

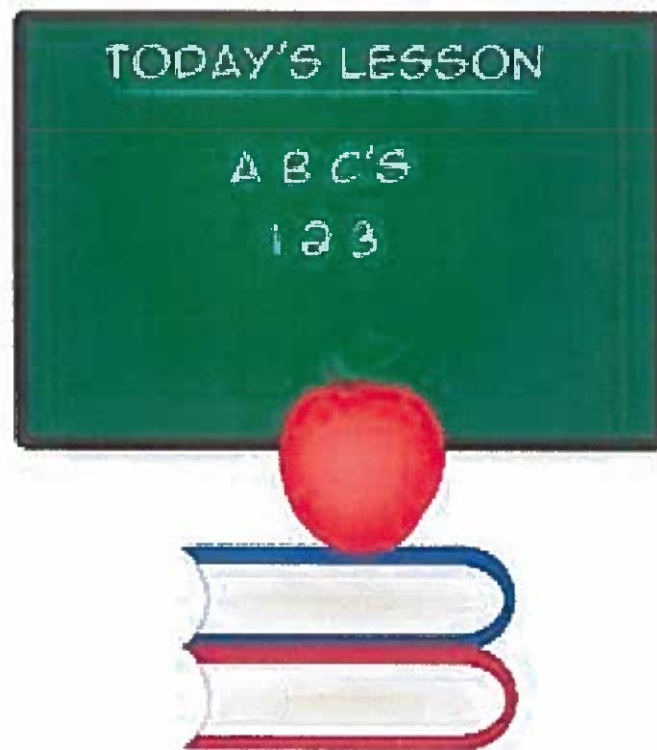
**PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS**

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**ELEMENTARY SCHOOL HANDBOOK**

**2018-2019**

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**ROCKAWAY MEADOW SCHOOL**



## *Parsippany-Troy Hills Township Schools*

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*Barbara Sargent, Ed.D.*  
*Superintendent of Schools*  
*superintendent@pthsd.k12.nj.us*

*PO Box 52, 292 Parsippany Road*  
*Parsippany, NJ 07054*  
*(973) 263-7200 ext. 7250*

August 2018

Dear Families:

On behalf of the Board of Education, our administrators, teachers and support staff, we welcome you to the 2018-19 school year.

I am excited to share some new elements to the school program with you. Many of these initiatives are connected to our district's Strategic Plan, while others have come about through productive discussions with staff, students, and parents.

### **PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT STRATEGIC PLAN**

- Our district will create an innovative and rigorous educational experience in a borderless learning community that produces creative students who are problem-solvers and self-directed individuals.
- All students will receive social and emotional support to become adaptable, confident citizens who embody self-awareness and strong interpersonal skills, capable of responsible decision-making and managing their emotions and behaviors.
- Our community of adult learners will be fully engaged in professional growth experiences which enable them to continuously hone their craft and maximize student achievement.

As we prepare for the new school year, please note that we will change our delayed opening timeline from a 90-minute delay to a 2-hour delay. A 2-hour delay will allow our staff members more time to arrive safely to school on inclement weather mornings. It will also provide a slightly longer timeline for decision-making and, as some of our high school students pointed out, will allow a little more sleep for our teenagers.

At the elementary level, a new Visitor Management System will be implemented to provide a more secure entrance to the schools. School principals will provide more information about this through their own communication. We also will welcome three (3) Class III security officers to the district to work with our elementary schools.

Every high school student will receive a Chromebook as part of a 1:1 initiative that Parsippany-Troy Hills Township Schools first started piloting several years ago. We believe the opportunity for each student to have their own device results in an overall enhanced educational experience, better student organizational skills and expansion of learning and sharing beyond the walls of the traditional classroom. We look forward to continuing to harness the potential that this technology can provide to our students and our instructional program.

