



PARENT-STUDENT HANDBOOK

2022-2023

WWW.GREENHILLS.ORG

GREEN TOWNSHIP BOARD OF EDUCATION
Board of Education Office - (973) 300-3800 ext.537

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VICE PRESIDENT

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Mrs. Ann Marie Cooke

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ADMINISTRATION
GREEN HILLS SCHOOL

P. O. Box 14
69 Mackerley Road
Greendell, NJ 07839
Phone - (973) 300-3800
Fax - (973) 383-5705
www.greenhills.org

Superintendent:
Business Administrator:
Principal:

Mrs. Jennifer Cenatiempo
Mrs. Karen Constantino
Mr. Jon Paul Bollette

GREEN TOWNSHIP SCHOOL STAFF

Jennifer Cenatiempo Superintendent Karen Constantino, Business Administration/Board Secretary Jon Paul Bollette, Principal

TEACHERS		TEACHERS (con't)		BOE OFFICE STAFF
Steven Bird	Social Studies – Grade 6 & Interventionist	Marlene Sobczak	Special Ed & Math Coach	Patricia Hannemann, Superintendent's Secretary
Kerry Burneyko	School Nurse	Lisa Sprofera	Grade 1	Patrick Dierling, Computer Technician
Declan Carroll	Mathematics – Grade 7	Susan Stobie	Science – Grades 6, 7 & 8	Nancy Kaiser, Business Administrator's Secretary
Amy Cole	Interventionist	Ashley VanHaste	Interventionist	Linda DeGraw, Business Office Secretary
Brianna Colianni	Special Education	Beth Voris	Language Arts – Grade 8 SOAR	
Amanda DiSanti	Grade 2	Kristen Waters	Interventionist & Literacy Coach	MAIN OFFICE STAFF
Elizabeth Dunbar	Special Education	Alison Weatherwalks	Mathematics – Grade 6	Janice Lawrey, Principal's Secretary
Kimberly Ervey	Special Education	Kathleen Wolfe	Speech Therapist	Lori Sanchez, Main Office School Secretary
Sandy Franciosi	Language Arts & Social Studies – Grade 5	Justin Wynne	Art	
Jessica Giller	Mathematics - Grade 4	Jessica Zur	Kindergarten	Child Study Team OFFICE/GUIDANCE Staff
Cori Harrington	Technology Instructor	TEACHER ASSISTANTS		Tiffany Lutz, School Social Worker
Laura Haugk	Special Education	Joanna D'Annibale		Marybeth Stiles – School Counselor/HIB
Beth Holley	Grade 3	Jennifer Daly		LDTC
Lori Homentosky	Language Arts – Grades 7 & 8	Mia Gnecco		Psychologist – Kelli Edsall
Tara Lavalley	Grade 1	Candy Groth		Secretary – Janice Faraone
Christine Malloy	Spanish	Katy Guth		
Brian Martin	Social Studies – Grades 7 & 8	Angela Manni		CUSTODIAL STAFF
Kerstin Martinka	Grade 3	Jolaine Moreland		Drew Vanderzee - Facilities Manager
Kelli McKeown	Grade 2	Kathleen Mull		William Jeskey – Custodial Supervisor (Night Shift)
Suzanne Miller	Mathematics & Science – Grade 5	Amy O'Neill		James Hassel - Custodian
Diana Minervini	Performing Arts	Diane Parker		Matthew Shatrowslea - Custodian
Kyle Mirena	Think Stem Coach	Diane Piercey		Joshua Simmons - Custodian
Erin Moles	Interventionist	Gail Piontkowski		
Alyssa Murphy	Special Education	Nadine Robinson		
Catherine Nowaczyk	Language Arts – Grades 6 & 7	Denise Schumann		
Carrie Petracca	Special Education	Ana Velez		
Sarah Pittenger	Kindergarten			
Jennifer Richardson	Instrumental & Music			BEFORE/AFTER CARE STAFF
Jennifer Romano	Library Media Specialist			Karen D'Annibale, - Coordinator
Deborah Ronsini	Physical Education/Health			Abbi Borgognoni
Michael Scott	Physical Education/Health			
Kim Scudieri	Language Arts – Grade 4			
Dara Seminara	Grade 3			
Debbie Simmons	Interventionist			
Karen Smith	Science & Social Studies – Grade 4			

SCHOOL PHONE: (973) 300-3800
SCHOOL FAX: (973) 383-5705
BOARD OF EDUCATION FAX: (973) 383-0594

EXTENSIONS:

Principal's Office-526
 Superintendent's Office-522
 Board of Education-523
 Transportation-537

Child Study Team-220
 Guidance-524
 Nurse-215
 Cafeteria-404

KINDERGARTEN	Middle School/Special Areas	
Ms. S. Pittenger-306	Mr. S. Bird – 107	Mrs. S. Stobie - 214
Mrs. J. Zur – 305	Mr. D. Carroll - 102	Mrs. A. VanHaste - 204
	Mrs. A. Cole - 209	Mrs. B. Voris - 212
1st GRADE	Mrs. B. Colianni - 210	Ms. K. Waters - 213
Mrs. T. LaValley -203	Ms. E. Dunbar-310	Mrs. A. Weatherwalks - 101
Ms. L. Sprofera-205	Ms. K. Ervey - 204	Mrs. K. Wolfe - 301
	Mrs. K. Grzymko - 103	Mr. J. Wynne - 407
2nd GRADE	Ms. C. Harrington - 109	
Ms. A. DiSanti - 303	Mrs. L. Haugk - 207	
Mrs. K. McKeown – 302	Mrs. L. Homentosky - 105	
	Mrs. C. Malloy - 312	
3rd GRADE	Mr. B. Martin - 108	
Mrs. B. Holley -308	Ms. D. Minervini - 318	
Mrs. K. Martinka-307	Mr. K. Mirena - 104	
Mrs. D. Seminara - 309	Ms. E. Moles - 209	
	Mrs. A. Murphy - 206	
4th GRADE	Mrs. C. Nowaczyk - 106	
Mrs. J. Giller -317	Mrs. C. Petrecca - 110	
Mrs. K Scudieri 316	Mrs. J. Richardson - 408	
Ms. K. Smith - 315	Mrs. J. Romano - 401	
	Ms. D. Ronsini - 319	
5th GRADE	Mr. M. Scott - 499	
Mrs. S. Franciosi-313	Mrs. D. Simmons - 208	
Mrs. S. Miller - 314	Ms. M. Sobczak - 211	

Teachers **are not** available for telephone calls between the hours of 8:10 a.m. and 3:10 p.m. Should you wish to speak with a teacher, please call after 3:10 pm. You may also leave a message on the teacher's voice mail during school hours or send an email using the teacher's first initial and last name@greenhills.org.

