

Harding Elementary School

426 Boulevard Kenilworth, New Jersey 07033

**Student/Parent Handbook
2019/2020**



KENILWORTH

The community of Kenilworth was developed in the late 1800's as a real estate venture by a group of businessmen from Elmira, NY. Originally, this real estate venture was named New Orange Industrial Association. In 1904, after some of the original partners died, the Principals referred to their real estate project as "Kenilworth."

The members of the Kenilworth Realty Corporation belonged to a literary society that they called the Kenilworth Club. The name of the club, which had been established prior to the formation of Kenilworth Realty, was adopted from Sir Walter Scott's famous 19th century novel, *Kenilworth*, featuring Kenilworth Castle, one of the most historic castles in England.

On June 18, 1907, New Jersey Governor Stokes signed a Bill of Incorporation allowing the town to be known officially as the Borough of Kenilworth. Since 1937, the borough has used the likeness of Kenilworth Castle as its official Borough Seal. It appears on police cars, flags, and fliers throughout the community.

WARREN G. HARDING ELEMENTARY SCHOOL

Depending on the location of where the children of "Kenilworth" lived, they either attended school in Cranford (if they lived in the Cranford Section) or Union (if they lived in the Union Section). As the population of Kenilworth grew, a school was established in an old farmhouse at the corner of the Boulevard and 20th Street. A little one-room building near 20th Street was also used. The wife of Kenilworth's first doctor, Mrs. Blair, had complete charge of the school. As the number of pupils grew, a man was hired as a teacher (earning a yearly income of \$1,000).

Later, McKinley School was built by Cranford for Kenilworth's use and a number of teachers were hired to teach grades one through eight. A while later, a Kindergarten class was also established. Mr. Joseph Soehl was the first Principal of the school. Often, two grades were housed in one room. However, soon the classes grew so crowded that again the 20th Street building was hired to house the Kindergarten. In 1915, an addition to the 20th Street building was also erected. Then, during the First World War, McKinley School grew so overcrowded that another new building had to be constructed.

In 1923, Warren G. Harding School was completed. It was named in memory of President Warren G. Harding whose untimely death took place while the Board of Education was considering names for the new school. It contained 9 classrooms and an auditorium. Another addition, which was completed in 1951, added 13 more rooms to the original building.

Board of Education

Gregg David – Board of Education President

Mark Jankiewicz - Board Vice President

Robert Beiner

Dr. Michelle Panichi

Genean Braun

Nancy Zimmerman

Paulette Drogon

Anthony Laudati

Ryan Haberthur

District Administrators

Kyle Arlington, Superintendent

Brian Luciani, Director of Academics

Dawn Cuccolo, Director of Student Personnel Services

Joy Przywara, Supervisor of Guidance & Assessment

Dana Cansian, Supervisor of Curriculum & Instruction

Lauren Bound, Supervisor of Curriculum & Instruction

Vincent Gonnella, School Business Administrator

Kathleen Murphy, Principal Harding School

Ronald Bubnowski, Assistant Principal Harding School

NOTICE OF THE WORKSHOP MEETING SCHEDULE FOR THE KENILWORTH BOARD OF EDUCATION

The workshop meetings of the Kenilworth Board of Education shall be held on the first Monday of each month, with the exception of October when the meeting shall be held on the first Tuesday. The meeting shall take place either in the Board Conference Room at the David Brearley Middle/High School or Harding Auditorium and shall convene at 7:30 p.m. There will be no workshop meetings in July and August.

NOTICE OF THE REGULAR MEETING SCHEDULE FOR THE KENILWORTH BOARD OF EDUCATION

The regular meeting of the Kenilworth Board of Education shall be held on the second Monday of each month, with the exception of October, when the meeting night shall be held on the second Tuesday. The meeting shall take place in the Board Conference Room at the David Brearley Middle/High School, unless otherwise specified, and shall convene at 7:30 p.m.

The following dates will be the regular meeting schedule for the 2019-20 school year:

Monday, July 15, 2019	Regular Meeting
Monday, August 12, 2019	Regular Meeting
Monday, August 26, 2019	Special Meeting
Monday, September 9, 2019	Regular Meeting
Tuesday, October 15, 2019	Regular Meeting
Monday, November 11, 2019	Regular Meeting
Monday, December 9, 2019	Regular Meeting
Monday, January 6, 2020	Organization Meeting

ORDER OF BUSINESS

1. Call to Order (Open Public Meeting Statement)
2. Flag Salute
3. Roll Call
4. Presentation of Minutes (Regular Only)
5. Report of Secretary (Regular Only)
6. Report of Superintendent
7. Report of Committees
8. Correspondence (Regular Only)
9. Old Business
10. New Business
11. Open Meeting to the Public
12. Close Meeting to the Public
13. Roll Call on Resolutions (Regular Only)
14. Closed Executive Session (Public Excluded)
15. Adopt any resolutions necessary after executive session
16. Adjournment

The regular order of business may be altered by a majority vote of the members present. Any other matters which may be properly brought to the attention of the Board of Education may be discussed and voted upon.

District Mission Statement

The Kenilworth School District, the center of a small, supportive community, is dedicated to creating adaptable life-long learners who are capable of making critical and informed decisions as responsible citizens. Together, we set high expectations for student achievement according to individual goals as well as external standards. Our curriculum, instructional program, services, and resources evolve and adapt to an ever-changing world. It is the expectation of this school district that all pupils achieve the New Jersey Core Curriculum Content Standards at all grade levels.

Mission of Harding Elementary School

The mission of Harding Elementary School, a caring and nurturing Pre-K through 6th grade Elementary School, is to develop a strong academic and social foundation through the use of a wide variety of adaptable resources and developmentally appropriate instructional practices in partnership with parents.

TEACHING STAFF

Room Number	Name	Position	Phone Ext.
137	Mrs. Jurkiewicz	Pre-Kindergarten	584
121	Mrs. Healy	Pre-Kindergarten	606
127	Ms. Elshiehk	Kindergarten	127
160	Mrs. Skiff/Ferdinandi	Kindergarten	557
169	Mrs. Parente	Kindergarten	618
167	Mrs. McGee	Kindergarten	615
164	Mrs. Miller	Kindergarten	598
148	Mrs. Bedford	First Grade	605

149	Mrs. Wong	First Grade	561
168	Ms. Higgins	First Grade	586
170	Mrs. Starke	First Grade	582
147	Mrs. Walsh	First Grade	607
109	Mrs. DeCristoforo	Second Grade	612
150	Mrs. Collemi	Second Grade	571
145	Mrs. Schmidtberg	Second Grade	554
156	Mr. Magliocco	Second Grade	538
111	Mrs. Donough	Second Grade	608
211	Mrs. Loconte	Third Grade	535
239	Ms. D'Allesandro	Third Grade	569
223	Ms. Duda	Third Grade	534
223	Mrs. Monesmith	Third Grade	534
221	Mrs. Smith	Third Grade	537
237	Mr. Mills	Third Grade	609
259	Ms. Folgar	Fourth Grade	559
257	Mrs. Gerenstein	Fourth Grade	552
257	Mrs. McSherry	Fourth Grade	552
258	Ms. D'Arpa	Fourth Grade	568
255	Mrs. Ventura	Fourth Grade	610
260	Mrs. Bussiere	Fourth Grade	553
238	Mr. Klimchak	Fifth Grade	603
201	Ms. Marks	Sixth Grade	602
241	Mrs. Decavalles	Fifth Grade	589
240	Mrs. Jernigan	Fifth Grade	604
234	Mrs. Duffy	Fifth Grade	542
234	Mrs. Vitale	Fifth Grade	542
208	Mrs. Santoro	Sixth Grade	579
204	Mrs. Campanile	Sixth Grade	574
210	Mrs. Luerssen	Sixth Grade	613
206	Mrs. Kaprowski	Sixth Grade	565
206	Mrs. Kirkpatrick	Sixth Grade	565
212	Mrs. Horling	Sixth Grade	590
Gym	Ms. Sirni	Physical Education	531
Gym	Ms. Geoghan	Physical Education	531
Gym	Mr. Capizzano	Physical Education	522
202	Ms. Spony	Art	563
203	Mrs. Conte	Vocal Music	587
Library – 252	Mrs. Karen Goger	Librarian	521
Band Room-250	Mr. Ondrey	Instrumental Music	599
252	Mrs. Griffin	Stem	556
166	Mrs. Dieckmann	Reading Specialist	543
201	Mr. Nichols	Sixth Grade	536
154	Ms. Esposito	LLD	620
248	Mrs. Piccoli	LLD	620
147	Mrs. Glacken	First Grade	622
103	Mrs. Toto	BSI	555
231	Mrs. Terranova	BSI	539
153	Mrs. Kurek	BSI	514
231	Mrs. Radice	BSI	626

231	Mrs. Galpern	BSI/ESL	623
231	Mrs. Nelson	BSI	619
101	Mrs. Tropeano	BSI/ESL	503
201	Ms. Gonzalez	Spanish	624
201	Mrs. O'Connor	Speech	504
201	Mrs. Fowlkes	Speech	504
201	Ms. Schilling	OT	570
205	Mrs. Carrara	Psychologist	518
205	Mr. Maraviglia	Social Worker	516
205	Mrs. Ruopp	LDTTC	505
233	Mrs. Griffiths	School Counselor	533
233	Mrs. Jeans	School Counselor	558
201	Ms. Holt	Speech	TBA

SPECIAL SERVICES STAFF

Mrs. Regina O'Connor/Mrs. Kristie Fowlkes /Ms. Bonnie Holt– Speech
 Mrs. Jennifer Ruopp – LDTTC
 Mr. Michael Maraviglia – Social Worker
 Mrs. Carol Carrara - Psychologist
 Mrs. Kristen Jeans - Student Counselor
 Ms. Amie Griffiths - Student Counselor

CAFETERIA STAFF

Mrs. Olga Hackett, Manager

CUSTODIAL STAFF

Mr. Peter Price

OFFICE STAFF

Mrs. Caroline Budis, Secretary to the Principal
 Ms. Robin Ponticello, School Secretary
 Mrs. Lisa Casamento, Secretary to the Superintendent
 Ms. Jolene Mazza, Secretary/Curriculum & Instruction
 Ms. Mary Ellen Duggan, Payroll/Personnel
 Mrs. Roseann Rinaldi, Accounts Payable/Purchasing
 Ms. Angela Sandull, Secretary to the Business Administrator
 Ms. Lorrell Dutkevich, Secretary/Board of Education

LUNCH/PLAYGROUND AIDES

Lisa Cereste-Minnetti	Hanan Abdelhamid
Debbie Vellanti	Maria Pugliese
Gail Cantalupo	Maria Farnsworth
Rose Deahl	Ana McClafferty
Amal Elmalah	Mike Ringler

CLASSROOM AIDES

Donna Kelly	Colleen Filippone
Kathleen Wirry	Lillian Falcetano
Joanne Palumbo	Pat Lospinoso
Kelly Clementi	Lisette Alvarino

Rosemary DeLuca
Miichele Zickgraf
Hope Mazzeo
Val Meshi
Maria Capiro
Katherine Camacho

Sherry Ferrante
Donna Shaw Lavan
Gloria Sequiera
Tia Tancs
Rocca Marie Zimmerman

KINDERGARTEN AIDES

Karol McGlade
Shannon Scanio
Kathleen Wirry

Sandra Manee
Christine Pecoraro

FIRE DRILLS

Fire Drills play an important part in the safety of our students. Each drill will be treated as a real emergency. Fire drills shall be held at least twice a month for all students and employees of the school. The Principal may order a modification of the fire drills so that they may take the form of indoor drills or of rapid dismissals with outdoor clothing when low temperatures prevail.

