violation of the above rules.

**SCOOTERS**

Scoters are not permitted to be brought to school.

**BOOKS AND MATERIALS**

All books and materials that are furnished by the school are supplied without cost. The pupil has the responsibility to cover and care for these books. **THE PARENTS MUST PAY FOR LOST AND DAMAGED BOOKS.** Please encourage your child to take good care of his textbooks.

**DETAINMENT OR DETENTION**

Teachers may detain students up to 3:15 without notification of parents. **IF YOU WISH, A CHILD HAS THE RIGHT TO CALL FROM THE OFFICE PHONE TO INFORM PARENT/GUARDIAN OF LATENESS.**

**DETENTIONS WILL BE HELD DURING LUNCH.**

Parents will be notified. Parents who have questions in regard to the detainment or detention procedure must contact the teacher assigning a detention through the school office.

### **CODE OF CONDUCT**

The National Park Elementary School Code of Conduct has four very clear goals:

- 1) To protect the learning and instruction environment;
- 2) To promote mutual respect for others and the school;
- 3) To ensure students take full advantage of their educational opportunities;
- 4) To create and maintain a safe environment for learning.

These are the most commonly shared goals in exemplary schools everywhere. Misconduct in school is a threat to student achievement and the maintenance of an optimal learning environment. It affects everyone in the school community: students and their parents, teachers, aides and administrators. Each interference with the teaching-learning process wastes valuable time, energy and resources.

Our Code of Conduct is built upon a philosophy that seeks to encourage character development and teach socially acceptable behaviors while protecting against and discouraging unacceptable behaviors. Our goal is not punishment for its own sake.

We also believe that parent involvement in a disciplinary action concerning their child is the most reasonable and productive approach to bringing about desired change. Additionally, the larger community must work with the school through its Juvenile Law Enforcement division so that children come to recognize they are accountable for their behaviors both in and out of school. The complete Code of Conduct will be provided (1 per family) by means of the Family Envelopes. Please read it and keep it handy for immediate reference.

### **CHILD CUSTODY**

To protect and prevent students from being taken from school by anyone other than the authorized parent or guardian, the school must have a copy of any custody papers issued by the court, or a copy of the custody agreement drawn by the attorneys for the child's parents, or a copy of any restraining orders. Without these legal documents, the school cannot refuse to let either parent take the child. If this is a matter that concerns you, please contact the school at once.

### **CHILD STUDY TEAM & SPECIAL SERVICES**

Certified specialists work with students who need special help in adjusting to the regular school program. Special services programs include:

School Counseling (available three days per week)  
Remedial reading, math and writing (Basic Skills Improvement Programs)  
Speech Therapy and Child Study Team Services  
Occupational Therapy & Physical Therapy  
Title I Parent Policy

### **DRUG FREE SCHOOLS**

In cooperation with the Drug Free Schools and Campuses Certification Grant (34 CFR Part 86), parents can review the school policies upon request. The specific policy codes regarding drugs and alcohol are: 516, 516A, 516B and 516C.

### **EARLY DISMISSAL**

You are requested not to have your child dismissed early unless an emergency arises. The request **MUST BE IN WRITING**, signed by the parent/guardian. Your child will be released in the office after the parent/guardian signs the sign out sheet and signed in upon return.

### **EMERGENCY CLOSING**

**The emergency closing number for National Park School is 843.** In the event of inclement weather, please listen to KYW Radio, Channel 3,6,10 or Fox. There may be times when we will open one or two hours late. Pre-K through Grade 6 will report to school at 9:27 A.M. or 10:27 A.M. Pre-K PM would report to school at 12:20 P.M. All homes will receive a phone call for emergency closings, openings, and early dismissal. On a 2-hour delay, AM Pre K will be cancelled.

## ENTRANCE POLICIES

### Admission to Pre-Kindergarten & Kindergarten

The child must be four years of age on or before October 1st to be admitted to pre-kindergarten. The child must be five years of age on or before October 1st to be admitted to kindergarten and must be six years of age on or before October 1st for first grade. Pre-Kindergarten requires pneumococcal and the flu vaccine. Students entering this school must reside and be domiciled (go back home to a permanent residence) in National Park.

National Park Board of Education has established the following immunizations policies for school entrance:

1. Series of three (3) and (1) booster after the age of 4 for Diphtheria-Tetanus-Pertussis
2. Series of three (3) and (1) booster for Poliomyelitis
3. MMR Immunization. Must have been immunized at one year of age or after. A booster is required.
4. Hepatitis B - 3 doses for Kindergarten
5. Varicella HIB Immunization - age appropriate.
6. Two (2) Proofs of Residency (license&tax/elec.bill)
7. Official Birth Certificate/Social Security Card
8. Pupils entering Gr. 6 require Hepatitis B Immunization SERIES.
9. Admission to 6th grade - Booster DTAP and Meningitis Vaccine

### FAMILY LIFE CURRICULUM

A copy of the National Park School Family Life Curriculum is available in the Main Office.