We welcome your partnership and invite you to work collaboratively with your child's teacher and establish and maintain open communications between your home and our school. Together we can achieve the strategic goals of the Parsippany-Troy Hills Township School District and provide your child with an exemplary education.

Here's to a successful and positive school year!

Respectfully,

Barbara Sargent, Ed.D.  
Superintendent of Schools

*Education Today, Success Tomorrow*

# BOARD OF EDUCATION

Mr. Frank Neglia – President

Mrs. Alison Cogan – Vice-President

Mr. Timothy Berrios

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Mr. Andrew Choffo

Mr. Joseph Cistaro

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## ADMINISTRATION

Dr. Barbara Sargent, Superintendent

Dr. Robert Sutter, Assistant Superintendent of Human Resources

Mrs. Robin Tedesco, Business Administrator/Board Secretary

Mrs. Joni Benos, Chief of Staff/Public Information Officer

Dr. Nancy Gigante, Director of Planning, Research, and Evaluation –  
Assessment and Accountability

Mr. Barry Haines, Director of Technology

### Coordinating Program Supervisors

Mrs. Dana Ahmuty, 6-12 Language Arts/Media 6-12

Mr. Juan Cruz, Social Studies 6-12 & K-12 Physical Education

Mrs. Pamela Freund, Mathematics/Business/Music 6-12

Mrs. Deborah Huffman, Special Education PreK-5

Mrs. Mary Kane, K-5 Humanities – LA & Social Studies/K-5 Reading /K-5 Media

Mrs. Michele Neal, Special Education/6-12

Mrs. Annamarie Russo, K-5 STEAM – Math/Science/K-5 BSI/GRO

Mrs. Vicky Santana, World Languages/K-5 Music/K-12 Art/K-12 ESL

Ms. Rachel Villanova, 6-12 Science/Industrial Arts/Family Consumer Science

Mrs. Cory Wegesa, Guidance and Medical Services K-12

Eastlake Elementary	Mr. Sebastian Powell, Principal
Intervale Elementary	Mr. Christopher Waack, Principal
Knollwood Elementary	Mrs. Merisa Rosa, Principal
Lake Hiawatha Elementary	Mr. Steve Figurelli, Principal
Lake Parsippany Elementary	Mr. Steven Linzenbold, Principal
Littleton Elementary	Ms. Michele Hoffman, Principal
Mt. Tabor Elementary	Mrs. Marlene Toomey, Principal
Northvail Elementary	Mr. Jeffrey P. Martens, Principal
Rockaway Meadow Elementary	Mr. Keith Cortright, Principal
Troy Hills Elementary	Mr. Michael Nicosia, Principal
Brooklawn Middle	Dr. Natalie Betz, Principal
	Mr. Christian Keegan, Assistant Principal
	Mr. Matthew Stanzione, Assistant Principal
Central Middle	Mr. Mark Gray, Principal
	Mr. Joseph Flanagan, Assistant Principal
	Mr. Evan Totka, Assistant Principal
Parsippany High	Dr. Denis Mulroony, Principal
	Mr. Keith Bush, Assistant Principal
	Mrs. Melissa Carucci, Assistant Principal
	Mr. Michael DiBernard, Assistant Principal/AD
Parsippany Hills	Mr. Michael DiSanto, Principal
	Mr. Richard Fonti, Assistant Principal
	Mr. Todd Ricker, Assistant Principal/AD
	Ms. Carly Stout, Assistant Principal

