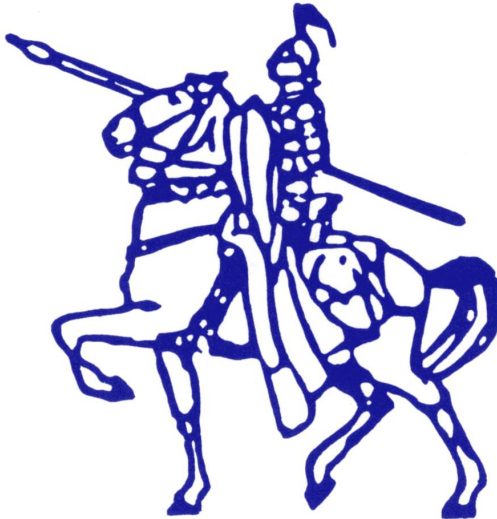


# KNOWLTON TOWNSHIP ELEMENTARY SCHOOL

PARENT HANDBOOK  
2019-2020

## KNOWLTON KNIGHTS



80 ROUTE 46 / P.O. BOX 227  
DELAWARE, NEW JERSEY 07833

908-475-5118  
[www.knowltonschool.com](http://www.knowltonschool.com)

## A MESSAGE TO PARENTS

The future depends on our children and through the cooperative efforts of parents, school staff, Board of Education and community, a strong foundation can be built. We must work together to develop the potential in each child, guide young people toward positive choices and behaviors and help them gain the knowledge and skills they need to achieve their dreams. Mutual understanding, commitment and confidence are necessary between the home and school for the child to receive the maximum benefit from school experiences.

### BELIEFS

We believe the role of the parent is:

- To be involved in all aspects of their children's educational life, make education a priority and be proactively involved in the education process.
- To motivate their children to reach their fullest potential.
- To guide by providing moral standards, values and instilling integrity.
- To provide appropriate consequences and support for their children's actions.

We believe the role of the student is:

- To demonstrate continuous academic achievement.
- To respect and appreciate individual differences and demonstrate ethical behavior.
- To apply their skills and knowledge as productive and contributing citizens in an ever-changing world.

We believe the role of the staff is:

- To apply their individual creativity to educate the student body, the individual student, themselves, and the community.
- To actively participate in the development and implementation of the educational goals of the district.
- To support the students in their educational, social and emotional development.

We believe the role of the community is:

- To acknowledge that risk-taking and a willingness to change are necessary for continuous improvement.
- To become actively involved in the mission of the school.
- To recognize the importance of providing adequate resources which help develop well-educated students, who are valuable assets to the community.

We believe the role of the Board of Education is:

- To design policies and regulations to support our mission statement.
- To adopt a budget which provides for the needs of the students and staff while minimizing the burden to the local taxpayers.
- To continually evaluate and improve the education program in support of our mission statement.
- To keep the local community informed about the school and to keep itself and the staff informed about the wishes of the public.

We believe that all stakeholders must work in partnership with mutual respect and open communication.

*Jeannine DeFalco, Superintendent*

## TABLE OF CONTENTS

<p>Absence from School . . . . . 5</p> <p>Academic Skills . . . . . 18</p> <p>Affirmative Action Program . . . . . 20</p> <p>Alerts . . . . . 8</p> <p>Art . . . . . 18</p> <p>Asbestos . . . . . 28</p> <p>Attendance . . . . . 5</p> <p>Attire, Student . . . . . 23</p> <p>Basic Skills . . . . . 18</p> <p>Board of Education . . . . . 3</p> <p>Calendar, School . . . . . 4</p> <p>Care of Books and Materials . . . . . 27</p> <p>Cell Phones/Electronic Devices . . . . . 24</p> <p>Character Education . . . . . 14</p> <p>Child Study Team Services . . . . . 9</p> <p>Complaints . . . . . 21</p> <p>Concussion &amp; Head Injury Policy . . . . . 13</p> <p>Corporal Punishment . . . . . 21</p> <p>Counselor, School . . . . . 16</p> <p>Description of School Programs . . . . . 2</p> <p>Disciplinary Process . . . . . 22</p> <p>East Wing Pick Ups . . . . . 7</p> <p>Emergency Closing of School . . . . . 5</p> <p>Emergency Information Forms . . . . . 3</p> <p>Extra-Curricular Activities/School     Functions . . . . . 20</p> <p>Field Trips . . . . . 20</p> <p>Food Allergies . . . . . 12</p> <p>Gifted and Talented Program . . . . . 20</p> <p>Grading Policy . . . . . 14</p> <p>Guidelines for Administration of     Medication in School . . . . . 12</p> <p>Harassment, Intimidation     and Bullying . . . . . 21</p> <p>Hazardous Substances . . . . . 28</p> <p>Head Injury Policy, Concussion . . . . . 13</p> <p>Health Education . . . . . 18</p> <p>Health Program . . . . . 13</p> <p>Health Services . . . . . 11</p> <p>Homebound Instruction . . . . . 17</p> <p>Homework . . . . . 16</p> <p>Immunizations . . . . . 10</p> <p>Insurance Program . . . . . 16</p> <p>Invitations . . . . . 28</p> <p>Kindergarten Program, Entrance . . . . . 10</p> <p>Leaving School Early . . . . . 5</p>	<p>Length of School Day . . . . . 2</p> <p>Lost and Found . . . . . 27</p> <p>Lunch and Breakfast Programs . . . . . 9</p> <p>Lunch/Recess . . . . . 8</p> <p>Managing Food Allergies     in School . . . . . 12</p> <p>Medication in School . . . . . 12</p> <p>Music . . . . . 18</p> <p>Nutrition and Wellness . . . . . 14</p> <p>Parent Involvement . . . . . 28</p> <p>Parent-Teacher Organization . . . . . 3</p> <p>Phone, Use of School . . . . . 27</p> <p>Phone Extensions . . . . . Back Cover</p> <p>Physical Education . . . . . 17</p> <p>Progress Reports/Report Cards . . . . . 15</p> <p>Promotion and Retention of     Students . . . . . 15</p> <p>Pupil Records . . . . . 15</p> <p>Recess . . . . . 8</p> <p>Religious Holidays . . . . . 6</p> <p>Report Cards/Progress Reports . . . . . 15</p> <p>Resource Center . . . . . 19</p> <p>Response to Intervention . . . . . 19</p> <p>Retention of Students . . . . . 15</p> <p>SAGE, See Gifted and Talented     Program . . . . . 20</p> <p>School Calendar . . . . . 4</p> <p>School Counselor . . . . . 16</p> <p>School Functions . . . . . 20</p> <p>School Website . . . . . 2</p> <p>Security . . . . . 8</p> <p>Sexual Harassment . . . . . 21</p> <p>Special Needs Classes . . . . . 19</p> <p>Speech Therapy . . . . . 19</p> <p>STEM Education . . . . . 17</p> <p>Student Attire . . . . . 23</p> <p>Student Code of Conduct . . . . . 24</p> <p>Supplemental Instructional     Programs . . . . . 18</p> <p>Tardiness . . . . . 5</p> <p>Telephone Menu . . . . . Back Cover</p> <p>Transfer Students . . . . . 9</p> <p>Transportation . . . . . 7</p> <p>Vacations During School . . . . . 6</p> <p>World Language . . . . . 18</p>
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## DESCRIPTION OF SCHOOL PROGRAMS

The Knowlton Township School District consists of Knowlton Township Elementary School presently housing approximately 160 students in grades preschool through sixth.

There are two classes for students with special needs, and two resource centers. Students in the 3-5 year old age bracket who are eligible for a pre-school disabilities program attend the Knowlton Preschool.