GENERAL INFORMATION

REGULAR SCHOOL HOURS:
8:10 AM – 3:10 PM

DELAYED OPENING HOURS:
10:10 AM – 3:10 PM

EARLY DISMISSAL SCHEDULE:
8:10 AM - 1:10 PM

SCHOOL CLOSING AND DELAYED OPENING ANNOUNCEMENTS

For emergency or inclement weather information the school announcements or closings will be available by 6:30 am and updated as needed during inclement weather conditions. You may call the Green Hills **school hotline** announcement by dialing **(973) 300-3800**. After 6:15am school closing for emergency or inclement weather will be made on the radio station **WRNJ (1000-AM)**

The school closings will be sent out via the instant alert system and posted on the school web site: www.greenhills.org
Information about the instant alert system can be found on the district website.

DISMISSAL PLAN CHANGES/ EARLY DISMISSAL/ AFTER SCHOOL ACTIVITY NOTIFICATION

Green Hills uses **Pickup Patrol** for parents to communicate daily student dismissal plans. Only those listed as emergency contacts may pick a student up from school. All emergency contact information (name and phone number) can be entered on the Parent Portal. Changes to a dismissal plan can be entered from a smartphone or computer days, weeks, or months in advance, and at any time up until 1 PM (12noon on an early dismissal day) on the day of the change. After 1 pm, changes will not be accepted except in the case of an emergency. Such changes can be made via phone directly to the main office. The end of the school day is a busy time, so to ensure the safety of all students, please plan accordingly and limit these exceptions to emergencies **ONLY**.

Default Dismissal Plans

To ensure the safe dismissal of our students, it is essential that we know your child's regular end-of-day dismissal plan (Default Plans). Please review/enter your child's Default Plans in **PickUp Patrol** at <https://app.pickuppatrol.net/parents> BEFORE THE FIRST DAY OF SCHOOL. If you don't have a **PickUp Patrol** account yet, we will be sending you an email with registration instructions. You can enter your children's Default Plans once you have registered.

Early Dismissal: If you must pick your child up early from school, **use PickUp Patrol** indicating the time and reason why your child will be leaving early. You must sign your child out in the main office. Students **will not be called out of class until the parent arrives** to pick him/her up. Every effort will be made to locate your child as quickly as possible upon your arrival. The main office will be inaccessible from **2:45-3:10pm** daily to allow for a smooth dismissal process. **Any students being picked up from school early must be picked up prior to 3:00pm.**

After School Activity: If your child will be staying after school, **please use PickUp Patrol** indicating where they will be going after school and the person picking up your child. This information should be input in **PickUp Patrol** before 1 pm so that appropriate personnel will be notified. Kindly refrain from phone calls, sending emails, or faxes.

Students should not be dropped off at school prior to 8:10am. There are no staff members on duty prior to this time.

ABSENCE

If your child is absent or will be late for school, please report your child absent via **PickUp Patrol** or call the attendance line at **(973) 300-3800 ext. 215** before 8:00am and leave a message with your **Child's First & Last Name, Grade, Homeroom and reason for absence**. If you need to speak to the Nurse, please call (973) 300-3800 Ext. 215.

TARDINESS / ARRIVING LATE FOR SCHOOL

If your child is late for school, **please escort him/her into the main office**. Please do not drop your child off in the parking lot. Students must check into the main office so that they are not marked absent for the entire day. We appreciate your efforts to promote your child's timely arrival for classroom instruction.

HOMEWORK FOR ABSENT CHILDREN

Parents may view homework assignments on each teacher's Google Classroom page.

VISITOR PASSES

We will permit access to the school only through the front doors of the building. All parents and visitors to the school **MUST**, upon entering the building, go **directly to the main office**, sign in, and receive a visitor's badge. At the conclusion of the visit, you will be asked to sign out and return your badge. Only employees and students are to be in the building without a badge. **No visitors or parents are to go directly to any classroom.**

SCHOOL LUNCH PROGRAM

All school lunches may be purchased for the 2022-2023 school year. Additional snacks may be purchased.

Student lunch - \$3.35 (Entre Only - \$2.50) Extra Entrée with lunch - \$2.50 Milk - \$.80 Student breakfast - \$2.00 Staff Lunch - \$5.00

Prepaid Lunch Ticket – a “point of sale” (debit) system is available. Snacks and drinks are available and range in price from \$0.80 to \$2.50.

TRANSPORTATION

Driving Your Child To and From School

REGULAR BASIS: Some parents elect to drive their children to/from school on a regular basis. **Please do not make these requests by telephone.** Except in the case of extreme emergency, requests for changes by telephone cannot be honored.

OCCASIONAL BASIS: If your child is not riding home on the bus and you are planning to pick him/her up or have someone else do so, please select the option “Pick Up” on **PickUp Patrol** and in the comment section list the name of the person picking the student up. Only those listed as emergency contacts may pick up a student. All emergency contact information (name and phone number) can be entered on the Parent Portal. These requests cannot be made over the telephone except in cases of an extreme emergency. If you or an emergency contact is picking a student up earlier than the dismissal time, please select “Early Dismissal” on **PickUp Patrol** and in the comment section list the reason the student is leaving early and the person picking up the student. Students must be signed out in the office prior to 3:00 p.m.

