

PARENT/STUDENT HANDBOOK

2011 ~ 2012



MESSAGE FROM THE SUPERINTENDENT

"Change is the law of life and those who look only to the past or present are certain to miss the future." John F. Kennedy

The Administration, Faculty and Staff welcome new and returning families to the 2011-2012 school year. As we reflect on the past school year and the retirement of four outstanding faculty members, we look forward to the start of the new school year and welcome new faculty members to our MES family.

This is the time when we reaffirm the constants that contribute to the outstanding educational programs at Montague Elementary School. Montague's learning environment centered on students, directed by teachers and supported by home and community is our strength. Small class sizes along with grade level teaching teams reflect our school's strong emphasis on learning how to learn. Highly Qualified Teachers and Paraprofessionals teach children to become independent learners with the desires, the skills and the abilities for lifelong learning. We will continue to encourage your children to be the very best they can be; to demonstrate a sense of personal pride as well as collective pride for our school; to make positive contributions to our school and community; to make good choices that result in positive, successful and healthy outcomes and to live The Principal's Principles through Monty's High Five every day.

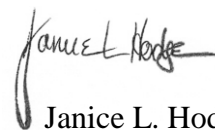
Are you ready to partner with us for your children's future? I encourage you to get involved in your child's education both inside and outside of the classroom. Being involved now ensures their future success. Research indicates that what parents do at home greatly influences their children's academic performance. Children's attitudes toward reading, learning and developing good study habits are developed at home. Studies have consistently linked parent involvement at home with higher grades and positive behaviors.

There are many ways to be involved in your child's education both in school and at home. Ensure that your children are in school every day on time; establish before and after school routines; create study and homework routines; model positive standards of behavior; read with your children every day; attend parent-teacher conferences; maintain communication with teachers and staff; volunteer in the classroom; join the PTA. Their success will be the result of our school-family partnership.

We look to the future confident that the best possible educational experience will continue for all of Montague's children. Thank you for supporting our efforts and working with us.

This calendar/handbook contains school contact information, rules, regulations and policies. It is accurate at the time of publication. I encourage you to visit the school website: www.montagueschool.org and the faculty homepages often for updated information.

As always, I appreciate your support and look forward to seeing you at school!



Janice L. Hodge,
Chief School Administrator/Principal

MESSAGE FROM THE BOARD OF EDUCATION

Welcome Back

On behalf of the Montague School Board, I would like to welcome all those who will be attending school this year. We are looking forward to another successful year in education. The School Board always strives to provide our children with the best educational experience possible. Please keep in mind that our school is an integral part of our community and we welcome your participation. Let's all enjoy the upcoming school year together.

**Kenneth O'Connor, President
Montague Board of Education**

MESSAGE FROM THE PTA

Keys to Success

*Parent involvement, Parent Support,
Parent communication with teachers*

On behalf of Montague PTA, I would like to welcome all new students, returning students and all teachers and staff to the 2011-2012 school year!

As always parent involvement, parent support and parent communication with teachers is our "Key to Success"

We welcome and encourage all of our families to become a PTA member and to come share your ideas and suggestions.

We are excited about this school year and we look forward to a new and wonderful school year!

Melany Lyon,
PTA President

Student and Parent Handbook

Safety and Security

EMERGENCY INFORMATION and ONE CALL NOW

Parents and Guardians are required to keep the school informed of any changes of address, phone numbers, parent work numbers, or emergency contact information.

ONE CALL NOW is an automatic calling system that delivers important school information, including early dismissals and emergency closings to you automatically by calling the phone numbers you provide. IT IS IMPERATIVE THAT YOU KEEP YOUR CONTACT INFORMATION CURRENT.

EMERGENCY LOCK DOWN

In the event of an emergency lock down for safety reasons, no one will be allowed to enter or leave the school. Safety drills include fire drills, outside evacuations, and lockdowns. Safety drills are conducted monthly.

PROPERTY INSPECTION

In accordance with Board policy, storage places provided to students in school may be inspected by school personnel at any time.

ARRIVALS

School begins at 8:30 A.M. Children may not be dropped off until 8:30 A.M. They are not permitted in the building until then, nor are they allowed on the playground or parking lot areas. Please wait in your car and stay in line, until you are in front of the building, and then drop off your child, exiting the vehicle from the curb side. Children driven to school enter through the front doors, assisted by school staff. Children arriving after 8:36 A.M. will be marked tardy and must obtain an "Admit Pass" from the Central Office before going to their classrooms.

PARKING

Parking is not permitted in front of the school during bus hours, 8:15 to 8:45 A.M. and 2:45 to 3:15 P.M. Parking is available in the side lot. REMINDER: Passing the bus when lights are flashing is a moving violation. Please be cautious for the safety of our children.