The district provides its students with a comprehensive curriculum. Academic subjects include reading, mathematics, language arts, spelling, science and social studies. Specialists are employed to teach art, vocal and instrumental music, health education, physical education, gifted and talented education, world language, STEM and library/media education. The district also employs a speech therapist, counselor, and part time Child Study Team. The teaching staff consists of approximately 28 teachers. The district's administration consists of the Superintendent, Education Coordinator/VP and School Business Administrator/Board Secretary. The district's support staff consists of two secretaries, three custodians, and several teacher's aides. The district contracts with an independent contractor to run four bus routes. The school participates in the National School Lunch and Breakfast Programs; meals are prepared and served by an employee of a food service management company. With well-maintained facilities, the school provides educational programs designed to help each child reach his/her full potential.

## LENGTH OF SCHOOL DAY

School hours for students are as follows:

8:40 AM - 3:25 PM (bus departure) .....Kindergarten through Grade 6

8:30 AM - 11:00 AM .....Preschool

*(Doors to school do not open to students until 8:30 AM - Students may not report to homerooms until 8:32 AM)*

On early dismissal days, school ends at 1:25 PM (bus departure)

On delayed opening days, school hours will be 10:40 AM to

3:25 PM (bus departure)

Lunch is served on both early dismissal and delayed opening days.

Breakfast is NOT served on delayed opening days.

## SCHOOL WEBSITE

The school website is: [www.knowltonschool.com](http://www.knowltonschool.com). Please refer to the website for up-to-date information, resources, classroom information, staff, calendars, lunch menu, school newsletter and Parent Portal information.

Sign up for Twitter and Instagram.

### BOARD OF EDUCATION

The Knowlton Township School District is governed by a Board of Education made up of seven community members elected to the Board. The Board is the official policy making body of the school district. Meetings of the Board of Education are held the second and fourth Monday of each month during the school year at 7 pm. Email addresses for all BOE members and the meeting schedule is available on the school website.

Tammy Smith, President  
Rhonda Moritz, Vice President  
Matthew Baley, Dawn Bates, Don Biery  
Joann McCormack and Ali Stiehl

Any person interested in serving on the Knowlton Board of Education should contact the School Business Administrator or the Superintendent.

### PARENT-TEACHER ASSOCIATION

The Knowlton Township Parent-Teacher Association exists to support and work with the school for the benefit of students. Parents and staff members are encouraged to join the PTA and to actively participate in it.

#### 2019-2020 EXECUTIVE BOARD

*President..... Joelene Groves*  
*Vice President.....Lorielle DeRomo*  
*Secretary .....Samantha Quick*  
*Treasurer .....Dominique Boyle*  
*Teacher Representatives .....Diane Davalos, Katy Jones*

The PTA meets once a month in the school library. The meeting times will be posted in the school newsletter, on the school website and on the Knowlton Township PTA Facebook page. Email us at: [ktespta@gmail.com](mailto:ktespta@gmail.com)

### EMERGENCY INFORMATION FORMS

Parents are requested to complete an emergency information card or contact verification listing form so that the school may file and refer to them in case of accident or sudden illness. Information on address, place of employment, and person to contact in the parents' absence is gained from the forms which are issued in September. Parents are reminded to complete one for each child and to report any changes in the information immediately.

# KNOWLTON TOWNSHIP ELEMENTARY SCHOOL

## 2019 - CALENDAR - 2020

### SEPTEMBER 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

### OCTOBER 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

### NOVEMBER 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

### DECEMBER 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### JANUARY 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

### FEBRUARY 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

### MARCH 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### APRIL 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

### MAY 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

### JUNE 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

2 September  
 3 - Labor Day  
 12 - First Day for Students  
 - 1:15 Dismissal  
 Back to School Night

14 October  
 - County Wide In-Service  
 School Closed

7 & 8 November  
 - NJEA Convention  
 School Closed  
 27 - 1:15 Dismissal  
 28 & 29 - Thanksgiving Break  
 School Closed

23 - 31 December  
 - Winter Recess  
 School Closed

1 January  
 - Winter Recess  
 School Closed  
 2 - School Reopens  
 20 - Martin Luther King, Jr. Day  
 School Closed

14 - 17 February  
 - President's Day  
 School Closed

11 March  
 - 1:15 Dismissal  
 Tentative

10 - 17 April  
 - Spring Recess  
 School Closed

25 May  
 - Memorial Day  
 School Closed

16 - 18 June  
 - 1:15 Dismissal  
 18 - Last Day Students

- School Closed

- 1:15 Dismissal

**PLEASE REFER TO THIS CALENDAR WHEN PLANNING FAMILY VACATIONS**

\* There have been 5 snow days built into this calendar at the end of the school year. Should the need arise, December 23 and February 14 may be utilized as weather recovery days at the discretion of the Superintendent and BOE. If we should use more than the five built in snow days, we would then utilize spring recess days in the following order: Friday, April 17, Thursday, April 16, Wednesday, April 15, and if necessary Tuesday, April 14. Any unused snow days will come off the end of the calendar. The last three days of the school year will be early dismissals. The BOE reserves the right to make changes to this calendar at its discretion. (18A:36-2) Board approved on 4/29/2019.

## EMERGENCY INFORMATION FORMS

Parents are requested to complete an emergency information card or contact verification listing form so that the school may file and refer to them in case of accident or sudden illness. Information on address, place of employment, and person to contact in the parents' absence is gained from the forms which are issued in September. Parents are reminded to complete one for each child and to report any changes in the information immediately.

## EMERGENCY CLOSING OF SCHOOL

Our automated call system will alert you to any emergency closing or delayed opening via your home phone and cellular numbers. Please do not immediately call the school when you see that a call has come through. It is imperative that you listen to the message so that the school phone lines are not tied up. Due to the tremendous amount of coordination that must take place, we must keep the school phone lines open. Therefore, we urge you to make arrangements well in advance, so that whenever the weather appears to be threatening, there will be no need for you to call the school.

All school closings, delayed openings, and emergency early dismissals will be posted on our school website. You may also call 908-475-5118 and press "0" for the main menu and then press "7" for school announcements.

If school is dismissed early, we advise you to have someone at home to meet your child upon his/her arrival, or to make arrangements for him/her to go to a neighbor. Please plan ahead.

## LEAVING SCHOOL EARLY/TARDINESS

From time to time, compelling circumstances will require that a student be late to school or dismissed before the end of the school day. Justifiable reasons may include medical or dental appointments, family emergency, or other good

## ATTENDANCE

School attendance is compulsory in New Jersey for every child between the ages of six and sixteen. Regular attendance at school is critical if your child is to reach his/her fullest educational potential. A student who has an unexcused absence is considered truant. Please review the district attendance policy which can be found on the school website.

## ABSENCE FROM SCHOOL

All absences from school are considered unexcused except those for a disabling illness, accident or injury; a medical/dental procedure; required court appearance; observance of a religious holiday; or a death in the family.

All absences from school must be explained in writing. Pupils returning

from any absence, including tardiness (late to school) or early dismissal must bring a note from a parent/guardian. A written excuse must contain the following information: 1) name of the student; 2) student grade level; 3) the date(s) of the absence, tardiness, or early dismissal; 4) the reason for the absence, tardiness, early dismissal; and 5) a parent or legal guardian's signature. The parent note must be submitted to the school within 3 school days of the student's return to school from an absence, tardiness or early dismissal in order to verify the absence, tardiness or early dismissal. Doctors' notes must also be submitted within 3 school days. If a note is not received the student is considered truant.

Whenever your child is absent, you must call school between 8 AM and 9 AM to inform us that your child will be absent, as well as the reason for the absence. Board policy requires the school nurse to call those parents who fail to meet this responsibility. We must know the whereabouts of every child on every school day. Regardless of whether telephone contact is made, the parent must provide a note as explained in the paragraph above.