### FIELD TRIPS

Class trips and the related costs for transportation and admissions are assumed by the National Park Board of Education and the Home and School Association. Parents/Guardians are responsible for their child's food and personal expenses. Parental permission slips are required for each child attending a class trip. Children not complying with established modes of behavior during the school year may be omitted from field trips after consultation with parent or guardian.

**PARENTS ARE NOT PERMITTED TO TRANSPORT STUDENTS TO OR FROM FIELD TRIPS.**

### FIRE/SAFETY DRILLS

The National Park School must, by law, conduct safety drills during the course of the school year to prepare students for an emergency. The drills that are practiced are Fire Drill, Lockdown, Threat, and Shelter in Place.

## HEALTH SERVICES

The following health-related policies support the district's belief of the importance of maintaining a safe and healthful environment for the school community for the purpose of enhancing the educational process of each student.

**EYE EXAMINATIONS** - given to Kindergarten students and students in Grades 2 - 4 - 6.

**HEARING SCREENINGS** - given to students in K, 1, 2, 3 and administered by the school nurse.

**SCOLIOSIS SCREENINGS** for detection of an abnormal curvature of the spine will be conducted Bi-Annually by the school nurse for all students starting in fifth grades.

### FIRST AID AND ILLNESS

It is not the function or the responsibility of the school nurse to diagnose or treat illness or injury except in emergencies. It is the responsibility of the parents to arrange for such service through referral to the family doctor or other medical service. If a child becomes ill at school, first aid will be administered and the child's parent/guardian will be notified to take the child home. In the event the parent cannot be reached, contact persons as listed on the child's emergency card will be notified.

In the case of medical emergencies, an ambulance will be called and the child will be transported to a hospital. Every attempt will be made to notify the parent/guardian.

**It is imperative that each parent/guardian provide the school with current emergency contact information and guardianship information.**

For the health protection of the school community, no child is to be sent to school when there are signs of illness.

In order to prevent the spread of communicable disease among the school community and to ensure a student complete and rapid recovery from illness, parents should keep their child home when he displays the following signs of illness:

- COUGHING
- EARACHE
- VOMITING
- ENLARGED GLANDS
- HEADACHE
- FEVER (ORAL TEMPERATURE OVER 99.9 F OR HIGHER)
- DIARRHEA
- RED OR DISCHARGING EYES
- RUNNY NOSE
- SORE THROAT
- SKIN ERUPTIONS

If any of these symptoms are exhibited in a child at school, the child's parent/guardian will be notified to take the child home.

**REPORTABLE DISEASES TO THE BOARD OF HEALTH**

<b>Illness</b>	<b>May Return</b>
<b>German Measles</b>	8 days from the first appearance of rash and <b>with</b> signed permission from a physician
<b>Hepatitis A</b>	8 days from first appearance of jaundice and clinical recovery, with a signed permission from a physician
<b>Hepatitis B</b>	Upon clinical recovery, <b>with</b> signed permission from physician
<b>Measles</b>	4 days from the first appearance of rash and <b>with</b> signed permission from a physician. State law requires child's physician to certify disease history.
<b>Mumps</b>	After at least 9 days or until swelling disappears.
<b>OTHER DISEASES</b>	
<b>Chickenpox</b>	6 days from first appearance of rash and after lesions have crusted.
<b>Conjunctivitis</b>	After a <b>full 24 hours</b> from (" <b>Pink Eye</b> ") the start of anti-microbial treatment and <b>with</b> signed permission from a physician
<b>Fever</b>	fever free (oral temperature below 100 F) for a full 24 hours.
<b>Impetigo</b>	At the start of anti-microbial treatment and <b>with</b> a signed permission from physician providing drainage and secretion precautions are followed (i.e., use of band aid or gauze dressing).
<b>Lice/Pediculosis</b>	After application of effective pediculicidal and all lice have been removed as verified by school nurse. A physician's note is not sufficient if lice are found present by School Nurse. Any child found with head lice will be excluded immediately until treatment to kill lice is administered. It is recommended that the pediatrician or family physician be consulted. Information on cleansing procedure is available from the school nurse. Prior to being readmitted to school, the parent is to bring the child <b>to the School Nurse</b> who will provide further instruction on lice and nit removal if needed. The student will be rechecked in 7 days. To prevent reinfestation, clothing and bedding should be washed in hot water and dried on the hot cycle.