VISITORS ENTERING THE BUILDING

All visitors, including parents/guardians, will be asked to identify themselves and their purpose before being admitted by the office staff. Visitors will be asked to sign-in and obtain a visitor pass. The visitor pass must be clearly visible while in the building. Anyone not in possession of a pass will be asked to go to the Central Office. It is the policy of the school not to allow

interruption of classes while in session. **Parents/guardians or other visitors attending special class events must have prior approval from the principal.**

DISMISSAL

- Dismissal time is 3:00 P.M.
- Parents/Guardians who want to pick up their child must notify the Transportation Coordinator in writing, and report to the cafeteria to sign out the student.
- Park in the rear of the side parking lot to enter the cafeteria.
- The Chief School Administrator or her designee will not release a child without proper identification and approval.
- Children need to hand in all notes promptly to the homeroom teacher upon arrival. Calling in to make changes is strongly discouraged. DO NOT leave a voice message concerning transportation changes as it may not be heard in time.
- Students will not be allowed to switch buses in the afternoon unless the school has a valid written note from the parent/guardian and it is approved by an Administrator.
- Students staying after school, or not taking the bus, must have written permission from the parent, given to the teacher in the morning. Phone permission will only be granted under extreme emergencies. Parents must pick up children at the designated time.
- No student and/or parent will be allowed beyond the security gates located in both the upper and lower wing hallways after dismissal. Children must take all of their homework, books, and belongings with them at dismissal, as they will not be allowed to return to their classrooms.

REQUESTING EARLY DISMISSAL

- A parent's request for early dismissal must be in writing and given to the homeroom teacher by the child in the morning. The note should state a valid reason for early dismissal.
- Parents/Guardians are required to sign into the building and sign out their child, providing proper identification at the Central Office. All children will be called to meet the parent at the Central Office. Parents are not allowed to go to a classroom to get the student or the student's belongings.
- Students are not permitted to leave the school before the end of the school day except in the presence of his/her parent or legal guardian, or an agent of the parent/guardian who has written authorization.

SCHOOL BUS PROCEDURES

Riding the school bus is a privilege, not a right. Proper behavior and actions will guarantee this privilege. While riding the school bus your child is governed by New Jersey State Law. We also expect students to follow the school wide rules, **Monty's High Five**. Students who continually misbehave will be suspended from the bus and transportation must be provided by the parents/guardians. School absences due to bus suspensions are considered unexcused absences. Riding the bus should be a safe and enjoyable experience for everyone. To help ensure this please go over the following with your child:

AT THE BUS STOP

- Be on time at the designated bus stop. Arrive no more than 10 minutes before pick-up time.
- Stay off the road at all times.
- Parents are responsible for supervising their children at the bus stop.
- Respect the property of the homeowner at the bus stop.
- When the bus arrives, stay away from the road, form a single line, enter the bus in an orderly fashion, and sit in your assigned seat.
- Parents are responsible for crossing their children.
- Parents are not to board the bus at any time.

SCHOOL BUS RULES OF CONDUCT

Students are expected to conduct themselves according to Monty's High Five. The following rules apply specifically to the bus:

- Remain in your assigned seat at all times.
- Stay seated, seat belt fastened, until the bus has stopped and the driver directs you to get up. Consistent opposition to the proper use of seat belts may result in loss of bus privileges.
- Keep voices low.
- Face forward at all times.
- The bus aisles must be kept clear of all objects at all times.
- Damaging or defacing the bus, or tampering with its equipment, may result in suspension.
- Stay away from the back door. Do not place hands/arms out of the window.
- Keep the bus neat, clean, and sanitary. No eating or drinking on the bus.
- Live animals are not to be transported on the bus.
- If an object is dropped near the bus, tell the driver: **DO NOT ATTEMPT TO PICK UP THE OBJECT.**
- CD players/IPODS with headphones may be used by individual students on the bus but may not be passed around. Since students must be able to hear directions, headphones may not be used while waiting for the bus, preparing to leave the bus, entering or exiting the school building.

- Small electronic games may be used silently on the bus IF student remains alert to instructions, does not share them, and remains totally responsible for them. Trading cards may not be taken out on the bus.
- Montague School takes no responsibility for personal items.
- Suspension from the bus and the duration of the suspension is at the discretion of the Administration.

OTHER TRANSPORTATION ISSUES

- In the event of permanent removal from the bus, the parent/guardian will assume all responsibility for the transportation of their child to and from school.
- Parents/guardians must transport their child to school if he/she misses the bus.
- In the event of an unscheduled early dismissal, parents will be notified through the ONE CALL NOW system. The early dismissal will also be announced on the local radio stations. PLEASE DO NOT CALL THE SCHOOL FOR THIS INFORMATION.
- Parents/guardians should have prearranged transportation for their child at all times should an early dismissal occur.
- ONLY Montague residents will ride the Montague school bus. All busing issues will be handled through the Transportation Office.
- Montague School will not be responsible for damage to soft-case instruments carried on the bus.
- Parents are responsible for repairs due to any damage caused by their child.
- All requests for changes in bus stops must be in writing through the Transportation Office. The driver will not make any unscheduled stops at student request.
- Students may ride only their assigned bus. Permission to change buses during the school week will be granted by the Transportation Office only with 24 hour written notification. Call 973-293-7131 ext. 217.
- Requests to permanently change buses will be granted by the Transportation Office only in situations where an existing bus route can handle the request and there is no safety issue created at the bus stop. In addition, this request must be in writing and will be in effect for the remainder of the school year. The correspondence must be sent to the Transportation Office and include the name and phone number of the person responsible for the child(ren) at the requested bus stop.
- Every child must be met at their bus stop by a **responsible adult (eighteen years or older)**. If there is no one at the bus stop to meet him or her, the child will be returned to school. If the school has been unable to contact or communicate with the parent or guardian by 4 PM to come to school to pick up the child, the police may be called to escort the child home.

