

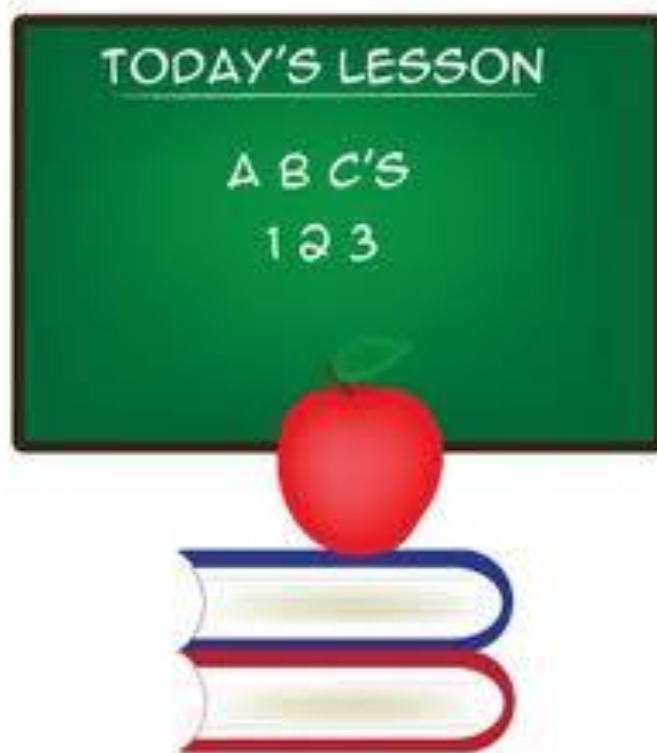
**PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS**

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**ELEMENTARY SCHOOL HANDBOOK**

**2017-2018**

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**ROCKAWAY MEADOW SCHOOL**

**Parsippany-Troy Hills Township Schools**

**ROCKAWAY MEADOW SCHOOL**  
**Keith R. Cortright, Principal**

**160 Edwards Road**  
**Parsippany, New Jersey 07054-2498**  
**(973) 263-7308**

Dear Parents:

Welcome to the Parsippany-Troy Hills School District!

This Elementary School Parent Handbook summarizes important school practices and policies. As Parsippany's elementary school principals, we strive to foster positive and open communication between home and school. This handbook represents the collaborative effort of us all.

Use the Parent Handbook to become familiar with information which will help our students and families to participate most effectively in Parsippany's elementary schools. Take the time to review and discuss this handbook with your child.

Parents, as our partners in the job of educating your children, we welcome your suggestions. Please make an appointment or call the school to share your insights.

Sincerely,

*Mr. Keith R. Cortright*

Mr. Keith R. Cortright  
Principal

## **ARRIVAL AND DISMISSAL PROCEDURES**

### **Arrival:**

All students who walk to school or who are dropped off may not arrive at school until after 8:45 am. Students may be dropped off in the designated areas of the parking lot (see diagram on the next page). Please note that these areas are for drop off only. Cars are prohibited from parking in these areas as well as the bus lane. When dropping your child off, we ask that you pull up as far as possible along the curb, so that others may pull forward to drop off their child(ren) as well (do not stop directly in front of the door, please pull all the way forward to avoid any traffic backup). If you need to exit your vehicle, please park in a designated parking space. Also, please pay close attention to the arrows that have been painted in the lot directing the flow of traffic (especially during high traffic times). \*The blue arrows included on the diagram should help you better visualize the correct flow of traffic.

Upon their arrival, all students immediately assemble in their class lines on the blacktop areas (K-2 students by door # 3 and 3-5 students by door # 2). Members of the school staff will be located at each door to supervise the students (at 8:45) as they enter the building.