**IMMUNIZATIONS** - Immunizations for certain communicable diseases are required by state law for every child attending school. PRE-K,K & GRADE 1 require Varicella for registration. To ensure continued protection, these immunizations must be reinforced at certain intervals. If you are notified of your child's complete immunization requirements, your prompt action will assure your child an uninterrupted school attendance. Failure to provide acceptable proof of completed immunizations in a timely manner will result in your child's exclusion from school until immunizations are completed.

**MEDICATION** - Medication must be kept in the nurse's office, not with the child. New Jersey law requires that **all medication be accompanied by a doctor's written order** and a note from the parent explaining the nature of the illness and any information necessary to give the child his/her medication. It is important to remember that **all** medication (prescription, nonprescription, cough drops, lozenges, etc.), must be accompanied by a doctor's written order

**PHYSICAL EDUCATION EXCLUSION** - Exclusion from Physical Education will be permitted only with a doctor's note containing the following: diagnosis of condition, length of time of exclusion, and date the child may resume activity. Any student who has a continued medical condition must have the exclusion renewed at the beginning of each school year.

**LYME DISEASE** National Park School District is a walking district. Often students wander from the sidewalk and designated walkways to grassy and woody areas. These areas are the habitat of the tick that infects humans with Lyme disease. Ten to fifty percent of ticks in the eastern part of the United States are infected. Most exposures are May through July, when the nymphal stage of the ticks is most active; however, the larval stage (August and September) and the adult stage (spring and fall) also feed on humans and can transmit Lyme disease.

**For more information about Lyme disease call  
1-800-792-8831**

**Scabies** When free from infection and **with** signed permission from physician

**Strep Infection** After a full 24 hours from the start of anti-microbial treatment and **with** a signed permission from physician.

**HOME & SCHOOL ASSOCIATION**

The National Park Home & School Association meets regularly throughout the school year and is one line of communication between the school and the home. Parents can become better informed by attending Home & School Association meetings as well as Back to School Night and other programs planned by the school. Membership and participation in Home & School Association activities helps strengthen the relationship between home and school. (REFER TO OUR WEBSITE).

<b>President</b>	<b>Paula Baldrige</b>	<b>609-980-9271</b>
Vice-President	Lisa Maska	845-7698
Recording Secretary	Kristine Eliassen	579-4080
Corresponding Secretary	Dawn Sholders	845-1312
Treasurer	Jill Meyer	609-841-5198
Fund Raising	Tracy Reynolds	848-5032
Room Parents	Kelli Gismondi	845-6633
Publicity	Donna Sparks	686-0355
Kitchen	Amy Bastien	848-7195
Membership/Sunshine	Jennifer Michaelchuck	853-6820

### HASA MEETINGS:

**SEPT. 22, 2009 6:00 PM OPEN HOUSE**

NOV. 18, 2009 7:00 PM

JAN. 11, 2010 7:00 PM

MARCH 9, 2010 7:00 PM

MAY 19, 2010 7:00 PM

### INSURANCE

The National Park Board of Education has purchased SCHOOL-TIME "Student Accident Insurance" from Maksin Management. Your child will receive a brochure in September outlining the insurance coverage for this program. You have the opportunity of purchasing additional 24-hour wrap around coverage if you wish. If you have any questions, call the school office.

### INTEGRATED PEST MANAGEMENT

The New Jersey School integrated Pest Management Act of 2002 requires schools to implement a school integrated pest management policy. As per this policy, each school board of a school district and the Chief School Administrator of a public school shall implement integrated Pest Management (IPM) procedures to control pests and minimize exposure of children, faculty and staff to pesticides. National Park School shall develop and maintain an IPM plan as part of the school's policy.

#### Integrated Pest Management Procedures in Schools

Implementation of IPM procedures will determine when to control pests and whether to use mechanical, physical, cultural, biological or chemical methods. Applying IPM principles prevents unacceptable

levels of pet damage by the most economical means and with the least possible hazard to people, property and the environment.

We shall consider the full range of management options, including no action at all. Non-pesticide pet management methods are to be used whenever possible. The choice of using pesticide shall be based on a review of all other available options and a determination that these options are not effective or not reasonable. When it is determined that a pesticide must be used, low impact pesticides and methods are preferred and shall be considered for use first.

### Development of IPM Plans

The school IPM plan is a blueprint of how National Park School will manage pests through IPM methods. The school IPM plan states the school's goals regarding the management of pests and the use of pesticides. It reflects the school's site-specific needs. The IPM plan shall provide a description of how each component of the school IPM policy will be implemented in the school. The Chief School Administrator, in conjunction with the supervisor of Building and Grounds, shall be responsible for the development of the IPM plan for the National Park School.