✉ **PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS** ✉

Parsippany High School 309 Baldwin Road <b>Dr. Denis Mulroony, Principal</b>	263-7001 Delayed Opening – 9:40/Half Day Dismissal 11:45 email – dmulroony@pthsd.net	7:40 - 2:25
Parsippany Hills High School 20 Rita Drive, Morris Plains, NJ 07950 <b>Mr. Michael DiSanto, Principal</b>	682-2815 Delayed Opening – 9:40/Half Day Dismissal 11:45 email - mdisanto@pthsd.net	7:40 - 2:25
Brooklawn Middle School 250 Beachwood Road <b>Dr. Natalie Betz, Principal</b>	428-7551 Delayed Opening – 10:00/Half Day Dismissal 12:10 email - nbetz@pthsd.net	8:00 - 2:46
Central Middle School 1620 Route 46 West <b>Mr. Mark Gray, Principal</b>	263-7125 Delayed Opening – 10:00/Half Day Dismissal 12:10 email – mgray@pthsd.net	8:00 - 2:46
Eastlake School 40 Eba Road <b>Mr. Sebastian Powell, Principal</b>	428-7583 K-5 Delayed Opening – 10:55/Half Day Dismissal 1:00 email – sppowell@pthsd.net	8:55 - 3:25
Intervale School 60 Pitt Road, PO Box 52, Boonton, NJ 07005 <b>Mr. Christopher Waack, Principal</b>	263-7075 K-5 Delayed Opening – 10:55/Half Day Dismissal 1:00 email – cwaack@pthsd.net	8:55 - 3:25
Knollwood School 445 Knoll Road Lake Hiawatha, N.J. 07034 <b>Mrs. Merisa Rosa, Principal</b>	263-7060 K-5 Delayed Opening – 10:55/Half Day Dismissal 1:00 email - marosa@pthsd.net	8:55 - 3:25
Lake Hiawatha School 1 Lincoln Avenue Lake Hiawatha, NJ 07034 <b>Mr. Steve Figurelli, Principal</b>	263-4344 K-5 Delayed Opening – 10:55/Half Day Dismissal 1:00 email - spfigurelli@pthsd.net	8:55 - 3:25
Lake Parsippany School 225 Kingston Road <b>Mr. Steven Linzenbold, Principal</b>	428-7572 K-5 Delayed Opening – 10:55/Half Day Dismissal 1:00 email - sglinzenbold@pthsd.net	8:55 - 3:25
Littleton School 51 Brooklawn Drive, Morris Plains, NJ 07950 <b>Ms. Michele Hoffman, Principal</b>	682-2847 K-5 Delayed Opening – 10:55/Half Day Dismissal 1:00 email - mhoffman@pthsd.net	8:55 - 3:25
Mt. Tabor School 900 Park Road & Route 53 Mt. Tabor, NJ 07878 <b>Mrs. Marlene Toomey, Principal</b>	889-3361 K-5 Delayed Opening – 10:55/Half Day Dismissal 1:00 email - matoomey@pthsd.net	8:55 - 3:25
Northvail School 10 Eileen Court <b>Mr. Jeffrey P. Martens, Principal</b>	263-7070 K-5 Delayed Opening – 10:55/Half Day Dismissal 1:00 email - jmartens@pthsd.net	8:55 - 3:25
Rockaway Meadow School 160 Edwards Road <b>Mr. Keith Cortright, Principal</b>	263-7308 K-5 Delayed Opening – 10:55/Half Day Dismissal 1:00 email - kcortright@pthsd.net	8:55 - 3:25
Troy Hills School 509 S. Beverwyck Road <b>Mr. Michael Nicosia, Principal</b>	428-7588 K-5 Delayed Opening – 10:55/Half Day Dismissal 1:00 email-mnicosia@pthsd.net	8:55 - 3:25
PACE/SKIP Community Education <b>SKIP HOURS</b> -Before School 7:15AM – After School until 6:00PM		
<b>Mrs. Dawn Singerline, CEC, 292 Parsippany Road 263-7200 x3021</b> email-dosingerline@pthsd.net		

**ALL ADDRESSES PARSIPPANY, NJ 07054 UNLESS NOTED**

# *Parsippany-Troy Hills Township Schools*

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*Barbara Sargent, Ed.D.*  
*Superintendent of Schools*  
*Superintendent@pthsd.k12.nj.us*

*PO Box 52, 292 Parsippany Road*  
*Parsippany, NJ 07054*  
*(973) 263-7200 ext. 7250*

August 2018

Dear Parents:

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the school receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the school to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee;

or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. For additional information, you may call 1-800-USA-LEARN (1-800-872-5327). The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

Sincerely,

A handwritten signature in cursive script that reads "Barbara Sargent".