### **Dismissal:**

At the end of the school day, walkers (and students who are picked up) are dismissed from the same doors as they entered in the morning (K-2 students by door # 3 and 3-5 students by door # 2). If you are picking up your child, please adhere to the same guidelines as indicated for drop off (see diagram on the next page). If you are simply picking up your child and will not be getting out of your car (grades 3-5), please pull all the way up along the curbside and wait for your child in your car (do not block the walking lane and please be careful when pulling out). If you need to exit your vehicle to pick up your child, please park in a designated parking spot. Keep in mind that there is additional parking on Winfield Avenue. Consider parking there and walking along the path to pick up your child in the afternoon; especially if you will be staying with your child by the playground area after dismissal. Also, please pay close attention to the arrows that have been painted in the lot directing the flow of traffic (especially during high traffic times). \*The blue arrows included on the diagram should help you better visualize the correct flow of traffic.

Any student who has not been picked up by 3:30 PM will be escorted to the Main Office to wait to be picked up by a parent/guardian.

Be sure to fill out the Dismissal Form indicating the proper method of dismissal for your child. Also, remember to notify the school in writing if your child's dismissal routine changes during the course of the school year. If you have a child in grades 3-5 and a younger sibling in grades K-2, you may write a note giving your older child permission to pick up his or her younger sibling from the teacher in the hallway then exit together through Door # 2. This will allow you to simply pull up through the pick-up lane and get your children, thus avoiding the need to park in a space. Please consider the maturity level of your children when determining if this is a feasible option for you.

Bus students assemble in and are dismissed from the all-purpose room; exiting the building through the main doors.

