

Parent Handbook



2018-2019



Willow Grove School

601 Willow Grove Street

Hackettstown, NJ 07840

(908) 852-2805

Preschool Disabled – Grade 4

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PRINCIPAL'S MESSAGE



*Mr. Jonathan Beyer, Principal
Willow Grove School*

Welcome to Willow Grove School and the 2018-2019 school year! This handbook contains essential information regarding the school's procedures, as well as general policies, for your referral. Please review the information presented in this handbook so that we may support each other in maintaining our high standards for academic excellence as well as the safety and security of our school community.

The faculty and staff at Willow Grove are prepared to provide your child with a challenging, educational program. Your participation in your child's learning endeavors will greatly enhance their experience and our ability to collaborate to reach each student's full potential. Should you have any questions or concerns about our school, or would like additional information concerning our programs and initiatives, please visit our website at www.hackettstown.org or call us at (908) 852-2805.

I sincerely look forward to developing positive and productive relationships with you and your child as we prepare our students for success! **GO LITTLE TIGERS!!**

SCHOOL HOURS

REGULAR SESSIONS

PRESCHOOL - DISABLED

A.M. Session 8:30 A.M. - 10:45 A.M.

P.M. Session 12:30 P.M. - 2:45 P.M.

GRADES K - 4

8:30 A.M. - 3:00 P.M.

HALF DAY SESSIONS

PRESCHOOL - DISABLED

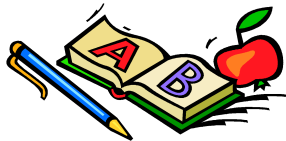
A.M. Session 10:00 A.M. - 11:45 A.M.

P.M. Session 1:00 P.M. - 2:45 P.M.

GRADES K-4

8:30 A.M. - 12:30 P.M.

(No lunches will be served)



Supervision of students by the school staff does not begin until 8:20 a.m. each morning unless students are attending the breakfast program, which starts at 7:30 a.m. Students eating in the breakfast club must arrive prior to 8:20 a.m. Please time the arrival of your children so they arrive at school after supervision begins, but prior to the start of the school day.

It is sometimes necessary for students to remain after regular school dismissal at 3:00 p.m. Teachers may keep students until 3:10 p.m. without notification. Should more time be necessary, parents will be contacted 24 hours in advance.

SAFETY

PARKING LOT

It is extremely important to follow established parking lot procedures so students can arrive and dismiss safely. As such, please make sure to follow their directions. Children are not permitted to walk in the parking lot unless accompanied by an adult. Children must be walked from the car to the curb at arrival and from the curb to the car at dismissal time. Please do not call children to your car. Most importantly, please drive slowly through our school parking lot. The safety of our children is our primary concern.

We encourage 3rd and 4th graders to use the "catwalk" at dismissal, so they can be picked up at the Morgan Terrace turn around where it is less congested. This also alleviates congestion in our main parking lot at dismissal time. Children in grades K-2 may use the "catwalk" at their parents' discretion.



SAFETY PATROL

Selected 4th grade students have safety patrol responsibilities. These "Safeties" are strategically positioned on school property to help ensure student safety. Please show the safety patrols respect as this will set a good example for students.

EMERGENCY FORMS

Emergency Forms assist the school in reaching a parent or guardian in case of an emergency or illness. Parents' phone numbers, cell phone numbers, and the phone number of a nearby friend or neighbor (supplied by the

parent) should also be listed. The school secretary should be promptly notified of any change of address, home telephone, or emergency telephone numbers.

PLAYGROUND SAFETY

Students are not allowed on the playground equipment without adult supervision. Children on the playground after dismissal must be supervised by a parent or guardian. Please be sure to respect the school's property. Please use outdoor equipment safely and do not removed locked equipment from their containers.