- Students may be assigned responsibility of closing windows, closing doors, and turning off lights.
- Students are not to stop for books or other personal items to take outside.
- Students may be designated by teachers to hold doors open for other students.
- Both sides of exit door should be used.
- Teachers are to take roll books with them and promptly account for all students.
- Teachers are to maintain control of their students while outside. All students are to remain with their own classes.
- Students may not be assigned fire-fighting duties such as handling fire extinguishers.
- If separated from your class for any reason, approach another teacher and report your presence.
- A diagram showing the evacuation plan for each room must be posted in a conspicuous place in each room.

All personnel are to be evacuated from the building during fire drills. The signal for a fire drill will be a series of intermittent bells one minute in length. Recall will be the continuous ringing of a bell for 30 seconds.

CRISIS MANAGEMENT PLAN

In the rare event that it should become necessary to evacuate our building we have an agreement with St. Theresa's School to temporarily house our children until parent/guardians can arrive to personally sign them out. No child will be dismissed until they are accurately accounted for at this facility.

Should an evacuation occur, you will be notified through the following:

1. Honeywell Instant Alert System.
2. Local cable channel 36.
3. Other media reporting.

CAFETERIA RULES

Teachers will review the following rules with their class:

1. Children should enter the cafeteria quietly and orderly. They should find their designated table and sit in their seat. Seating may be changed when deemed necessary.
2. Children should get in line quietly and orderly in order to buy lunch and/or drink. No running or pushing in line. No cutting in line or letting other children ahead in line.
3. Children should sit at their table and use good table manners when eating.
4. Children should talk to others in a normal tone of voice.
5. Children should treat one another and the adults with courtesy and respect at all times.
6. Children should raise their hand to get permission to get out of their seat (i.e. go to the bathroom, go to the nurse, get something from kitchen, etc.)
7. Children should clean up the immediate area where they have been eating; this means the table as well as the floor.
8. Children should not take any food or drink out of the cafeteria.
9. Children are **not** allowed to share food or buy snacks for any other child.

LUNCH

Menus are issued at the beginning of every month. Children have the choice of hot lunch or bagel bag. Student lunch costs \$3.00 (**subject to change**), free and reduced lunch rates are available for those who apply and are accepted. If you go to the Harding School home page, you can download the new Pre-Pay forms for lunch payment. Should you require further assistance or if you need any further information, please contact Ms. Olga Hackett, cafeteria manager at 908-276-5936 ext 526.

VISITORS AND BUILDING SECURITY

Parent/guardians are welcome at Harding School but to ensure the children's safety, building security and uninterrupted instruction, certain rules must be followed.

- When you arrive, enter through the main door on Boulevard, then report directly to the main office.
- All visitors, including parent/guardians and other adults, must stop in the office first in order to sign the visitor form, communicate reason for the visit and obtain a visitor's pass. The secretarial staff will call the person you wish to see and confirm your visit. Visits are by appointment only and are managed by the Main Office.
- All informal/formal discussions or conferences should be planned with the teacher in advance so as not to conflict with or distract staff from other teaching duties, student supervision or instructional activities.
- Office staff will advise the Principal or school nurse of any emergency situation requiring the need for a nonscheduled appointment with any staff member.
- Please sign-out at the end of your visit and return pass to the Main Office.

Please note: Signing in and/or obtaining a pass does not allow visitors to visit any part of the building; please limit your visit to the prearranged appointment. Your cooperation in this regard is appreciated and helps provide maximum uninterrupted instruction and security for the children.

BELL SCHEDULE A.M. Pre- Kindergarten P.M. Pre-Kindergarten

Pre-K Disabled Program

1st Bell 8:35 A.M.
Dismissal 11:05 A.M.
Grades K through 6

1st Bell 12:35 P.M.
Dismissal 3:05 P.M.

First Bell 8:35 A.M.
Dismissal 1:35 A.M.

Kindergarten

1st Bell 8:35 A.M.
Dismissal Bell 3:05 P.M.

1st Bell 8:35 A.M.
Dismissal Bell 3:05 P.M.

Grades K - 6

8:35 am - 3:05 pm

AM Pre-Kindergarten

8:35 am - 11:05 am

PM Pre-Kindergarten

12:35 pm - 3:05 pm

Pre-Kindergarten Disabled Program

8:35 am - 1:35 pm

Lunch Bell Schedule

Kindergarten 10:45 am to 11:42 am

Grades 1 & 2,3 10:50 am to 11:47 am

Grades 4-6 11:50 am to 12:47 pm

Schedule For Delayed Opening

Teachers Report - 9:30 am

Grades K-6 --10:00 am - 3:05 pm

Pre-Kindergarten

AM Class -- 10:00 am – 12:00pm

PM Class – 1:00pm - 3:05 pm

Pre-Kindergarten Disabled Program

10:00 am -1:35 pm

Schedule For Early Dismissal

Grades K - 6 -- 8:35 am - 12:35 pm

Pre-Kindergarten

AM Class --8:35 am – 10:35am

PM Class –10:35am - 12:35 pm

Pre-Kindergarten Disabled Program

8:35am -11:35 am

ARRIVALS/DISMISSALS

Students are to report directly to their own line-up areas upon arrival in the A.M. Parent/guardians who choose to drop off students early must be aware that Harding School students are not supposed to enter the school/grounds before **8:15 A.M.** unless they have a pass from a teacher or are scheduled for a class or lesson with a teacher. Parent/guardians are asked to keep their children home and asked to plan their departure so they arrive at school at 8:25 A.M.

DROP OFF/PICK UP

When school is in session automobiles are **NOT** permitted to drive into the school back entrance. Cars should be parked on the street or in the high school parking lot when picking up students or visiting the school. Parents may also utilize the parking loop in front of the school for drop off/pick up and parking.

INCLEMENT WEATHER (PLEASE SEE LETTER ON PAGE 10)

On inclement weather days, the auditorium will be open at 8:15 A.M. You will know this by the **Green** and **Orange flags** that will be posted on the pole in front of the school. Only parents/guardians of children in Pre-K will be permitted to walk their children into the hallway of their classroom. Parent/guardians of children in the first through sixth grades may drop their

children off at the front door and the children may go directly into the auditorium (grades 1 through 2) or cafeteria (grades 3 through 4).

EARLY DISMISSAL

If it is necessary for you to pick up your child prior to regular dismissal time **send a note** to your child's teacher stating the time and reason for early dismissal (i.e. doctor's appointment, dentist appointment, etc.). Parents/guardians are to report to the Main Office to pick up their child on such occasions.

END OF DAY

Students must leave the building at once upon dismissal unless they have an appointment with a teacher or are scheduled for a regular after-school activity or assigned detention. Students are to leave the school grounds once dismissed. No loitering.

Students who remain after school for detention or any activity must leave the building immediately after being dismissed from such activity or detention. Students must obtain all needed articles from their homeroom/locker before reporting to detention or their activity.

ATTENDANCE

If any student is going to be absent, a parent needs to call the secretary of attendance at (908) 276-5936 x 1 before 9 a.m.

The maximum number of absences permitted for a full year is eighteen (18) absences.

This policy (KSD Reg. 5200 p. 6), established by the Board of Education, is intended to provide for normal illness. When a pupil returns to school, he/she should bring in a note from a doctor containing the name of the student involved, all dates of absence and an acceptable explanation of why the student was not in school. The Board considers the following as cause for **excused** absence: school sponsored activities, severe illness for which a doctor's note has been submitted, required court attendance, death in the family, and religious observance.

Documentation must be presented to the Attendance Secretary when a student returns to school. Any disabling illness or recovery from an accident requires that a doctor's note be submitted to the Attendance Secretary (a copy of which will be given to the school nurse) **within FIVE school days of the pupil's return to school. After five days, the note will not be considered and the absences will not be excused.** All absences will be counted and considered unexcused unless otherwise stated above. It is the student's and parent's responsibility to keep a record of all absences for a disabling illness. **The attendance office will not provide a list of days that the student has been absent so that a note can be requested of a physician.**

Any student that has been diagnosed as being **chronically ill** must submit annual documentation from a certified physician. This information will be reviewed by both the school nurse and school physician to determine if an attendance waiver is appropriate. A doctor's note shall be required for pupils re-entering school from a serious illness or injury. This will be required of any student returning from home instruction. Applications for home instruction can be obtained from the main office.

Consideration will be given by the Attendance Appeals Committee for exemptions to the attendance policy in the case of extreme or unusual circumstances. Students and parents must complete an Loss of Credit appeal form. The committee shall consist of the

Administrator or their designee designated as the Attendance Officer, school nurse, the individual student's guidance counselor and other faculty as designated by the Attendance Officer. The committee shall review all pertinent data and interview the student and parent/guardian before rendering a decision. A decision shall be rendered within three (3) school days of the meeting. **The decision of the committee will be final.** The Attendance Officer shall be the chairperson of the Attendance Appeals Committee.

Habitual absences shall be dealt with pursuant to NJAC 6A:16-7.8 as follows: For up to four 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 following school day;
- (2) Conduct an investigation to determine the cause of each unexcused absence, including contact with the student's parents;
- (3) At the fourth absence the Attendance Officer will develop an action plan in consultation with the student's parents designed to address patterns of unexcused absences, if any, and to have the child return to school and maintain regular attendance;
- (4) Proceed in accordance with the provisions of N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-11, if a potential missing or abused child situation is detected; and
- (5) Cooperate with law enforcement and other authorities and agencies, as

appropriate; 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 following school day;
- (2) Conduct a follow-up investigation, including contact with the student's parents, to determine the cause of each unexcused absence;
- (3) Evaluate the appropriateness of the action plan developed pursuant to (a) 4i (3) above;
- (4) Revise the action plan, as needed, to identify patterns of 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 Intervention and Referral Services team, pursuant to N.J.A.C. 6A:16-8;
 - (B) Conduct testing, assessments or evaluations of the student's academic, behavioral and health needs;
 - (C) Consider an alternate educational placement;
 - (D) Make a referral to a community-based social and health provider agency or other community resource;
 - (E) Refer to the court program designated by the New Jersey Administrative Office of the Courts; and
 - (F) Proceed in accordance with the provisions of N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-11, if a potential missing or abused child situation is detected; and
- (5) Cooperate with law enforcement and other authorities and agencies, as appropriate.