Written notification of absences are sent to the parent /guardian when a student fails to report to school and accumulates 5 absences. At 10 absences, which the district considers excessive, the written notification sent should be signed and returned to the school. For excessive absences of 15 or more, the district shall make a mandatory referral to the court program as required by the New Jersey Administrative Office of the Courts.

These regulations are not meant to be punitive, but rather are meant to highlight the importance of regular school attendance. Frequent absences or tardiness disrupts the continuity of instruction and limits the ability of pupils to complete curriculum requirements.

It is imperative for parents to understand that school funding is attached to our attendance rates. Please make sure your child attends school on a daily basis.

## VACATIONS DURING SCHOOL

The Board deems absences for vacation purposes as unexcused because the child misses valuable school time. The classroom teacher will only be required to provide a listing of the material being covered, not specific detailed work, should a vacation absence occur.

## RELIGIOUS HOLIDAYS

The State provides the Board of Education annually with an approved list of religious holidays. The law provides that any pupil absent because of an approved religious holiday may not be deprived of recognition for perfect attendance. Also, pupils who miss a test because of absence on a religious holiday must be given the right to make up the test. Absences due to religious



holidays must be recorded on the school register as an excused absence; however, such absence must not be recorded on any transcript or report card. To be entitled to these provisions, the student must present a written excuse signed by the parent or guardian.

## TRANSPORTATION

The Board shall provide transportation to all K – 6 resident students enrolled in our school district.

Children may only ride on their assigned bus; "courtesy rides" on other busses are not permitted.

The Student Code of Conduct specifies rules of conduct while riding the bus, as well as consequences for misbehavior. Students are expected to wear seat belts at all times while riding the school bus; parents' cooperation in this matter is needed and will be appreciated. Cell phone use on bus rides to and from school is not permitted.

Bus routes and bus stops are arranged so as to serve the best interests of the most number of students. School bus drivers are not authorized to make route or stop changes without the permission of the Superintendent.

Students must be at the bus stop 5 minutes before the scheduled pick up time.

Alternate drop offs can only be done on assigned routes. A note must be sent to the school and approved in the office. Notes should go to the school office not the bus driver.

Kindergarten students will not be permitted to exit the bus unless met at the stop by a parent or guardian. They will be returned to school and parents will be notified.

Between 8:25 - 8:40 and 3:05 - 3:25, no vehicular traffic (other than school busses) is permitted in the front parking lot. Parents who transport their children to or from school must use the East parking lot during these times. Students should be dropped off between 8:32 and 8:40. No early drop-offs. Parents may not visit classrooms during entrance and dismissal times for any reason without an appointment and **MUST** sign in at the office. Students who are brought to school after 8:40 AM are tardy and therefore **MUST** be signed in by a parent/guardian at the main office.

## EAST WING PICK UPS

If you are planning to pick your child up at the end of the school day, the following procedures should be followed for the safety of our students.

A NOTE must be sent to school stating that the student will be picked up at the East Wing. The note will be forwarded to the office and the student's name will be placed on the East Wing dismissal list which is announced at the end of the

day. Students will be called to the East Wing for dismissal prior to the buses. Please refrain from calling the school unless there is an emergency or change in plans.

Students who will be consistently picked up at the East Wing (daily, same day/days each week, etc.) need only write one note and the student will be logged accordingly. Daily pick-ups will not be announced, students will automatically report to the East Wing.

Three teachers will be on duty at the east wing but your help and cooperation is needed to make dismissal safe and efficient. They must follow the procedures as directed by the administration to ensure the safety of the students. East wing drop off and pick up procedures are included with the annual summer letter.

## ALERTS

The district will attempt to alert parents regarding any information received from the State Police or county office with regards to criminal activity in the area that would affect our students, i.e. child abduction, suspicious activity. Information will be shared regarding alerts in our district and adjacent district at the discretion of the Superintendent.

## SECURITY

In order to provide a safe and secure facility, all doors are locked at the start of the school day. All visitors should have an appointment scheduled in advance so that the office is notified in advance of any visitors to the school. Visitors may only gain entrance, once they have been identified, through the front doors near the main office. All visitors must register at the main office upon immediate arrival in the building. All items being dropped off for students should be left in the vestibule outside the main office in the designated area and clearly labeled with the student's name and homeroom teacher.

Parents/guardians/visitors are not permitted to walk through hallways or visit classrooms. Parents who transport students to school may not walk students to class or deliver items. Please understand that while we are familiar with the majority of parents, for security reasons and maintenance of minimal interruptions to the educational program, it is important that everyone follow these security measures.

## LUNCH/RECESS

Students are scheduled for a half-hour lunch period and a supervised recess period. Since the recess period is held outdoors, weather permitting, be sure your child is dressed in clothing appropriate for the current weather conditions and temperature.

## TRANSFER STUDENTS

Parents of students enrolling in our school from another school district must present proof of residency, a transfer card and health records from the child's previous school at the time of registration. Upon Receipt of academic records, there is a one day delay between the student's enrollment and the start of classes to allow for scheduling and processing.

Students leaving our school district cannot be issued a transfer card until all financial and other check-out responsibilities have been met.

## SCHOOL LUNCH AND BREAKFAST PROGRAMS

Children may purchase a balanced lunch at a nominal cost. This includes milk and fruit. The lunch program is operated as part of the National School Lunch Program and all menus meet their requirements. Ice cream and other snacks are available for an extra charge.

Children who choose to carry their lunch may purchase half pints of milk also at a nominal cost.

All students will be issued a 4-digit pin number. This 4-digit number should be memorized by the students as it will be used in the cafeteria when a student purchases lunch, milk or snack. Parents are able to add to their child's account online using our parent portal. Information and instructions on this are sent home in September. Parents may use the order form (available on line or in the main office) to put money into their child's account or money may be sent in daily for any purchases. Please make sure any money sent in to school for your child's lunch account is clearly marked with your child's first and last name. If a student makes a purchase and does not have money in their account, an automated call will be generated and sent out to the parent. After receiving a call, parents should access their child's food service account via the parent portal for more information or call the main office. Students will not be able to purchase snack if there is no money in their account. No post dated checks please.

Our school also participates in the School Breakfast Program. Students interested in breakfast should inquire about the program in the main office. Breakfast will not be served on "delayed opening" days.

## CHILD STUDY TEAM SERVICES

A Psychologist, Learning Disabilities Specialist, Speech Therapist, and Social Worker are employed to work with pupils, parents, and teachers on all grade levels. Some of their functions are to diagnose learning difficulties; advise and assist teachers and supervise in remedial measures; and recommend special services and placement for handicapped children. Parents who feel the need for child study team services should contact the CST Coordinator.

## ENTRANCE TO KINDERGARTEN PROGRAM

It is the policy of the Knowlton Township Board of Education to admit to the Kindergarten program children who have reached the age of five years prior to October 1st. Each spring, the school schedules registration and screening for incoming Kindergarten students, with a follow-up parent/student orientation in June. A doctor's physical, immunization records and the child's birth certificate should be presented at the time of registration.