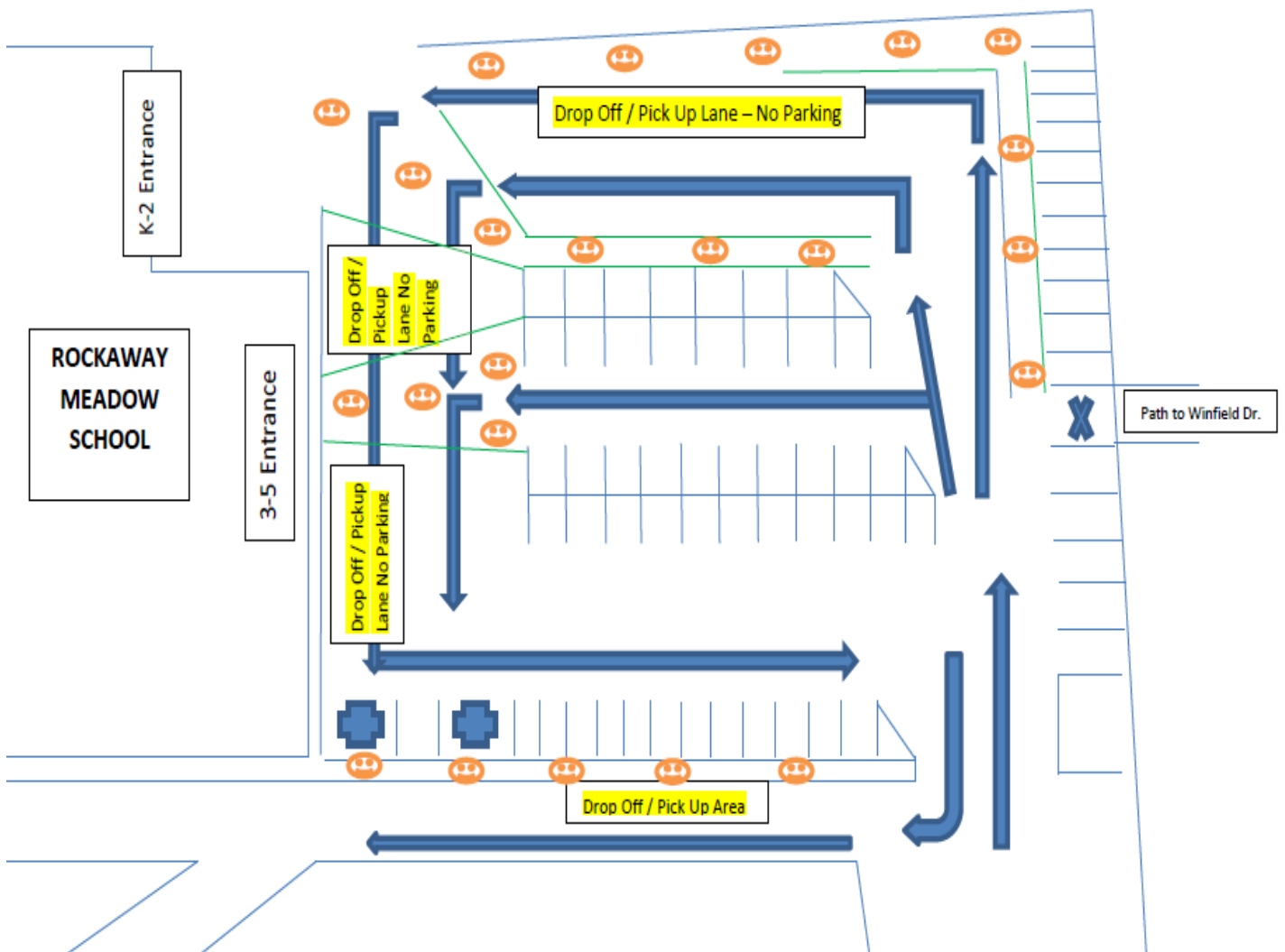
### **Other Safety Reminders:**

- 1. Walking Lanes have been painted on the parking lot (on the diagram they are identified as green lines with smiley faces). Please walk with your child inside these lanes as you are moving through the parking lot. This will help ensure that everyone is safe when walking to or from the car. Drivers, please yield to those individuals as they cross the parking lot to the school building or to their cars at the end of the day.***
- 2. Do not let your child(ren) walk through the parking lot during arrival or dismissal unaccompanied by you or some other adult.***
- 3. Drive slowly and anticipate that a child may be walking through the parking lot.***
- 4. The children are not permitted to play 4-Square, basketball, or any other games in the parking lot area during arrival or dismissal time.***
- 5. In the event that snow piles build up around the parking lot, do not allow your child to climb up on them.***

6. *If your child is staying on school property after school hours to play on the playground or on the field, he or she must be supervised by the adult responsible for picking him or her up.*

*Please remind your child (in grades 3-5) that he or she must stand by the wall, near the RMS staff member located by Door # 2, while waiting for you to pick him or her up at dismissal. Students are not permitted to play on the equipment until they are picked up by an adult.*

\*The diagram below is intended to help ensure the safety of our children and provide a more efficient means of dropping off and picking up our children. It is important that we all follow the traffic pattern within the parking lot area; especially during dismissal time. Please take notice of the blue arrows which indicate the direction that the cars should travel in the school parking lot. Two lanes have been created to ease the flow of traffic (these are marked on the parking lot). One lane is for Drop Off / Pick Up (parents or guardians who are not getting out of the car) while the other lane is for Thru Traffic (parents or guardians seeking a parking spot or exiting the lot). Also, please take notice of the designated crossing areas. Please, when walking through the parking lot, remain in the designated areas. This will help ensure the safety of everyone. Thank you in advance for exhibiting patience and serving as an appropriate role model for all of the children to follow.



## **SAFETY TRAVELING TO AND FROM SCHOOL**

**Please discuss these safety and courtesy rules with your child:**

1. Children should cross only at crosswalks.
2. Children should never speak to strangers.
3. Children should go directly home after school.
4. Children should not accept rides home from anyone, including parents of friends, without proper communication between home and school.

### **Bike Riding**

1. Children who ride a bicycle to or from school must have a permission form signed by their parents on file in the school office.
2. All bikers should provide their own locks.
3. Bikers should ride single file on driveways or sidewalks, not lawns, and watch for pedestrians.
4. According to state law, every biker under age 14 must wear a helmet.
5. Schools cannot take responsibility for lost or stolen bikes or helmets.

### **School Bus Procedures**

Riding a school bus is a privilege that can be taken away. The school bus driver is responsible for discipline on the school bus. In order to ensure your children a safe ride, it is imperative that they respect and obey the driver in the rules that have been set for their benefit. Student misconduct will be reported to the principal who will take appropriate disciplinary action. Students who do not conduct themselves properly may lose the privilege of riding the bus.