### IPM Coordinator

The Chief School Administrator shall designate the Supervisor of Building and Grounds as the pest management coordinator. He will be responsible for the implementation of the school integrated pest management policy.

### Record keeping

Records of pesticide use shall be maintained on site to meet the requirements of the state regulatory agency and the school board.

Records shall also include, but are not limited to, pest surveillance data sheets and other non-pesticide pest management methods.

### Re-entry

Re-entry to a pesticide treated area shall conform to the School IPM Act.

### Pesticide applicators

The IPM coordinator shall ensure that applicators follow state regulations, including licensing requirements and label precautions, and must comply with all components of the School IPM policy.

### **Recording/Playback Devices**

Students are expressly prohibited from using cell phones, video or audio recording/playback devices during school hours unless approved by administration.

### **HOMEWORK**

Homework is an integral factor in fostering the academic achievement of students and extending school activities into the home and community. Homework will not be given the day before a holiday.

Regular homework provides opportunities for:

- developmental practice
- drill
- application of skills already learned
- development of independent study skills
- enrichment activities
- self-discipline

Parents can help their children with homework in the following manner:

- a. Help your child see homework as a valuable activity. Your interest alone confers some importance to the task, but students should also see homework as something they do for themselves.
- b. Set up a well-stocked, comfortable place for your child to work. It should be quiet and private. Provide a good light, a table or desk, adequate supplies (paper, pen, pencil, etc.) and a comfortable chair.
- c. Set a regular homework time. Usually late afternoon or early evening is best. This leaves time at the end of the day to relax. However, be flexible enough to make exceptions. Plan for study breaks. The age of the student will determine how long he/she can concentrate before a rest is needed. Try to eliminate common distractions and/or interruptions such as: television, radio, stereo, telephone calls, excessive talking or movement.
- d. Reinforce the idea that homework is a student's responsibility, but that you're always there to help. You may have to prod your child from time to time to get started, but avoid doing the work for him/her.
- e. Think of yourself as a consultant not as a proofreader or editor. Your child needs your support more than pressure to produce perfect papers. Even failure to complete an assignment once in awhile is not the end of the world. What is important is that your child has a

sense of responsibility about homework and understands that you and the school are supportive.

### **LIBRARY**

The administration and faculty recognize the value of the school library. They adopted the following rules for effective use of the library and its materials:

1. Any book signed out by a student becomes that student's responsibility.
2. Books are due seven (7) days after they are signed out.
3. Lost books must be paid for on or before the last day of the school year or no report card will be distributed to the student
4. Cost of books is determined as follows:
  - a. New books are charged at full price
  - b. Depreciation is calculated on 10% of the original cost after the first year. An additional 10% will be deducted from the cost for each year thereafter.

### **LUNCH PROGRAM**

National Park School offers a HOT LUNCH PROGRAM. This is a "closed lunch" program meaning no student will be permitted to leave the school grounds during the lunch period. Your child may bring a bag lunch or purchase a lunch in school. Milk may be purchased in the cafeteria. Students may bring a thermos bottle, but no carbonated beverages are permitted.

### **LOCAL WELLNESS AND NUTRITION**

The Board of Education believes that children need access to healthful foods and opportunities to be physically active in order to grow, learn, and thrive, and that good health fosters student attendance and education.

Therefore, the board is committed to providing school environments that promote and protect children's health, well being, and ability to learn by supporting healthy eating and physical activity, and will ensure that:

- All students will have opportunities, support, and encouragement to be physically active on a regular basis.
- Foods and beverages sold or served at school will meet the nutrition recommendations of the US Dietary Guidelines for Americans, and the USDA nutrition standards for National School Lunch, School Breakfast, and/or After-School Snack Programs.
- Qualified child nutrition professionals will provide students with access to a variety of affordable, nutritious, and

appealing foods that meet the health and nutrition needs of students; will accommodate the religious, ethnic, and cultural diversity of the student in meal planning; and will provide clean, safe, and pleasant settings and adequate time for students to eat.

- To the maximum extent practicable, all schools in our Pre-K-6 district will participate in available Federal School Meal Programs.
- Schools will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity, and will establish linkages between the health education and school meal programs, and with related community services.
- The board will engage students, parents, teacher, food service professionals, health professionals, and other interested community members in developing, implementing, monitoring, and reviewing district wide nutrition and physical activity policies.
- The chief school administrator shall develop regulations consistent with this policy, including a process for measuring the effectiveness of its implementation, and designating personnel within each school with operational responsibility for enduring the school is complying with the policy.