SECURITY DRILLS

Willow Grove will practice a minimum of 1 fire drill and 1 security drill each month. A security drill is an exercise where students and staff have an opportunity to practice emergency procedures. A security drill may take the form of an evacuation, active shooter, lockdown, or bomb threat. It is our intention to practice these drills regularly so students and staff know exactly how to respond if necessary.

WALKERS

1. Use sidewalk where available.
2. Cross where crossing guards are stationed.
3. Use normal safety precautions.

BICYCLES AND/OR SCOOTERS

1. May be ridden by third and fourth graders only.
2. Keep to right on roadways.
3. Know and use the rules of the road.
4. Walk bikes around the parking lot and to the bike rack. Do not use the crosswalk in the morning.
5. Lock bikes in the school rack.
6. Wear helmets as required by law.

Safety instruction is a regular part of our program. Please help us have an accident free year by using and reinforcing the above rules. Any unsafe actions or practices should be reported to the office.



EMERGENCY CLOSING and DELAYED SCHOOL OPENING

When inclement weather exists in the morning, parents should tune in to radio station **WRNJ 1510** on the **AM** dial. An announcement of a delayed opening or a school cancellation will be broadcasted. In addition, parents will be contacted by the Parent Notification System (PNS), and information will be posted on the website. A delayed opening can be changed to a cancellation should the conditions worsen.

In the case of a delayed opening, school will begin at 10:00 a.m. There will be no supervision of students prior to 9:50 a.m., and breakfast club, along with all morning activities, will not be in session when there is a delayed opening.

On school days when students are in attendance and inclement weather begins, we encourage you to listen to the radio station WRNJ for the possibility of an early dismissal. Again, you will be notified by the PNS, and information regarding the early dismissal will be posted on the website. We discourage any parents from arriving earlier than the dismissal time. This causes much confusion, and the interruption of classes to notify students is detrimental to the learning process.

ABSENCES

In order to ensure that students receive a thorough education at Willow Grove, it is extremely important that they be in attendance. The more school a child misses, the more likely it is they will fall behind academically. Attendance is an extremely important part of your child's education. By minimizing the instructional time your child misses, you can ensure that he/she gets the most out of school.

Parents are encouraged to call the school on each occasion when their child will be absent. If parents do not notify the school, an attempt to contact the parents will be made. **When the child is able to return to school, parents are required to provide a written note explaining the absence.**

In the spring, a decision is made regarding pupil placement for the next school year and attendance will be given consideration. It is recognized that certain extreme and unavoidable circumstances may prevent a student from attending school. In the event a student is absent for any reason, please be sure to provide a written explanation of the absence upon your child's return to school. All work missed as a result of the absence must be completed. Excuses for religious observances should be sent to school prior to the absence. If it is absolutely necessary to schedule medical, dental or other appointments during the school day, please attempt to schedule them at the beginning or end of the day's session.

Students must attend school for four (4) hours cumulatively to be considered in attendance.



TARDIES

Students who are tardy need to be signed into the Main Office. Continual tardiness is detrimental to the learning process and disruptive to individual and classroom routines. Students who are habitually tardy may lose certain privileges.

EARLY DISMISSAL

No child may be excused before the normal dismissal time unless he/she has brought a written request from home. In an emergency, the parent (or person authorized by the parent/guardian) may report to the Main Office to sign the child out. All students leaving early must be signed out by a parent or guardian, or person authorized by the parent/guardian.

SCHOOL VISITATION

Back to School Night on Wednesday, September 12th presents parents with an opportunity to learn about the curriculum, building initiatives, and classroom program for the school year. In October, parents will have the opportunity to discuss their child's progress during scheduled parent-teacher conferences. Parents wishing to see teachers in addition to regular conferences are requested to contact the school for an appointment. Later in the fall, parents are invited to visit classrooms during American Education Week.

VISITOR PROCEDURES

1. Parents are always welcome at Willow Grove School. We ask that notification be made to the Main Office prior to your visit and that an

appointment be made in advance to see a teacher.