Dr. Barbara Sargent  
Superintendent of Schools

# *Parsippany-Troy Hills Township Schools*

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*Barbara Sargent, Ed.D.*  
*Superintendent of Schools*  
*superintendent@pthsd.k12.nj.us*

*PO Box 52, 292 Parsippany Road*  
*Parsippany, NJ 07054*  
*(973) 263-7200 ext. 7250*

August 2018

Dear Parent/Guardian:

The Protection of Pupil Rights Amendment (PPRA) gives parents and students who are 18 or older or emancipated minors (“eligible students”) certain rights regarding the school district’s conduct of surveys, collection and use of information for marketing purposes, and conduct of certain physical exams. These include the right to:

1. **Consent to federally funded surveys concerning “protected information.”** If the US Department of Education funds a survey in whole or in part, a student’s parents or an eligible student must consent in writing before the student may provide information relating to the following categories:
  - Political affiliations;
  - Mental or psychological problems of the student or student’s family;
  - Sexual behavior or attitudes;
  - Illegal, anti-social, self-incriminating, or demeaning behavior;
  - Critical appraisals of student’s family members;
  - Privileged or similar relationships recognized by law, such as with attorneys, doctors, and ministers;
  - Religious practices, affiliations, or beliefs of the student or student’s parents; or
  - Income other than that required by law to determine program eligibility.

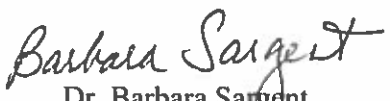
A survey that concerns any of these points is called a “protected information survey.”

2. **Opt out of certain surveys and exams.** Parents and eligible students will receive notice of any of the following activities and will have the right to opt out of them:
  - Activities involving collection, disclosure, or use of personal information obtained from students for purposes of marketing or selling or otherwise distributing the information to others;
  - Any protected information survey, regardless of funding; and
  - Any nonemergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent and scheduled by the school, and not necessary to protect the immediate health and safety of a student or of another student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law.

3. **Inspect certain material.** Parents and eligible students have the right to inspect the following, upon request, before the district administers or uses them:
  - Protected information surveys of students (including any instructional materials used in connection with the survey);
  - Documents used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  - Instructional material used as part of the educational curriculum.
  
4. **Receive notification of district policy.** The school district has developed a policy, in consultation with parents, regarding these rights, and has made 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. The school district will directly notify parents and eligible students, such as through US Mail or e-mail, of this policy at least annually at the start of each school year and after any substantive changes are made.
  
5. **Report violations.** Parents and eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
US Department of Education  
400 Maryland Ave. SW  
Washington, DC 20202-4605

Sincerely,

  
Dr. Barbara Sargent  
Superintendent of Schools



## *Parsippany-Troy Hills Township Schools*

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*Robert Sutter, Ed.D.  
Assistant Superintendent of Human Resources*

*P.O. Box 52  
Parsippany, NJ 07054-0052  
(973) 263-7200 ext 7207*

September 2018

Dear Parents,

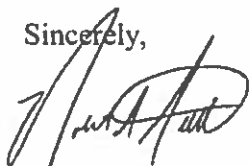
The members of the Parsippany-Troy Hills Township community of schools share a common purpose. Teachers, administrators, and support staff join with each of you to provide the best public education possible for over seven thousand boys and girls. We are committed to insure a safe, harassment free learning, and working environment for all individuals in our schools, including students, staff, parents and guardians and all outside vendors who provide services for our district.