Bus students shall not walk home without written permission from parents. Students riding school vehicles must ride their assigned bus route to and from school. Drivers are instructed to transport only students assigned to their vehicle. Under no circumstances will a student be discharged at a location other than the designated bus stop. Walkers are not permitted to ride school vehicles. These procedures, while inconvenient at times, serve as a protection for your children. Please help us by reviewing the following bus behavior guidelines with your child:

#### **At the bus stop:**

1. Arrive at the stop several minutes early
2. Wait in a safe place clear of traffic and not on neighborhood lawns
3. Refrain from any type of "horse-play": chasing games, snatching hats, throwing anything
4. Approach the bus after it has stopped and board it in an orderly manner. Do not race other children to be first.
5. Using obscene language is forbidden

#### **On the bus:**

1. When you enter the bus, go directly to a seat and fasten your seatbelt
2. Remain seated and facing forward at all times while the bus is moving
3. Sit with feet under the seat not in the aisle
4. Keep your hands to yourself. Do not hit, push or pull at anyone or anything
5. Keep your conversation limited to those near you. Shouting and yelling is distracting to the bus driver and does not allow him/her to hear traffic sounds. No profanity!
6. Do not allow large objects such as musical instruments or athletic equipment to block the aisles or emergency exits
7. Throw nothing in the bus or out of the bus windows
8. Do not extend your hands, elbows, or head through the windows
9. Obey your drivers directions immediately
10. Damage to seats, etc., must be paid for by the offender's parents
11. Bus riders are expected to be courteous to fellow pupils and the bus driver

**Getting off the bus:**

1. Do not unfasten your seatbelt until the bus has completely stopped
2. Exit from your seats in turn, beginning with the front seats and progressing to the rear seats
3. Do not leave anything on the bus
4. Do not push or shove
5. Be careful that no parts of your clothing or belongings hang loose as you exit the bus to avoid being caught as the door bus closes
6. Kindergartners must be met at the bus stop by a designated adult
7. If you must cross the street upon leaving the bus, wait at least five giant step back from the street until the driver signals that it is safe
8. Go directly home
9. Never chase a bus after it had pulled away from the bus stop and do not run back to get something you left behind or dropped near the bus (Even with large mirrors the driver may not see you near the body of the bus)
10. Maintain rules of safety and respect for property on your walk home

**Important:**

The students assigned to a bus of the only passengers allowed on the bus. They will be picked up and dropped off only at their home stops. There are no exceptions to these rules.

**ATTENDANCE**

In order to receive the maximum benefit from classroom instruction, it is imperative that a student attend school regularly and be on time. Daily assignments and classroom participation are strong considerations in the evaluation of the student's individual academic growth. In addition, experience has indicated that students, who have regular attendance, achieve higher grades and assume a greater degree of self-direction than students who are irregular in their attendance. Patterns of excessive absences will be investigated and dealt with accordingly.

In consideration of others, students who are sick should be kept at home. They should return to school as soon as possible with a note of explanation. Family vacations should be scheduled so that they do not interfere with the regular school calendar.

Attendance of less than 160 days per year deprives the pupil of the classroom experience deemed essential to learning. Excessive absence, whether excused or unexcused, from school or from class, may result in retention. Excessive absence can be deemed as truancy for which the Division of Youth and Family Services (DYFS) or the local judicial may be asked to intervene.

Punctuality to school is an essential requirement for school success. Tardiness to school is disruptive to the educational process of a child and the child's classmates and must be avoided. A teacher may not be able to make-up instruction missed for a child repeatedly tardy to class. In the event of excessive tardiness, repeated offenses may be addressed in accordance with the attendance policy.

**Extended Absences**

Teachers shall not make any special provisions for students who are taken or allowed to be away from school on an extended unexcused absence or withdrawal (more than two days at a time). Any test or assignment missed during an extended unexcused absence need not be administered and may be recorded as a zero. The building principal has the right to waive penalties given extenuating circumstances.