The board recognizes that child and adolescent obesity has reached epidemic levels in the United States, and that poor diet combined with the lack of physical activity negatively impacts on students' health, and their ability and motivation to learn. The board is committed to:

- Providing students with healthy and nutritious foods;
- Encouraging the consumption of fresh fruits and vegetables, low-fat milk, and whole grains;
- Supporting healthy eating through nutrition education;
- Encouraging students to select and consume all components of the school meal, and;
- Providing students with the opportunity to engage in daily physical activity.

All reimbursable meals shall meet Federal nutrient standards as required by the US Department of Agriculture Child Nutrition Program regulations. All items served, as part of the After-School Snack Program shall meet the standards as outlined within this policy.

The following items may not be served, sold, or given out as free promotion anywhere on school property at any time before the end of the school day:

- Foods of minimal nutritional value (FMNV) as outlined by the US Department of Agriculture regulations;
- **All food and beverage items listing sugar, in any form, as the first ingredient;** and
- All forms of candy.

Schools shall reduce the purchase of any products containing trans fats. (Federal labeling of trans fats on all food products has been required since January 1, 2006).

All snack and beverage items sold or served anywhere on school property during the school day, including items sold in a la carte lines, vending machines, snack bars, school stores, and fundraisers or served in the reimbursable After-School Snack Program, shall meet the following standards:

- Based on manufacturer's nutritional data or nutrient facts labels:
  - No more than eight grams of total fat per serving, with the exception of nuts and seeds;
  - No more than two grams of saturated fat per serving.
- All beverages shall not exceed 12 ounces, with the following exceptions:
  - Water
  - Milk containing two percent or less of fat.
- Whole milk shall not exceed eight ounces.

In elementary schools, 100 percent of all beverages offered shall be milk, water, or 100 percent fruit or vegetable juices.

Food and beverages served during school celebrations or during curriculum-related activities are encouraged to follow this policy as per district guidelines, with the exception of foods of minimal nutritional value as defined by USDA regulations.

This policy does not apply to: medically-authorized special needs diets pursuant to Federal regulations; school nurses using FMNVs during the course of providing health care to individual students; or special-needs students whose Individual Education Plan (IEP) indicates their use for behavior modification.

Adequate time should be allowed for student meal service and consumption. School shall provide a pleasant dining environment.

**The board recommends that recess be scheduled before lunch.**

The district's curriculum shall incorporate nutrition education and physical activity consistent with the New Jersey Department of Education Core Curriculum Content Standards.

Due to changes mandated by the State and the Federal Government, we are no longer permitted to serve or sell certain foods during the school day. These changes have been made due to the alarming rise in childhood obesity and diabetes.

Although it is a parent's choice what to pack for lunch for their child, we are encouraging parents to think about the nutritional value and consider following the state and federal guidelines.

**SODA IS NOT PERMITTED AT ANY TIME.** Students who bring in soda will not be permitted to drink it.

We are providing you with a list of foods that are **NOT** permitted for any event, even special school celebrations. We are also providing a list of foods we would encourage you to send in to school.

Foods **NOT** permitted to be served or sold in school at any time during the school day, including special school celebrations. These are foods considered to be of minimal nutritional value (FMNV):

- Soda
- Water ice
- Chewing gum
- Hard candy
- Jellies
- Gums
- Licorice
- Marshmallows
- Candies
- Fondants
- Cotton candy
- Candy popcorn

Foods permitted only during special events. They should be combined with foods with more nutritional value. Children will only be permitted to have a limited amount of these foods:

- Cupcakes (no toppings)
- Cookies
- Brownies
- Chocolate candy
- Potato chips
- Cheese curls
- Ice cream (no toppings included in list above)
- Pizza

Foods we encourage children to eat and to be served at parties and any time during the school day.

- Low fat milk or cheese
- 100% fruit juice
- Fresh fruit
- Fresh vegetables
- Popcorn
- Fruit and cheese kabobs
- Angel food cake
- Yogurt
- Graham crackers
- Veggie tray with low fat dip
- Low fat pudding
- Pretzels
- Trail mix
- Applesauce cups
- Baked corn chips w/salsa
- Whole grain crackers
- Whole grain gold fish
- Low sugar granola bars
- Fruit cups
- String cheese

Beverages served should be low fat milk, 100% fruit juice or water. It is not recommended that children consume products with Splenda (sucralose) or NutraSweet (aspartame).

## PLAYGROUND ARRIVAL

**Children are not to arrive before 8:25 A.M. The school will not assume responsibility for students until the specified time of arrival.**

### PUPIL ASSISTANCE COMMITTEE (P.A.C.)

In accordance with New Jersey Administrative Code (N.J.A.C.) 6:26-1.1, the National Park B.O.E. will maintain a Pupil Assistance Committee (P.A.C.) to operate throughout the school year. The purpose of this Committee will be to perform intervention and referral services for general education pupils. As stipulated in N.J.A.C. 6:26-2.1, this will be accomplished by P.A.C.'s role as a school-based team that will design and monitor the implementation of strategies for educating non-classified pupils who are referred because they are experiencing difficulties in their classes. By definition this would not include those students previously determined to be in need of special education programs and services pursuant to Chapter 46 Title 1 8A of the New Jersey Statutes and N.J.A.C. 6:28. The structure and make-up of the P.A.C. will be determined on a yearly basis by the Superintendent.