2. The school policy is to admit only those visitors who have legitimate business at the school.
3. All visitors must report to the main entrance of the building and will be required to identify themselves and state their business prior to being granted access to the main lobby area.
4. **Visitors granted access must immediately report to the Main Office.** All visitors will be required to present a driver's license or state-issued photo identification before being issued a visitor's badge.
5. Visitors will not be issued a visitor's badge unless they provide valid photo identification and are cleared by security or staff members through the school's computerized security system.
6. Visitors may not be issued visitor's badges during testing periods or any other time during which an administrator or security staff member deems it to be unsafe or inappropriate to grant access to the building. An administrator or security staff member may refuse to issue a visitor's badge anytime he or she feels it is in the best interest of the school not to do so.
7. Any person found on school property without permission is trespassing and is subject to immediate removal and/or arrest by the police.

SCHOOL LUNCH & BIRTHDAY CELEBRATIONS

SCHOOL LUNCH

Children may purchase a balanced lunch each day for \$2.70, which includes milk. Children who elect to pack their lunch may purchase milk for \$0.50. Please do not send glass bottles/containers to school for safety reasons.

Children may also purchase a balanced breakfast for \$1.25. The breakfast program starts at 7:30 a.m. each day. Students must arrive prior to 8:20 a.m. to participate in the breakfast club. You may choose to have your child purchase breakfast on any given day, no advanced registration is needed.

Free or reduced price lunch and/or breakfast are available to children where there is a need. An application has to be submitted by parents and approved by the administration. A new application must be completed and approved each year to be eligible for free or reduced price lunch.

We consider eating in the cafeteria to be a privilege and proper behavior of students is expected at all times. Should a student continually disregard the rules that have been established, this privilege will be revoked.

BIRTHDAY CELEBRATIONS

As a school, we recognize the importance of birthdays to our elementary students. We also have the responsibility to protect our students who have health issues and food allergies as well as cultivating a healthier generation of children today, so that we will have a healthier America tomorrow. Students are **not permitted** to bring in any type of food to celebrate their birthday or any other

holiday event. Any food brought in for these purposes will be kept in the Main Office and parents will be notified, asked to pick up the food and will be reminded of this policy. Some alternatives to food celebrations are: the signing of the birthday child's white tee shirt; bringing in pencils for classmates; donating a book to the library or classroom in the child's name; make it an event and have child wear a sash or crown and be the special class helper; guest readers; etc. Thank you in advance for honoring this protocol and recognizing the importance of healthy foods.

BEHAVIOR CODE

Students, parents, teachers and administrators all agree that positive student behavior and dedication to learning are essential for success in school.

We believe it is important to help students realize their attitudes are related to their school experiences and the social relationships they develop in the school environment. With the support of school personnel and parents, all students have the capacity to demonstrate behavior that positively affects the learning environment at Willow Grove. Together, we can continually point students in the right direction while helping them assume responsibility for their actions.

Please read the Behavior Code offenses outlined below:

- Conduct of such character as to constitute a danger to the physical well being of self and/or others
- Conduct causing a significant disruption of learning and/or the learning of others

- Open defiance (willful disobedience or refusal to comply with a reasonable request of a school official)
- Leaving class/school without permission
- Possession of a weapon (knife, gun, or other offensive device)
- Verbal threats toward teacher, staff, and/or others
- Defacing school property
- Theft
- Profanity
- Inappropriate dress
- Excessive tardiness to school (unexcused)
- Any other act deemed inappropriate by the administration
- All acts of Harassment, Intimidation, or Bullying

Please know that there are tiered remedial measures and consequences for the above mentioned offenses. More than one may be selected for any particular offense.