**STUDENT ABSENCES AND TARDIES**

We are all aware of the importance of having our children arrive at school safely. With this in mind, the elementary schools sponsor a program called "Child Safe". Parents must call the school nurse whenever their child is going to be absent or late for any reason. The phone number to call to report your child's absence is 973-263-7308 (listen to prompt). Clearly leave a message stating your name, your child's name, his/her grade, teacher's name, and reason for absence.

## **BIRTHDAY CELEBRATIONS**

As per the Food Guidelines, birthdays will be acknowledged and celebrated with classroom activities and/or non-edible items only. Please feel free to contact your child's teacher or principal for more information. In addition, invitations to birthday celebrations may not be distributed during the school day. The PTA has created a directory to assist in facilitating the exchange of birthday (or any other party) invitations. Please contact the room parent of your child's class or PTA President, Mrs. Tiffany Hiltz, for more information about this directory.

## **CHANGES IN RESIDENCY**

Parents/legal guardians are responsible for reporting in writing to the building principal and providing documentation of any changes in residency.

## **COMMUNICATION**

### **School Messenger Notification System:**

The PTHSD uses SchoolMessenger Notification System to provide timely communication to parents and staff members on matters such as district emergencies and general interest activities. All registered students are automatically entered in School Messenger with their listed primary contact phone number. In order to enhance our ability to accurately deliver that information, please create your own contact preference profile using SchoolMessenger's Contact Manager Website, <https://contactme.schoolmessenger.com/>. This Contact Manager feature allows you to control the ways in which you prefer to be contacted. It also works like a mailbox, giving you a place to review messages you may have missed.

### **School and District Website:**

General information related to the district or school will be posted regularly on the websites. Flyers and other forms that might have been sent home via the students' backpacks in the past, are now posted in the Digital Backpack found on the RMS website.

### **Emergency Closing and Delayed Opening Procedures:**

- **Emergency closing prior to the start of the school day:** School closings prior to the start of the school day and delayed openings due to inclement weather will be sent out by SchoolMessenger and posted on the district home page: <http://www.pthsd.k12.nj.us>.
- **Delayed Openings:** Delayed openings result in school starting 90 minutes later than the regularly scheduled time for grades K-5. Bus students should arrive at their bus stop 90 minutes after their regularly scheduled time. Please understand that staff members also arrive two 90 minutes later. Students may not arrive early as there will be no one available to supervise them. Your cooperation is appreciated.
- **Emergency closing requiring early dismissal:** Our K-5 early dismissal time is 1:30 PM. Should a unique weather situation (or other emergency condition) cause the Superintendent to make a decision to dismiss schools early, a SchoolMessenger alert will be sent out. Parents must take responsibility for making arrangements for the safety of their youngsters in the event that there is no one at home when a child arrives home.
- **SKIP Information:** In the event that school is closed due to inclement weather, all SKIP programs will be cancelled. Should there be an emergency closing requiring an early dismissal, the PM SKIP programs will be cancelled. In the event of a delayed opening, AM SKIP will be cancelled.

### **Communication Apps and Social Media:**

Classroom teachers may choose to use the Class Dojo app to communicate with parents (please ask your child's teacher about this). In addition, you may choose to follow Mr. Cortright on Twitter @KCortrightRMS, for updates and information pertaining to the school.

## **COMPUTER ACCEPTABLE USE POLICY (AUP)**

The school district is committed to providing your child with opportunities to use technology productively and safely, and we will exercise due diligence in our supervision of your child's computer/iPad activities. At the same time, it is imperative that your child understand clearly the rules for appropriate use of the equipment. Access is a privilege not a right. Access entails responsibility. Computer/iPad technology is provided for students and staff to conduct research and communicate with others, understanding that communications on the network are public in nature. Access to technology is given to users who agree to act in a considerate and responsible manner, just as they would be expected to act in any school environment. We do not publish any child's photographs on our website (without parent permission). Student work is published on the web using first names only. Parental permission is required for student users. These permission forms can be found in Genesis. Please call the main office if you have any questions.