SCHOOL EVENTS

Parents and other guests may attend school events only if invited in advance. When attending a school event: follow school rules, stay in assigned areas, and do not block exits at the gym, cafeteria, or classroom. Class parties are held at the discretion of the classroom teachers. The assigned Class Parents will be contacted by the teacher regarding any plans and needs.

On certain occasions younger siblings may not be allowed to attend classroom events. This decision will be left to the discretion of the classroom teacher and parents will be notified by the teacher.

CELL PHONES

Visitors and Volunteers: No cell phone use is permitted on school property or at school functions. If you need to carry one in, please set it to "silent mode" and wait to return your calls after you leave.

Students: It is our intention to accommodate student and parent concerns for communication with one another, yet we must insure that there are no interruptions to the school day or misuse of a phone.

- Cell phone use is not permitted on the school bus, on school property, or at school functions.
- The school takes no responsibility for the phone.
- From the time the child boards the school bus and until he/she exits the bus at the end of the day, the phone must be turned off at all times, not even in "silent mode".
- They are not to be carried around while in school.
- Either the phone is to be kept in the child's book bag all day, or it may be given to the homeroom teacher upon arrival in school. At the end of the day the homeroom teacher will return the phone at dismissal.
- If a student is found to be carrying a cell phone during the school day, it will be confiscated from the student, given to the administrator, and the parent will be called. The administrator will return the phone at the end of the day. Upon the third offense, the phone will remain in the Central Office and it will be the parent/guardian's responsibility to retrieve the phone. Please remember that if you need your child to receive a message during the school day, call the school at 973-293-7131.

CITIZENSHIP

It is in their best interest for children to be responsible for their own work and behavior, and to develop a sense of responsibility to their school community. We expect students to follow Monty's High Five code of conduct in all school locations.

Monty's High Five are:

- Keep hands, feet, and objects to yourself
- Follow Directions
- Be responsible and respectful
- Be a good citizen
- Stop, Think, Act

To ensure the safety and well-being of all our students, and to maintain a positive school climate that optimizes learning, Montague School will enforce all behavior, attendance, anti-bullying, and homework policies throughout the year. When there is a concern you will be contacted. It is expected that parents/guardians will support Montague Elementary School's efforts and follow through at home. Some approaches we may take in school with children who continue to demonstrate behavior which leads to repeated consequences are:

- removal from class
- lunch detention
- withdrawal of privileges such as attending special assemblies, class celebrations, Field Day, school dances, or other school events
- suspension

AWARDS

High Honor and Honor Roll (grades 4-6) are determined each marking period. Honor Roll may be published in the local paper (with parent permission). Citizenship (grades 4-6) and Attendance awards (K-6) are given at the end of the school year. The criteria for awards are as follows:

HIGH HONOR ROLL

- A grade of 93 or higher in the four major subject areas (language arts, mathematics, science, and social studies), allowing for a grade of 85 or higher in the remaining subject areas.
- A grade of "S" or higher in effort and conduct

HONOR ROLL

- A grade of 85 or higher in all subject areas.
- A grade of "S" or higher in effort and conduct.

Grading Scale

Montague Elementary School adheres to the respective grading scale for grades K-3 and 4-6:

Grades K-3 Scale

E=93.00-100.00

G=85.00-92.99

S=75.00-84.99

N=70.00-74.99

U=1.00-69.99

P= Pass

F= Fail

Grades 4-6 Scale

A=93.00-100.00

B=85.00-92.99

C=75.00-84.99

D=70.00-74.99

F=1.00-69.99

CITIZENSHIP: awarded to students who consistently meet these criteria throughout the year:

- Observes Monty's High Five.
- Completes homework and comes prepared for class.
- Exhibits positive classroom behavior and a good attitude toward school.
- Participates actively in class.
- Demonstrates good sportsmanship.
- No conduct referrals or detention of any kind during the year.

ATTENDANCE AWARDS:

Perfect attendance: no absences or tardies for the year.

Excellence in Attendance: no more than four absences, plus no more than four tardies for the year.

