

Eagleswood Elementary School
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Student / Parent 2011-2012 Handbook
Table of Contents

Academic Diversification Program (ADP).....	13	Internet Use Policy.....	23	Special Education Services.....	11
Affirmative Action	12	Intervention & Referral Services	22	Staff.....	17
After School Program.....	6	Lost and Found	14	Student Code of Conduct.....	13
Anti-Discrimination Policies	23	Medication Policy	16	Student Group Accident Insurance.....	24
Attendance	3	Minimal Immunization Requirements ..	27-29	Student Morning Drop Off	4
Board Of Education	2	NJ KidCare Health Insurance	22	Student Photographs	23
Breakfast/Cafeteria Program	7	Notification of Rights – FERPA	19	Superintendent’s Welcome.....	2
Bus Rules and Regulations.....	10	Notification of Rights Under the Protection		Tardiness	6
Care of School Property.....	12	of Public Rights Amendment	18	Telephone Regulations	7
Cellular Telephones	24	Nutrition Policy	25-26	Testing Programs	13
Classroom Visitations.....	6	Our Mission	3	The Voice of the Board.....	2
Communicable Disease Control.....	15	Party Invitation Policy.....	16	Transfer of Students	24
Conduct on Bus	11	Pets	14	Use of School Building Applications.....	24
Dress Code	14	Project Child Find	12	Visitors to the School.....	6
Drug, Alcohol, and Tobacco Policy	13	Promotion/Retention	5	Volunteers	6
Early Sign Out.....	4	Pupil Records-Notification-			
Emergency/Weather School Closing.....	8	Right to Review	18		
Emergency Early Closings.....	9	Pupil Use of Vehicles	20		
Emergency Medical Cards.....	15	Realtime Notification System.....	9		
Field Trips	12	Reentry into the Classroom After School			
Grading System/Report Cards	5	Hours.....	21		
Head Lice School Policy.....	15	Residency Requirements.....	21		
Health Regulations	14	Safety Drills	9		
Homework	11	School Hours.....	3		
Identification Badges.....	16	School Cafeteria Program	7		

Welcome

By now you have received the most important word about how this school year has begun: the informal reports given to you by your son or daughter. The faculty and staff at Eagleswood School hope those reports were positive. We hope you feel the school year has begun well for your child.

The Eagleswood Township Elementary School meets the needs of the students from the time they enter our program until they leave sixth grade. Our teachers and staff are sincerely interested in the welfare and progress of each individual student. This is your school district. Learn as much as you can about our curriculum, programs and school activities. We encourage you to avail yourself of the various channels of communication set up to keep you informed about your child's school. To do so we encourage you to:

- ◆ Keep in frequent contact with your child's teacher
- ◆ Attend as many programs and activities as possible
- ◆ Use the district's website www.eagleswood.org.
- ◆ Become an active member of the PTA

It is my pleasure to work with you. I am looking forward to a year full of learning and fun!

Board Of Education

President	Mrs. Sue D'Ambrosio
Vice President	Mr. Michael Pasternak
Members	Mr. Jan Blum
	Mrs. Kim Pharo
	Mr. Scott Rodas

The Board of Education meets on the third Monday of each month at 7:30 P.M. The public is invited to attend.

From time to time, it becomes necessary to hold special meetings. If so, notices of these meetings are advertised in the local newspaper and posted in public buildings in the township.

The Voice Of The Board

The responsibilities of a board member require us to extend ourselves beyond our participation at official meetings of the board. We believe that anyone who assumes a seat on the Board of Education does so with a firm commitment to the interests of the school and community.

As a unified team we shall make a concerted effort to promote the ultimate advantages for the advancement of education for our children. We believe in providing quality procedures from which the potential of every student attending our school will be appropriately tapped. We ask that you work with us in the task of educating our children. Students achieve at a high level when they are encouraged at home.

Our Mission

Eagleswood Elementary School's mission is to foster academic excellence through the New Jersey Core Content Standards in a safe and caring learning environment, through a partnership of family, staff and community.

School Hours

PRE-K TO GRADE 6: Students	Arrival	8:05 A.M.
	Dismissal	2:50 P.M.
EARLY DISMISSAL PreK to Grade 6	With lunch	12:45 P.M.
	Without lunch	12:15 P.M.

Attendance

The Board of Education requires that the pupils enrolled in this district attend school regularly in accordance with the laws of the State. The educational programs offered by the district are based upon the presence of the pupil and require continuity of instruction and classroom participation. Attendance shall be required of all students enrolled in the school during the days and hours that the school is in session. All absences occasioned by the observance of the student's religion on a day approved by the Commissioner of Education as a religious holiday, shall be excused and no student shall be deprived of an award or eligibility to complete for an award or the opportunity to make up a test given on a religious holiday.