## **CUSTODY / CONTACT MATTERS**

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

## **DRESS CODE**

Students are expected to dress, at all times, in a manner which reflects well on themselves, their parents, their school and the community. Inappropriate attire should not be worn to school. Bare midriffs, halter tops, cut-off T-shirts, short shorts and T-shirts with messages that may be offensive to teachers or students are inappropriate attire. Tank tops should fit snugly around the underarm area. Shoes must be safe for playground and gym classes. Footwear secured both front and back must be worn. Flip flop sandals/shoes are not safe for school environment. We appreciate your judgment and cooperation in helping to maintain an environment of academic and mutual respect.

## **FIELD TRIPS**

A signed parent permission slip must be returned to the school prior to the date of the trip or the student will be denied the privilege of going on the trip.

When students take school trips the following regulations will be in effect:

1. All students must ride in school improved transportation. Any student who does not travel in school approved transportation will not be considered part of the group.
2. All students must return by school approved transportation
3. Students are under the supervision of the teacher and chaperones and are expected to conduct themselves properly and follow all directions
4. A student who fails to demonstrate appropriate behavior may lose the privilege of taking such trips and will be subject to additional disciplinary action

At RMS, field trips are seen as a privilege and as such, this privilege can be revoked. If a student has had a significant number of disciplinary infractions over the course of the school year, or portion of the school year, this student may be denied the privilege of attending the trip with his/her classmates. Communication with the parents will precede the revocation of any trips.

## **HOMEWORK POLICY**

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

1. Provides essential reinforcement and/or extension of skills
2. Encourages good work habits and self-direction
3. Promotes responsibility
4. Helps to enrich and extend the school experience

When homework is assigned it is primarily the responsibility of the student to complete and return it at the scheduled time. It is the parent's responsibility:

1. To provide suitable study conditions
2. To show an interest in the child's work



3. To willingly provide support when needed
4. To see that homework is accomplished

Both home and school will communicate with each other when a problem affecting homework comes about. The amount of time spent on homework will vary from day to day. Because of individual differences and needs of the pupils, it is unsound to require or expect all pupils to experience the same amount or kind of homework. Homework practices are determined by the individual classroom teacher.

### **HOMework PICK-UP PROCEDURES**

In an effort to minimize interruptions to the instructional day, a procedure for requesting and picking up students' homework when they are absent has been established. Please request that homework be set aside for your child when calling the Child Safe line in the morning. Indicate, in your message, who will pick up the homework (sibling, other student, parent or adult). If another student will pick up the homework, please make arrangements with that student and his/her parent beforehand.

### **INTERVENTION & REFERRAL SERVICES**

The Intervention & Referral Services (I&RS) Committee is made up of a group of staff members which may include teachers, specialists, counselor and/or Child Study Team member as well as the principal. The goal of this committee is to consult with teachers regarding students within the regular school program who are exhibiting problems with learning or other issues related to school behavior. Suggestions and strategies are presented by committee members and a plan is designed to implement recommendations. Parents will be notified when the teacher is seeking assistance in dealing with their child's difficulties.

### **LUNCH AND RECESS PROCEDURES**

Lunchtime should provide students with a pleasant opportunity to share each other's company, enjoy a nutritious lunch, and participate in recreational activities. Lunchtime should be a time for friendly conversation as the children enjoy their lunches. We expect the cooperation of every child in maintaining self-control in order that the safety, comfort, and well-being of all may be assured.

The following rules will help everyone enjoy lunchtime, whether in the all-purpose room or in the classrooms. Please review them with your child:

- Remain seated and raise your hand for help
- Speak softly to your classmates sitting at your table
  - Clean up your area (table and floor)
    - Be kind and polite
- Walk as you enter the all-purpose room and find your seat
- Remember the 3 C's: Courtesy, Cleanliness, and Cooperation!

Students will eat lunch in the all-purpose room. On days when this room is unavailable, they will eat in their classrooms. Recess will be held outdoors (weather permitting) or in the classrooms. Noontime aides are assigned to supervise the students during the lunch/recess hour.