To that end, as one of the district's Affirmative Action Officers, I ask your help. Each year we provide training for our staff in identifying and preventing harassment of all types. Through our counseling and character education programs at all levels we help our students understand that all people deserve common courtesy and each of us is entitled to learn and work in a safe and secure environment, free of bullying or harassing behaviors. Please talk to your sons and daughters about how they should be treated and how they should treat other people. Reach out to your child's counselor or principal if situations arise that make them or you uncomfortable. Most importantly, please continue to teach by your example. Always speak to school personnel in a respectful manner.

Please know that each member of our staff understands the awesome responsibility we have. We recognize that every parent wants only what's best for their child. We too want what's best for each and every child we serve. Together we can provide not only an outstanding education for our kids, but can help them understand the importance of tolerance and respect.

Thank you for your continued support.

Sincerely,



Robert S. Sutter, Ed.D.  
Assistant Superintendent of Human Resources

# **PUBLIC NOTIFICATION**

## **BOARD OF EDUCATION PARSIPPANY-TROY HILLS MORRIS COUNTY NEW JERSEY**

### **Policy of Non-Discrimination**

Be advised that the Board of Education of Parsippany-Troy Hills guarantees to all persons equal access to all categories of employment without regard to race, color, age, creed, religion, gender, national origin, affectional or sexual orientation, social or economic condition, political affiliation, marital status or disability.

Every effort is made to assure all pupils have equal access thereto and are not segregated on the basis of race, creed, color, national origin, affectional or sexual orientation, gender, gender identity or expression, marital status, disability, age, or any other category or characteristic protected by state or federal antidiscrimination laws, in any duty, work, play, classroom or school practice except as may be permitted under state regulations. Like-wise, we are an equal opportunity employer.

Anyone who has a question, or desires to appeal any policies or procedures associated with the Board's position of non-discrimination should contact:

**Dr. Robert Sutter, Assistant Superintendent of Human Resources:  
District and Employment/Contract Practices**

**Dr. Tali Axelrod, Assistant Superintendent for Curriculum & Instruction**

**Mrs. Deborah Huffman, Coordinating Supervisor of Special Education:  
504 Coordinator for Disabled Students and Staff/Special Services and Title IV**

Reprinted August 2018



## EMERGENCY CLOSINGS

Closings are announced through

**SchoolMessenger**

You will be notified via your home phone number.

**OR: If you have created a Contact Manager account we will contact you through your own profile preference.**

**If not, use the Activation Code that was mailed to your home and create an account today at:**

**<https://contactme.schoolmessenger.com/>**

**IN CASE OF A DELAYED OPENING, SCHOOLS WILL  
BEGIN 2 hours LATER THAN USUAL**

**ALL CLOSINGS** will be posted on the district website:

**[www.pthsd.k12.nj.us](http://www.pthsd.k12.nj.us)**

**Any closing prior to the start of school will be announced  
by the following radio stations/TV stations:**

**News 12 New Jersey**

**Channel 4 NBC**

**Channel 7 ABC**



# When you receive a message from SchoolMessenger

1. **DO NOT CALL YOUR CHILD'S SCHOOL**
2. **LISTEN TO THE MESSAGE** Don't hang up. If you pick up the voice mail at a later date, listen to the entire message. Do not call the school or the District office. If it is an emergency notification, it will include instructions if they are needed.
3. To ensure that all families know when school has been cancelled or delayed, Parsippany-Troy Hills Township School District will place a call to all parents via School Messenger beginning at 5:30 a.m. on those days. If you need to know whether school has been cancelled or delayed before you get a call, the information will be posted on the website [www.pthsd.k12.nj.us](http://www.pthsd.k12.nj.us). The calls are made early so that staff/students at the high schools, which may begin class early, have enough time to get to school.
4. If you created a Contact Manager account you can go to your account and replay the message.
5. In Contact Manager you can also make sure that you have an email address listed for your student so that you can read the message.
6. Check that you have the proper notifications checked in Contact Manager for all message types. If a General announcement goes out and you have only checked getting notifications for Emergency, you will not receive the General message.
7. **If your home phone number has changed, contact your school's secretary immediately.**

August 2018

# PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

## 2018-2019 ELEMENTARY SCHEDULED EARLY DISMISSALS/HALF-DAYS

These are the scheduled Early Dismissals/Half-Days. Please note: Inclement weather or emergency situations can cause Unscheduled Early Dismissals/Half-Days. Our Early Dismissal school day is 8:55 AM – 1:00 PM.