SCHOOL DISCIPLINE

- Positive or negative behavior is a choice each student makes throughout the school day. The school expects students to adhere to Monty's High Five. Monty's High Five are posted in every classroom, throughout the school building, and on the bus. They are reviewed by the teachers at the beginning of the year and are sent home to be signed by the parent/guardian. The Montague Elementary School adheres to the concept of due process while maintaining an orderly and safe educational environment. School policy is based on NJAC 6A:16-7, the N.J. Code of Student Conduct. Discipline records will be maintained for necessary reasons and will remain property of Montague Elementary School.
- Detention may be served at the discretion of the Administrator during the school day, and the child will be responsible for all class work and homework given during that time.
- Suspensions:
 - Activity -In conjunction with Montague Board of Education policy, students may be suspended from a particular activity/class.
 - In-School – The primary function of this type of suspension is intended to enhance the student's behavior without loss of academic achievement. Students will be provided with meaningful,

relevant classroom work and will be responsible for all educational areas.

- Out-of-School – In certain extreme cases either as a result of legal requirements and/or repeated failure.
- All discipline slips will be referred to the Principal or Assistant Principal. Discipline slips will result in parent contact. Discipline slips may be sent home.

ATTENDANCE

Consistent attendance at school is a strong predictor of student achievement and success.

- Children are expected to be in attendance every day school is in session.
- Every absence from school will be documented and recorded.
- A child is considered present if they are in school for **four or more hours of actual class time**. Lunch and recess are not considered actual class time
- Parents/guardians will be notified of their child's absences approximately every fifth day's absence.
- Upon notification, parents/guardians will work to correct the absence pattern and may be required to meet with the Principal and/or Assistant Principal regarding attendance.
- Parents/guardians of each absent child must call the nurse to explain the reason, or the school will call.
- The State defines an excused absence as student hospitalization, bereavement, or religious observance as listed and approved by the Commissioner of Education. Other absences are unexcused.[Montague School abides by N.J.S.A. 18A:36-14-16 and N.J.A.C. 6A:32-8.3(j) regarding absences due to religious observance].
- Two days after an absence a note must be brought to school explaining the cause, with a note from the doctor if that applies.
- Any student absence without an acceptable note or at the accumulation of ten days will be considered truant. State mandates regarding truancy issues will be followed.
- All absences are cumulative regardless of parent or physician notes.
- After an absence of twenty days, retention is possible.
- If school is required to close for extended periods, the legally required attendance of 180 days may lead to an extension of the school year, including attending on Saturdays or scheduled holidays.

STUDENT MAKE-UP WORK

Attendance at school is considered to be an important component for both academic and social success. It is expected that arrangements for extended vacations be made in conjunction with the school calendar.

Parents can request work after more than two days' absence; a general outline of assignments that are missed will be provided.

Student makeup work will be delivered to the Central Office by 3:15 P.M. on the following day for parent pickup. The policy for students to make up work: Parents should provide the office with a note explaining reasons for absence and the length of time involved at least three days prior to the absence.

Exceptions to the three-day rule will be strictly at the discretion of the teacher. Any work not made up within the proper time period will become a zero and factored into the marking period grade.

Extended or cumulative absence from school for other than illness does not remove the student's responsibility in making up the required work or excuse them from any test or other grade that is necessary for the successful completion of the subject.

SCHOOL DRESS

Students should wear clothing that is appropriate for school and the maintenance of reasonable standards of cleanliness and decency.

The Chief School Administrator or designee reserves the right to make final decisions regarding appropriate dress in school as well as at school sponsored events. Teachers will send students to the Health Office if inappropriately dressed. The school nurse will call parents to bring proper change of clothing if necessary.

Unacceptable clothing for school, including school-sponsored events and school dances, includes:

- Clothing messages regarding violence, sex, drug/alcohol, inappropriate words or words in inappropriate locations.
 - Clothing that is too tight or revealing when sitting or bending over.
 - Shoes that do not fit the foot correctly or support the foot, high platform shoes or inappropriate heel height for the student, flip-flops, slippers, or shoes with rollers/wheels. Students will not be allowed to play on the field or lot for recess if appropriate shoes are not worn.
 - Extremely short clothing and/or skirts or shorts (no shorter than one hand above the knee).
 - Ripped or torn clothing.
 - Tank tops, tube tops and halter tops.
 - Clothing that displays midsection/bare midriffs when the student is standing or raises a hand.
 - Silly bands.
 - Excessively long pants that drag on the floor.
- In Addition:
- Hats are taken off inside the school.
 - The school reserves the right to determine the suitability of clothing, shoes, and jewelry worn by a student.
 - Please send a sweater into school for your child if necessary on cold weather days.

LOST AND FOUND

Many valuable articles of clothing, lunchboxes, etc., are turned in to the "Lost and Found". If the child's full name is on them they can be returned quickly without inconvenience. Names on bag lunches also save time. "Lost and Found" is located outside the gymnasium and in the health office. Students may pick up lost articles during lunch periods.