## IMMUNIZATIONS

IMMUNIZATION REQUIRED of all Students Entering or Attending School:

1. Diphtheria and tetanus toxoids and pertussis vaccine - Any child entering pre-school, and/or pre-Kindergarten needs a minimum of 4 doses. A booster dose is needed on or after the fourth birthday, to be in compliance with Kindergarten attendance requirements. Pupils after the seventh birthday should receive adult type Td. Please note: there is no acceptable titer test for pertussis.
2. Tdap - For pupils entering Grade 6 on or after 9-1-08 and born on or after 1-1-97. A child is not required to have a Tdap dose until FIVE years after the last DTP/DTaP or Td dose.
3. Poliovirus vaccine - Any child entering pre-school, and/or pre-Kindergarten needs a minimum of 3 doses. A booster dose is needed on or after the fourth birthday to be in compliance with Kindergarten attendance requirements. Either Inactivated polio vaccine (IPV) or oral polio vaccine (OPV) separately or in combination is acceptable. Polio vaccine is not required of pupils 18 years or older.
4. Measles virus vaccine - Any child over 15 months of age entering child care, pre-school, or pre-Kindergarten needs a minimum of 1 dose of measles vaccine. Any child entering Kindergarten needs 2 doses. Intervals between first and second measles-containing vaccine doses cannot be less than 1 month. Laboratory evidence of immunity is acceptable.\*
5. Rubella and Mumps vaccine - Any child over 15 months of age entering child care, pre-school, or pre-Kindergarten needs 1 dose of rubella and mumps vaccine. Any child entering Kindergarten needs 1 dose each. Laboratory evidence of immunity is acceptable.\*
6. Varicella - All children 19 months of age and older enrolled into a child care/pre-school center after 9-1-04 or children born on or after 1-1-98 entering the school for the first time in Kindergarten or Grade 1 need 1 dose of varicella vaccine. Laboratory evidence of immunity, physician's statement or a parental statement of previous varicella disease is acceptable.
7. Haemophilus influenzae B (Hib) - Mandated only for children enrolled in child care, pre-school, or pre-Kindergarten: Minimum of 2 doses of Hib-containing vaccine is needed if between the ages of 2-11 months.

Minimum of 1 dose of Hib-containing vaccine is needed after the first birthday. \*\*

8. Hepatitis B - If a child is between 11-15 years of age and has not received 3 prior doses of Hepatitis B then the child is eligible to receive 2-dose Hepatitis B Adolescent formulation.
9. Pneumococcal - Mandated only for children enrolled in child care, pre-school, or pre-Kindergarten: Minimum of 2 doses of pneumococcal conjugate vaccine is needed if between the ages of 2-11 months. Minimum of 1 dose of pneumococcal conjugate vaccine is needed after the first birthday.
10. Meningococcal - For pupils entering Grade 6 on or after 9-1-08 and born on or after 1-1-97. \*\* This applies to students when they turn 11 years of age and attending Grade 6.
11. Influenza - For children enrolled in child care, pre-school, or pre-Kindergarten on or after 9-1-08.  
1 dose to be given between September 1 and December 31 of each year. Students entering school after December 31 up until March 31 must receive 1 dose since it is still flu season during this time period.

\*Antibody titer Law (Holly's Law) –this law specifies that a titer test demonstrating immunity be accepted in lieu of receiving the second dose of measles-containing vaccine. The tests used to document immunity must be approved by the U.S. Food and Drug Administration (FDA) for this purpose and performed by a laboratory that is CLIA certified.

\*\*No acceptable immunity tests currently exist for Haemophilus Influenza type B, Pneumococcal and Meningococcal.

Please contact the school nurse if you have any questions about the immunization requirements for your child.

## HEALTH SERVICES

### Health Maintenance

- a. All students entering 6<sup>th</sup> grade must have a physical examination done by their family doctor.
- b. All students transferring into Knowlton School must have a recent doctor's physical.
- c. Screenings - include height, weight, vision, hearing and blood pressure per N.J.A.C. 6A:16-2.2.
- d. Scoliosis is an abnormal curvature of the spine. It is important to detect in its early stages so that appropriate measures can be taken to correct it. A scoliosis screening program is conducted by the school nurse, who is specially trained to spot early abnormalities. All 5<sup>th</sup> grade students are checked and parents are notified of any unusual results for referral to the family physician.
- e. A child, who has been ill, may return to school after 24 hours of being fever free. Fever free is defined as a temperature below 100, without the administration of fever reducing medicines.

- f. A child, who has been ill, may return to school after 24 hours of being free from vomiting and/or diarrhea.
- g. After a child has had pediculosis (head lice) she/he must be driven to school by the parent and must be checked by the school nurse. The child must be nit-free to return to school.
- h. Children who become ill during school hours should be picked up within 30 minutes by either a parent or designated emergency contact. Should the illness require the student to be absent for 24 hours following the onset as per the nurse, the absence the following day is considered excused.

### Communicable and Infectious Diseases

All children with any signs or symptoms of illness will be excluded from school - also all children with a suspicious rash or possible communicable or infectious disease will be excluded. Please refer to the School Health Services Booklet for specifics.

### Physical Education Excuses

Students who are not able to participate in Physical Education due to injury/illness (whether they have a doctor/parent note or an excuse from the nurse) will not be allowed to participate in outdoor recess. Students who are exempted from Physical Education with a doctor note, must have a doctor clearance note to return to Physical Education.

## MANAGING FOOD ALLERGIES IN SCHOOLS

Food allergies can be life-threatening. The risk of accidental exposure to foods can be reduced when schools, students, parents and physicians work together to minimize risks of exposure to allergens and provide a safe educational environment for food-allergic students. Parents must notify the school of a student's allergies. Procedures have been developed with considerations for the cafeteria, classroom, school environment, field trips and bus transportation. Parents will be notified of any prohibitions of food in specific classrooms. Food with unknown ingredients will not be permitted in "Allergen Free" classrooms.

## GUIDELINES FOR THE ADMINISTRATION OF MEDICATION IN SCHOOL

The administration of medication in school is an all-important process which is regulated through guidelines established by the New Jersey State Department of Education. Some children with chronic illnesses and specific disabilities often require medication during the regular school day.

When the administration of any medication in school is necessary, the following guidelines are to be followed:

1. The parent or guardian should provide a written request for the administration of the medication to school.
2. Written orders are to be provided to the school from the private physician, detailing the diagnosis or type of illness involved, the name of drug, dosage, time of administration, and the side effects.
3. The medication should be brought to the school in the original container, appropriately labeled by pharmacy or physician.
4. The certified school nurse or parent/guardian is the only one permitted to administer medication in the schools. However, with a physician's note and a parent permission form, a student may self-medicate. This rule primarily pertains to children with allergies who require the use of inhalers. Contact the school nurse for further details.

## HEALTH PROGRAM

The purpose of a school health program is to help each child reach a full, happy and purposeful way of life. Therefore the school must provide a healthy environment, health services and health education for each student.

A complete school health program consists of two broad areas: health services and health education.

Health education is offered to all grades, Kindergarten through sixth. The program consists of ten units. Each unit is taught to each grade, with the concept intensifying as the child grows.

Health services include, but are not limited to, annual screenings and referrals, dispensing medication, and dealing with contagious illnesses.

Health Services Booklet - This will explain our policies and procedures and hopefully answer all your questions. This booklet is available on the school website or upon request. New students are automatically given a booklet upon enrollment.

## CONCUSSION AND HEAD INJURY POLICY

A concussion is a traumatic brain injury (TBI) caused by a direct or indirect blow to the head or body that causes a sudden jarring of the head. Children and adolescents are among those at greatest risk for concussion. The potential for a concussion is greatest during activities where collisions can occur such as during physical education class, play time, or school-based sports activities. Allowing a student/athlete to return to play before recovering from a concussion increases the chance of a more serious brain injury that can result in severe disability and/or a death. Proper recognition and response to concussion can prevent further injury and help with recovery.

Board Policy requires that any student reported as, or suspected of, suffering a concussion, must receive written clearance from their physician or licensed

health care provider that student is asymptomatic and may return to play. Play includes Physical Education class, sports practices or games, physical activity clubs or physical activity at recess.