1. Children are expected to be in school for 180 days.
2. When children are absent, parents should call the school, (609)597-3663, by 8:30 a.m. to notify the office and eliminate the need for the school attendance officer to call to check the reason for the absence.
3. The only valid reasons for absence are the child's illness, death in immediate family or religious holidays. An excessive number of absences may result in retention.
4. Upon the child's return to school, a note must be provided which gives dates and reasons of absence. This is to insure that the school nurse will be able to monitor the situation and prevent a possible spread of the sickness.
5. Vacation should be scheduled during the school vacation periods.
6. Routine doctor appointments should be scheduled after school.

In order to maintain continuity in the educational process and to offer students the opportunity to experience a thorough and efficient education, it is imperative that all students attend school on a regular, daily basis. The frequent absence of students causes a disruption in the instructional process that proves to be detrimental to the individual student as well as to the general progress of the class. Parents should therefore encourage their children's consistent daily attendance and should schedule vacations only during school holiday/vacation periods.

On any day that a child will be absent from school, **THE PARENT SHOULD CALL THE SCHOOL AT THE START OF THE DAY TO REPORT THE CHILD'S ABSENCE.** Upon returning to school, a child must bring a note signed by a parent/guardian, which indicates the day(s) absent and the reason for the absence. The cooperation of parents/guardians in communicating with the school in these ways is greatly appreciated.

Early Sign Out

Although circumstances might occasionally compel a student's leaving school before dismissal time, parents are also urged not to schedule appointments or outings before the end of the school day. Should this occasionally be necessary, the parent is directed to send a note to the school prior to that early dismissal and to indicate who will meet the child in the Main Office of the school. Parents/guardians wishing to pickup their child early should send in a note with their child to be given to the teacher. Parents/guardians who have not sent in a note must call the main office secretaries at least 15 minutes in advance of dismissal to advise them that the student will be picked up early.

Anytime a child is picked up during the school day, parents must come in to the school's main office to sign the student out. At dismissal time, parents must pick students up in the library. If the secretaries are unfamiliar with parent/guardian, it may be necessary to present proof of relationship by a current driver's license or other valid ID.

No student shall be permitted to leave the school before the close of the school day unless he/she is met in the office and is signed out by a parent/guardian or a person authorized by the parent/guardian to act in his/her behalf.

The front of the school must remain clear for arriving buses. Please use parking spaces designated for parking. **Do not park in front of the school entrance or on the building side of the parking lot to avoid interference with the school buses. Also, this is a fire lane and should never be blocked.**

All visitors to our school must report directly to the main office and receive a visitor's pass.

Student Morning Drop Off

There is no supervision before the opening of school. Students are not to be dropped off before 7:45 AM. Parents transporting their children to school should NOT arrive more than 20 minutes before the start of school to ensure proper supervision. We appreciate your cooperation with this matter.

Grading System / Report Cards

There are four marking periods in the school year with report cards issued for grades Pre K-6. Pre K and Kindergarten students will receive a Satisfactory, Needs Improvement, or Not Graded for expected skills. First and second graders will receive letter grades and students in grades 3-6 will receive percentile grades.

Parent Conferences will be held during the second marking period for all students, Pre-K through 6th grade, however, a teacher and/or parent may request a conference at anytime. Ms. Snyder is always available for a conference regarding any matters that concern you.

Students in grades 3-6 are eligible for the Honor Roll and will be recognized at an Honor Roll Assembly held following every marking period. In order to be recognized, students must receive an A or B in all subjects and an "O" or "S" in all special area subjects.

98-100	A+	82-84	C+
93-97	A	77-81	C
90-92	B+	70-76	D
85-89	B	Below 70	F

****REPORT CARDS ARE AVAILABLE ON PARENT PORTAL (GRADEBOOK)**

November 17

February 2

April 5

June 12 (Last day of school)

*Parent/Teacher Conferences: February 14, 15 & 16

(On these days there will be a 12:45 Dismissal with Lunch served)

Promotion / Retention

The welfare of the individual child is our primary consideration. Age, achievement, social physical and mental development are all taken into consideration. Your reaction and support is of great importance. Criteria considered for retention are 1) Poor attendance: 25 or more unexcused absences means eligibility for retention in that grade level. 2) Lack of adequate intellectual, social, physical, or emotional development. 3) Inability to meet minimum grade level standards in reading, language arts and mathematics. 4) Failure to participate in class or complete homework. 5) Poor test scores in local, state or national testing programs.

Tardiness

The school day starts at 8:05 AM. This means your child needs to be here, ready to work by that time. We know you want your child to succeed, and this is one way to help him or her to do just that.