SCHOOL EQUIPMENT/SCHOOL PROPERTY

Respect for the school facility is vital for good citizenship. Please cover all textbooks so they stay clean. Help your child learn responsible habits by keeping schoolwork and equipment in safe locations, ready to bring to school. Students who move, and all students at the end of the year, are responsible to turn in all textbooks, library books, and other school equipment. Any damages to school property, or lost books, become the responsibility of the parent. Report cards and/or awards will not be issued to a student whose obligations are incomplete.

TECHNOLOGY

All students will have access to technology in various school locations. Prior to that, each student and parent will receive an Acceptable Use Policy and must return the signed acknowledgement form.

Students are prohibited from using the Internet or other electronic communications in a manner against another student or staff member that causes a substantial disruption to the educational environment.

Such behavior, which includes sending or posting electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal (i.e. text messaging or social networking sites such as FACEBOOK or TWITTER) applies in-school and out of school. Students engaged in this behavior will be subject to disciplinary action.

LUNCHROOM PROCEDURES

Students will go to the lunchroom with their class. Each student is expected to be responsible for his/her behavior by following Monty's High Five. Children will sit at a table with their class, and lunchroom teachers will direct them in obtaining their food, cleaning up, etc.

Each child is responsible for discarding trash and ensuring that the eating area is in satisfactory condition before dismissal. Classes are dismissed as a group for recess, and after that to their homeroom teachers.

Neither food nor drinks are allowed out of the lunchroom. Toys, cards and other inappropriate items may not be taken to the playground. IPODS may not be used during lunch or recess.

STUDY HALL/LUNCH DETENTION

STUDY HALL is available to students who require an opportunity to complete homework or make up a test. Students eat their lunch, complete their assignment, and return to the cafeteria for recess. The study hall teacher will assist them with their assignments. Students who choose not to follow Monty's High Five during Study Hall will be moved to the supervised lunch detention room for the duration of the lunch period. They forfeit the opportunity to complete their assignment and the parent will be contacted.

LUNCH DETENTION may be given to students who do not follow Monty's High Five. Detention students will report to a detention room and eat their lunch silently. Detention students will not be allowed to return to the cafeteria for recess.

RECESS will be approximately the last fifteen minutes of each lunch period. Weather permitting; students will be outdoors for recess in designated areas. It is the parent's responsibility to have children come to school with clothing that is appropriate for the season. When indoors for recess, students are required to wear sneakers if they are to move about the gym, as per a state mandate. Please be aware that drawstrings on sweatshirts, hoods, and jackets could cause harm to a child when using some playground equipment.

Students dressed inappropriately for outdoor recess will not be allowed to go outside and will remain indoors under the supervision of a teacher or administrator.

PLAYGROUND RULES

Students are expected to follow Monty's High Five and remain on the playground during recess and away from the woods, unless a teacher/nurse/administrator has stated otherwise. Toys, cards, and other inappropriate items may not be taken to the playground.

HOMEWORK

Homework is designed to foster:

- Independent extension of work begun in the classroom.
- Improvement of skills, which require practice.
- Acquiring of depth and breadth in reading.
- Satisfaction that comes with mastery.
- Stimulation of interest.
- Exploration and discovery.

Students are expected to have homework finished and submitted on time, on a daily basis. Parents will be contacted if a student continuously fails to submit

assignments or submits incomplete work. A continuous pattern indicates a need for further action and parents will be involved in remediating the problem. It is the parent's responsibility to ensure their child completes all homework.

The amount of time to be spent on homework is determined by a number of factors. Some assignments are short-term while others are of a long-term nature. The ability, industry and work habits of each student are considerations. If you have concerns or questions about your child's homework, please contact his/her teachers.

AFFIRMATIVE ACTION

It is the policy of the Montague Township School District not to discriminate on the basis of race, color, creed, religion, sex, sexual orientation, disability, ancestry, national origin, or social or economic status in its educational programs or activities and employment policies as required by Title IX of the Education Amendments of 1972 and NJAC 6:4-1.1 et seq. Inquiries regarding compliance may be directed to Mr. Dominic Esposito, Affirmative Action Officer.

Harassment, Bullying, and Intimidation

The Montague Board of education prohibits acts of harassment, bullying or intimidation of a student. Montague Elementary School employs a proactive approach to decreasing bullying and harassment in our school. Should your child report that they are the victim of an act of bullying, harassment or intimidation or should you suspect that your child is subjected to some form of harassment, bullying, or intimidation, please refer to our school website www.montagueschool.org to view the district's policy on harassment, bullying and intimidation. Students are encouraged to report any form of bullying or harassment. If you have any questions, please contact the Affirmative Action Officer.

FLAG SALUTE

Montague Elementary School conducts its flag salute and morning announcements at 8:40 A.M. Students are expected to stand for the flag salute in a respectful manner.