## NUTRITION AND WELLNESS

In compliance with our Nutrition and Wellness policy, which meets state and federal guidelines, the following items may not be served, sold, or given out:

1. All food and beverage items listing sugar, in any form, as the first ingredient.
2. All forms of candy
3. No Italian Ice or sugary ice pops. Only 100% fruit juice pops will be served.
4. For birthdays or celebrations, cupcakes, cakes or brownies are not acceptable. Please consider alternate healthy foods or rewards. All celebration foods must be cleared 24 hours in advance by the teacher and school nurse or it will not be served. Foods that violate the wellness policy will not be served. Please see suggested food items and alternate ideas listed on our website.

## CHARACTER EDUCATION

All students in our school receive lessons in character education throughout the school year. Lessons on conflict resolution and bullying prevention are incorporated into character education instruction. The purpose of the character education program is to help students develop socially as well as academically.

## GRADING POLICY

Report card grades indicate the progress the student is making from one marking period to another during the year. Grades are based on the following elements of a student's overall work:

Tests and quizzes  
Homework  
Classroom and class participation

In Grades 4 – 6, the following standards generally apply when determining grades:

Tests and quizzes .....80%  
Homework.....20%

Teachers have, of course, some discretion in the applicability of these standards.



## PUPIL RECORDS

In addition to the pupil records maintained in the School Office, records of individual pupils are often maintained in the Health Office and /or the Child Study Team Office.

Records maintained in the Health Office include, but are not limited to, immunization records, allergy information, vision and hearing screenings, scoliosis screening, general physical examinations and other records and examinations of a medical nature.

Records maintained in the Child Study Team Office are those mandated by NJAC 6A:14-2.9, relating to the evaluation and classification of children suspected of having an educationally handicapping condition. These would include, but not be limited to, educational and psychological evaluations, a social case history, a medical screening and such other evaluations or information that are required for the classification process.

All pupil records are collected and maintained in compliance with NJAC 6A:32, "Pupil Records".

## PROMOTION AND RETENTION OF STUDENTS

Promotion from one grade to another shall be determined by academic achievement, maturity, and readiness through consultation with teacher and staff. Each child whose promotion is in doubt shall be considered on an individual basis.

Procedures for promotion and retention of students:

1. Require the recommendation of the classroom teacher for promotion or retention;
2. Require that parents are informed by early May, by the use of separate communication, of the possibility of retention of a student at grade level in accordance with administrative criteria;
3. Assure that every effort will be made to remediate the student's difficulties before he or she is retained;
4. Assign to the Superintendent the final responsibility for determining the promotion or retention of each student.

## REPORT CARDS AND PROGRESS REPORTS

Our school year is set up on the basis of four marking periods. At the midway point of each marking period, progress reports are sent home to parents of students who are experiencing difficulty. Reports cards are issued within 2 weeks after the end of each marking period. Parents must sign and return the report card envelop to indicate that they have received their child's report card.

## SCHOOL COUNSELOR

Many children experience adjustment difficulties in elementary school such as: a change in school or academic program, family changes such as separation, divorce, or death in the family, or a change in living conditions. Children also must adjust to the natural changes of growing up.

The school counselor provides individual and small group counseling sessions to children during the school day. Teachers and parents may refer children for counseling, or students may refer themselves. The counselor will schedule regular sessions only with parent permission. In some cases the counselor will refer the child, through his/her parents, to an outside agency for services.

The counselor is also a resource for parents, advising them on various parenting issues when necessary.

## STUDENT INSURANCE PROGRAM

The Board of Education will provide, at no cost to the parents of students, insurance coverage for injuries sustained by students during the hours and days when school is in session, while attending or participating in school sponsored and supervised activities, including participation in interscholastic sports, summer recreational activities, and field trips provided these are school sponsored and supervised, and travel to and from school.

## HOMEWORK

Students of all grades are encouraged to develop home and school study skills and habits conducive to effective learning. All students in Grades 1 through 6 will be provided with a homework assignment book to assist them in meeting their homework responsibilities. Please confer individually with your child's teacher if you have questions regarding your child's study skills relative to short-term (homework) and long range assignments.

Homework is designed to reinforce that which is learned in school, as well as to instill self-discipline and study skills. The amount and nature of homework assignments should be commensurate with the age and maturity level of the student. The following general homework guidelines apply at our school:

*Kindergarten:* An occasional 10-15 minute assignment.

*1st and 2nd:* 15-30 minutes of homework 3-4 times per week.

*3rd and 4th:* 30-60 minutes of homework, assigned 4-5 times per week.

*5th and 6th:* 60-90 minutes of homework, assigned 4-5 times per week.

Parents are urged to check their child's homework regularly, and offer assistance when needed. No educational benefit is derived, however, when parents complete the homework for their child. If you find your child spending time on homework in excess of these guidelines, please bring this to the

teacher's attention.

Students whose homework is missing or incomplete are expected to make it up; partial credit is lost for incomplete homework, even if it is subsequently completed. Students are not permitted to return to school for homework or materials after dismissal. Students who habitually disregard homework responsibility will face disciplinary action.

If a student is absent, parents may request that homework be sent home with a sibling or neighbor. Materials may also be picked up in the main office between 3:00 - 4:00 PM. Requests must be made in the morning so that teachers have time to prepare materials. The request can be made when the absence is called in between 8:00 - 9:00 AM as required. When making the request for homework, please state the name of the teacher and any necessary texts or workbooks.

## HOMEBOUND INSTRUCTION

Students who are expected to be confined to home or hospital due to illness or injury for 10 consecutive days or longer are eligible for homebound instruction, if authorized by the Superintendent. A doctor's note certifying the nature of the child's illness must accompany the parents' written request for homebound instruction.

## PHYSICAL EDUCATION

Physical education is required unless excused by written request and approved by the school nurse. Students who are not able to participate in Physical Education due to injury/illness will not be allowed to participate in outdoor recess. After a physician's request for exclusion, the physician must give permission for re-admittance to physical education. All students must wear sneakers for physical education classes. Physical education classes are scheduled twice per week for students in grades K-6.

## STEM EDUCATION

All students at Knowlton Township Elementary School participate in STEM Education (Science, Technology, Engineering, and Mathematics). They are actively defining current problems within the world by using scientific and mathematical strategies to solve. All students apply the Engineering Design Process within their work to make multiple attempts to find a solution. The students also integrate technology by using a variety of devices. Students will have the opportunity to research, design, code, and engage in current and modern technology in this class. STEM Education also focuses on teamwork, communication and problem solving skills to mold our students to be successful 21st century learners.

## WORLD LANGUAGE

Students in grades K-6 receive weekly instruction in Spanish as part of our comprehensive curriculum. World Language is included in the New Jersey Core Content Curriculum Standards which outline what all students must know and be able to do as a result of attending New Jersey's schools.

## ART

All students in our school participate in our art program, under the supervision of an Art teacher. While students enjoy a number of arts and crafts activities in the regular classroom, they receive specific instruction in various art media and in art theory once per week with the Art specialist.

## MUSIC

Students in general music are exposed to movement exploration, singing and instruments provided by a music educator. All aspects of music are explored as students continuously move through the music program. Instrumental lessons are provided at student's choice beginning in 4<sup>th</sup> grade. Students participate in pull-out lessons in which they receive 45 minutes of small group instruction a week.

## HEALTH EDUCATION

Through the Health Education curriculum, students will acquire knowledge and skills that will support a healthy, active lifestyle. The following topics will be addressed through instructional units that are appropriate to the age and maturity of students; growth and development, nutrition, diseases and health conditions, safety, social and emotional health, communication, decision making/planning and goal setting, character development, leadership, advocacy and service, health services and careers, medicines, alcohol, tobacco and other drugs, dependency/addiction and treatment, relationships, sexuality, pregnancy and parenting.

## ACADEMIC SKILLS

All teachers in our school teach academic skills throughout the day to students at all grade levels. Academic skills include organization, responsibility, listening, and following directions. Students in grades 1-6 are issued homework assignment notebooks and are taught how to use them effectively as an organizational tool.