The P.A.C. shall function in accordance with N.J.A.C. 6:26-2.2 and with the specific procedures developed. These procedures include the process for referral of pupils, the development and implementation of Pupil Assistance Plans for each referred student, documented follow up as to student progress and stipulations as to the involvement of school staff, referred pupils and parents.

In addition to the provisions of N.J.A.C. 6:26-1, the P.A.C. will also act as a group to insure compliance with Section 504 of the Vocational Rehabilitation Act of 1973. This will include overseeing the identification, evaluation and implementation of services for students with a physical and/or mental impairment that limit the major life activity of learning. Pupils reviewed by this process will be those with impairments that are not provided for through the Individuals with Disabilities Education Act and Chapter 46 Title 1 8A and N.J.A.C. 6:28.

### NOTICE OF RIGHTS - SECTION 504

Section 504 of the 1973 Rehabilitation Act is a nondiscrimination statute barring discrimination on the basis of handicap. Dr. James Conaway is the 504 Officer.

The Act defines a person with a handicap as anyone who:

1. has a mental or physical impairment that substantially limits one or more major life activities (which include activities such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working).

- 2. has a record of such an impairment, or
- 3. is regarded as having such an impairment.

It is the policy of the National Park School not to discriminate on the basis of handicap in its educational programs, activities or employment policies as required by the Act. No discrimination against any person with a handicap will knowingly be permitted in any of the programs and practices in the school.

The school district has the responsibility to identify, evaluate, and if the child is eligible under 504, afford access to appropriate educational services. Parents are entitled to have the opportunity to review relevant educational records under the Family Education Rights and Privacy Act (FERPA).

The designated National Park School District Section 504, Education Programs Officer is Dr. James Conaway, Supervisor.

**RELIGIOUS HOLIDAYS**

Requests for excused tardiness or absence must be presented in writing to the teacher BEFORE the occurrence.

**REPORT CARDS**

Distribution Dates for Report Cards Pre-K to Grade 6:

FIRST	SECOND	THIRD
Friday, December 4, 2009	Friday, March 12, 2010	Friday, June 18, 2010

**INTERIM REPORTS**

There are three marking periods. Each marking period is approximately thirteen (13) weeks. Interim reports will be distributed midway through each marking period. Conferences will be held during the first marking period. Conferences will also be held for any child being considered for retention during the third marking period. Conferences may be held during the second marking period at the request of the parent or teacher.

**RETENTION**

Standards for pupil promotion shall be related to district goals and objectives and to the accomplishments of pupils. A pupil in grades Pre-K-6 will be promoted to the next succeeding grade level when he/she has completed the course requirements at the presently assigned grade; has achieved the instructional objectives set for the present grade; has demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade, and **has an acceptable attendance record**. Failure to meet any of these goals and objectives may result in retention at that grade level. The Superintendent is responsible for the final decision made on retaining a student after consultation with the

Director of Curriculum and the teachers. All children recommended for retention will be discussed at PAC.

**ROLE OF PARENTS**

**PARENTS CAN HELP THE SCHOOL BY:**

- a. Promptly returning report cards, consent slips, etc.
- b. Making sure your child completes homework.
- c. Seeing to it that children are dressed simply, neatly, modestly and suitably in accordance with the weather and district dress guidelines.
- d. Checking with school for lost articles. Many articles are left unclaimed and are disposed of at the end of the school year.
- e. Helping to instill in their children habits of obedience and respect for authority.
- f. Seeing to it that children do not bring dangerous or distracting toys or articles to school, such as oversized dolls, game boards with many pieces, radios, expensive electronics, etc. Guns and knives are prohibited.
- g. Remembering that friends and relatives may not visit with children in the classroom.
- h. Instructing children to go home directly when they are dismissed and not to remain in school or on the school grounds.
- i. ALWAYS CHECKING IN AT THE OFFICE FIRST, when stopping by the school.
- j. Resolving problems or concerns about their child by following the proper sequence:
  - Step 1. Teacher
  - 2. Administration
  - 3. Superintendent
  - 4. Board of Education
- k. Sending your student to school daily ready to learn.