STUDENT ACTIVITIES

STUDENT COUNCIL

Membership in Student Council is based on the concept of modeling proper behavioral patterns. Membership in Student Council is a privilege, and its members are expected to maintain appropriate school standards and academic achievement. Members will sign a contract that they understand the requirements and will meet the responsibilities of the Student Council's mission

to serve the school and community. The advisor will evaluate all ongoing violations based on the following steps:

- 1st violation –Warning to student and Parent Call from Student Council Advisor.
- 2nd violation –Meeting with advisor, parent and administrator.
- 3rd violation - Suspension from Student Council Activities. The length of the suspension will be determined by the administrator.

Any additional violations may result in the student being excluded from Student Council membership.

ELECTIVE ACTIVITIES

Montague offers both before and after-school programs sponsored by the YMCA. For information call 973-209-9622 ext. 209 for information. Non-school after-school activities such as Brownies, After School Care, etc., will be the parent/leader's responsibility if canceled, NOT THE SCHOOL'S! In addition, Montague Elementary School offers L.E.A.P., Library Enrichment, and Beginning and Advanced Band. It is the responsibility of the student to make up all class work missed during participation in these activities.

Additional Parent Information

FAMILY/STUDENT EMERGENCY CONTACT INFORMATION

In September, the family/student information sheet is sent home to update and return.

PARENT-TEACHER CONFERENCES

Parents/guardians are encouraged to discuss their child's progress with teachers. Date and time must be arranged with the teacher directly. A teacher can be reached by calling his or her mailbox extension or by email. Please do not call the Central Office to leave a message for your child's teacher. The report card envelope has a section to indicate a request for a conference. At Back-To-School night in September, parents may sign up for requested time slots for November parent-teacher conferences.

TRANSFERS

Please contact the Central Office to obtain a transfer card when moving or transferring to another district. Every student who transfers into the district must submit a history and physical to the nurse BEFORE that student will be allowed to start school.

SCHOOL INSURANCE

School insurance is a voluntary program at the school. The school nurse will provide parents/guardians with insurance information at the beginning of the

school year. A parent/guardian's signature is required to accept this insurance. Please be aware that the school district is not responsible for the insurance carrier's non-payment of medical claims.

REPORT CARDS

Report cards are issued at the end of each marking period. Parent/guardian may keep the report card, but needs to sign and return the envelope. Report cards for Kindergarten students are not given out for the first marking period; student progress is discussed at parent-teacher conferences.

STUDENT RECORDS

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT, statute 20 USC 21232g, regulations 34 .CFR part 99.

The Family Educational Rights & Privacy Act of 1974 (FERPA) affords parents and eligible students over 18 the right to inspect and review education records, seek to amend them, and consent to disclosure. More information regarding this law and procedures is available in the Central Office of the school.

Montague School may disseminate identifiable information (such as name, age, grade, and photograph) about student honors, awards, achievements and participation in school activities or programs. The information may be disseminated in a press release to print or broadcast media, or it may appear in district publications or on the district web site. If you do not want your child's photograph or other identifiable information to be disseminated, you must make a specific written request to the CSA, Janice L. Hodge. Failure to make such a request shall be deemed consent to release or publish the aforementioned information during the 2011-12 school year.

In accord with the Protection of Pupil Rights Amendment (PPRA), Montague School will offer parents the opportunity to opt their child out of participating in any survey that reveals information on certain types of personal behavior or political beliefs.

RIGHT TO REQUEST INFORMATION ABOUT TEACHER QUALIFICATIONS

The No Child Left Behind Act of 2001 affords parents the right to request certain information about the professional qualifications of their child's classroom teachers and paraprofessionals concerning licensing, status, college major and degrees. Requests for this information must be submitted in writing to Janice L. Hodge, Chief School Administrator.

USE OF STUDENT NAMES and/or PHOTOGRAPHS:

Any student photos that are taken at school sponsored events cannot be posted or published without written parental permission of the students pictured. The same applies to the listing of any names.

COUNSELING SERVICES

The school psychologist/school counselor and school social workers are resources to assist in meeting the needs of students when their behavior negatively impacts their academic performance.

CHILD ABUSE/DYFS CONTACT

It is the obligation of EVERY staff member to immediately report any child suspected of being the victim of child abuse or neglect. Calls to DYFS may also include a report to the state police.

STUDENT RETENTION

A child may be a candidate for retention if he/she (1) fails two or more major subjects for the year, or (2) is absent twenty or more days without documented extenuating circumstances. If retention becomes a possibility, the teacher will meet with the parent/guardian to discuss the possibility and outline a plan for improvement. If improvement is not demonstrated by the spring parent conference, then the teacher will recommend retention for the following school year.

NUTRITION PROGRAM

Studies have shown that students who eat a nutritious breakfast learn better in school. Both breakfast and lunch are offered at school. Menus are distributed once a month. Order forms are distributed to students at the beginning of each week for the following week.

Parents/guardians will receive a lunch survey at the beginning of the year. A survey form must be submitted for each child in the family. Forms should be completed promptly and returned to the child's homeroom teacher as soon as possible. Orders for lunch/milk are usually due in the school each Thursday morning by 9:00 a.m.