For cumulative unexcused absences of 10 or more, the student, between the ages of six and 16, is truant, pursuant to N.J.S.A. 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 Courts;

- (2) Make a reasonable attempt to notify the student's parents of the mandatory referral;
- (3) Continue to consult with the parent and the involved agencies to support the student's return to school and regular attendance;
- (4) Cooperate with law enforcement and other authorities and agencies, as appropriate; and
- (5) Proceed in accordance with N.J.S.A. 18A:38-28 through 31, Article 3B, Compelling Attendance at School, and other applicable State and Federal statutes, as required.

Regular attendance for the entire day is very important. It is just as important for a pupil to be in school from 2 to 3 o'clock as it is from 9 to 10 o'clock. It is better to be late than to miss school for either the morning or afternoon sessions. Students signing in after 9:35 A.M. will be marked as ½ day absent. Students leaving before 1:35 P.M. will be marked ½ day absent. Any student, who leaves before 9:35 A.M., will be marked as 1 full day absent. Any student leaving after 1:35 P.M. will be marked as being present for a full day.

In case of inclement weather, you will be the judge as to sending your child to school or not. If you find your child cannot attend school due to illness, you **MUST** notify the school office by telephone at 276-5936 and press 1 and please state the specific reason for absence (cough, fever, vomiting, etc.). Do not call your child in absent as simply "ill." Calls received from students will **NOT** be accepted. An explanatory note to your child's teacher is required when they return. If absences cannot be verified by the above procedure, the Kenilworth Police Department will be contacted.

The maximum number of yearly absences permitted is 18. All absences will be counted. The policy, established by the Board of Education, is intended to provide for normal illness. For any student absent 4 times, the Principal will notify the parent/guardian in writing. If the situation persists the parent/guardians will be notified at 8 and 12 times tardy and/or absent. If a student is absent 16 times, the parent/guardian will be notified that a mandatory meeting with the Principal must be scheduled.

TRUANCY

Being truant from school or class is a violation of KSD Reg. 5600. Truancy is defined as any absence which a parent/guardian is not aware of and for which the parent/guardian has not provided notification to the Attendance Secretary.



Attention Harding Parents

Inclement Weather Days

Our flag system is still in use. The flag can be found hanging on a flagpole at the front of the school. A green flag means that all students are inside in the morning. An orange flag means only students in grades Pre-K through grade 2 are indoors. Any student may come in any door regardless of their grade level. Our morning aides are stationed at the following entrances:

- **18th Street Entrance (Kindergarten Playground Area)**
- **Front of School (Door 17 Entrance)**
- **Parking Loop (Gym Entrance in Front of School)**
- **Back Door (Cafeteria)**

Students who are buying breakfast are to enter the school via the cafeteria door no earlier than 8:15 am.

Students gather and wait for their teachers in the following areas on Inclement Weather days:

- **Pre-K: Students wait in hall by classroom. (w/ aides)**
- **Grade K: Students line up by classroom doors.**
- **Grades 1 & 2: Auditorium**
- **Grades 3 to 6: Cafeteria**

Harding School Parking Lot Reminder

Parents are not allowed to enter the Harding School Parking Lot at drop-off in the morning or pick-up in the afternoon.

Thank you for your cooperation. By working together and continuing to monitor and revise drop-off / pick-up procedures, we can help keep our kids safe.

Pupils who are absent must have their parent/guardian call the school and report same on the morning of the absence. When a pupil returns to school, he/she should bring in a note from a parent/guardian containing the name of the student involved, all dates of absence and an acceptable explanation of why the student was not in school. This note is to be given to the Attendance Officer. The Board of Education considers the following as cause for excused absence: required court appearance, disabling illness and recovery from an accident (requires that a doctor's note be submitted to the Attendance Officer, a copy of which will be given to the school nurse) within FIVE school days of the pupil's return to school. After five days, the note will not be considered and the absences will not be excused. It is the student's and parent/guardian's responsibility to keep a record of all absences for a disabling illness. The attendance office will NOT provide a list of days that the student has been absent so that a note can be requested from a physician. Consideration will be given by the Attendance Appeals Committee for exemptions to the attendance policy in the case of extreme or unusual circumstances.

Any student that has been diagnosed as being chronically ill must submit annual documentation from a certified physician. This information will be reviewed by both the school nurse and school physician to determine if an attendance waiver is appropriate. A doctor's note shall be required for pupils re-entering school from a serious illness or injury. This will be required of any student returning from home instruction.

Habitual absences shall be dealt with as follows: The Principal will request a parent/guardian conference to discuss the seriousness of the situation and possible outcomes. A collaborative plan for regular attendance will be developed in conjunction with the 18th day of absence, parent/guardians will be notified that their child has exceeded the limit opportunity to request a waiver of the attendance policy by requesting a meeting of the Attendance Appeals Committee. It is the parent/guardian's responsibility to call the school and request this meeting. This committee shall consist of the Principal, homeroom teacher, school nurse, and the individual student's guidance counselor. The committee shall review all pertinent data and interview the student and parent/guardian before rendering a decision within three (3) school days of the meeting. The decision of the committee will be final. If the Attendance Appeals Committee denies an attendance waiver, the student will receive no credit for any classes and may have to repeat the year. The Attendance Officer shall be the chairperson of the Attendance Appeals Committee.

Thirty minutes after school should always be kept free from dates for pupils as it is then that additional help is given to students by the teachers. Dental appointments, music lessons, dance classes, etc., should not be scheduled to interfere with this timeframe. Parent/guardians must check in at the Main Office to pick up their children for emergency medical appointments while school is in session. A telephone call or note to the office would make it possible to have your child in the Main Office when you come to pick him/her up.

Crossing guard protection is provided at 18th Street and Washington Avenue, 22nd Street and Washington Avenue, and the following corners: North 18th Street and the Boulevard, Clinton Avenue and Michigan Avenue, 17th Street and Monroe Avenue, North 14th Street and Monroe Avenue, 14th Street and the Boulevard, 21st Street and the Boulevard, 8th Street and the Boulevard, Coolidge Drive and the Boulevard. All children **MUST** cross at these places. It is imperative that parent/guardians do **NOT** cross their children in front of the Harding School at any place other than the traffic light at the Boulevard and Coolidge Drive.

LATE TO SCHOOL

According to administrative procedures, we are required to provide you with notice of your child's attendance records if they are habitually late to school. Please take the time to evaluate your child's attendance record. We understand that over the course of a year, circumstances may cause a child to be late, but it is important for your child to understand the importance of arriving to school on time. Fifth and sixth grade students may be assigned lunch detention (loss of recess) after the 5th time late to school. Although there is no consequence for students grades K through 4, habitual lateness prohibits the student from taking full advantage of instructional time, disrupts the instructional time of classmates, and causes a disruption to the teacher's lesson. All students may be subject to an attendance conference after the 8th time late to school.

INCLEMENT WEATHER PROCEDURES/DELAYED OPENINGS/SCHOOL CLOSINGS

When school is closed due to inclement weather, announcements are made through radio station 101.5 FM between 6:00 A.M. and 8:00 A.M. Please do not call the police department or school for closing information. This creates a safety problem for the police department and a communication problem for the school. The Harding School will be using the Honeywell Instant Alert System to notify parent/guardians of schools closing and delay openings. Please make sure that you are registered with the Honeywell Instant Alert System to receive these messages.

On occasion, weather conditions are such that by 9:30 A.M. roads and sidewalks are clear; therefore, a delayed school opening will be in effect. Teachers will report by 9:30 (notified by the Honeywell Instant Alert System). Students will report at 10:00 A.M. (notified by 101.5 FM and the Honeywell Instant Alert System). Pre-Kindergarten delayed opening schedule:

AM Class 10:00am-12:00pm

PM Class 12:05pm-3:05pm

Pre-Kindergarten Early Intervention Program delayed opening schedule:

10:00 A.M.– 1:35 P.M.

In order to improve safety of our children leaving school during inclement weather, the following procedures will be observed:

1. Parking will be prohibited on the westerly side of North 18th Street, between the Boulevard and school parking lot.
2. Double-parking and standing on the northerly side of the Boulevard, (front of school) will be prohibited.

STUDENT HEALTH SERVICES

Kenilworth Board of Education employs a full-time Certified School Nurse for Harding Elementary School with the following responsibilities:

- First aid and treatment of accidental student injury at school
- Assessment of student illness and/or contagious conditions
- Administration of medication and/or treatments as prescribed by the student's doctor
- Health counseling and teaching
- Annual screening of height, weight, and blood pressure
- Screening of vision and hearing as determined by New Jersey State statutes
- Biannual screening for scoliosis (beginning in 4th grade)
- Review, update and maintenance of confidential student health records
- Maintenance of a safe school environment for students with severe allergies and other chronic medical conditions

- Assist the school physician with student sport physicals

The nurse maintains a web page at www.kenilworthschools.com. (click on “Harding Elementary” in the left column, then “Nurse”) This page contains valuable information and a link to all forms necessary for medication administration, physical exams, immunization reporting, chronic condition care plans, etc.

Health Requirements for Entrance into Harding School

- A. A **complete physical exam** performed by the student’s doctor dated no more than 365 days from the date of entry into school
- B. Certificate of **completed immunizations** signed by the student’s doctor
- C. Completed **Student Emergency Card** – please note that two additional emergency contacts should be designated as available to pick up your child in the event your child is sent home due to illness
- D. Completion of a **Parent Questionnaire** which provides information to the nurse about your child’s current health status

1. Medication in School

- A. It may be necessary for a student to take medication (prescribed or over-the-counter) during school hours. The following guidelines apply:
 - All medication must be ordered in writing by the student’s doctor. This includes over-the-counter medication such as Tylenol, Motrin and Advil. The doctor must specify the name of the medication, dosage, time of administration, and diagnosis making the medication necessary, on the appropriate form (located on the Nurse’s webpage).
 - The parent or guardian must give written permission for the nurse to administer the medication. The 98form is on the nurse’s webpage.
 - The medication must be delivered to the nurse by the parent or guardian and be in the original container with the pharmacy label attached and the student’s name visible.
 - Students may not keep medication on their person, in their lockers, backpacks, lunch boxes, or in their classroom. All medication should be brought to the nurse.
 - Students may self-carry an inhaler if the appropriate permission has been given by the doctor and the parent.
 - Forms for medication are renewed annually. If a student has had medication in school for the past school year, forms will be sent home for completion by the doctor over the summer. Completed forms should be brought to the nurse on the first day of school.

2. Immunization Requirements

- A. A student may be excluded from school if his immunizations are not up to date.

B. If your child receives an immunization during a doctor's office visit, please bring an updated immunization record to the nurse.

C. The most current NJ State immunization requirements are located on the nurse's webpage under "Immunization Info." In addition please note:

- All pre-school students must have proof of flu vaccine given before Dec. 31st of the school year
- All 6th grade students must provide proof of having a Tdap (tetanus, diphtheria & pertussis) and a meningococcal vaccine **before** entering 6th grade.