If you drive your child to school in the morning, please drop them off at the front of the building no earlier than 8:00am.

Going Home with Another Student

Students are not permitted to change buses or get off at a different stop in order to go home with another child.

School Bus Transportation

Students are to use their designated bus and will be picked up and discharged at their assigned bus stop. When riding the bus, all students are under the direct supervision of the driver and **must** wear seatbelts. Any continued disruption will result in suspension from the bus. All drivers are aware of their responsibilities. Students should review regulations regarding bus conduct with their teachers at the beginning of each school year. Students will be assigned to **one** bus route **only**. All students will be assigned seats. Kindergarten students will be assigned seats at the front of the bus. The **route will be assigned by their home address.** **Students may ride their assigned bus route only.** **They may not change stops.** Transportation other than home to school and school to home will be the responsibility of the parents/guardians.

1. **The bus driver is authorized to assign seats.**
2. Be courteous do not use profane language.
3. Do not eat or drink on the bus.
4. Keep the bus clean.
5. Cooperate with the driver.
6. Keep head, hands and feet inside bus.
7. Do not bring flammable material on the bus
8. No Smoking of any kind
9. Do not damage bus or equipment.
10. Do not fight, push or shove.
11. Do not bring pets on the bus.
12. Do not tamper with bus equipment
13. Have a safe trip

Walking and Bicycle Policy

School policy allows for bikes only (not scooters, skateboards, etc.). New Jersey State Law requires **all bike riders must wear helmets**. Students coming to school without the proper equipment **will not be allowed to ride their bike home**. The child's parent will be called to arrange pickup of the bike. Please indicate your permission on the yearly emergency form before allowing your child to walk or ride a bike to and/or from school. **This permission needs to be renewed on a yearly basis.** All walkers and bike riders are dismissed after the departure of the school buses.

HEALTH POLICIES

Administering Medicines to Students

Children who need medication during school hours are required to have a form completed and signed by the physician and parent in order for the school nurse to administer the medication. Please call the school nurse and request the complete medication policy and permission form if needed. **A parent/guardian must complete a new "Administration of Medication to Students" form each year and whenever a physician changes the prescription.** This information applies to non-prescription drugs as well as prescription medicines. **Under NO** circumstances should a student have any medicine (prescription or "over the counter") in his/her possession during school hours. It is the responsibility of the parent to bring any medications (prescription or "over the counter") directly to the school nurse.

HEALTH PROGRAM

The health program includes first aid, vision screening, audiometric screening, physical examinations and sports physicals, height, weight and blood pressure assessments, Scoliosis screening, contact with students, parents, physicians, teachers and Child Study Team members on student health concerns. Should you have any question regarding the incubation period for any communicable disease, feel free to call the **school nurse at 300-3800 Ext. 215** between the hours of 8:30 am and 2:45 pm. The nurse may send a child home if the child is evidencing symptoms of a communicable disease after the parent or guardian is notified. Please do not send your child to school with any undiagnosed rash. They will be excluded from school until they are evaluated by your family physician and a doctor's note is submitted stating the rash is non-contagious.

FEVER:

If your child has a fever they should not return to school until the temperature has remained normal for at least 24 hours. A good rule to follow is “a day at home for each degree of fever over 100 degrees after the temperature returns to normal”. This precaution helps to prevent relapses that may occur when children return to school too soon.

EMERGENCY INFORMATION:

Up-to-date phone numbers and addresses should be provided in writing. Be sure that the emergency contact person(s) is available during the day and knows you have listed them for this purpose. Parents/Guardians will be called first and then the emergency contact person. It is very important to update this information immediately when employment and/or telephone numbers change.

PHYSICAL EDUCATION EXCUSES:

Children who are injured or ill and need to be excused from physical education and recess activity must bring a note to the school nurse from their physician stating that they are to be excluded from physical activity. A note from the physician is also required for your child to resume activity.

INSURANCE

The Board of Education has purchased insurance that pays for medical expenses related to accidents that occur during the school day. The coverage provides for expenses not covered under family medical policies. Claims must first be submitted to any other medical insurance you carry such as Blue Cross, Connecticut General, etc. This plan includes coverage for all interscholastic sports. Informational brochures are distributed to each family in the beginning of the school year. **Any accident that occurs during the school day, on or off the school premises or on a school-sponsored trip, must be reported to the school nurse.** The school medical office telephone number is **(973) 300-3800 ext. 215.**

HONOR ROLL

Academic Honor Roll - An honor roll program has been established to recognize each marking period’s outstanding academic achievement for students in grades 5 through 8. Requirements for **High Honor Roll:** 1) No grade lower than a **A-** in the subjects of Mathematics, Reading, English, Social Studies, Science. 2) A minimum of **S** in all other special classes. 3) Homework grade of 1. Requirements for **Honor Roll:** 1) No grade lower than a **B-** in the subjects of Mathematics, Reading, English, Social Studies, Science. 2) A minimum of **S** in all other special classes. 3) Homework grade of 1.

MIDDLE SCHOOL GRADING SCALE

A+	99-100	B+	91-92	C+	83-84	D+	75-76	F	0-69	E	93-100	S	83-86
A	95-98	B	87-90	C	79-82	D	72-74			S+	87-92	N	70-76
A-	93-94	B-	85-86	C-	77-78	D-	70-71			S-	77-82	U	0-69

HOMEWORK SCALE

1=Completed 85% or above 2=Completed 77%-84% 3=Completed 76% or below

LIBRARY MEDIA CENTER

The Library Media Center collection includes print and non-print items selected to supplement and enrich the school curriculum. Teachers participate in the selection and evaluation of new materials, and have the opportunity to preview new audio-visual items for specific subject areas and grade levels. Students are scheduled for regular visits to the library with their class. During these sessions, the library skills curriculum is implemented through instruction by the Library Media Specialist.