The School Wellness and Nutrition plan gives guidelines for all foods consumed by our students and staff, including those consumed at school sponsored programs, and those offered during class parties and celebrations.

ILLNESS

For the best interest of all children and in order to prevent the spread of communicable illness, your child should not come to school if *he or she* exhibits any of the following symptoms:

- Temperature over 100 degrees
- Vomiting
- Moist skin eruptions
- Inflamed and/or discharge from eye unless an allergy slip from your physician is on file

- Toothache
- Other pain
- Chills
- Skin rash
- Suspicion of scabies or head lice

HEAD LICE

Head lice (Pediculosis) continue to be a problem in all schools. Lice are highly communicable and difficult to prevent but if every parent/guardian takes the responsibility to check the entire family's hair and scalp often, these parasites can be controlled. Persistent head scratching and white specks on the hair shaft that will not move are the signs of infestation. Please notify the school nurse for treatment information and to have all school contacts examined. Students having head lice will not be allowed in school until effectively treated for the condition and checked by the school nurse.

SCABIES

Scabies is a common skin rash/infection caused by a tiny mite that lays its eggs under the skin. Symptoms include persistent itching, which results in scratch marks and/or tiny pinpoint holes. If left untreated, sore scabs will develop. Usually, more than one family member will be affected. If your child has the above signs and symptoms, contact your family physician/pediatrician. **ALSO NOTIFY THE SCHOOL HEALTH OFFICE PROMPTLY.**

REMEMBER: head lice and scabies must be treated quickly!

MEDICATION ADMINISTRATION

No medication, either prescription or over-the-counter, will be administered to any student unless the medication authorization forms are completed by the parent/guardian and prescribing physician. Medication is administered by the school nurse. It is the parent/ guardian's responsibility to update the school nurse regarding new medical information and/or changes in existing medical conditions.

Medication in its original labeled container must be delivered to the health office by the parent/guardian. It must be accompanied by a written request from the parent/guardian for its administration. A physician's written, signed prescription indicating the name of the student, medication, purpose, dosage, times to dispense, possible side effects, and discontinue date **MUST** accompany **ALL** medication. **NO** medication will be dispensed without the above prescription. All medication will be secured by the school nurse.

Medication that is no longer required must be promptly removed by the parent/guardian. Students with asthma are permitted to carry their prescribed

inhaled medication only with written approval of a parent/guardian and the required physician's prescription as outlined above.

HEALTH RECORDS

Health records including history and physical examination, immunizations, and screenings will be maintained in the health office. It is important that parent/guardian updates the health office with any change in a child's health status. The school nurse may provide the Administration and teaching staff information concerning a student's health condition as it pertains to the learning environment, and the student's best interest, with written consent by the student's parent/guardian.

PHYSICAL EXAMINATIONS

Physical examination from the child's family physician or pediatrician will be required for participation in some after-school programs. Physical exams should be performed a minimum of every two years during adolescence and are required for every student entering Montague Elementary School for the first time.

HEALTH SCREENINGS

Throughout the year, health screenings may include height, weight, hearing, blood pressure, and vision. New Jersey law requires that every child between 10 and 18 years of age be examined for scoliosis every two years. Prior to the screening, written notification/permission will be sent to the parents/guardians of all children to be screened. Students will be screened unless the school nurse receives written notice by the parent/guardian not to do so.

EXCUSED GYM ACTIVITY

A physician's note is required for any excuse from gym extending beyond one day. A parental note will be accepted for a one-day excuse only. Statements from students will not be accepted. All notes must be submitted to the health office. For safety reasons, earrings –as well as dangling jewelry of any kind - must be removed during gym class.

IMMUNIZATIONS

The list of immunizations required for school entrance is as follows:

- DPT: 4, with one after the 4th birthday or any 5.
- Polio: 3 with one after the 4th birthday or any 4.
- MMR: 2 with one on or after the 1st birthday and one on or after the 4th birthday.
- Varicella: 1 on or after the 1st birthday, or documentation of having had the disease.
- Hepatitis B: 3 within a six month period.

- TB: no earlier than 3 months prior to school entrance from certain other states and countries, including any inner-city area.
- Preschoolers: annual influenza vaccinations and a pneumococcal vaccine.
- Children born after 1/1/97 and enrolled in grade 6 or transferring to a NJ school from another state or country will be required to receive a booster dose of DTP vaccine as well as the meningococcal vaccine. These immunizations are recommended for every child between the ages of 11 and 18.

HOMEBOUND INSTRUCTION

Homebound instruction is provided to any student who, after 10 consecutive days of absence, remains under a doctor's care and has not been cleared to return to school. Circumstances such as prolonged illness, surgery, etc. will require a note signed by the treating physician. It is the parent/guardian's responsibility to submit the note to the Health Office. After the CSA's and school physician's approval, the parent/guardian will be notified by the homebound instructor for start date and times. A student's IEP, if applicable; will require revisions indicating homebound instruction. The Montague Board of Education reserves the right to amend policies procedures, and will provide notice of such to students and parents.