3. Health Records

A cumulative medical file of each student is kept in the nurse's office. This file contains a legal document which records the student's immunizations, height, weight, blood pressure, vision and hearing screening, physical exam results, and any medical information needed to appropriately care for the student in school (allergies, asthma, chronic medical conditions, etc.). This file follows your child through school to the 12th grade. Please inform the nurse of any illness, hospitalization or pertinent medical information in order to keep your child's medical information up to date and accurate.

4. Injury and Illness

- A. A student's prolonged illness (mononucleosis, flu, etc) or injury (broken bone, concussion, etc.) should be reported to the nurse as soon as possible so that arrangements and accommodations can be made for the student's return to school. A doctor's note specifying the type of accommodations is required.
- B. Students who are out of school due to a contagious condition (chicken pox, ringworm, pink-eye, etc.) will not be permitted to attend school without a doctor's note allowing them to return.
- C. Students sent home by the nurse with a suspected contagious condition will need a doctor's note to return to school.
- D. A doctor's note is also required should your child need to be excused from gym class.

5. When to keep your child home from school

Attendance in school is very important, but not at the expense of your child's health. Following are guidelines for when to keep your child home from school:

- A. **Fever** – If your child's temperature is 100 degrees or more, the student must not attend school. In addition, medicating your child with a fever-reducing medication before sending him to school is not acceptable. Students must be fever-free without the use of medication for 24 hours before returning to school.
- B. **Vomiting/Diarrhea** – If vomiting or diarrhea occurs in school, the student will be sent home. There should be no vomiting or diarrhea for 24 hours before the student returns to school. If vomiting or diarrhea occurs at home, the child should be kept at home until there is no vomiting or diarrhea for 24 hours.

- C. **Red eyes with crusting and drainage** – this may be a sign of conjunctivitis or “pink eye”, a highly contagious infection of part of the eye. The student must be seen by a medical professional who will order antibiotic drops or ointment. The student will not be permitted back to school until he has undergone treatment for 24 hours and has a doctor’s note stating that he is no longer contagious.
- D. **Skin Rashes** – Students with rashes that may be contagious like impetigo and ringworm must be seen by a medical professional to begin treatment. A doctor’s note will be required for the student to return to school.
- E. **Strep Throat** – Should a student be diagnosed with strep throat in the doctor’s office, he should stay home for 24 hours while the first doses of antibiotic have been administered. The student may then return to school if no fever exists. Please adhere to the guidelines regarding medication in school should your child need to take medication during the school day.
- F. **Head Lice** – If a student is suspected of having head lice while in school, the school nurse will check the student’s hair for active lice. If found, the student will be sent home for treatment, which will be explained to the parent by the nurse. In addition, any siblings of the student will be checked and sent home for treatment if indicated. The student must be treated with all nits removed, and be re-checked by the school nurse upon re-entering school. The student will be checked by the school nurse again in 10 to 14 days from the initial date of treatment to determine any recurrence of lice. Please contact the nurse with any questions pertaining to head lice.

CHILD ABUSE, SEXUAL ABUSE & CHILD NEGLECT (DYFS)

The law states that any person having reasonable cause to believe that a child has been subjected to child abuse shall report this information immediately to the Division of Youth and Family Services. The Office of Child Abuse Control (OCAC) operates a hotline (1-800-792-8610) to receive such reports. Any person, who knowingly fails to report suspected abuse or neglect, pursuant to the law or to comply with the provisions of the law, is subject to fine and/or imprisonment. Board of Education policy also requires teachers to report suspicions to the Principal.

INTERVENTION AND REFERRAL SERVICE (I. & R. S.)

Pursuant to N.J.A.C. 6:26-1.1, the Intervention and Referral Service (I&R.S.) team is comprised of administrators, teachers, the guidance counselor, and a representative from the Child Study Team. The team works with classroom teachers to address the needs of students who are at risk for academic failure, through strategic planning and collaboration. The team and classroom teacher(s) develop strategies that will help identified students attain academic success.

SCHOOL COUNSELOR SERVICES (GUIDANCE)

Our guidance counselor provides counseling services to individuals and various types of groups. She also consults regularly with staff members concerning the overall welfare of children. If there is any change in a student’s life outside of school that a parent/guardian feels might affect a student’s well being and/or academic progress in school, it is recommended that the school counselor be made aware of these special circumstances.

DRESS CODE FOR HARDING SCHOOL

Pursuant to Kenilworth Board of Education Policy for Pupils Dress and Grooming Policy # 5511, pupils are expected to dress in a manner that is appropriate for the occasion. Clothing must be in compliance with the health and safety standards and must not distract from the learning process. Therefore, clothing acceptable for school and considered to be in good taste is clothing which is clean, neat, not torn and properly worn, The following guidelines shall be in effect:

1. Hats, headbands, bandanas (any type of head covering), wrist bands, insulated Vests, and any jackets (including varsity) or raincoats that serve as outerwear are not be worn within the building at any time during the school day without prior approval of the Principal or his/her designee. Upon arrival to school, pupils will place these items into their lockers. Failure to cooperate with a staff member's request to remove such items will result in disciplinary action.
2. All pants, slacks, trousers or shorts worn to school must secured at the waist level. Pants with holes or slashes are not acceptable. Shirts and pants must meet. Shorts and skirts must come to mid-thigh in order to be allowed in school. Phones must be off and away-out of sight.
3. Skates, bikes and skateboards may not be used on school premises from 7:15am to 3:15pm.
4. Clothing that is inappropriate for school includes but is not limited to spaghetti straps, tube tops, halter-tops, midriiffs, strapless sundresses, off the shoulder shirts and exposed undergarments. Other than the top two buttons, shirts and blouses are to be buttoned. Also prohibited are items considered to be "beach wear" such as T-shirts with cut-off sleeves or "short" shorts. Appropriate footwear must be worn. For safety, cleats, flip flops, slippers, bare feet, thongs and shoes that pose a safety hazard will not be permitted. Excessively high heel shoes and open back shoes are deemed unsafe and are not allowed. All shoes and sneakers with laces must be tied securely. Sandals that have proper support and are secured on the ankle are permitted. Any shoe deemed unsafe by the administration will not be permitted. No clothing is to be worn inside out. Shoulders must be covered.
5. Pupils are expected to have a suitable change of clothing for physical education and science classes when appropriate.
6. Unless authorized by a physician with a note given to the school nurse, sunglasses are not to be worn during the school day.
7. Apparel which advertises any drug and/or alcohol product, tobacco, birth control items, sexual connotations (implied or stated), obscene or any other inappropriate language, or weapons will not be permitted.
8. Pupils who are removed from classes and/or sent home to change will have their parent(s) and/or legal guardian(s) contacted and will be subject to disciplinary action. Any classes missed to change clothes will count as a chargeable absence.

N.J.S.A. 18A:11-1, 18A:11-7, 18A:11-8, 18A:11-9

GYM

CLOTHING

Grades 1-5: Comfortable clothing that allows freedom of movement is required. (Students are not required to bring a change of clothing in these grades.)

Grades 6: Students must bring a COMPLETE change of clothes, and must change before and after physical education class. (This includes outer clothes, top and bottom, example: a sweatshirt over top of a t-shirt.)

SNEAKERS

Sneakers with laces or Velcro are the only type of footwear permitted for class. Sneakers must be securely laced up to the top and tied tightly to participate. Please remember no slip-on sneakers, no sneakers with zippers of any type, no steel tip sneakers, no high heeled or platform sneakers. No sandals, dress shoes, or work boots are permitted.

JEWELRY

****No jewelry is permitted in physical education class, unless a note is sent in from a parent/guardian, giving the child permission to wear the jewelry in class. (Example: post earrings are allowed with a note.)**

MEDICAL/PARENT EXCUSE NOTES

A student may be excused from physical education class up to **THREE** times per marking period from a parental excuse note, any more than **THREE** would require some type of medical/doctor note. A student is always excused when a medical/doctor note is given. Any student that is medically excused from gym, may not participate in outside recess until cleared by a medical doctor. Students may bring something to work on and sit with a friend in the main office.

HOMEWORK

Grades one through three:

1. Homework is assigned regularly.
2. Homework is given on an average of four to five nights a week.
3. Homework time is usually a total of 20 minutes.
4. Homework is usually given in three major subject areas (i.e. reading, spelling, and math), however, at times, other subjects are given. Some long-term assignments may be given.
5. Consequences for missing assignments, besides being reflected in grade point average, may result in a phone call or detention at lunchtime or after school.

Grades four through six:

1. Homework is a requirement in middle grades.
2. Homework is given five nights a week.
3. Homework time will be between 45 minutes and 1 hour. Homework is to be completed at home. No class time will be given for homework completion.
4. The completion of homework assignments will reflect about 20% of the grade point average indicated on report cards for each marking period. The teacher will make this individual decision and present it to students and parent/guardians in September. Parent/guardians must be notified of any change made during the year.
5. Consequences for missing assignments besides being reflected in grade point average may result in a phone call or detention at lunchtime or after school.

6. Long-term written assignments will be given. One long-term assignment will be given each marking period.

Request for Homework- Parent/guardians should email the teacher by 8:30 A.M. if a student is absent. At this time they should also request any desired homework to be sent to Main Office or given to a sibling or friend at the end of the day.

HONOR ROLL

1. High Honors - only sixth graders are eligible, a student must have all 90s and above to achieve high honors.
2. Honor Roll- overall major subjects must have an average of 90 or better. No minor subject grade can be below 80.
3. End of the year Honor Roll certificates will be awarded to students who attain the Honor Roll for all four marking periods.

GRADING STANDARDS

Pre-K , Kindergarten, First and Second Grades

E	Exceeds expectations
S	Satisfactory
N	Needs improvement
NA	Not Applicable

Third Grade through Sixth Grade

95-100	A+	70-74	C
90-94	A	65-69	D
85-89	B+	0-64	F
80-84	B	X	Indicates need for improvement
75-79	C+	NA	Not Applicable

PROMOTION REQUIREMENTS: 6TH GRADE:

All sixth grade students must pass language arts, mathematics, social studies and science for the year in order to graduate and be promoted into seventh grade. Any student who does not pass these major subjects will be required to attend summer school and pass the course(s) they failed in order to be promoted in August. Students who fail and are not promoted in June cannot take part in the graduation commencement ceremony with their class. Students who fail summer school or do not attend summer school will be retained in the 6th grade.

CHEATING

Cheating in the academic setting will be defined as receiving or giving information to or from another student or using an unauthorized source during an academic assignment (e.g. quiz, test, or homework). Plagiarism is a form of cheating. At the teacher's discretion, students may receive a zero for that particular quiz, test, or assignment.

PROMOTION

Students shall be placed at the grade level at which they are best suited academically, socially, and emotionally. The educational program shall provide for the continuous progress of children from grade to grade, with most pupils spending one year in each grade. A small number of students may benefit from acceleration or retention.