## SUPPLEMENTAL INSTRUCTIONAL PROGRAMS

Basic Skills Instruction - Supplemental instruction in reading and mathematics is provided by a BSI teacher. This program is designed for students who need individual/small group instruction with extra reinforcement in the skill areas. The selection process used to determine placement in this

program includes a comprehensive review of data and teacher recommendations. Generally, the Basic Skills instructor provides direct instruction through a replacement program; however a team teaching approach may be utilized.

Response to Intervention (RTI) – RTI is a multi-tier approach to the early identification and support of students with learning needs. Struggling learners are provided with interventions at increasing levels of intensity to accelerate their rate of learning. These services may be provided by a variety of personnel, including general education teachers, special educators, and specialists. Progress is closely monitored to assess both the learning rate and level of performance of individual students. Educational decisions about the intensity and duration of interventions are based on individual student response to instruction. RTI is designed for use when making decisions in both general education and special education, creating a well-integrated system of instruction and intervention guided by child outcome data.

Resource Center - Small group or individual instruction is offered to classified students in the areas in which they experience difficulty. Students identified for this service are given support by our resource center teacher in the classroom or in the resource center with a replacement program. Classified students have been evaluated by the school Child Study Team and found to have specific learning problems.

Speech Therapy - This program offers diagnosis and treatment of specific: a) sound production errors, b) stuttering/cluttering and other fluency disorders, and c) voice disorders resulting from medical problems or vocal abuse. Children are seen either individually or in small groups not to exceed 3. These children are either classified Eligible for Speech Correction or have been classified by the Child Study Team and in this case are receiving speech services as an additional service to those given by the special education program.

Special Needs Classes - Individualized educational programs are offered to classified students who have been evaluated by the Child Study Team and found to have specific learning problems. The class has up to twelve students and focuses on activities designed to allow students to achieve academic success. Students are in regular homerooms, report to Special Needs classes for instruction in individualized educational programs and are mainstreamed for specials such as music and physical education as well as academic areas found to be appropriate for their learning needs.

Additional Programs and Related Services - Occasionally students require other related services based upon evaluation by the Child Study Team. These may include programs involving occupational therapy, physical therapy, and adaptive physical education. If you have any questions regarding programs and services which are available to benefit our students, feel free to call the school at 475-5118 to discuss your concerns.

## GIFTED AND TALENTED PROGRAM

SAGE presents educational experiences and opportunities to those students who have been identified as having unique abilities such as high academic aptitude, creativity, motivation, leadership, and high academic achievement. The program will enable students to develop their talents and skills to as great an extent as their abilities, interests, effort, and available resources allow.

Students in grades 3 - 6 may be nominated for SAGE by a teacher, parent, or administrator; nominees will then be screened using specific Board approved criteria for entrance into the program.

Students in grades K - 2 receive weekly enrichment activities.

## AN AFFIRMATIVE ACTION PROGRAM FOR SCHOOL AND CLASSROOM PROTECTION

The Knowlton Township Board of Education declares it to be the policy of the district to provide an equal opportunity for all children to achieve their maximum potential through programs offered in these schools regardless of race, color, creed, religion, handicap, sex, ancestry, national origin, place of residence or social or economic background.

In order to assure the continuance of the aforementioned policy, the Board of Education directs the Affirmative Action Officer to periodically review practices and make necessary recommendation for Board approval.

## FIELD TRIPS

Education extends beyond the classroom, and our school arranges a number of field trips that are related to the curriculum. Since parents are asked to sign a blanket permission form for field trips at the start of the year, your child will automatically go on all trips unless you send in a note prohibiting his/her attendance on the trip.

The Superintendent is authorized to grant permission for field trips when such requests are presented on the proper request form.

Violations of any portion of the student code of conduct may result in a student not being able to go on a field trip. Final determination of a student's participation will be at the discretion of the administration.

## EXTRA-CURRICULAR ACTIVITIES/SCHOOL FUNCTIONS

Subject to the availability of funds, our school offers a number of extra-curricular activities which extend beyond regular school hours such as School Band, Just Say No Club, Ski & Snowboard Club, Learning Academy, Physical Activity Club; and other clubs may be offered, depending on student interest.

The following guidelines refer to extra-curricular activities:

- a. A student who is participating in an extra-curricular activity or school function must be in school in order to participate on that day.
- b. The school must be provided with a form giving the parent's permission for the student to participate in after school activities.
- c. At all school functions, whether on or off school premises, the same general rules governing conduct shall prevail as during regular school hours.
- d. Transportation to and from extra-curricular activities must be provided by the parent promptly at the designated dismissal time.

## CORPORAL PUNISHMENT

New Jersey specifically forbids corporal punishment in the school. The law defines reasonable exceptions to the State Statute forbidding teachers to use force on children. The bill lets a school employee, within the scope of his employment, use and apply such amount of force as is reasonable and necessary, as follows:

1. To quell a disturbance threatening physical injury to others.
2. To obtain possession of weapons or other dangerous objects from the person or within the control of a pupil.
3. For the purpose of self-defense.
4. For the protection of persons and property.

## HARASSMENT, INTIMIDATION AND BULLYING

The Board of Education expects pupils to treat each other with civility and respect, and will not tolerate acts of harassment, intimidation or bullying. Like other disruptive and violent behaviors, this conduct interferes with a pupil's ability to learn and a school's ability to educate its students in a safe environment. "Harassment, intimidation and bullying" is defined as any gesture, any written, verbal or physical act, or any electronic communication (including but not limited to telephone, cell phone, computer, or pager) that takes place on school property, on a school bus or at any school-sponsored function. The entire HIB policy can be accessed on the school website.

## SEXUAL HARASSMENT

The school is sensitive to issues of this nature and notifies parents in any instance of concern. Problems of this nature are dealt with quickly and in a manner consistent with Federal Law, Title IX, and State Laws 2C.

## COMPLAINTS

Any person or group having a legitimate interest in the school shall have the

right to present a request, suggestion, complaint, or grievance concerning district personnel, the program, or the operations of the district. At the same time, the Board has a duty to protect its staff from unnecessary harassment.

It is the desire of the Board to rectify any misunderstandings between the public and the school district by direct discussions of an informal type among the interested parties. It is only when such informal meetings fail to resolve the differences, shall more formal procedures be employed.

Any requests, suggestions, complaints or grievances reaching the Board, Board member, and the administration shall be referred to the Superintendent for consideration according to the following procedure:

1. If it is a matter specifically about or directed toward a staff member, the matter should be initially discussed by the parent with the staff member.
2. If the matter cannot be satisfactorily resolved, it should be referred to the Vice Principal who will attempt to resolve the issue.
3. Should the matter still not be resolved, the Superintendent will discuss the matter with the person making the complaint.
4. Should the matter still not be resolved, or if it is one beyond the Superintendent's authority and requires a Board decision or action, the complainant shall request, in writing, a hearing by the Board.

A hearing shall be granted before the Board at which time all materials relating to the case shall be presented. The Board shall then refer the matter to the appropriate committee for its review; a recommendation by the committee to the full Board shall be made by the next regular Board meeting. The complainant shall be advised, in writing, of the Board's decision no more than seven days following the meeting.

Public complaints and grievances brought directly to the Board without first having been processed through levels one, two, and three will not be heard by the Board until attempts have been made to resolve the issue at the lower level(s). The Board reserves the right to waive this requirement in cases of emergency or if extenuating circumstances cause the timelines to be impractical.

## DISCIPLINARY PROCESS

At the beginning of each school year, teachers review the Student Code of Conduct with the students. Parents and students should become familiar with the school's expectations regarding behavior. Parents are reminded that the Code of Conduct applies to students at all times at school, including school-sponsored field trips, evening activities/functions at school, etc.