In addition to regularly scheduled library classes, students come to the library with their class to complete the course requirements in all disciplines. The classroom teachers coordinate subject matter assignments with the librarian, so that library skills, which have been learned, can be continually reinforced. All students are welcome to visit the library when the need for information or leisure reading material arises. The library is available to students until 3:00 p.m. every day.

LIBRARY BOOKS

No student will be permitted to check out a library book from the library unless all other books previously checked out have been returned. A fee equal to the price of the book will be charged for lost books. Fees are also charged for damaged books.

TEXTBOOKS

At the beginning of certain courses, students receive textbooks. At the end of the school year, students who lose or damage books must pay the assessed value of the book(s). In order to prolong the life of textbooks and to keep them in good condition, students are to cover ALL textbooks. Book covers, may be commercial or any sturdy material such as grocery bags. Please do not use contact paper or any other non-removable material as textbook covers.

LOCKERS

School lockers remain the property of the district even when used by pupils. Assigned lockers are for grades 6-8. Lockers are subject to administrative search at random in the interest of school safety, sanitation, discipline, and enforcement of school regulations. In addition, they may be searched by law enforcement officials on presentation of proper warrant.

AFTER SCHOOL – EXTRACURRICULAR ACTIVITIES

The Green Township Board of Education believes that students should be offered the opportunity to participate in school sponsored interscholastic and extracurricular activities, which exist as an extension of the school curriculum. The Board further recognizes the students' responsibility to meet reasonable standards of scholarship and conduct as a condition for participation in these activities. Students must maintain a "C" average in every subject to participate in extracurricular activities. Eligibility for activities during the first marking period will be based upon a review of grades from the last marking period of the previous school year.

A pupil is not eligible to participate while serving a detention or suspension. Pupils who serve more than three detentions, suspensions or a combination of the two during one term may be found not eligible to participate the following term. See the Student Code of Conduct

Enter "After School Activity" in **PickUp Patrol** and include in the comments section the name of the activity as the student's dismissal plan when participating.

AFFIRMATIVE ACTION/PL 504

The Board of Education has in effect policies prohibiting discrimination and ensuring equality in educational programs. The policies are available to parents and community for review. The District's Comprehensive Equity Plan and Plans for School and Classroom Practices are available for public review. All parents and community members are invited to be involved in the planning, and evaluation of the district's educational plan. The Board of Education's Curriculum Committee serves in this capacity. The District also has Policies and Regulations in place that address matters of Affirmative Action. Inquiries regarding compliance may be directed to the School Principal, who serves as the District's Affirmative Action /P. L. 504 Compliance Officer at Green Twp. School, P.O. Box 14, Greendell, NJ 07839 (973) 300-3800.

APPROPRIATE SCHOOL ATTIRE

It is the responsibility of the parent/guardian along with the student to come to school properly dressed.

The following dress code has been developed in accordance with Policy No. 5511.

A. General Rules

1. Pupils are expected to be clean and well-groomed in their appearance.
2. Pupils are expected to avoid dress and grooming that is likely to create a material and substantial disruption to the school environment.
3. Dress or grooming that jeopardizes the health or safety of the pupil or of other pupils or is injurious to school property will not be tolerated.

B. Prohibited Clothing and Articles

The following garments and articles are prohibited in school and at school-sponsored indoor events:

1. Extremely low-cut, tight fitting or transparent clothes, bare midriffs, and suggestive clothing, halter tops, tube tops, strapless tops, excessive bare midriff tops, spaghetti strap tops/dresses, mesh or revealing shirts or tops. Excessively short shorts/skirts/dresses are all unacceptable as school attire.
2. Skirts, dresses, and pants that end higher than mid-thigh;
3. Bare feet, unsafe footwear, cleated shoes, and footwear intended for the beach; open backed shoes (such as flip flops);
4. Patches and decorations that are offensive or obscene;
5. Undershirts (underwear) worn without an outer shirt;
6. Clothing that is overly soiled, torn, worn, or defaced;
7. Nonprescription sunglasses, glazed, and tinted glasses, except as prescribed by the pupil's doctor;
8. Portable audio or video devices;
9. Other summoning devices, except as permitted in Policy No. 2360;
10. Clothing, apparel and/or accessories which indicate affiliation with any gang associated with criminal activity or have references to alcohol, controlled dangerous substances, or tobacco;
11. Clothing containing profanity or sexual references or innuendoes;
12. Clothing which includes racial or ethnic violence;
13. Hats, hoods, visors, headbands and other headgear unless allowed by the individual teacher, but not allowed in hallways.
14. Any clothing that is likely to create a material and substantial disruption to the school environment.

C. Physical Education

1. Pupils shall wear the following types of clothing for physical education classes:

- a. Appropriate clothing suitable for indoor physical education activities and a sweatshirt or appropriate outerwear for outdoor activities in cool weather.

D. Enforcement

1. Teaching staff members will report perceived violations of the dress code to the Building Principal or designee, who will interpret and apply the code.
2. Pupils who publicly represent the school or a school organization at an activity away from the school district are required to dress in full accordance with the reasonable expectations of the staff member in charge of the activity. Pupils unwilling to comply with this requirement will disqualify themselves from participation.
3. Pupils will not be permitted to attend a school-related function, such as a field trip, after-school activity unless they are attired and groomed in accordance with this dress code and the reasonable expectations of the staff member in charge.
4. The Principal may waive application of the dress code for special school activity days.
5. If a student does not dress in accordance with the above policy, the parent will be called to bring appropriate change of clothing or the parent may take the student home to change. A student will not be allowed to participate in any co-curricular or class activities if dressed inappropriately.
6. A pupil whose dress or grooming has been found by the Principal or designee to violate this Regulation may appeal the determination to the Superintendent.

If a student does not dress in accordance with the above policy, the parent will be called to bring appropriate change of clothing or the parent may take the student home to change. A student will not be allowed to participate in any co-curricular or class activities if dressed inappropriately.