RETENTION

1. A student who has, on his/her report card for the year, failed two or more academic areas will be a candidate for retention.
2. A student who has, on his/her report card for the year, failed reading or math will be a candidate for retention.
3. A student scoring significantly below national norm on standard achievement test (reading, language arts, and math) composite will be a candidate for retention.

Whenever retention is being considered, the teacher shall confer with the Principal, Child Study Team, and other staff members involved with the student. The parent/guardians shall be invited to a meeting, which shall take place at the close of the third marking period.

GOOD STUDY HABITS

The habits, attitudes, organizational skills, and knowledge that you develop at an early age can help you to achieve success as you go on through life. A great deal depends upon YOU, the student, and the habits that you form now.

Here are some suggestions that may help you to achieve success:

1. **ORGANIZE**-your books, notebooks, pens, pencils, erasers, and other materials and have them with you.
2. **BE PREPARED**-for class.
3. **WRITE YOUR ASSIGNMENTS**- in an assignment pad, *don't trust your memory!*
Grades 3-6 will be provided an assignment pad.
4. Have a **QUIET PLACE TO STUDY** at home, away from all distractions.
5. **STUDY**-on a regular basis, it's easier to do a little each day rather than trying to cram all your studying into one night.
6. **PLAN YOUR TIME**- so you have study time and fun time.
7. Be sure your assignments are **COMPLETE** and handed in **ON TIME**.
8. Use a **DICTIONARY** when you are not sure how to spell something.
9. If you need extra **HELP** in a certain subject, ask the teacher to schedule a time for you to go in for additional help.
10. Be sure to **MAKE UP** work missed because of absences. See your teacher.
11. **LISTEN CAREFULLY TO ALL DIRECTIONS.**
12. **BE PROUD** -of all your work; maintain high standards of penmanship, spelling, and neatness.

A LITTLE SOMETHING FOR PARENT/GUARDIANS

1. Provide a quiet place and time without television, music or noise where children can study every night.
2. Check that children do their homework every day.
3. Make sure children get a full night's sleep and a healthy breakfast.
4. Arrange for children to arrive at school on time every day.
5. Take time to talk to each child about daily events, both at home, and at school.
6. Spend at least fifteen (15) minutes a day reading with each child.

PROGRESS REPORTS

October 11, 2019
December 20, 2019
March 6, 2020
May 15, 2020

REPORT CARDS

November 15, 2019
January 31, 2020
April 9, 2020
June 23, 2020

Report cards are sent home four times during the year for grades 1-6 and twice a year for grades Pre-K and Kindergarten. Progress Reports for grades 3-6 are sent home midway between the report card dates. These eight reports are very important. They notify the parent/guardians of student progress. When the student's performance is not meeting expectations, the purpose of the progress report is to involve the parent/guardian in determining ways to best help the student to ensure that the deficiency will be corrected.

Supplemental progress reports may be sent home at any time that the teacher evaluates the student's work as unsatisfactory or when the student is in danger of failing.

Back to school night is scheduled for Thursday, September 19, 2019 This time will be used to outline teachers' hopes and expectations for the upcoming school year. Teachers will review things like classroom procedures, homework, grading, etc. Remember, all discussions with the teachers should be of a general nature.

PARENT/GUARDIAN/TEACHER CONFERENCES

Teachers are asked to hold conference (s) during the course of the school year with the parent/guardian of their pupils. Parent/guardians may request a conference with their children's teachers as needed. Open communication is encouraged. It is always the best policy to contact your child's teacher immediately when you have concerns; we hope you will find the teachers helpful, encouraging and able to provide you with the information you need.

Teachers have very demanding schedules and strive to give all their students 100% of their attention. The best way to contact a teacher is to leave a phone message in teacher's voice mail, send a note in with your child or e-mail them. They will contact you and you can then discuss your concerns or set up an appointment if you wish to meet in person. Many times, two way written communication works extremely well. We cannot permit adults to walk into the school and go to the classroom without an appointment-this is particularly difficult in the A.M. when children are arriving and preparing for class or at 3 P.M. when children are preparing for dismissal. Such impromptu visits can distract teachers from their responsibilities and interrupts the educational process which relies on one of our society's most limited and precious commodities, time.

HALLWAY PASSES

Students are required to have a hall pass whenever in the hallway (except during changing times). The pass is necessary to ensure that the student has received permission to use the bathroom, access their locker, or visit the nurse, office, guidance officer, or other destination.

HALLWAY SAFETY

1. Students are to walk quietly through the halls and up and down the stairs. Avoid skipping stairs.
2. Students are to walk on the right side of the hallway and staircase in single file.
3. When passing as a class, students are to stop at designated areas and wait for their teacher. Students are not “to cut” into other classes’ lines.
4. Congregating is not allowed in hallways or bathrooms.
5. Students must take the shortest route to and from their destination.
6. No running, hitting, or other inappropriate behavior is allowed in the hallways.
7. Students are expected to hold the door open for the next person.

ELECTRONIC DEVICES

Radios, CD players, recorders, cell phones, headsets, video games, iPod’s MP3 players (and their accessories) and laser pointers are not to be visible during school. If the student uses them on the way to school, he/she must take the responsibility for possible theft of the item(s) in school; the Board of Education is not responsible for any theft or damage of such equipment. The above instruments are NOT to be brought to any class. Such items in class will be confiscated by a staff member and brought to the Assistant Principal’s office. Failure to cooperate with a staff member’s request will result in disciplinary action (KSD Pol 5516).

Students electronic devices (Cell Phones, Apple Watches, and similar items) must be off and away (out of sight) during school hours. Please remind your student that videotaping, taking pictures, or browsing the web on a personal electronic device is never permissible on school grounds. Your support of our policy regarding electronic devices directly assist us in providing a positive and safe educational environment for your student. Students who habitually violate the electronic device policy will be subject to disciplinary action.

Parent/guardians and students are responsible for arranging after school activities during non-school hours, therefore, keep in mind that play dates are not to be made through the front office.. Finally, calling home to retrieve forgotten assignments, etc. is not considered an emergency.

VALUABLES AT SCHOOL

Students should not bring jewelry, radios, CD players, cameras, live animals, Video Games (Nintendo, PSP, etc.) or similar delicate or expensive materials to school without permission from the Principal. Keep in mind that the school has no provision for replacing lost or broken items. Never give a child more money than needed and put money in sealed envelopes with name clearly marked. With an indelible marker or pen, always mark all coats, gloves, backpacks, lunch boxes, hats, etc. with your child’s name. Our lost and found box is always full of unmarked clothing, and belongings. Please check it periodically!

Children's eyeglasses are very expensive. We recommend that you select eyeglasses with great care consider the treatment children typically give them. Scratch resistant lenses, flexible frames, and high quality cases are strongly recommended. Discuss this important issue with your eye doctor when selecting eyeglasses, and review eyeglass care with your child regularly. If your child does not wear eyeglasses continually, it is easier to lose them; discuss this with your child as well.

LOST AND FOUND

The lost and found is located in the Cafeteria. All items found should be taken to the Cafeteria and placed in the appropriate area. Items will be retained for a period of time. Items such as jewelry, wallets, etc. will not be placed in the general lost and found area, but kept by a secretary. Items left in the lost and found box over 30 days will be donated to local charities.

THE ROLL OF ASSESSMENT IN THE EDUCATIONAL PROCESS

A well-planned assessment program provides information to support educational decisions in many ways and at many levels, from individual students and their parents/guardians, to the class, the school, and the community at large. Children at the Harding School are tested in Kindergarten through sixth grade; the test results are tools that help teachers make important educational decisions.

The New Jersey Assessment of Skills and Knowledge (NJ ASK3 & 4) is given to all third grade and fourth grade students. The New Jersey Assessment of Skills and Knowledge (NJ ASK5 & 6) is given to all fifth and six grade students. The New Jersey Department of Education dictates when and how these tests must be administered. Grades K-1 will be given the DIBELS test. Notices will go home with students as to the dates when these tests will be given.

We ask parents/guardians help prepare children to take these tests, have a good night's sleep and eat an appropriate breakfast, we suggest the following:

1. Create a positive atmosphere and help your children relax.
2. Explain the purpose of the test.
3. Stress that the test requires no special preparation and that scores will not affect grades.
4. Tell your children to plan their time.
5. Emphasize the importance of following directions.

Home reports are usually available in June and may be used to determine areas of strength and need.

SUPPORTIVE INSTRUCTIONAL SERVICES

Reading recovery, speech, English as a second language (ESL), Basic skills instruction (BSI), and special education programs are available for those students who meet the established eligibility criteria.

HOME INSTRUCTION

When a student is anticipated to be out of school for an extended period of time, he/she may be eligible for home instruction. Please contact Mrs. Kathleen Murphy, Principal, if you believe your child may be eligible and benefit from home instruction.

LIBRARY

All Harding School students are invited to use the well stocked library media center located on the 2nd floor. The center provides a wide variety of print and non-print materials for student and teacher use. It is a center for research, reference work, and reading pleasure. Magazine and newspaper collections are available, with current issues shelved for easy accessibility and back issues available on a circulation basis. Books and magazines may be borrowed for two weeks, and be renewed when necessary. Books, which are in great demand and reference books, may be borrowed overnight only; they must be returned during homeroom the following school day. Students are expected to handle items carefully and to observe due dates.

PARTIES

Grades Pre-K through 6 have three scheduled holiday parties per year. **Please keep it simple and healthy. Suggestions include fruit, cheese, low fat pudding or pencils/or stickers. Check with your child's classroom teacher regarding any food allergies. No food item is permitted without the classroom teacher's approval.**

BICYCLES

Bicycles are permitted at school only when they are properly licensed and are securely locked with a good lock. Riding double or riding anywhere on school grounds between 8:00 A.M. and 4:00 P.M. is prohibited. The school is not responsible for theft or damage to bicycles while on school grounds. We prefer students to leave bicycles at home.

SMOKING

The ban on smoking in school buildings was signed into law by Governor Thomas Kean on June 14, 1989 and prohibits smoking in school by staff, students or any individual in the school. The Board of Education passed a policy that further prohibits any smoking on school grounds. Tobacco products and lighters are not allowed in school. Students apprehended smoking on school grounds will be appropriately disciplined.

TEXTBOOKS

Textbooks and library books for classroom and study use are provided by the Board of Education. The student who is issued the book is responsible for the care of the textbook, workbook, or library book. If the book is damaged or lost, the Board of Education must be reimbursed. The Main Office will designate the cost; the fine must be paid during the school year to the teacher or at other times to the Main Office. All fines must be paid before report cards are issued or students are promoted to the next grade level.