MONTAGUE SCHOOL BOARD OF EDUCATION, 2011-2012

President - Mr. Kenneth O'Connor
Vice President – Ms. Beverly Borrego
Board Secretary -Mr. John Waycie

Members:

Mr. Thomas E. Bolen III
Ms. Barbara Holstein
Mrs. Sheila Hughes
Mr. James W. Marion
Ms. Adrienne Raefski

The Montague Board of Education holds one regular meeting per month on a Wednesday evening commencing at 7:00 p.m. The public is encouraged to attend these meetings.

ADMINISTRATION and STAFF

District:

Chief School Administrator/Principal: Mrs. Janice L. Hodge
Business Administrator/Board Secretary: Mr. John W. Waycie

School:

Assistant Principal: Mr. Dominic D. Esposito
Administrative Assistant to the Chief School Administrator: Mrs. Patricia Romyns

FACULTY

PSD: Lynne Unger, Allison Barone

Kindergarten: MaryEllen Kithcart, Debra Vigorito

First Grade: Taffy Banghart, Denise Bellini, Michelle Neglia, Lynne Unger

Second Grade: Lorie Jeskey, Jennifer Loewenberg, Dawn Marion, Jennifer Miller

Third Grade: Karen Buda, LeeAnn Smith, Sharon Williams, Linda Willeford

Fourth Grade: Don Finnegan, Cori Harrington, Kim Hamilton, Stacey Murrell, Victoria Pauciello

Fifth Grade: Donna Bonn, Leslie Coolong, Stacey Murell, Brent Runne

Sixth Grade: Carl Ferriere, Therese Fischer, Stacey Murrell, Fran Varacalli

Art: Jennifer Barcza

Music: Jody Taylor

Physical Education/Health: Nancy Wright

Technology: Peter Martin

World Cultures/ASL: Jan Berthiaume

Media Center/Library: Karen Goyette
Health Office: Jayne Alles, RN

Program Coordinators:

BSI/District Test Coordinator: Monica Higbie
ESL: Linda Willeford
Technology: Don Finnegan
LEAP: Karen Goyette
Child Study Team: Rose Musto
Mathematics: Jan Berthiaume
Medicaid Reimbursement: Michelle Hordyszynski

Child Study Team:

Learning Disability Teacher Consultant: Rose Musto
School Psychologist/School Counselor: Cheri Geoghegan
School Social Workers: Patricia Walker, Michele Hordyszynski
Speech & Language Specialist: Allison Barone

Para-Professionals: Marie Casaletto, Lynn Decker, Heidi Falkowski, Kim Hart, Barbara Mosher, Donna Pinzone

Business Office Staff:

Transportation Coordinator/Child Study Team Secretary: Diane Dennis
Administrative Assistant to the BA: Sharon Reiners
Benefits/Food Services Coordinator: Christine Bicskei
Food Service Staff: Sharon Aldom, Tina Beck, Kathy Donovan, Cynthia Gaita
Network Administrator: Alan Tjornhom

Buildings and Grounds:

Facilities Staff: Vito Morreale, Ron Pittman, Stephen Reiners

IMPORTANT PHONE NUMBERS

School Phone Number: 973-293-7131
Chief School Administrator's Office ext. 203
Business Administrator's Office: ext. 223
Assistant Principal's Office ext. 225
Health Office: ext. 214
Child Study Team: ext.206
Transportation Coordinator: ext. 217
Breakfast/Lunch Coordinator: ext. 218

SCHOOL CLOSINGS

When school will be closed due to inclement weather or other emergencies, it will be announced over Clear Channel Tri-State radio stations:

WNNJ - 103.7 FM

WHCY - 106.3

WSUS - 102.3FM

FM 96.7

WTSX/WDLC Port Jervis AM 1490

Bear Country 1360 AM

School Closings can also be viewed on the bottom of the TV screen on: WNBC News Channel 4, Fox 5 NEWS12NJ, and WABC-Channel 7. School Closings are announced on the school voice mail system and on www.weatherclosings.com. Proposed schedule for make-up days due to emergency closings: Make up days, if necessary, will be in reverse order beginning with April 9, 2012 through April 13, 2012. This proposed schedule, however, is NOT absolute. Therefore, any emergency closings due to inclement weather or other conditions necessitating the closing of school will be rescheduled at the discretion of the Board of Education. These make-up days may occur during recesses or days may be added to the end of the school year. If necessary, weekends may be utilized to comply with State attendance requirements. Vacations scheduled during recess periods or in June are made at the individual's risk. When a delayed opening occurs on days scheduled for early dismissal, please note the early dismissal is cancelled. See our school website www.montagueschool.org for further information about our school and our policies.

Montague School District has a long-standing relationship with the Port Jervis City School District. Students may also apply to Sussex County Charter School for grades 6, 7, and 8 and to Sussex County Technical School for grades 9 through 12.