CONCERTS AND OTHER EVENING PERFORMANCES

Students and small children who wish to attend concerts and other evening performances must be accompanied by a parent or other responsible adult and must remain with that adult. Students are not to be dropped off or allowed to walk, etc. with friends. Any student not accompanied by and staying with an adult will be asked to leave and parents will be called. High-school-age former students are welcome as long as they observe proper decorum and remain in the room where the performance is taking place.

PLAYGROUND USAGE

Except for after-care participants, the playground will NOT be monitored or supervised after school hours. All children not enrolled in the GHS after-care program should either go directly home, into vehicles picking them up or to their assigned buses, and are not to play on school grounds without parental supervision. Use of the playground while after-care is in session is at the discretion of the after-care employees and school administration. School rules regarding proper usage of playground equipment will be enforced.

PARENT INVOLVEMENT

There are three major ways to become involved in the life of our school: Parent Teacher Association, Parent Volunteer - PTA Program, and participation on established district/school committees. Each of these groups invites your participation and welcomes your ideas. Their purposes are the promotion of the welfare of children and to bring into closer relationship the home and the school so that parents and teachers may cooperate effectively in the education of the child. A school planning team meets during the year to work on established annual school goals. Information for joining each of these groups is available by contacting the PTA at (973) 300-3800 ext. 599.

PTA OFFICERS

Melissa Wojdala, President
Calista Selby, Recording Secretary

Amy Munoz, Vice President
Stacy Bartlett, Corresponding Secretary

Amy Jones, Treasurer

PARENT/TEACHER CONFERENCES

Should the parent desire, an appointment may be made for a conference with a teacher (in addition to regularly scheduled conferences) to discuss a student's progress. A letter or email should be sent to the teacher requesting a time and date for a conference. A return letter or phone call will follow confirming the time and date. Please see the District Calendar for the schedule Parent/Teacher conferences for the current school year.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Board of Education policies and regulations will be in compliance with the requirements of the Family Educational Rights and Privacy Act (**FERPA**). **FERPA** affords parents and adult pupils certain rights with respect to the pupil's education records. **FERPA** requires the district to provide parents and adult pupils the right to inspect and review the pupil's education records within forty-five days of the day the school district receives a request for access, to request an amendment(s) of the pupil's education records the parent or adult pupil believes are inaccurate, and to consent to disclosures of personally identifiable information contained in the pupil's education records, except to the extent that **FERPA** authorizes disclosure without consent. Additionally, Federal law permits the school district to disclose personally identifiable information in the student's education records to 'school officials with legitimate educational interests.' School officials include persons employed by the district as an administrator, supervisor, teacher, or support staff member, as well as a person, agency, or company with whom the District has contracted, or otherwise arranged to perform a special task or service. Such individuals have a legitimate educational interest if s/he needs to review an education record in order to fulfill his or her professional and/or official responsibility. A legitimate educational interest also exists where the staff member or other individual works directly with students and needs to review education records to increase his/her awareness of steps necessary for the safety and welfare of students and staff members.

CHILD STUDY TEAM

Special education helps children who have a disability that negatively impacts education performance that can be helped by a program of special education and related services. A variety of programs are available to help your child with consideration given to providing services in the least restrictive environment. The Team is made up of the school psychologist, the learning disability teacher consultant, the school social worker, and sometimes, the speech-language specialist. Parents participate in all aspects of the process. For more information, please call the Child Study Team at 973-300-3800 x220.

STUDENT ASSISTANCE TEAM

At any time, a child may experience academic, behavior, social or emotional difficulties that impact on educational performance. When this happens, a teacher or parent can refer the student to the Student Assistance Team. The team consists of members of the school staff who meet together with parents and the child's teacher(s) to discuss concerns and to recommend and monitor supports and interventions. Please speak with your child's teacher or call Mrs. Marybeth Stiles at 973-300-3800 x524.

SPEECH-LANGUAGE SERVICES

Speech and language therapy is a program that helps children who experience difficulty in one or more of the following areas: articulation, phonology, fluency, voice, and/or language disorders which **adversely affect a student's education performance**. Therapy involves the use of a series of activities specific to the goals and objectives in a child's program. The length and frequency of a program depends on the child's age, the nature and severity of the communication disorder, and the child's maturity level. An Individualized Education Program (IEP) exists for each child in

the program and specifically meets his/her educational needs. There is an annual review of the IEP to determine continuation or termination of services. The speech language specialist also administers the evaluations to preschool children (ages 3-5) considered for special education and related services eligibility.

DRUGS, ALCOHOL & TOBACCO

The Board of Education recognizes that a pupil's abuse of harmful substances seriously impedes that pupil's education and threatens the welfare of the entire school community. The Board is committed to the prevention of substance abuse and the rehabilitation of substance abusers by educational means, but will take the necessary and appropriate steps to protect the school community from harm and from exposure to harmful substances. Accordingly, the Board will establish and maintain a comprehensive substance abuse intervention, prevention, and treatment referral program in the school. **The Board prohibits the use, possession and/or distribution of alcohol, vapor inhalants, or other drugs on school grounds, including on school buses or at school-sponsored functions. A pupil who uses, possesses, or distributes a substance, on or off school premises, will be subject to discipline. Discipline will be graded to the severity of the offences, the nature of the problems and the pupil's needs. Discipline may include suspension or expulsion. The Board may establish consequences for a pupil not following through on the recommendations of an evaluation for alcohol or other drug abuse and related behaviors. The Superintendent and/or designee will notify the appropriate law enforcement agency.**

The Board shall provide a comprehensive program of prevention, intervention, referral for evaluation, referral for treatment, and continuity of care for pupil alcohol, tobacco, and other drug abuse. Concerned parents are encouraged to call the Principal, Nurse, or the School Counselor.