VANDALISM

Whenever a pupil has been found to have done willful and malicious damage to property of the Board of Education, the Principal of the school shall notify the Superintendent. The Board of Education will hold the pupil or his/her parent/guardians liable for the damage. When vandalism is discovered, the Administration will take such steps as necessary to identify the vandals. The Principal shall identify the pupils involved, call together persons, including the parent/guardians needed to study the causes, and decide upon disciplinary and/or legal action, possibly including suspension. Should the parent/guardian fail to cooperate in the discussion, the Administration may charge the pupil with being delinquent by a petition stating the offense and requesting appearance in juvenile court. The Principal shall take any constructive actions needed to try to guard against further such behavior and seek appropriate restitution.

EXTRACURRICULAR ACTIVITIES

- **Family Science-** Is a family outreach program, which offers 4th grade students and their parent/guardians a chance to do hands on science for 6 consecutive 2 hour evening sessions during January and February. All sessions are held in the cafeteria. Space is limited.
- **Family Math-** Is a family outreach program that offers 5th/6th graders and their parent/guardians a chance to work together to solve some very interesting math puzzles/games for 6 consecutive 2-hour evening sessions in the second part of the school year.
- **Newspaper-**Students can volunteer to write for the Harding Scoop, the school newspaper, which is published 4 times a year.
- **Yearbook-**Students can volunteer to help put together the Harding School Year Book.
- **Student Council-** The Harding School Student Council is an organization that serves the school community. The Student Council consists of 4th, 5th, and 6th grade representatives from each homeroom class. The Executive Board of the council includes the president, vice president, secretary, treasurer, and corresponding secretary. The Harding School Student Council participates in community service projects, provides school functions for the student body, and develops activities helping the entire school community.
- **Instrumental Music/Band-** Instrumental Music Instruction will be provided on a weekly basis. Students will receive one lesson per week on a rotating basis. A weekly schedule will be provided to classroom teacher. A recruitment assembly will be held at the beginning of the year to demonstrate the instruments that are available to the students. Various assemblies may be held during the year for students to show their proficiencies.
- **Peer Mediation-** Students in grades 4, 5, and 6 can volunteer to be trained as peer mediators.

FIELD TRIPS

There will be times, during the school year, when students may go on field trips. A signed permission slip from the parent/guardian is required before students will be permitted to participate. As a representative of Harding School, students are expected to be well behaved, appropriately dressed, and fully prepared for a unique educational experience.

Any money for field trips should be sent in a sealed envelope with the child's name and room number on it. Checks should be made payable to the Harding Grammar School Fund.

AFTER SCHOOL SUPERVISION

For a fee, the Harding School is now offering a before/aftercare program within the Harding School. Information regarding this program can be obtained by calling the main office.

PARENT TEACHER ORGANIZATION (PTO)

The PTO is an organization that enables all parent/guardians to become an active partner in your child's education. Membership is only \$5.00 per family per year. The PTO meetings are listed in the schedule below in the Harding School All Purpose room.

Gerri Colon, President
Alessandra Bonacchi, Co-President
Gigi Elshiekh Treasurer
Michele Wewna, Recording Secretary
Fatima Gianmarino, Corresponding Secretary

PTO SCHEDULED MEETINGS
2019-2020

<u>Time</u>	<u>Day of Week</u>	<u>Date</u>
7:00 p.m.	Wednesday	September 11, 2019
7:00 p.m.	Wednesday	October 09, 2019
7:00 p.m.	Wednesday	November 13, 2019

NO DECEMBER MEETING

7:00 p.m.	Wednesday	January 15, 2020
7:00 p.m.	Wednesday	February 12, 2020
3:30 p.m.	Wednesday	March 11, 2020
7:00 p.m.	Wednesday	April 8, 2020
7:00 p.m.	Wednesday	May 13, 2020
7:00 p.m.	Wednesday	June 10, 2020

AFFIRMATIVE ACTION

It is policy of the Kenilworth School District not to discriminate on the basis of race, color, creed, religion, sex, handicap, ancestry, age, national origin, or social or economic status in its educational programs or activities and employment policies. Ms. Dawn Cuccolo, Director of Special Services, is designated as the compliance officer who coordinates and oversees all Affirmative Action policies dealing with equality in education. In addition, she is in charge of activities related to Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; N. J. S. A. 18A: 36-20; the district's compliance with the Americans With Disabilities Act of 1990; and Federal and State Statutes concerning equality in educational programs. Students, parent/guardians, residents of the community or staff members who have concerns about Affirmative Action/Section 504 or any other matter dealing with equality in education should contact Mrs. Bound.

ADMINISTRATIVE GUIDELINES FOR DISCIPLINARY ASSISTANCE

Student discipline is an important aspect of growth and development. As students mature, their ability to maintain self-discipline within the school and community should increase. However, many students while growing into maturity do not develop sufficient self-discipline until past adolescence. Therefore, it may require imposed, adult disciplinary assistance in order to permit adequate behavior for learning.

The purpose of the disciplinary assistance is to channel student energy into acceptable patterns of behavior. This can be accomplished by counseling students, parent/guardian assistance, community intervention, and finally, discipline imposed by the school. With the above purpose in mind, the following guidelines are being established. Our goal is to assist students to change behavior, not to punish for infraction of rules.

1. Behavior counseling: the Principal shall attempt to assist each student sent to the office for behavioral difficulties.
2. Central detention may be given by the Principal under the following circumstances:
 - a. for the first occurrence of truancy
 - b. for tardiness --- five lates during the school year.
3. In school detention may be given by the Principal for violations of the student conduct code.
4. Out of school suspension may be given by the Principal under the following circumstances:
 - a. For second occurrence of truancy
 - b. For tardiness --- ten times during the school year (one day)
 - c. Possession of dangerous instruments or volatile substance --- open (at discretion of the Principal)
 - d. Smoking (one day)
 - e. Destruction of school property --- restitution plus suspension --- open (at discretion of the Principal)
 - f. Theft of school property --- restitution will be sought plus suspension --- open (at the discretion of the Principal)
 - g. Possession or use of a controlled dangerous substance (C.D.S.) --- open (at the discretion of the Principal)
 - h. Any other reason deemed appropriate by Principal.

MANDATORY EXPULSION PROCEEDINGS

ASSAULTS ON TEACHERS, SCHOOL STAFF, BOARD OF EDUCATION MEMBERS

New Jersey Law requires that any pupil who commits an assault, as defined in N.J.S.A. 2C:12-1, upon a teacher, administrator, Board of Education member or employee of the Board of Education shall be immediately suspended from school, consistent with due process, pending expulsion proceedings before the Board of Education. These proceedings shall take place within twenty-one (21) days following the day the pupil is suspended.

SCHOOL CRIMINAL INVESTIGATIONS/POLICE QUESTIONING

Borough or state police may come into the school and question students about matters under investigation. Questioning shall be in the presence of the Principal and with the knowledge of the parent/guardians or his/her designee. Police may arrest students, if they have a warrant, see them commit a crime, or have reason to believe they are guilty of a serious crime or felony. However, the police shall notify the parent/guardians of their actions where possible before taking the student from the building. When reasonable, parent/guardians will be invited to come to the school prior to the police officer's taking the child into custody. The Principal or his/her designee will also speak to the parent/guardians.

SEARCHES

In general, the police and school personnel may not search students unless they have a warrant or have seen students commit a crime. However, the Principal or other school officials may search a student or his/her locker without a warrant if there is a reasonable suspicion that the student possesses or is selling something illegal or dangerous or the search is necessary to maintain school discipline or enforce school policies. The search shall be made in the presence of the student, when feasible.

STUDENT CONDUCT CODE

To foster a safe and caring environment during the school day the Code of Conduct helps ensure students, staff, and parents understand Harding's rules and expectations. For our young developing students, we believe each mistake is an opportunity to learn and grow. Our approach to discipline is multifaceted and proactive. Students are reminded that the choices they make are in their control. Remedial actions are varied and may include the following:

- Student conference
- Parent contact
- Counseling services
- Behavior contracts

Disciplinary consequences are also varied and may include the following:

- Consultation with Principal/Assistant Principal
- Parent meeting
- Removal from privileges
- Lunch/recess detention
- Afterschool detention
- In-school suspension
- Out of school suspension
- Expulsion

Remedial actions and disciplinary consequences are based on the age of student, his/her developmental level, severity of actions, and overall pattern of behavior.

The following rules are necessary to provide an orderly learning environment. Therefore, all students must follow these rules during the school day.

1. Students must line up in designated homeroom areas and enter the school promptly, before school and at lunch.
2. Students are not allowed in the building before 8:35 a.m. (except in inclement weather), during recess period or after 3:10 p.m., without written permission from a teacher.
3. Students must leave the building with their homerooms, unless otherwise instructed.
4. Students must report immediately to any after school activity in an orderly fashion. (extra-curricular, discipline or aftercare)
5. Students detained after school must report immediately to detention by the shortest route, and must leave detention and the building by the nearest exit.
6. Once dismissed, students may not re-enter the building without written permission.
7. Students must play within designated areas.
8. Students must not play or loiter in the driveway leading to the parking lot.
9. All rough games involving tackling, pushing, etc. are forbidden.
10. Bicycles may not be ridden on the playground at any time.
11. Students eating in school may not leave the schoolyard.
12. Students are not permitted to loiter in the building at any time.
13. Students must not block building doorways.
14. Students must show respect for the property of others; vandalism in any form will be severely punished.

15. Under no circumstances will students be allowed to take property belonging to another without proper permission.
16. The following materials are not allowed on school grounds while school is in session:
 - a. Radio/tape/CD players.
 - b. Hard bats (wood or aluminum).
 - c. Hard balls.
 - d. Skateboards.
 - e. Roller skates/ roller blades.
 - f. Any other material which may be dangerous or cause a disturbance.
17. Students must attend school in clothing permitted by the dress code.
18. Gum chewing is forbidden in school.
19. Every official school document (report card, progress report, etc.) must be returned to school five (5) school days or sooner from the day the student receives the form.
20. Written permission is needed to go to the nurse's office, except in an emergency.
21. Students must have teacher permission to use the lavatory facilities.
22. Loud or disturbing behavior during change of classes is not permitted.
23. Students entering class late must have a pass from the office, nurse or a teacher.
24. Students involved in any manner with falsifying any signatures on any form, school pass, or letter will be severely reprimanded.
25. Students must supply any person in authority with their proper name and homerooms when requested.
26. Students involved in bullying, threatening, or intimidating behavior will be subject to discipline code or peer mediation by recommendation of the Principal.
27. Students may only use their locker prior to homeroom; teacher permission is needed at all other times.

TEACHER ASSIGNED DETENTION

Detention may be assigned at the teacher's discretion when students make poor decisions regarding their behavior, language, tardy arrival to school, etc. Before a detention is served, the teacher will communicate with the parent/guardian to advise of the date, departure time, and reason for detention. Transportation home is the responsibility of a parent/guardian.

PUPIL/PARENT/GUARDIAN GRIEVANCE PROCEDURE

The Board of Education recognizes the right of students and parent/guardians to grieve educational and/or administrative issues arising within the district and to seek relief via orderly and equitable procedures. The Board of Education also recognizes the responsibility of the school administration to develop and implement an orderly and equitable pupil/parent/guardian grievance procedure.