<u>September</u> None	<u>February</u> Wednesday, February 27 Thursday, February 28
<u>October</u> None	<u>March</u> Friday, March 1
<u>November</u> Friday, November 16 Monday, November 19 Tuesday, November 20 Wednesday, November 22	<u>April</u> None
<u>December</u> Friday, December 21	<u>May</u> None
<u>January</u> None	<u>June</u> Tuesday, June 18 Wednesday, June 19 Thursday, June 20

## SKIP PROGRAM

The **SKIP (Safe Kids In Parsippany) PROGRAM** provides quality care before school and/or after school for your child in a safe and nurturing environment. Children must be enrolled in the Parsippany Troy-Hills Township School District.

### After School Program

- From dismissal until 6:00 pm.
- Snack provided.
- Time is set aside for children to do their homework with assistance provided by a certified teacher.
- Children may join in organized activities or play with their friends.



### Before School Program

- Beginning at 7:15 a.m. until the start of school.
- Children may read or take part in recreational activities.
- Delayed openings will cancel this program.

For more information, for fee structure, or to register a child, please call the PACE (Parsippany Adult & Community Education) offices at 973-263-7200 (ext. 7216).

# **Parsippany-Troy Hills Township Schools**

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## **2018-2019 Schedule for Trimesters, Progress Report Distribution, Conferences and Testing Dates**

### **TRIMESTER AND PARENT MODULE OPEN DATES**

End of 1 <sup>st</sup> Trimester	November 30, 2018
Parent Module-Open to View	December 14, 2018
End of 2 <sup>nd</sup> Trimester	March 7, 2019
Parent Module-Open to View	March 21, 2019
End of 3 <sup>rd</sup> Trimester	June 11, 2019
Last day of School	June 20, 2019

### **ELEMENTARY PARENT – TEACHER CONFERENCE DATES**

November 16, 19, 20

February 27, 28 March 1

### **TESTING DATES**

Information to follow

# bell schedule



## BELL SCHEDULE 2018-2019

	<u>Bell Time</u>	<u>One Session</u>	<u>Delayed Start</u>
Brooklawn	8:00 - 2:46	8:00 - 12:10	10:00
Central	8:00 - 2:46	8:00 - 12:10	10:00
Parsippany High	7:40 - 2:25	7:40 - 11:45	9:40
Parsippany Hills	7:40 - 2:25	7:40 - 11:45	9:40
Eastlake	8:55 - 3:25	8:55 - 1:00	10:55
Intervale	8:55 - 3:25	8:55 - 1:00	10:55
Knollwood	8:55 - 3:25	8:55 - 1:00	10:55
Lake Hiawatha	8:55 - 3:25	8:55 - 1:00	10:55
Lake Parsippany	8:55 - 3:25	8:55 - 1:00	10:55
Littleton	8:55 - 3:25	8:55 - 1:00	10:55
Mt. Tabor	8:55 - 3:25	8:55 - 1:00	10:55
Northvail	8:55 - 3:25	8:55 - 1:00	10:55
Rockaway Meadow	8:55 - 3:25	8:55 - 1:00	10:55
Troy Hills	8:55 - 3:25	8:55 - 1:00	10:55