WEAPONS AND DANGEROUS INSTRUMENTS

The possession and/or use of **weapons or other instruments which can be used as weapons is prohibited on school property**, at any school function, or while en route to or from school or any school function. The Green Township Board of Education has adopted Policy 8467 – Weapons, that calls for immediate disciplinary action, including suspension and police notification, depending on the circumstances, for students who bring a weapon to school. A violence and vandalism report shall be filed whenever a student is found to be in possession of a weapon or dangerous instrument. Board of Education policy dictates the school contact law enforcement. Parents will also be contacted when possible. (See the Student Code of Conduct)

CELL PHONES

Cell phones should not be visible and should remain turned off during school hours. If a cell phone is visible, it will be confiscated and:

1st Offense: Returned to the student at the end of the school day

2nd Offense: Parents called to retrieve the cell phone from the main office

3rd Offense: Parent contact and disciplinary action enforced per Student Code of Conduct policy

INTERNET AND COMPUTER ACCEPTABLE USE POLICY

Rights and Responsibilities

1. Students may access, upload, download, transmit or distribute information, files and materials other than those which are obscene, abusive, sexually explicit, which are in direct violation of copyright laws and school regulations, or which may be known to carry harmful viruses.
2. Students will respect privacy and copyright laws and never use another person's intellectual property without proper citation and/or explicit written permission.
3. All students who use an electronic device on the schools network or via online software (i.e. Google Apps, online subscriptions, websites, etc.) that is provided by the school for academic purposes are monitored. While on school grounds, the school can maintain a log of where and what a student uses on any computing device as well as access it during the day as needed to verify the activities of a student. While

off site, any student who uses the software provided by the school can be monitored ONLY for those applications that are provided by the school. This is to verify the activities of a student.

4. While the district is in compliance with the Children's Internet Protection Act and has installed technology protection to filter and block objectionable content, parents/guardians will be made aware that their children will be accessing the Internet and that the Internet may permit access to information, which is illegal, defamatory, inaccurate, or potentially offensive to some people. The administration will take steps necessary to provide safeguards against undesirable access through education of our students and through monitoring use.
5. The district will not be responsible for financial obligations resulting from unauthorized access to or use of the Internet or damage by inappropriate use to equipment caused by student. The student and his/her parents/guardians shall be responsible to pay for such charges.

Prohibitions

1. All Menu Options (choices of which programs and application may be run) are to be controlled by the supervising staff member. No student is to add or delete options or choices without the express permission of the supervising staff member.
2. Any changes in the Desktop must be reversible. No students will be permitted to attach a password that will prevent the choices from being reversed.
3. At no time is any student to attempt to access any directories that have not been approved by the supervising staff member.
4. Games are to be played only with permission from the supervising staff member.
5. No student is to put a USB into a disk drive on any workstation without the express permission of the supervising staff member for the transfer.
6. No student will be permitted to work on any workstation without the presence of a supervising staff member.
7. No student will send any messages from his/her workstation to any other workstation on the computer network without the express permission of the supervising staff member.
8. No food or drink is to be consumed at or near the computer workstations at any time.
9. Computers may only be used for their designated purpose. No other programs will be loaded or run on a district-provided computer.
10. Student use of the computer for specific academic assignments shall take precedence over other uses.
11. Students will not delete any files or modify the setting of the computer without express permission of the supervising staff member.
12. Use of computer for profit making activities, chain letters, mass mailings, or any other unauthorized function is prohibited.
13. Subscription to Internet news groups and lists must be approved by the Principal and/or school computer coordinator.

Penalties

The use of computers and/or the Internet by students must be in support of and consistent with the educational objectives of the Green Township Board of Education. Any violation of the district's policy and rules may result in a loss of district-provided access to computers and/or the Internet. The Principal, in keeping with existing procedures, may determine additional disciplinary action. When and where applicable, law enforcement may be involved. The Board reserves the right to charge user fees. The Superintendent shall develop and implement an authorization form to be signed by all users. In the case of a minor and/or student, the signature of the student, together with the signature of a parent/guardian, is required. A copy of this policy shall accompany said authorization request.

Website Release

The purpose of the district wide website is to inform the district educational community of district programs, policies and activities that take place in the classrooms. In accordance with the Green Township Board of Education Bylaw 0157, the parent/legal guardian must give permission in order for a student's picture to appear on the Green Township School District Website. At no time will a picture of a student be captioned with the full name of the student and shall consist of only first names.

News Media Release

Representatives of the local newspapers, radio and television stations are an important link in the communications chain between the school district and the community it serves. According to the Green Township Board of Education Policy 9400, the district must first secure written permission of the student's parents/guardians before the release of photographs, video or digital images to any news media representative.

STUDENT CONDUCT POLICY

All students while on school property, during school-related functions, and while transported to and from such functions, shall exercise self-control in keeping with their level of maturity, and conduct themselves in an appropriate manner which respects the rights and welfare of other pupils, the educational program, the care of school activity facilities and equipment, and the constituted authority of school employees. Inappropriate conduct, language or dress, which disrupts school activities, or is injurious to the student or others, shall not be permitted. Teachers, administrators, staff members and other employees of the Board having authority over pupils shall take such lawful measures as may be necessary to control the disorderly conduct of pupils in all situations and in all places where such pupils are within the jurisdiction of this Board. While public education is a right of American youth, it is not an absolute right. Students do not have the right to deny other students the opportunity of being educated. Pursuant to N.J.S.A. Title 18A: 37-1 et seq., which clearly state that "any pupil who is guilty of continual and willful disobedience, or of open defiance of authority of any teacher or person having authority over him, or the habitual use of profanity or of obscene language, or who shall cut, deface, or otherwise injure property, shall be liable to punishment and to suspension or expulsion from school", the Board of Education does hereby establish this policy and its penalties to insure the health, welfare and education for students and employees. The guidelines, as follows, will apply to pupil conduct. Any student involved in cheating or plagiarism will receive a "0" for the grade and will be subject to the discipline policy. The student will retake the test or redo the project.