### **LUNCH AND RECESS SCHEDULE**

Grade Level	Lunch	Recess
Kindergarten, First, and Second	12:30 – 1:00	12:00 – 12:30
Third, Fourth, and Fifth	12:00 – 12:30	12:30 – 1:00

## **MEDICATION AND MANAGEMENT OF LIFE-THREATENING ALLERGIES IN SCHOOL**

If a student needs medication during the day, parents are requested to give it to the school nurse who is responsible for dispensing all medication. The medication must be in the original container with a physician's note granting the nurse permission to administer. No school personnel other than the nurse may dispense medication. For guidelines regarding the administering of medication on field trips, consult your school nurse.

## **NO SMOKING POLICY**

Smoking and use of tobacco products are prohibited in school buildings and on school properties at all times.

## **RIGHTS AND RESPONSIBILITIES OF STUDENTS**

All students are entitled to enjoy the basic rights of citizenship recognized and protected by law for persons of their age and maturity. The Parsippany-Troy Hills School District fosters a climate of mutual respect for the rights of others. Each student is expected to respect the rights and privileges of other students, teachers, and district staff. Students shall exercise their rights responsibly in compliance with rules established for the orderly conduct of the district's educational mission. Parsippany-Troy Hills Township Schools' rules of conduct and discipline are established to achieve and maintain order in the school. Students who violate the rights of others or who violate the district or school rules shall be subject to disciplinary measures designed to correct the misconduct and to promote adherence by all students to the responsibilities of citizens in the school community.

**Student rights and responsibilities for achieving a positive environment at school related activities include:**

1. Attending school daily and on time
2. Being prepared for each class with appropriate materials and assignments
3. Maintaining good personal hygiene
4. Exhibiting respect towards others
5. Conducting themselves in a responsible manner
6. Obeying all school rules and rules of safety

## **STUDENT BEHAVIOR / DISCIPLINE**

Student behavior in school should be a continuation of parent expectations in the home. Positive relationships are built on mutual trust and respect. Children need to be treated with respect and should in turn, treat others, both children and adults, with that same respect. Harassment, intimidation, and bullying are not tolerated in our schools. Our school district policy is available for review on the PTHSD website. Any threats to students or staff members will be taken seriously and will result in disciplinary action. In addition, children should be considerate of other people's belongings and public property.

The purpose of discipline should be to help students recognize and understand the need for acceptable behavior and to guide them in making responsible decisions in their relationships with others. Discipline should also help children deal with information and develop attitudes that are essential to their success in school and later in life.

Students shall be treated fairly and equitably. Discipline shall be based on a careful assessment of the circumstances of each case. Factors to consider shall include: seriousness of offense, student age/developmental level, frequency of misconduct, and student attitude as it relates to the situation.

The goal of our discipline policy is self-discipline. With this in mind, we invite all parents, partners in their children's education, to work with our teachers and administration to help our youngsters develop the self-discipline necessary to become responsible citizens.

## **ARTICLES NOT PERMITTED IN SCHOOL**

Students may bring toys, games, etc. to school only when their teacher instructs them to do so (for example: show and tell or special projects). The students will assume responsibility for any items brought to school. Items specifically not

to be brought to school include electronic games, cell phones, beepers, pagers, radios, cameras, tape recorders, or other articles deemed inappropriate by the administration. Sports equipment should also be left at home. Such belongings present the liability issue for school. We would appreciate your help in keeping toys and equipment at home. It should be understood that no weapons of any kind, real or facsimile, should be brought on to school property.