Please read below:

- Conversation with the principal;
- Deprivation of privileges;
- Temporary removal from the classroom;
- Parent conference;
- Change of clothing;
- Lunch detention;
- Recess detention;
- Mandatory pick-up by parent;
- Counseling;
- Referral to Intervention and Referral Service Committee;
- Suspension;
- Expulsion;
- Alternative educational program

As a school, we believe that it is critical to teach children how to become excellent students. Productive students exhibit positive behavior and show an ability to make good choices. It is our focus to reinforce students' positive behaviors and help develop their decision-making ability. The Behavior Code above outlines expectations we maintain for our students, and the Behavior Contract to be signed by students and parents serves as an agreement between the school and home. We do understand that students make mistakes, which are part of the learning process, and when such occur, consequences that fit the mistake will be administered. They may be in the form of conversation about one's choices, an apology, lunch detention, recess detention, a note home to parents, counseling, etc. It is our aim to hold students accountable for their actions, but just as importantly, to nurture them in a manner that has a positive effect on their future behavior.

HARASSMENT, INTIMIDATION, and BULLYING (HIB)

State legislation requires all New Jersey schools to enforce strict anti-bullying policies and procedures. Our school's Anti-bullying Specialist is Mrs. Aspasia Verpeut. A school safety team which includes the principal, anti-bullying specialist, a parent, and other principal appointees will regularly meet to promote and maintain a positive school climate. Harassment, Intimidation and Bullying will not be tolerated! Anyone may report incidents of bullying by form (Main Office) or by contacting the school via phone or email. Also, all Willow Grove staff must verbally report all incidents of

HIB to the building principal the same day as the incident is known, followed by a written report and a prompt investigation. Students who engage in HIB behavior will be subject to tiered consequences and remedial measures based on the number of offenses committed and the severity of each incident. The following definition and examples of Harassment, Intimidation and Bullying (HIB) shall be enforced:

Definition of Harassment, Intimidation and Bullying (HIB)

“*Harassment, intimidation or bullying* is defined as any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic, that takes place on school grounds, at any school-sponsored function or on a school bus, or off school grounds, in accordance with law, that substantially disrupts or interferes with the orderly operation of the school or the rights of other students, and that:

- A. A reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student’s property, or placing a student in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
- B. Has the effect of insulting or demeaning any student or group of students; or
- C. Creates a hostile educational environment for the student by interfering with the student’s

education or by severely or pervasively causing physical or emotional harm to the student.

Electronic communication means a communication that is transmitted by means of an electronic device, including, but not limited to a telephone, cellular phone, computer, or pager.” For more information, please refer to Board Policy 5131.1.

HOME/SCHOOL COMMUNICATION

Willow Grove believes in proactive communication between the home and school. Parent inquiries regarding a child’s progress in school or the school’s operations and programs are always welcome. The procedure to follow in pursuing these matters is to contact the child’s teacher first. If more information is necessary, or if the matter does not appear to be resolved, the principal should then be called.

PUPIL PROGRESS

Pupil progress is formally reported through Parent-Teacher Conferences and report cards, which are distributed according to the school calendar. Pupil progress may also be reported through weekly work folders, homework, and assessments at various grade levels. Parents will be notified when academic or behavioral problems occur, and special conferences may be arranged to discuss the situation. We believe that proactive communication has a positive effect on student achievement.

PARENT VOLUNTEERS

Parent volunteers are always welcome at Willow Grove. We believe that parents have a vast array of experiences

and knowledge that can be shared to enhance our students' educational experience. You will have the opportunity to sign up to be a classroom volunteer on Back to School Night. If you are interested in helping out with school programs, building initiatives, or clerical work, then please notify the Main Office.