Teachers are encouraged to rectify student behavior problems early, and at the lowest possible level. However, if warnings to the student and teacher-parent



communication fail to bring about an improvement, the student will be referred to the school administrator in these instances.

Students who violate general rules of conduct will be subject to a standard discipline plan, as follows:

1. Students will be warned by the teacher about inappropriate behavior.
2. If the situation continues, the teacher will notify the parent by telephone, note, or disciplinary referral form.
3. If a student's infraction of the school rules is severe, he/she may be automatically referred to the Administration.
4. Specific procedures will be followed by the administrator if and when a discipline problem is referred to his or her office. Those steps are:

First Referral - Conferences with the student with a review of the student's discipline folder, and possible parent contact, either by phone or form. (If form is used, it is to be signed and returned for filing in the student's records.) A detention may also be assigned. Detentions are held from 3:25-4:25 PM.

Second Referral - Additional detention or in-school suspension with parental contact.

Third Referral - In-school or out-of-school suspension with parent/student conference required before reinstatement (both parent and student will participate in the conference.)

Students assigned to in-school suspension or detention will be supervised. During this time, students will complete current assignments (assigned readings, homework, etc.)

5. Students whose behavior causes on-going problems for himself/herself, other students, and for school staff members will be referred to the school counselor, in an effort to determine the cause(s) of the misbehavior and ways to modify it.
6. These guidelines may be adjusted depending on the age of the child and the nature of the problem.

## STUDENT ATTIRE

Guidelines for student attire apply to all students attending Knowlton Township Elementary School at all grade levels. Student attire should be appropriate and suitable to prevailing weather conditions. Parents should exercise discretion so that their child's attire is appropriate in size and style, and is in good taste. Attire shall not constitute a health or safety hazard to the wearer or to others; not be potentially destructive to school property; and not constitute a disruptive influence upon the education process.

*Unacceptable attire:*

1. Clothing or accessories with inappropriate pictures or language (e.g., anything related to drugs, alcohol, tobacco, violence or swearing; derogatory comments toward individuals or groups).
2. All dresses, skirts and shorts must reach to mid-thigh (usually

- Checked with the "finger-tip" rule, but subject to the opinion of the administration).
3. No one is permitted to wear articles of clothing that are see-through. Half-shirts are not permitted and tank top straps must be 3 or more inches wide.
  4. Hats may not be worn in school with the exception of spirit days.
  5. Footwear: Safety is always the primary concern. Unlaced or untied footwear is not permitted. Flip flops or 2" or higher platforms are also not permitted.
  6. Hairstyles should not present a distraction to the educational process. Administration will consult with teachers should a specific hairstyle become disruptive or distracting.

## STUDENT CODE OF CONDUCT

### A. Golden Rule

Students will treat each other as they want to be treated.  
Speak Politely  
Be Fair  
Treat Each Other Kindly

### B. Student Responsibilities On School Property

1. Students will show respect for school staff, teachers, bus drivers, school property, and each other.
2. Students will use good manners. Some examples are: "please, thank you, excuse me," etc.....
3. Students will use only acceptable behavior.
4. Students will follow all safety rules.
5. Passes-if a student is late to class, he/she must have a note or late pass.
6. Items which are hazardous to others or interfere with school procedure are not allowed and will be taken away. Some examples are: toy guns, water pistols, pocket knives, sharp objects, radios, skateboards, electronic toys and equipment, etc.
7. Drugs/Alcohol/Smoking-Students are forbidden to have, use, sell, give out, or share cigarettes, or any substance considered to be a drug.
8. Gum chewing is not allowed on school property or buses.
9. Students are not permitted to use cell phones on the school bus or on school property during school hours.

### C. Cell Phones and Electronic Devices

Knowlton Township School District recognizes the usefulness of cellular telephones and other devices for both the educational setting and the home/school connection. Electronic devices such as Kindles, e-readers, etc. can be utilized as a means for supplementing instruction under staff supervision. Any unauthorized use of electronic devices will result in disciplinary action. This is designed to protect the educational program of all students, not to limit home/school communications. In most cases, a

student may be given permission to use a classroom or main office phone to contact a parent/guardian, and in the case of an emergency, parents should phone the main office with the information. Students may not have cell phones on during school hours. School hours begin when students board the bus in the morning and ends when they exit the school bus at the end of the school day.

If a student is found to have used a cell phone or other electronic device without authorization, the phone or device will be confiscated by a staff member and given to an administrator. The parent/guardian will be called and the device will be returned, by an administrator, to the parent/guardian after the end of the school day (3:25PM) or at a mutually agreed time.

No image of any student may be reproduced by means of pictures, videos, or any other electronic means unless the teacher has gained permission from the parent and respective student.

Students who bring cell phones or electronic devices to school do so at their own risk. The Knowlton Township School District will not assume any liability for any lost, stolen, or damaged cellular telephone and/or any other electronic devices either in school or in their possession.

#### D. Homework

1. Homework is due on the date designated by teachers.
2. Students in grades 1-6 have received a homework assignment book, which should be used at all times.
3. Missed homework assignments will result in after school Homework Recovery as follows:  
Grade 3:  
1st Marking Period: 5 homework points = 1 homework recovery.  
2nd Marking Period: 4 homework points = 1 homework recovery.  
3rd & 4th Marking Period: 3 homework points = 1 homework recovery.  
Grades 4, 5, 6:  
3 homework points = 1 homework recovery.

After homework recovery is served, the student is given a "clean slate". Every student begins each marking period with a "clean slate".

#### E. Lunchtime Behavior

1. Walk when entering/leaving the cafeteria.
2. Stay seated-don't leave without the teacher's permission.
3. Use good table manners.
4. Keep your voice at a reasonable level.
5. Clean up your own area.
6. Do not take food out of the cafeteria.

## F. Playground Responsibilities

Students can enjoy the use of the playground only if certain safety rules are followed. Those who break the rules or hurt others will not be allowed to participate in playground activities.

1. Students will listen to teachers on duty.
2. Students will use all equipment properly and safely.
3. Students will cooperate and use good manners. (Sharing equipment, no fighting, no inappropriate language or gestures, etc.)
4. Students will stay within the boundaries of the playground.
5. Students must have a written note to be excused from recess (to help a teacher, finish work, etc.)

## G. Bus Behavior

All students riding the school bus must be considerate of the safety and well being of others.

1. Students will listen to and obey the driver at all times.
2. Students will get on and off the bus safely (no pushing or shoving).
3. Students will remain seated at all times. Seatbelts must be worn.
4. Students will talk quietly (no yelling, screaming, shouting, etc.)
5. Keep aisles clear (no book bags, feet, instruments, skis, etc.).
6. Students will put nothing out the windows, including their bodies
7. Keep the bus clean; no littering or throwing of objects; no damage or vandalism.
8. Follow school rules while waiting at the bus stop.
9. No eating, drinking, or gum chewing on the bus.
10. No inappropriate language or gestures.
11. All student belongings will remain in book bags during the bus ride to and from school.
12. Cell phones are to be turned off and are not permitted to be used on the bus.
13. All students must get off at their stop only, unless approved by written notice in the office.

When a student is sent to a school administrator for breaking the bus rules, the following will happen:

First Offense: Student will meet with the administrator and parents will be notified.

Second Offense: Student will serve a lunch and recess detention and meet with the administrator. Parents will be notified.

Third Offense: Student will be given an after school detention and parents will be notified.

Fourth Offense: Student will not be allowed on the bus for up to 5 days. Parents will be responsible for transporting the child to and from school during that period. School attendance is required

during this time.