**SAFETY PATROL**

The children of National Park School are helped in crossing the streets in National Park by our Safety Patrol. Safeties are selected based on academic performance, attendance record (tardiness), behavior and the teacher's recommendation to serve on the Safety Patrol. Safety Patrol members are posted at key cross-sections and on the school grounds.

Parent drivers can help the school and the Safety Patrol by:

- a. Observing extreme caution at all times when driving in the school area.
- b. Discharging pupils at the curb so that they exit directly to the sidewalk.
- c. By being patient and observing safety rules during inclement weather when the school area becomes extremely congested

QUESTIONS REGARDING SAFETIES SHOULD BE DIRECTED TO

### **STUDENT ATTIRE**

The Board of education recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The board will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices affect the educational program of National Park School.

The board authorizes the superintendent and administrators to enforce school regulations prohibiting student dress or grooming practices when they:

1. present a hazard to the health and safety of the student himself or to others in the school,
2. materially interfere with schoolwork, create disorder, or disrupt the educational program,
3. cause excessive wear or damage to school property,
4. prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement.

#### **Clothing**

Shorts may be worn during the school year. Shorts should be fingertip length. Parental discretion is advised depending upon the weather. Clothing should allow for reasonable, comfortable movement and modesty.

Jackets, sweatshirts or T-Shirts with a double meaning; violent designs; crude phrases; slogans promoting or condoning the use of alcohol, tobacco, drugs; those containing profanity or sexual references are not permitted.

No one is permitted on school property barefooted. Flip-flops, cleated shoes or unsafe footwear are not permitted. Sneakers are to be worn for Physical education classes. Sandals are discouraged because of the safety factor. It has been proven that wearing sandals to and from school and on the playground is hazardous.

#### **Head covers**

No head covering will be worn indoors during school hours except for health or religious reasons or special class functions. No sunglasses shall be worn indoors during school hours except for medical reasons with approval by the nurse or administration.

#### **Enforcement**

Teaching staff members will report perceived violations to the Supervisor of Personnel or nurse who will interpret and apply the code. Students who come to school in inappropriate dress may not be allowed in class until parents/guardians have provided a change of clothing. Class time missed because of dress code violation may be made up after school

or they may be given a detention. The superintendent shall be the final arbiter of the students dress and grooming code.

### **STUDENT RECORDS**

Parents may examine the school records of their children in accordance with Board Policy No. 5130. Parents must notify the school office in advance to set up an appointment.

Each year National Park School administers standardized tests to students in Grades 2 & NJ ASK Grades 3, 4,5 & 6. Copies of test results will be placed in final report card, if available.

### **SUBSTANCE ABUSE**

The Board prohibits the use, possession or distribution of any drug during school hours, on school property and at any school-sponsored event on or off the school property. The district shall combat substance abuse with identification, evaluation, referral for treatment, and discipline of students who are substance abusers, and incorporate drug and alcohol education in its curriculum at each grade level.

### **SCHOOL AND COMMUNITY HAZARDOUS SUBSTANCES NOTIFICATION**

It shall be the policy of the Board of Education, pursuant to the Worker and Community Right To Know Act, N.J.S.A. 34:5A-3 et seq., to publish notice annually to all members of the school community of any construction, installation, renovation or other activities involving the use of any known hazardous substances in or on the school campus. Such notice shall be published annually and prominently posted on the district bulletin board at any such time throughout the year when such materials are to be used. The notice shall state the activity to be conducted and the hazardous substances to be used and shall be posted at least two days prior to the activity to be performed except where an emergency condition prevents the two-day notice in which case the notice shall be posted as soon as practicable. Hazardous substance fact sheets shall be maintained on site as required and open to public inspection when requested.

### **TELEPHONE USE**

**Use of the office telephone is restricted to calls for lunches, glasses, clean clothing or emergency needs.**

### **FORGOTTEN HOMEWORK IS NOT AN EMERGENCY**

#### **CELL PHONE USE**

**Cell phones are not permitted to be used at any time during the school day by students unless approved by the school office. Phones in use will be confiscated until the end of the school day. The second infraction will require a parent/guardian to pick up the phone. Cell phones may be brought to school but must be placed in backpacks or other secure location for the school day. This refers to all other electronic equipment**

(i.e. cameras, ipods, games, etc.) Cell phones may not be carried to classes. No cameras, ipods or electronics games are permitted.

### **TRANSFER REQUESTS**

All requests for transfer must come from the parent/ guardian of the child at least two (2) school days prior to the date of transfer. No transfer card will be issued if all books have not been returned or fines have not been paid. Transfer cards and a copy of the student health record will be given to the parent/guardian or mailed to the receiving district. Pupil records will be sent to the receiving district following a request from the administration of that district. Students transferring into National Park School are required to have a transfer card and a health record. Because we need time to schedule and provide books for the new student, we cannot enroll the transferring student any earlier than 24 hours.