HEALTH CARE

Parents can help by:

1. Carefully reading and answering notices sent home.
2. Carefully observing your child's condition before sending him/her to school.
3. Keeping your child home if he/she is ill.
4. Sending written excuses stating the cause of your child's absence.
5. Having regular check-ups by your family doctor or dentist.
6. Having eye examinations by your family eye physician when needed.
7. Obtaining written excuses from your doctor if your child is not to participate in physical education activities.
8. Notifying the nurse if your child is subject to any kind of seizures.
9. Not asking the school nurse to care for injuries happening at home.
10. Not sending in any medication (non-prescription or prescription) unless a doctor's note and parent permission note accompany the medication. A school medication form is available from the Health Office, upon request.
11. Sending your child to school with sneakers, as this is the safest form of footwear. Specifically,

students need to wear sneakers to participate in physical education class and recess. We understand that parents and students may choose to not wear sneakers for special occasions. In such cases, a change of foot wear should be sent for physical education class and recess.

COMMUNICABLE DISEASES

Parents are asked to cooperate in preventing contagious diseases by inspecting their children each morning for signs of a cold, rash, skin eruption, or other deviations from normal health. When the parent is in doubt, a child should be kept at home and the family physician consulted. In the event of a fever, a child must be fever free (temperature not above 100 degrees F) for a full 24 hours without the use of fever reducing medicine before returning to school. In the case of the common contagious diseases of childhood, the following rules must be adhered to: (NJ Statute 18A 40-10).



CHILDREN WHO HAVE THE DISEASE

Chicken Pox:

Child may return once they are cleared by a physician or the school health office.

Scarlet Fever:

If adequate specific therapy (i.e. penicillin) is given, the child should be approved for return by the school health office.

Strep Throat:

Child may return 24 hours after medication is started, if there is no temperature over 100 degrees F for 24 hours without the use of fever reducing medicine.

CHILDREN WHO HAVE HAD CONTACT WITH ABOVE DISEASES

There are no restrictions on children who have been exposed to cases of the before mentioned communicable diseases. In addition to the usual communicable diseases of childhood, children afflicted with ringworm, pediculosis, scabies, pink eye, impetigo, diarrhea, vomiting, green nasal discharge, persistent cough, or sneezing will be excluded from school until such time as the affliction is cured or will not spread to other children.

SPECIAL CLOTHING

Children should be dressed appropriately for the weather. Please make sure they wear hats and gloves during the winter months and boots if necessary. The children will also need sneakers for physical education and when using playground equipment, as well as a smock for art class. It is advisable to label all outer clothing with your child's name.

ADMINISTRATION OF MEDICINES AT SCHOOL

According to state law, the school can administer medicines only under special circumstances. If the child's health may be jeopardized without it, then after the following requirements have been met:

1. A signed note from the child's doctor indicating the kind of medication, the dosage, and the purpose of the medicine.
2. A written request from the parent or guardian to give the prescribed medication.
3. The medication must be in its original container from the drug store.

We also require that parents deliver the medicine to the school.

Children must be in good physical and mental condition in order to profit most from their educational opportunities. The responsibility of a child's health is primarily the family's, and the family physician is in the best position to provide the protective medical services, advice, and treatment that may be needed.

HEALTH SERVICES of the HACKETTSTOWN PUBLIC SCHOOLS

FIRST AID -- is the only treatment given in school.

ACCIDENTS -- such as head injuries or broken bones are promptly cared for and parents contacted.

ILLNESSES -- are cared for until parents can be reached. Students at the K-4 level may not walk home during school hours. Only a parent, or a person specified by the parent, can pick a child up from school in case of an emergency or illness.

PUPIL INSURANCE

Pupil insurance is furnished by the Board of Education.

Basically it covers:

- a. Accidents occurring in school.
- b. Accidents occurring during school sponsored extracurricular activities.

Promptness in notifying the Main Office and school nurse of any injuries is most important.

BE SURE WE HAVE YOUR HOME TELEPHONE, BUSINESS TELEPHONE, AND THE TELEPHONE NUMBER OF ANOTHER PERSON who will assume temporary care of your child if you cannot be reached.

If your numbers change, notify the school as soon as possible so we will have them should an emergency arise.

AFFIRMATIVE ACTION

The district's Affirmative Action Plan is on file in the superintendent's office and a copy is also available in the Hackettstown High School Library.