General Conditions

1. A parent/guardian/student must initiate definite action on a grievance within ten school days following the event or occurrence that is the basis for the grievance, or the complaint shall be considered invalid (as waived).

2. Since it is important that informal grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as maximum, and every effort should be made to expedite the process. All formal grievances and decisions rendered shall be in writing.
3. For the purpose of this document, a school day is defined as a day when school is in session for students. A working day is defined as any day in which the school district is open for 12-month employees, provided the employee is question is present at work.

Level One

Any student(s) or parent/guardian(s) having a grievance with the educational or administrative processes of Harding School or against a specific member of the faculty or staff shall make every effort to resolve such grievance in informal conferences with the staff member directly concerned. All conferences shall be carried out in an atmosphere of mutual good will and respect.

Level Two

If the grievance cannot be resolved at the informal conference level outlined above, the grievant (s) shall, within five (5) school days of the Level One conference, meet with the school Principal in an attempt to resolve the matter informally at that level.

Level Three

If the grievance cannot be resolved at the informal level outlined above, the grievant (s) shall, within five (5) school days of the Level Two conference, file a written statement with the school Principal, setting the forth the following information:

- A. A brief statement of the specific nature of the grievance.
- B. A brief statement of the relief desired.
- C. A brief statement of the reasons why the grievant (s) believes he/she is entitled to the relief sought.

The school Principal shall furnish a copy of the grievance of the staff member involved. Upon receipt of a grievance, the Principal shall, within five working days, schedule a conference with the grievant (s) and the staff member involved. The Principal shall render a written decision within five (5) working days following the conference, and shall furnish a copy of such decision to the grievant (s), the staff member and the Superintendent.

Level Four

If the grievant (s) is dissatisfied with the decision of the Principal, they shall, within five (5) working days of receipt of the written decision, file a written statement with the Superintendent, with copies to the Principal and other party, briefly stating the reasons upon which the appeal is based. Within five (5) working days of receipt of the grievance appeal, the Superintendent may decide the grievance upon written statements submitted by the parties. The Superintendent may decide to hold a conference with the grievant (s) and the staff member involved. The Superintendent shall render a written decision to the grievant (s), the staff member and the Principal within five (5) working days of receipt of the grievance appeal.

Level Five

If the grievant (s) is dissatisfied with the action of the Superintendent, he or she may appeal the issues in writing to the full Board of Education. The Board of Education may decide the grievance upon the written statements submitted, or, at its option, may hold a private hearing at the next Board of Education meeting, during which both parties may present testimony. The Board of Education shall render a written decision to the grievant (s) within fifteen (15) working days following the hearing.

The action of the Board of Education shall be binding on all parties, subject to further review as may be available under the provisions of Title 18A.

The following provisions have general application to the grievance procedure set forth above:

- A. No step of this procedure may be by-passed on the way to a higher level; except that grievance based upon a previous grievance decision will be initiated at the level of such previous grievance decision.
- B. Nothing contained in this policy shall be construed to require a grievant to follow the grievance procedure set forth herein where another method of review is provided for by Title 18A. The grievant (s) shall have the discretion to invoke such method of review or this grievance procedure.
- C. The invocation of the grievance procedure shall not relieve the grievant (s) of the responsibility of complying with any order that may have been issued, unless the implementation of said order shall have been stayed by the Superintendent of schools or by the Board of Education.
- D. No punitive action of any kind shall be taken against any grievant (s) solely on account of having filed a grievance.
- E. All the information elicited during any stage of the grievance procedure shall remain confidential unless such information is specifically made accessible to the public by state or federal law or all parties involved agree to disclose such information.

COMPUTER USE

In the academic setting computers are used to support learning, enhance instruction, improve communication and access sources of information. However, the use of the school's computers and equipment is a privilege, not a right. It is general policy that all computers are to be used in a responsible, efficient, ethical and legal manner. These regulations shall be applicable to students, teachers, administrators and other users who have access to the Kenilworth School District computers and Local Area Network (LAN).

The Internet, a broad and largely unregulated network of communications, provides connections to other computer systems located all over the world. Because access to the Internet provides connections to many other computer systems, users (and parent/guardians of users) must understand that the Internet is a worldwide network with diverse user population. Users should also understand that some of the information available on the Internet may be inaccurate controversial and/or offensive. Some material is of great educational value and some material is inappropriate and may be offensive to some Internet users.

The Kenilworth School District does not condone the use of unacceptable materials. The Kenilworth School District uses software to take precautions to restrict access to inappropriate materials. While it cannot entirely restrict the content information obtained by students via the Internet, obtaining unacceptable material will be considered a form of dishonesty. Making public or passing on any material that is "pornographic," "violent," or "hurtful," will result in disciplinary action as outlined in the student handbook. If the student has a question about the appropriateness of information, he or she should immediately consult the teacher in charge; otherwise, he or she accepts full responsibility for his or her actions. Access to the Internet may be withdrawn from users who do not respect the rights of others and who do not follow the rules and regulations established by the school.

Internet access is coordinated through a complex association of government agencies, and regional and state networks. The smooth operation of LAN and Internet networks relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. If a

Kenilworth School District user violates any of these provisions, his or her account will be terminated and future access may be denied.

Terms and Conditions for Acceptable Use:

Based upon the following terms and conditions, the instructors and/or the system administrators will deem what is inappropriate use and their decisions will be considered final. The administration, faculty, and staff may request that a user's ability to use the system be limited, suspended for a specific time period, or revoked for the remainder of the school year.

1. Users recognize that the purpose of computer technology in school is to further educational pursuits.
2. Users must understand that access to the Internet and LAN must be shared with other users.
3. Users must abide by all security and virus protection procedures of the Kenilworth School District.
4. Users must recognize that all copyright laws must be obeyed; only public domain files and files in which the provider or author has given express consent for online distribution may be downloaded or copied. Transmission of any material in violation of any U.S. or state regulation is prohibited.
5. Users shall not seek, access, read, create, or print offensive materials.
6. Users shall not use the network for any commercial use including the ordering of goods and services, product advertisement, or political lobbying.
7. Users must not provide personal information (names, addresses, and phone numbers) to anyone on the Internet in order to ensure personal safety.
8. Users shall not invade another person's right to privacy by opening, changing, or manipulating his/her files, nor by reposting (forwarding) personal communication without the author's prior consent.
9. Users will not use the LAN or Internet to harass network users.
10. Users must understand that their files may be accessible by persons with system privileges, so users should not maintain anything private in their disk storage area.
11. Users must not use abusive or objectionable language in public or private messages.
12. Users will neither change hardware configurations or software settings, nor load any software onto any system. Such alterations will be considered vandalism.
13. Users will not use CD's in Kenilworth School District computers.
14. Users will not use other people's computer resources without authorization.
15. Users will not utilize the work/research of another user without authorization.
16. Users will notify the instructor or system administrator if they identify a security problem on the Kenilworth School District system.
17. Users will comply with specific directives from the faculty member in charge regarding the use of computers and the LAN.
18. The school district shall be held harmless or any loss of data suffered by a user.
19. Internet access security will be built by grade level.
20. Users will be directed, in general, toward sites that have been reviewed and evaluated by district personnel.
21. Outside of school, families will have the responsibility for providing guidance to the students in the area of the Internet.
22. Users shall immediately report receipt of any unsolicited or offensive email.
23. The school district will cooperate fully with law enforcement officials in regard to illegal

PARENT PUPIL RIGHTS ACT

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)—

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility

Receive notice and an opportunity to opt a student out of—

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use –

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer to from the parents to a student who is 18 years old or an emancipated minor under State law. **(Kenilworth School District will/has develop(ed) and adopt(ed))** policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. **Kenilworth School District** will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. **(Kenilworth School District)** will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-5920

PPRA MODEL NOTICE AND CONSENT/OPT-OUT FOR SPECIFIC ACTIVITIES

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires **(Kenilworth School District)** to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information surveys”):

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing.

Following is a schedule of activities requiring parental notice and consent or opt-out for the upcoming school years. This list is not exhaustive and, for surveys and activities scheduled after the school year starts, the **(Kenilworth School District)** will provide parents, within a reasonable period of time prior to the administration of the surveys and activities, notification of the surveys and activities and be provided an opportunity to opt their child out, as well as an opportunity to review the surveys. (Please note that this notice and consent/opt-out transfers from parents to any student who is 18 years old or an emancipated minor under State law.)

Date: On or about October 15, 2003
Grades: Five and Six
Activity: ABC Survey of At-Risk Behaviors.

Summary: This is an anonymous survey that asks students questions about behaviors such as drug and alcohol use, sexual conduct, violence, and other at-risk behaviors. The survey also asks questions of a demographic nature concerning family make-up, the relationship between parents and children, and use of alcohol and drugs at home.

Consent (for ED funded, protected information surveys only): A parent must sign and return the attached consent form no later than (insert return date) so that your child may participate in this survey.

The Family Educational Rights and Privacy Act (FERPA)

FERPA provides that an LEA that receives Department funds may not have a policy or practice of denying parents the right to:

- Inspect and review education records (34 CFR § 99.10).
- Seek to amend education records (34 CFR §§ 99.20, 99.21, and 99.22).
- Consent to the disclosure of personally identifiable information from education records except as specified by law (34 CFR §§ 99.30 AND 99.31).

These rights transfer to the student when he or she turns 18 years of age or enters a postsecondary educational institution at any age (“eligible student”). LEAs must annually notify parents and eligible students of their rights under FERPA, 34 CFR § 99.7. The annual notification must also include:

- The procedure to inspect and review education records;
- The procedure to request amendment of education records;
- A specification of criteria for determining who constitutes a school official and what constitutes a legitimate educational interest if the agency or institution discloses or intends to disclose personally identifiable information to school officials without consent; and
- The right of parents to file a complaint with the Family Policy Compliance Office (FPCO) in the Department. (A model FERPA notification for LEAs is enclosed and is also available on FPCO’s Web site – www.ed.gov/policy/gen/guid/fpco.)

If the LEA or educational institution under the LEA discloses directory information from education records without consent, it is required by 34 CFR § 99.37 to notify parents and eligible students of:

- The types of information the LEA (or institution) has designated as directory information (see 34 CFR § 99.3 “Directory information” for definition);
- The right to opt out of disclosure of directory information. (A model “directory information” notice is enclosed and is also available on FPCO’s Web site-www.ed.gov/policy/gen/guid/fpco.)

Outlined below are changes in the NCLB that do not amend FERPA, but relate to the disclosure of personally identifiable information from students’ education records.

Suspension and expulsion disciplinary records:

- LEAs should include a notice in their annual notification or rights under FERPA that they forward education records to other schools that have requested the records and in which the student seeks or intends to enroll (34 CFR §§ 99.7 and 99.34(a)(ii)). (See enclosed model notification of rights). Give military recruiters the same access to secondary school students as provided to postsecondary institutions or to prospective employers; and provide students’ names, addresses, and telephone listings to military recruiters, when requested, unless as parent has opted out of providing such information. (Military Recruiter Guidance is on FPCO Web site.)