### **VISITORS**

To provide maximum security for your children, all doors are locked. The doors will open easily from the inside as required by the fire code, but will not open to outsiders trying to enter the building.

**ALL VISITORS, REGARDLESS OF PURPOSE, SHOULD USE THE MAIN DOOR BY PRESSING THE BUZZER AND WAITING FOR THE MIDDLE DOOR TO UNLOCK AND MUST REPORT DIRECTLY TO THE MAIN OFFICE, SIGN IN AND OBTAIN A VISITOR'S PASS. NO ONE WILL BE PERMITTED IN THE HALLS OR CLASSROOMS WITHOUT AUTHORIZATION FROM THE MAIN OFFICE.**

Forgotten items such as lunches, sneakers or glasses are to be clearly marked with your child's name and homeroom and left in the main office for delivery to your child.

### **CHILD ABUSE**

Child Abuse laws mandate the reporting of suspected incidents of child abuse and neglect to the Division of Youth And Family Services (DYFS). This agency has the authority to act immediately on reported allegations of child abuse and neglect. The local school district's responsibility is to report suspected cases and cooperate with the investigation by representatives of the agency.

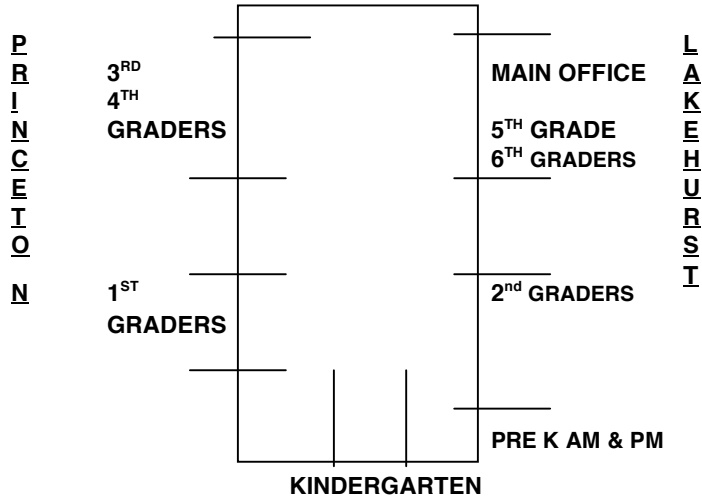
Under the law, an abused or neglected child is any child under 18 years of age:

1. Whose parent or guardian inflicts or allows to be inflicted upon the child physical injury.
2. Whose physical, mental, or emotional condition has been impaired or risks being impaired.
3. Against whom a sex act has been committed by a person responsible for his/her care or by someone else permitted to commit such an act by the person responsible for the child's care, or who has been willfully abandoned by his/her parent or guardian.

# NATIONAL PARK ELEMENTARY

## STUDENT ARRIVAL/DISMISSAL LEDGER

### 5TH Street



## National Park Borough 39:4-139 Loading and Unloading

**No operator of a vehicle shall stand or park the vehicle for a period of time longer than is necessary for the loading or unloading of passengers or materials or longer than is hereinafter provided. The loading or unloading of passengers shall not consume more than three (3) minutes in an alley or at a curb adjacent to the entrance of a school, church, theater, hotel, hospital or any other place of public assemblage during hours designated by official signs.**

### CARS

As part of our school safety program, we ask parents to abide by the following:

1. Obey the police department signs when bringing or calling for your children. Do not park in yellow curb areas. Cars picking up students are requested to observe the one-way street regulations on Lakehurst and Princeton Avenues.
2. When driving on, or near, school grounds, proceed with extreme caution.
3. It is illegal to leave an automobile unattended while the motor is running.
4. Do not discharge or pickup children while double-parked.
5. Fire regulations forbid parking in front of the school entrance when school is in session.

## GROVE

<b>PRE-K (AM &amp; PM)</b>	<b>Pick up on Lakehurst side doors closest to Grove Avenue</b>
<b>KINDERGARTEN</b>	<b>Pick up at Grove Ave. doors</b>
<b>1<sup>ST</sup> GRADE</b>	<b>Pick up on Princeton side doors closest to Grove Avenue</b>
<b>2<sup>ND</sup> GRADE</b>	<b>Pick up on Lakehurst side between Main Entrance and Pre K</b>
<b>3<sup>RD</sup> and 4<sup>TH</sup> GRADES</b>	<b>Pick up on Princeton side doors between 1st grade doors and playground</b>
<b>5<sup>TH</sup> and 6<sup>TH</sup> GRADERS</b>	<b>Pick up on Lakehurst side doors at the Main Entrance</b>