### Preschool Bell Schedule 2018-2019

#### Eastlake, Lake Hiawatha

<u>Class</u>	<u>Reg Bell Schedule</u>	<u>Delayed Opening</u>	<u>Early Dismissal</u>
<b>A.M.</b>	9:00 - 11:30	11:00-1:00	9:00 - 11:00
<b>P.M.</b>	12:30 - 3:00	1:00 - 3:00	11:00-1:00

**NO PM PRESCHOOL IF THERE IS AN EARLY DISMISSAL DUE TO INCLEMENT WEATHER**

#### Extended Day - Lake Hiawatha and Eastlake

<u>Class</u>	<u>Reg Bell Schedule</u>	<u>Delayed Opening</u>	<u>Early Dismissal</u>
<b>Mon-Thurs</b>	9:00 - 3:00	11:00-1:00	9:00 - 1:00
<b>Friday</b>	9:00 - 1:00	11:00-1:00	9:00 - 1:00

**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 (with parent supervision) 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. \*Please note... When there is inclement weather, all students may enter through Door # 2 (after 8:45), since this is closer to the curbside drop off.

### **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 curb 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.

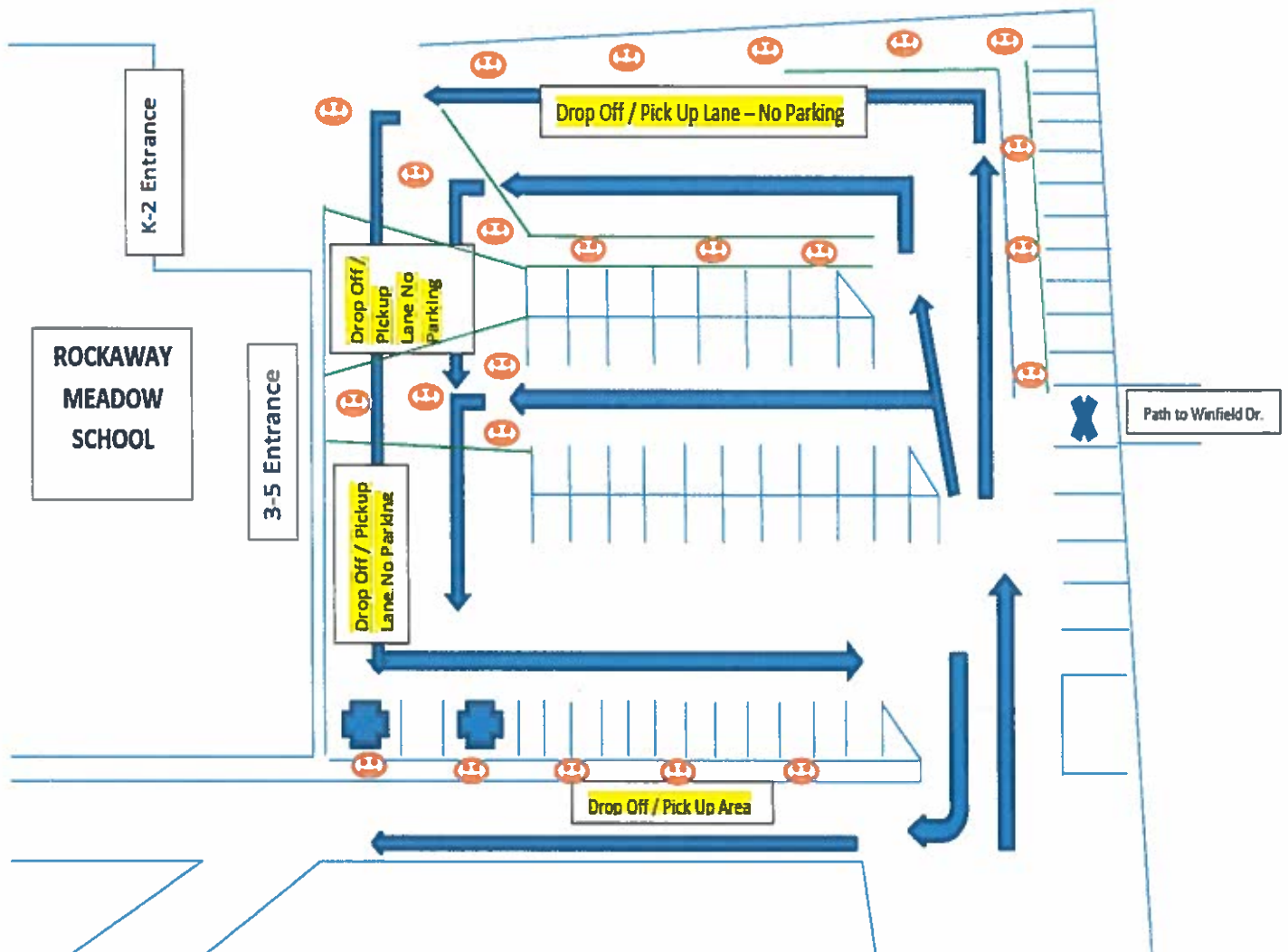
### **Other Safety Reminders:**

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 throughout 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 the piles.*
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.*
7. *When crossing Edwards Road, please do so by the Crossing Guard.*

*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 these 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 wish to ride a bicycle to or from school must have written permission from their parents on file in the school office.
2. All bikers should provide their own locks.
3. Schools cannot take responsibility for lost or stolen bikes or helmets.
4. Please speak with your child about bicycle safety and adhere to all laws pertaining to bicycle riding (including helmet laws for children).

### **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 come to a complete stop
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 until the driver signals that it is safe to cross
8. Go directly home
9. Never chase a bus after it has 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.

Prolonged or repeated absences, excused or unexcused, deprive students of the educational and classroom experiences deemed essential to learning and may result in retention at grade level. An elementary student may be retained at grade level, in accordance with Policy 5410, when he/she has been absent twenty or more school days, regardless of the reason (with the exception of absences for the observance of a religious holiday). Excessive unexcused absences can be deemed as truancy for which the Division of Child Protection and Permanency 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). An unexcused absence of ten consecutive days or more shall result in the child being dropped from the register. The child must be reenrolled when returning to the school.