Protection of Pupil Rights Amendment (PPRA)

PPRA governs the administration to students of a survey, analysis, or evaluation that concerns one or more of the following

eight protected areas:

1. political affiliations or beliefs of the student or the student’s parent;
2. mental or psychological problems of the student or the student’s family;
3. sex behavior or attitudes;
4. illegal, anti-social, self-incriminating, or demeaning behavior;
5. critical appraisals of other individuals with whom respondents have close family relationships;
6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. religious practices, affiliations, or beliefs of the student or student’s parent; or
8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such programs).

PPRA also concerns marketing surveys and other areas of student privacy, parental access to information, and the administration of certain physical examinations to minors.

GENERAL NOTIFICATION – LEAs must provide parents and students effective notice of their rights under PPRA. In addition, the NCLB amendments to PPRA require that LEAs provide for reasonable notice of the adoption of continued use of the policies described on page four. The LEA must provide such notice at least annually, at the beginning of the school year, and after any substantive change in such policies. This new notification requirement may be included in the PPRA general notification.

The general notification must indicate that PPRA applies to surveys that contain questions about one or more of the eight protected areas listed above.

The general notification must also indicate that, for surveys that contain questions from one or more of the eight protected areas but are not funded in whole or part by Department funds, the LEA will notify the parent, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when it will administer the survey(s) and provide an opportunity for the parent to opt his or her child out of participating.

The following new provisions apply to educational agencies and institutions that receive funds from any Department program.

SPECIFIC NOTIFICATION – An LEA must “directly” notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and must provide an opportunity for the parent to opt his or her child out of participation in the specific event or survey.

LEAs must offer an opportunity for parents to opt their child out of participating in the following activities:

- Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, or otherwise providing that information to others for that purpose.
- Any non-emergency, invasive physical examination or screening that is: 1) required as a condition of attendance; 2) administered by the school and scheduled by the school in advance; and 3) not necessary to protect the immediate health and safety of the student, or of other students.
- The administration of any survey containing one or more of the eight protected areas of information listed above and that is not funded in whole or in part by Department funds. (LEAs must obtain active consent, and may not use an opt-out procedure, if the survey is funded in whole or in part with Department funds.)

An LEA is not required to develop and adopt new policies if the SEA or LEA has in place, on the date of enactment (January 8, 2002) of the NCLB, policies covering the requirements set forth in this law; however, the LEA must still provide annual notice of these policies to parents.

This law does not apply to any physical examination or screening that is permitted or required by State law, including physical examinations or screenings permitted without parental notification.

DEFINITION OF SOME TERMS USED IN PPRA:

“Instructional Material” – instructional material that is provided to a student, regardless of format, including printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The terms do not include academic tests or academic assessments.

“Invasive Physical Examination” – any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

“Personal Information” – individually identifiable information including –

- 1) a student’s or parent’s first and last name;
- 2) a home or other physical address (including a street name and the name of a city or town);
- 3) a telephone number; or
- 4) a social security number.

The Department will issue regulations to reflect the changes in FERPA and PPRA. The Family Policy Compliance Office (FPCO) in the Department administers both FERPA and PPRA.

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-5920
(202)260-3887



Vincent A. Gonnella
School Business Administrator/
Board Secretary
Ext. 1550

Kenilworth Public Schools
Office of the School Business Administrator/Board Secretary
www.kenilworthschools.com
426 Boulevard
Kenilworth, New Jersey 07033
908-276-1644

Memo

To: All Employees, Staff and Parents
From: Vincent A. Gonnella
Business Administrator/Board Secretary
Date: June 30, 2019
Re: Annual Asbestos Management Plan Activity Update

The purpose of this memorandum is to inform you of the Kenilworth Board of Education's recent and planned asbestos management activities, pursuant to the periodic notification requirement of the United States Environmental Protection Agency's "Asbestos-Containing Material in Schools Rule" (40 CFR 763, Subpart E, commonly referred to as the AHERA regulation).

In accordance with the Rule, the Board instituted Asbestos Management Plans in 1989 to address Asbestos-Containing Building Material (ACBM) identified in each of the facilities.

The Board continues to manage the ACBM identified under an operations and maintenance program.

The last Three-Year Re-inspection required by the Rule was completed in the Spring of 2019. Documentation of this Re-inspection has been incorporated into the Board's Management Plan documentation. Periodic surveillances and other consulting activities will be performed as needed by Partners Engineering & Science, Inc., a qualified asbestos management consulting firm, retained by the Board for assistance in these matters.

The Asbestos Management Plan for each school is available at that school's main office, as well as the Board Office, during normal business hours. Questions should be directed to Mr. Christopher Caponegro at (908) 931-9696.

Kenilworth Public Schools

Annual Integrated Pest Management Notice

For School Year 2019/2020

Dear Parent, Guardian, or Staff Member:

This notice is being distributed to comply with the New Jersey School Integrated Pest Management Act. **Kenilworth Board Of Education** has adopted an Integrated Pest Management (IPM) Policy and has implemented an IPM Plan to comply with this law. IPM is a holistic, preventive approach to managing pests that is explained further in the school's IPM Policy included with this notice.

All schools in New Jersey are required to have an Integrated Pest Management Coordinator (IPM Coordinator) to oversee all activities related to IPM and pesticide use at the school.

The IPM Coordinator for Kenilworth Board Of Education is:

Name of IPM Coordinator: Chris Capranego

Business Phone number: **(908) 931-9696 Ex 329**

Business Address: **401 Monroe Ave Kenilworth, New Jersey 07033**

The IPM Coordinator maintains the pesticide product label, and the Material Safety Data Sheet (MSDS) (when one is available), of each pesticide product that may be used on school property. The label and the MSDS are available for review by a parent, guardian, staff member, or student attending the school. Also, the IPM Coordinator is available to parents, guardians, and staff members for information and to discuss comments about IPM activities and pesticide use at the school.

As part of a school pest management plan Kenilworth Board Of Education may use pesticides to control pests. The United States Environmental Protection Agency (EPA) and the New Jersey Department of Environmental Protection (DEP) register pesticides to determine that the use of a pesticide in accordance with instructions printed on the label does not pose an unreasonable risk to human health and the environment. Nevertheless, the EPA and the DEP cannot guarantee that registered pesticides do not pose any risk to human health, thus unnecessary exposure to pesticides should be avoided. The EPA has issued the statement that where possible, persons who are potentially sensitive, such as pregnant women, infants and children, should avoid unnecessary pesticide exposure.

The following items must be included with this annual notice:

- A copy of the school or school district's IPM policy.

POLICY: Integrated Pest Management (IPM) Program

SCHOOL INTEGRATED PEST MANAGEMENT POLICY

The New Jersey School Integrated Pest Management Act of 2002 (the Act) requires school district to implement a school integrated pest management policy that includes an Integrated Pest Management IPM Plan. In accordance with the requirements of the Act, the Board shall ensure implementation of the IPM procedures to control pests and minimize exposure of children, faculty, and staff to pesticides. These procedures shall be applicable to all school property in the district.

IPM COORDINATOR

The district Facility Manager shall be designated as its IPM Coordinator and is responsible for the implementation of the school Integrated Pest Management 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 method. Applying IPM principles prevents unacceptable levels of pest damage by the most economical means and with the least possible hazard to people, property and environment.

The IPM Coordinator shall consider the full range of management option, including no action at all. Non-pesticide pest management methods are to be used whenever possible. The choice of using a pesticide shall be based on a review of all other 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 considered for use first.

DEVELOPMENT OF IPM PLANS

The Superintendent or his or her designee, in collaboration with the school Building Principal's and the IPM Coordinator, shall be responsible for the development of the IMP Plan for each school in the district. The School District's IPM Plan is a blueprint of how it will manage pest through IPM methods. The school district's IPM Plan will state the school district's goals regarding the management of pest and the use of pesticides for all schools, District property. The IPM Plan will reflect the school district's site-specific needs and a description of how each component of the school district's IPM Policy and regulation will be implemented for all school property.

EDUCATION / TRAINING

The school community will be educated on the subject of potential pest problem and IPM methods used to achieve the district's pest management objectives.

The IPM Coordinator, other school staff and pesticide applicators involved with implementation of the district's IPM Policy will be trained in appropriated components of the IPM Program.

Students, parents and legal guardians will be provided with information on this Policy and instructed on how they may make positive contribution in order to develop a successful IPM program.

RECORDKEEPING

Records of pesticide use shall be maintained on site to meet the requirements of the controlling New Jersey regulatory agency and the Board.

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

The School Business Administrator, working with the IPM Coordinator, is responsible for timely notification to students, parents, legal guardians and the school staff of pesticide treatments pursuant to the Act.

RE-ENTRY

Re-entry to a pesticide treated area shall conform to the requirements of the Act.

PESTICIDE APPLICATIONS

The IPM Coordinator shall ensure that applicators follow New Jersey regulations, including licensing requirements and label precaution. They must comply with all components of the school IPM Policy, also.

EVALUATION

The Superintendent or his or her designee will report annually to the Board on the effectiveness of the IPM Plan and make recommendations for improvements as needed.

The district's IPM Plan, Policy and regulation shall be implemented not later than June 12, 2004. The Board directs the Superintendent or his or her designee to develop regulation and procedures for the implementation of the IPM Plan.

Legal References N.J.S.A. 13:1F-19 through 1F-33

First Reading: June 14, 2004

Adopted: July 12, 2004

NO CHILD LEFT BEHIND

The *Elementary and Secondary Education Act* is our country's most important federal education law. In 2001 this law was reauthorized and is now called the *No Child Left Behind Act (NCLB)*. *NCLB* was designed to make changes in teaching and learning that will help increase academic achievement in our schools.

The law required that all schools receiving Title I funds must inform parents of their right to ask schools about the qualifications of their child's teachers. Our school receives Title I funding and we are happy to share this information with you at your request.

We believe that nothing is more important to your child's education at school than having a well-prepared and highly qualified teacher. The law requires that all teachers who teach in core content areas must meet a specific legal definition of "highly qualified" in order to teach in schools that receive Title I funding. The legal definition of a "highly qualified teacher" has three parts. It states that the teacher must have the following:

1. A four-year college degree
2. A regular teaching certificate/license
3. Proof of his/her knowledge in the subject they teach

New Jersey has some of the most qualified teachers in the country, and we are extremely proud of the quality of the teaching staff in the Kenilworth School District. All our regular teachers have college degrees and many have advanced degrees. The state of New Jersey has always required a teaching certificate/license for all teachers. In addition, every teacher continues learning through professional development activities and our teachers are evaluated each year to make sure that their teaching skills remain at the highest possible level.

Most teachers already meet this legal definition of high qualified. Teachers in the state of New Jersey are required to meet this definition.