## **RIGHTS AND RESPONSIBILITIES OF PARENTS AND GUARDIANS**

Parents have the responsibility to:

1. Make every effort to provide for the physical needs of the child
2. Teach the child to pay attention and to obey the rules
3. Be sure that the child attends school regularly
4. Promptly report tardiness and absences to the school office
5. Encourage and lead the child to develop proper study habits at home
6. Participate in meaningful parent teacher conferences to discuss the child's progress and welfare
7. Stay informed of school policies, practices, and procedures
8. Participate in school related organizations
9. Encourage good hygiene
10. Be sure that the child is properly dressed for school and school related activities
11. Discuss progress reports and school assignments with their child
12. Bring to the attention of school authorities any learning problems or conditions that may relate to the child's education
13. Maintain up-to-date home, work, and emergency telephone numbers and other pertinent information so that information is readily available in the office
14. Work together with school administrators, teachers, paraprofessionals, and members of the school staff

### **ACCESS TO SCHOOL RECORDS**

Parents/legal guardians may have access to their child's records upon written request to the school principal. These records include progress reports, school testing results, and certain health data.

### **STUDENT SIGN-OUT PROCEDURES**

On those rare occasions when it is necessary for your child to leave school before the end of the school day, you must send in a written note to the classroom teacher indicating such. The teacher will then notify the Main Office. Please note that you must come into the Main Office to sign out and pick up your child. Also, if there is a change in the pick-up procedures, please send in a notice indicating this change. If you would like to make a change to the permissions granted on the Dismissal Form, please call the main office to request a new form to update.

### **TRANSFERS TO ANOTHER SCHOOL**

Parents/legal guardians are advised to notify the main office at least one (1) week prior to transferring children so that appropriate papers may be prepared.

### **VISITING THE SCHOOL**

We welcome parent and community participation in our programs and activities. One of our primary concerns is to ensure student safety. All visitors must enter through the main entrance doors to the building. A video identification system has been installed by these doors and is activated by ringing the bell. Please press the button and identify yourself in order to gain access into the building. All visitors must stop at the main office to sign in and receive a Visitor's Pass. We ask that you then wait to be escorted to your destination (as necessary). After your visit has ended, please return to the Main Office to sign out prior to exiting through the main doors of the building.

## **PUPIL SUPPORT SERVICES**

### **Counselor**

The goal of the Counseling Program is to enhance the positive self-concept of every child. For we believe children who feel good about themselves perform better academically and feel more competent. Counseling with children includes classroom lessons (a minimum of four per year), individual student counseling (usually dealing with crisis management, family concerns, peer relationships), or groups (social skills, self-esteem, divorce-related concerns). Children can self-refer, be referred by parents, teachers, the principal, or Child Study Team. The counselor also works as a resource person for parents, teachers, and administrators. Often, problems and consequences are identified, strategies and alternatives are suggested, and results are evaluated. The counselor consults with teachers about individual students and is willing to work with whole classes where there is a particular need (name-calling, bullying, friendship, etc.). Parents are always informed about on-going counseling of their children. Rockaway Meadow's counselor can be reached at (973) 263-7308 or via email.

### **Child Study Team**

The Child Study Team includes a learning disabilities teacher-consultant, school psychologist, and social worker. Generally, a child is referred to the Child Study Team for evaluation when performance does not match expected learning potential. The parent is first apprised of the situation and must grant permission in writing for this formal evaluation process to begin.

An educational assessment shall be the responsibility of the learning disabilities teacher-consultant. This assessment shall include observation of the pupil in other than a testing session, review of the pupil's educational history, conferences with the pupil's teachers and an evaluation and analysis of the pupil's learning and behavior in the educational setting.

A psychological assessment shall be the responsibility of a school psychologist. The psychological assessment shall include teacher conferences and observation of the pupil in other than a testing situation. The assessment also shall include an appraisal of the current cognitive, social, adaptive and emotional status of the pupil.

A social assessment shall be the responsibility of a school social worker. The social assessment shall include observation of the pupil and communication with the pupil and his/her parents. It shall also include an evaluation of the pupil's learning and behavior in the educational setting.

For children of the age of three to five who are referred to the Child Study Team, a speech and language assessment shall be the responsibility of a speech and language specialist. The assessment shall include observation of the pupil, communication with the parents and an evaluation and analysis of speech and language development.

Once the evaluation is completed, the Child Study Team meets with parents and teacher(s) to review results, discuss program options and, when needed, design an individualized educational plan.