Affirmative Action Officer:

Debra Grigoletti, Director of Curriculum and Instruction
Phone Number: (908) 852-2800 ext. 230

SPECIAL SERVICES

SPECIAL EDUCATION

The Department of Special Services provides evaluation, instructional programs, and related services for pupils with special needs. Evaluation is the responsibility of the Child Study Team (Psychologist, Learning Consultant, Social Worker, Speech Therapist, etc.), and it is the process which determines if a pupil is eligible for special education. All special needs pupils have an IEP (Individual Education Program), a plan developed with parents to meet the unique needs of the child.

Special programs are provided for children ages 3 to 21, where they receive appropriate accommodations and modifications to help them experience success. When necessary, special programs are provided in day and residential settings outside the district.

Related services include counseling, speech, transportation, adaptive physical education, occupational or physical therapy, or any other support services that

are required for special needs students. Please contact the Director of Special Services, Kathleen Gesumaria at (908) 852- 2800 ext. 237 with any additional questions.

SECTION 504

The Board of Education of the Hackettstown School District recognizes that a student is disabled pursuant to 29 U.S.C. 794, or Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA), if he or she:

- Has a physical or mental impairment which substantially limits one or more of such person’s major life activities;
- Has a record of such impairment, or is regarded as having such impairment.

Each building’s 504 Committee will evaluate students who have been identified or in need of referral, and make a determination of eligibility for accommodations of the student’s program. Additional information on Section 504 services may be obtained by contacting Guy Jorstad, Director of Pupil Services, at (908) 852-8150.

INTERVENTION & REFERRAL SERVICE (I&RS)

Intervention & Referral Service Committees are school based teams designed to help students who may be experiencing learning or behavioral difficulties. The committee is comprised of the principal, guidance counselor, school nurse, classroom teachers, and other building specialists. The committee assists teachers in designing, implementing, and monitoring specific improvement plans to help students experience success.

If your child is experiencing difficulty and the teacher requests assistance from the I&RS committee, the parents will be immediately informed. Your involvement is essential to the success of any plan developed for your child.

WILLOW GROVE STAFF 2018-2019 School Year

<i>Principal</i> Jonathan Beyer	<i>Fourth Grade</i> Kim Koeller Flossie Noble Danielle Willis	<i>Psychologist</i> Nicole Janiec
<i>Secretary</i> Donna Di Lillo	<i>World Language</i> Denia Milo	<i>Basic Skills</i> Charlene Hufford Marguerite Humphries
<i>Nurse</i> Robin Gibbon	<i>Art</i> Diann Carrajat	<i>Guidance</i> Aspasia Verpeut
<i>Preschool</i> Sean Hardy	<i>Music</i> Debbie Barbiero	<i>Gifted & Talented</i> Loren Ackerman
<i>Kindergarten</i> Ajurah Arbolino Dana Baryiewski Jean Lobby	<i>PE</i> Ron Broking	<i>ESL</i> Paula Roselli
<i>First Grade</i> Kim Armstrong Cindi Vass	<i>Media Specialist</i> Leigh Ann Schwenk	<i>Teaching Assistant</i> Debbie Beck Meghan Koch Jenny Kurack Jodi Macaulay Vincent Marinoni Kelsey Morales Lynne Mulvihill Cynthia Olivieri Fay Peticari Melissa Schaefer
<i>Second Grade</i> Elizabeth Moore Shannon Munro Melissa Watters	<i>Special Education</i> Gitta Acton Karen Ecochard Joann Hendrickson Linda Schaarschmidt Karissa Stout	
<i>Third Grade</i> Mary Anne Guarini Jonathan Lightcap Malissa Rosanio	<i>CST Speech</i> Colleen Makarevich	<i>Custodian</i> Hristijan Tracjeski

“Education is not the
filling of a pail, but the
lighting of a fire.”

- William Butler

Yeats

Wishing you a wonderful school
year from the Willow Grove
School!!