DISCIPLINARY GUIDE

Discipline for specific offenses shall be implemented as is appropriate after taking into account all relevant circumstances and mitigating and aggravating factors, including but not limited to the age of the student, any disciplinary history, the severity of the offense, the impact on other individuals, the motivation for the student's action, the need for deterrence, and the impact on the proper and efficient functioning of the school. **(The Administration and Board reserves the right to update discipline guidelines during the school year.)**

SCHOOL WIDE RESPONSIBILITIES

- Follow directions the first time they are given.
- Keep hands, feet and objects to yourself.
- No name calling, teasing, or using vulgar language or gestures.
- Students will not write on or damage the school or any person's property.
- Students will not leave school without permission.

HALLWAY RESPONSIBILITIES

- Follow directions of all staff members
- Keep hands, feet and objects to yourself
- Always walk quietly and stay to the right while in the hallways

CAFETERIA RESPONSIBILITIES

- Follow directions of all staff members
- Students will not throw food and/or objects
- Keep hands, feet and objects to yourself
- Students must put trash and utensils in proper receptacles
- Students will remain seated until dismissed by teachers

Possible Cafeteria Consequences

- Warning
- Assigned seat
- Removal from dining hall

***SEVERE PROBLEMS** (sent directly to principal or designee)

Abuses other students

Breaks up orderly atmosphere: shouting, cursing

Confronts teacher; argues repeatedly

Destroys property

STUDENT CODE OF CONDUCT

Green Hills School

Exhibit to Regulation 5600

The Green Township School District recognizes that student conduct, based on our expectations is a set of learned behaviors and that disciplinary consequences should be progressive in nature. The following tables include infractions and consequences that are primarily age appropriate in order to encourage students toward positive behavior and interaction with others. It should be noted however that in accordance with N.J.S.A 18A:37-2, some infractions warrant suspension or expulsion regardless of the age of the student.

Infractions and Consequences (Elementary Grades K-4) Disruptive behavior that will result in disciplinary action may be defined as, but not limited to the following:

Type of Behavior	First Offense Consequence	Second Offense Consequence	Third Offense Consequence
Defying authority by refusing to adhere to directive from a staff member (Continued and willful disobedience)	-Parent notification -Counseling session with guidance counselor	-Parent Conference -group counseling session with guidance counselor -lunch detention	-Parent Conference -Service project with the guidance counselor on core values -After school detention
Conduct of such character as to constitute an unintentional danger to the physical well-being of other students	-Parent notification -Counseling session with guidance counselor	-Parent notification -Counseling session with guidance counselor -Lunch detention	-Parent Conference -Service project with the guidance counselor on core values -After school detention
Physical assault upon another student	-Parent notification -Counseling session with guidance counselor	-Parent Conference -group counseling session with guidance counselor -lunch detention	-Parent Conference -Service project with the guidance counselor on core values -After school detention

Taking or attempting to take, personal or school property	-Parent notification -Counseling session with guidance counselor	-Parent Conference -Counseling session with guidance counselor -lunch detention	-Parent Conference -Service project with the guidance counselor on core values -After school detention
Willfully causing, or attempting to cause, substantial damage to school property	-Parent notification -Counseling session with guidance counselor	-Parent Conference -Counseling session with guidance counselor -lunch detention	Parent Conference -Service project with the guidance counselor on core values -After school detention
Harassment, intimidation or bullying	-Parent notification -Detentions or suspensions will be enforced upon outcome of HIB depending on the infraction. Possible referral to local law enforcement.	-Parent notification -Detentions or suspensions will be enforced upon outcome of HIB depending on the infraction. Possible referral to local law enforcement.	-Parent notification -Detentions or suspensions will be enforced upon outcome of HIB depending on the infraction. Possible referral to local law enforcement.
Violation of Bus Conduct (aligned with Student Code of Conduct)	Regulation 5600	Regulation 5600	Regulation 5600
Profanity	-Parent notification -Counseling session with guidance counselor	-Parent Conference -Group counseling session with guidance counselor -lunch detention	- Parent Conference -Service project with the guidance counselor on core values -After school detention

Cell Phones/ Personal Electronic Devices	-Confiscation of device to be returned at the end of the day	-Confiscation of device -Parent Notification -Parent to pick up device	-Confiscation of device -Parent Notification -Parent to pick up device -After School Detention
Possession of any item that can be reasonably construed as a weapon or dangerous material	Parent Conference OSS up to 2 days Referral to Law Enforcement	Parent Conference OSS up to 3 days Referral to Law Enforcement	Parent Conference OSS up to 5 days Referral to Law Enforcement
Academic Infraction (e.g., plagiarism, cheating, grade alteration, etc.)	Parent Notification After School Detention Other academic consequence	Parent Notification After School Detention up to 3 days Other academic consequence	Parent Notification ISS Other academic consequence
Technology or social media misuse or abuse in accordance with school rules, Board Policy, NJ or Federal law	Parent Notification Counseling session with Guidance Counselor Possible limit on use of school technology	Parent Notification After School Detention Possible limit on use of school technology	Parent Notification After School Detention up to 3 days Possible limit on use of school technology
Written, verbal or digitally posted threats of harm to others or of damage to school property	Detention Counseling session with Guidance Counselor	Parent Conference After School Detention up to 3 days Potential Referral to Law Enforcement	Parent Conference ISS/OSS up to 5 days Referral to Law Enforcement

Infractions and Consequences (Middle Grades 5-8) - Disruptive behavior that will result in disciplinary action may be defined as, but not limited to the following:

Type of Behavior	First Offense Consequence	Second Offense Consequence	Third Offense Consequence
Defying authority by refusing to adhere to directive from a staff member (Continued and willful disobedience)	Parent notification After School Detention up to 3 days	Parent Conference ISS up to 3 days	Parent Conference ISS/OSS up to 3 days
Conduct of such character as to constitute a continuing danger to the physical well-being of other students	Parent notification After School Detention up to 3 days	Parent Conference ISS up to 3 days	Parent Conference ISS/OSS up to 3 days
Physical assault upon another student	Parent notification/ Conference ISS up to 3 days	Parent Conference ISS up to 5 days	Parent Conference ISS/OSS up to 7 days
Taking or attempting to take, personal property or money from another student, or from the student's presence, by means of force or fear	Parent notification/ Conference ISS up to 3 days Possible referral to police Restitution of expenses	Parent Conference ISS up to 5 days Possible referral to police Restitution of expenses	Parent Conference ISS/OSS up to 7 days Possible referral to police Restitution of expenses
Possession of any item that can be reasonably construed as a weapon or	Parent Conference OSS up to 3 days Referral to Law Enforcement	Parent Conference OSS up to 5 days Referral to Law Enforcement	Parent Conference OSS up to 10 days Referral to Law Enforcement

dangerous material			
Willfully causing, or attempting to cause, substantial damage to school property	Parent notification After School Detention Restitution of expenses	Parent Conference ISS up to 3 days Restitution of expenses	Parent Conference ISS/OSS up to 3 days Restitution of expenses
Academic Infraction (e.g., plagiarism, cheating, grade alteration, etc.)	Parent notification After School Detention Other academic consequence	Parent Conference ISS up to 3 days Other academic consequence	Parent Conference ISS/OSS up to 3 days Other academic consequence Loss of school privileges
Unauthorized use of the building outside of school hours	Parent Notification Possible Referral to Local Law Enforcement	Parent Notification Possible Referral to Local Law Enforcement After School Detention up to 3 days	Parent Notification Possible Referral to Local Law Enforcement ISS up to 3 days
Cutting class	Parent Notification After School Detention	Parent Conference After School Detention up to 3 days	Parent Conference ISS up to 3 days
Late to class on a consistent basis	Parent Notification After School Detention up to 3 days	Parent Conference ISS up to 3 days	Parent Conference ISS/OSS up to 3 days
Incitement of students to violate the Student Code of Conduct	Parent Notification After School Detention up to 3 days	Parent Conference ISS up to 3 days	Parent Conference ISS up to 5 days

Technology or social media misuse or abuse in accordance with school rules, Board Policy, NJ or Federal law	Parent Notification After School Detention Possible limit on use of school technology	Parent Notification After School Detention up to 3 days Possible limit on use of school technology	Parent Notification ISS/OSS up to 3 days Possible limit on use of school technology
Written, verbal or digitally posted threats of harm to others or of damage to school property	Parent Conference OSS up to 1 days Potential referral to Law Enforcement	Parent Conference OSS up to 3 days Referral to Law Enforcement	Parent Conference OSS up to 5 days Referral to Law Enforcement
Knowing possession or knowing consumption of alcoholic beverages, tobacco, vaping or other paraphernalia, or controlled dangerous substances on school premises, or being under the influence of intoxicating liquor or controlled dangerous substances while on school premises	Parent notification/ Conference ISS up to 3 days Potential Referral to Law Enforcement	Parent Conference ISS up to 5 days Referral to Law Enforcement	Parent Conference ISS up to 7 days Referral to Law Enforcement
Harassment, intimidation or bullying	-Parent Notification Detention/OSS up to 3 days Potential referral to Law Enforcement	Parent Conference ISS up to 5 days Potential referral to Law Enforcement	Parent Conference ISS up to 7 days Potential referral to Law Enforcement
Use of Profanity or obscene Language	-Parent notification -Counseling session with guidance	-Parent Conference -Group counseling session with guidance	Parent Conference -Service project with the guidance

	counselor	counselor -lunch detention	counselor on core values -After school detention
Use of unauthorized Cell Phones/ Personal Electronic Devices	-Confiscation of device to be returned at the end of the day	-Confiscation of device -Parent Notification -Parent to pick up device	-Confiscation of device -Parent Notification -Parent to pick up device Detention up to 3 days
Violation of Bus Conduct (aligned with Student Code of Conduct)	Regulation 5600	Regulation 5600	Regulation 5600

It should be noted that infractions beyond the third offense or the combination of a variety of infractions may result in consequences with increasing severity. Additionally, in extreme cases, expulsion may be considered.

Expected Bus Behavior

LEVEL I INFRACTIONS

Disruptive behavior that will result in disciplinary action may be defined as, but not be limited to the following:

- Stand at any time when the bus is moving
- Exit the bus once you have boarded
- Refuse to share seats with others
- Speak inappropriately loud
- Use inappropriate language
- Speak in a way that teases, hurts or harasses others
- Litter on the bus
- Eat or drink on the bus without the permission of the driver
- Use cell phones at any time on the school bus (cell phones must be concealed and turned off at all times)
- Refuse to follow the bus driver's directions as soon as they are issued

Level II INFRACTIONS

Disruptive behavior that will result in disciplinary action may be defined as, but not be limited to the following:

- Fail to keep hands, head and feet inside the bus

- Throw any object on the bus or out of the bus
- Threaten the safety of others on or off the bus
- Vandalize the bus or anyone's personal property
- Hit, punch, kick, or physically assault another student
- Act in a disrespectful or defiant manner toward the bus driver
- Use sexually explicit, inappropriate or derogatory language or obscene gestures

Level III INFRACTIONS

Disruptive behavior that will result in disciplinary action may be defined as, but not be limited to the following:

- Weapons
- Matches or lighter
- Controlled substance including drugs, alcohol and tobacco
- Threats or violence against a bus driver

All infractions of the rules of bus conduct warrant investigation and if it is determined that the misconduct is severe, the student may be suspended from the bus for a period of time determined by administration at the conclusion of the investigation. (see *District regulation 5600, section J School Bus Conduct*)

CONTACT INFORMATION

Please follow the chain of command when in need of support by first reaching out to your child's teacher, followed by Mr. Bollette, Principal of Green Hills School. In the event that after contacting the school following these channels, you continue to have concerns, you are welcome to contact the Office of the Superintendent.

Mr. Bollette – jbollette@greenhills.org

Dr. Jennifer Cenatiempo – jcentatiempo@greenhills.org