## **STUDENT ABSENCES AND TARDIES**

Whenever a child is going to be absent or tardy, parents are encouraged to enter this information in the Genesis Parent Portal (click on Notify Attendance Office on your child's home screen – enter information as required). If parents do not have the ability to enter this information electronically, they can call the "Child Safe" line. 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.
- **Delayed Openings:** Delayed openings result in school starting 2 hours later than the regularly scheduled time for grades K-5. Bus students should arrive at their bus stop 2 hours after their regularly scheduled time. Please understand that staff members also arrive 2 hours later. Students may not arrive early, as there will be no one available to supervise them. Your cooperation is appreciated.
- **One Session (Early Dismissal) days:** Students in grades K-5 will be dismissed at 1:00 PM on scheduled One Session (Early Dismissal) days. Families are notified of these days in advance and should make arrangements for picking up their child/children by 1:00 on these days.
- **Emergency closing requiring early dismissal:** Our K-5 early dismissal time is 1:00 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 understands 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 complete other instructional activities as necessary. 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 consent). 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 approved 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. It is also good practice to contact your child's teacher directly to ensure that the work will be ready.

## **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**

<b>Grade Level</b>	<b>Lunch</b>	<b>Recess</b>
Kindergarten, First, and Second	12:35 – 1:05	12:05 – 12:35
Third, Fourth, and Fifth	12:05 – 12:35	12:35 – 1:05

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

If a student needs medication during the day, parents are expected 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 the school nurse.

### **NO SMOKING POLICY**

Smoking and use of tobacco products are prohibited in the school building and on school property 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 promote adherence 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. Adhering to 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 to 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, individual student counseling (usually dealing with crisis management, family concerns, peer relationships), or groups (social skills, self-esteem, family 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.

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.