Fifth Offense: Student will not be allowed on the bus for up to 30 days. Parents will be responsible for transportation during this time, and school attendance is required.

#### H. Detention

Lunch Detention: Students may receive a lunch detention for minor behavior problems. Five accumulated detentions will result in an after school detention. After 10 lunch detentions loss of privileges will occur.

After School Detention: Students may receive an after school detention for violating general rules of conduct as described in the Parent handbook. Parents will be responsible for transporting their child home after detention.

#### I. Suspension

A student may be suspended for the following reasons:

1. Harassment, intimidation and bullying.
2. Intentional damage to school or someone's property.
3. Possession, consumption, or distribution of any substance considered a drug (tobacco, cigarettes, alcohol, etc.).
4. Possession or distribution of any weapon.
5. Repeated refusal to obey the rules.

### CARE OF BOOKS AND MATERIALS

Each child is charged with the proper and careful use of textbooks and educational materials. Children should be encouraged to keep all textbooks covered. If textbooks or other school properties are defaced or lost, students will be held accountable.

### LOST AND FOUND

Many unclaimed articles are left each year because they are unmarked. You are reminded, especially with children in the lower grades, that articles should be clearly marked. Any articles found are taken to the lost and found in the main lobby to await claim.

### USE OF SCHOOL PHONE

Students are discouraged from using the central office telephones because it ties up our lines and interferes with important office routine. Emergency calls will be permitted through the office telephones. Whether a call is an emergency or not will be determined by the office personnel when the student makes the request.

## INVITATIONS

Invitations may be distributed in homeroom provided all students in the homeroom are included. Invitations to selected students may not be distributed in the school.

## HAZARDOUS SUBSTANCES

In the event of any construction or other activity involving the use of any hazardous substances, a notice of same will be posted. A complete list of hazardous substances stored within the school facility and hazardous substance fact sheets are available at the Board Office.

## ASBESTOS

The district has an approved Asbestos Management Plan on file in the Board Office. The school is inspected on a regular basis to determine that it is in compliance with the plan. Parents may review the asbestos management plan by contacting the School Business Administrator.

## PARENT INVOLVEMENT

We encourage you to take an active interest in your child's education here at school. We welcome you to become acquainted with your child's program and with his/her teachers. Plan to join the Parent-Teacher Association (PTA) to get involved in school projects and events. Consider becoming a parent volunteer at the school.

# KNOWLTON TOWNSHIP ELEMENTARY SCHOOL STAFF 2019 - 2020

## Administration and Main Office Staff

Superintendent.....Mrs. Jeannine DeFalco  
Administrative Assistant to Superintendent .....Mrs. Donna Ventura  
Vice Principal .....Mrs. Dana Carroll  
School Administrative Assistant/Sub Caller.....Ms. Donna Diorio  
Business Administrator.....Mr. Michael Brennan

School Nurse  
Mrs. Susan Acker

Child Study Team  
Mrs. Helen Hill  
Ms. Cristina Hollman  
Mrs. Paula Lighcap  
Mrs. Gretchen Stefankiewicz

## Teaching Staff

Mrs. Colleen Apgar  
Mrs. Allison Bickhardt  
Mr. Robert Dally  
Mr. James Ferry  
Mrs. Charlene Harer  
Mrs. Katy Jones  
Ms. Debbie Lennox  
Mr. Michael Licata  
Mrs. Susan Perry  
Mrs. Kimberly Reber  
Mrs. Krista Tate  
Mrs. Katelyn Toth  
Mrs. Kathi White

Mrs. Misty Baker  
Mrs. Noelle Ciccarelli  
Mrs. Diane Davalos  
Mrs. Lisa Garrison  
Mrs. Pamela Janeiro  
Mrs. Terri Kwasnik  
Mrs. Samantha Lestrangle  
Ms. Jenna Maxman  
Mrs. Maureen Plunkett  
Mrs. Jennifer Staub  
Mrs. Susan Thurgood  
Mrs. Jennifer Werner

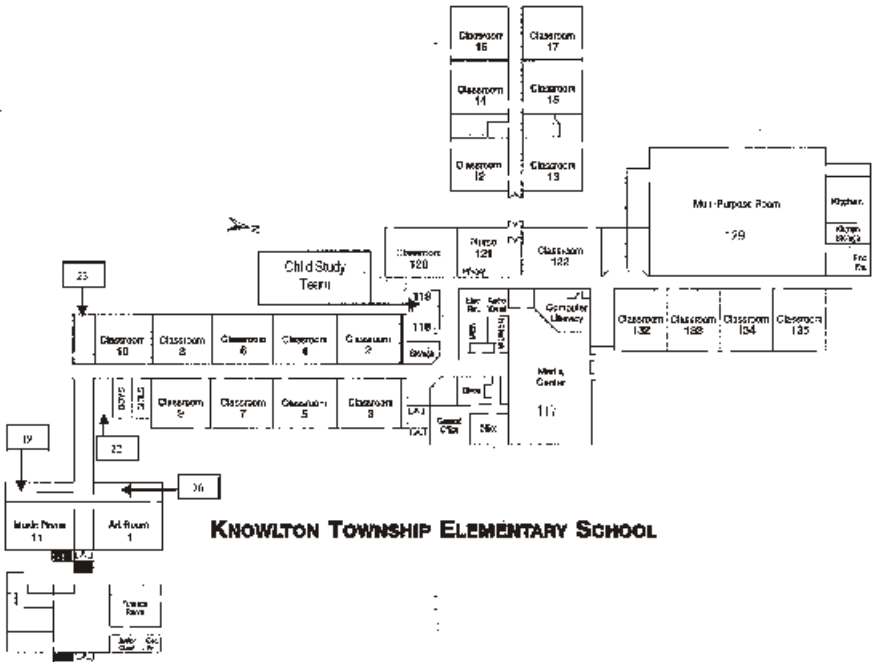
## Paraprofessionals

Mrs. Lucille Devaney  
Mrs. Cindy Hendershot  
Mrs. Christina Ippolito

Mrs. Debra Dwornkoski  
Mrs. JoAnn Hoffman  
Miss Larissa Walsh

## Custodial and Maintenance Staff

Mr. Franklin Bush.....Head Custodian/Maintenance  
Mr. Robert Guilda .....Custodian



### TELEPHONE MENU

When calling the school, the following menu will be announced:

Thank you for calling Knowlton Twp. Elementary School.

If you know your parties 3-digit extension you may dial it at any time.

For the main menu dial "0"

To dial your parties' extension by name, press 3

Main Menu Options:

- Press 1 Main Office and to Report Absences
- Press 2 Board of Education
- Press 3 School Nurse
- Press 4 Child Study Team
- Press 6 Kitchen
- Press 7 School/Special Announcements

### PHONE EXTENSIONS - Knowlton Township Elementary School

Mrs. Acker	121	Mrs. Garrison	133	Nurse	121
Mrs. Apgar/OT	108	Mrs. Harer	135	Mrs. Perry	103
Mrs. Baker	414	Mrs. Hill	112	Mrs. Plunkett	110
Mrs. Bickhardt	120	Mrs. Janeiro	106	Mrs. Reber	115
Mr. Brennan (SBA)	206	Mrs. Jones	416	Mrs. Staub	417
Cafeteria Office	130	Mrs. Kwasnik	132	Mrs. Tate	101
Child Study Team	208 or 114	Ms. Lennox	128	Mrs. Thurgood	100
Mrs. Ciccarelli	104	Mrs. Lestrangle	111	Mrs. Toth	122
Mr. Dally	415	Library	115	Mrs. Ventura	204
Mrs. Davalos	134	Mr. Licata	109	Mrs. Werner	105
Ms. Diorio	205	Main Office	200	Mrs. White	102
Mr. Ferry	413	Ms. Maxman	107		