In addition, when children are late this affects the rest of their class. It's important for teachers and students to be prepared to begin the day on time in order that the day's material may be covered. A child who arrives late brings unwanted negative attention to him or herself and misses valuable instructional and socialization time. Also, lunch and milk counts need to be changed, which cause problems for our staff. Please do all you can to keep this from becoming an even more serious problem. Your cooperation is greatly appreciated.

Students who are tardy **MUST REPORT TO THE SCHOOL OFFICE** with their parents to sign in and obtain a late pass to give to their teacher. They must have an explanation for their lateness.

Classroom Visitations

In an effort to increase understanding of our educational programs, we welcome you to visit our classrooms during the school year. Please schedule visits in advance by contacting Ms. Snyder to schedule an appointment.

Once the academic day has started, it is our goal not to interrupt instruction. If you need to drop off items to your children, such as lunch, birthday items, clothing, etc. we ask that you label the item and drop it off in the front office. A staff member will deliver all items to the classroom.

Visitors To The School

All visitors to the school (parents, PTA, etc.) **MUST** report to the school office, sign the visitor's book, and get a visitor's badge every time they visit the school. To maximize the greatest level of safety and security for our students, visitors are not permitted to wander through the building without permission. Parents may **NOT** interrupt the classroom teachers during the day. If you wish to speak with your child's teacher, please call the office to make an appointment.

Volunteers

Parents are encouraged to share their time and talents. Volunteering might include anything from clerical and cleanup assistance, helping in the classroom, sharing of a particular expertise or helping out in some other way approved by the administration. Please contact the main office if you are interested.

After School Program

An extended day program is available until 6:00 PM for students in grades Pre-K - 6. There is a cost to the parent. For more information, contact Allison Bogart School Business Administrator (609.978.0947)

Telephone Regulations

We would appreciate it if phone calls were restricted to reporting absences and emergency situations only. When possible, all special instructions for your child should be written before he / she leaves for school. This procedure will permit our office to function efficiently and serve you in the best way.

School Cafeteria Program

Breakfast is provided at a cost of \$1.00 and lunch at a cost of \$2.05 per day for all students. A menu is distributed monthly. If your child is late for school, he/she will NOT be served breakfast.

Parents having lunch with their child in the lunch room would only be sanctioned for events determined by administration.

If you have any questions regarding the breakfast or lunch program, please contact Marilyn Salerno, (PRHS) at 296-3106, ext. 3202. Our Cafeteria Program is administered by the Aaramark Corporation.

Payment Methods

The cost for lunch for the 2011-2012 school year will be \$2.05. You can create an account balance for your student's meal and/or snack items at anytime by sending in a check or cash to be given directly to your child's teacher. Please make out the check to PRHS Food Service. These funds will be deposited into their account for immediate usage to pay for their meal and/or ala carte snack items. You may pre-pay by the week or by the month. This helps to minimize cash/checks handled by the students.

Checks will not be accepted for a daily lunch ticket. In the event a check is returned to the district from the bank for non-sufficient funds, the bank fee assessed to the district by the bank will be passed on to the parent/guardian, in addition to the amount of the check.

Students from families whose income is at or below the current eligibility scale will receive a free or reduced lunch. Application forms are always available in the Business Office. Students can also bring their own lunch from home.

Charges

The following procedures will be followed in the school cafeteria.

1. No charges over \$10.00 should be made. If a student reaches this amount, the food service manager will notify Allison Bogart the Business Administrator.
2. Alternative meals may be provided for students whose balance exceeds \$10.00.
3. If charges have not been paid, a letter will be mailed to the parent/guardian, followed by a phone call from the Business Administrator.
4. Any future charges will only be allowed on a case-by-case basis as determined by the food service manager and the Business Administrator.

Emergency / Weather School Closing Information

Inclement Weather

In the event of severe weather, the Superintendent will make the decision whether or not to have either a delayed opening or even to close school. An announcement will be made using our Real Time Notification System as well as through our website on line at www.eagleswood.org and the media outlets. The following television stations will also be used to alert you to changes in the school day schedule:

Television: Fox Channel 5 News New York
WABC Channel 7 New York
WNBC Channel 4 New York
News New Jersey 12, Comcast Channel 62

Parents are encouraged to monitor these television stations and be alert to incoming phone messages for important information. Please plan ahead to make arrangements for your child to be supervised in the event that there is a need to delay the opening of school, or send students home early.

Note: In the event our website is down, go to any radio station's websites below to check on closings.



Realtime Notification System

Realtime is a mass notification system. When activated, you will receive an automated phone, text or email message with information regarding emergency school closings and school events. Look for a flyer for you to complete in our welcome packet. Please complete with pertinent contact information so you can be a part of this effective communication tool.

Safety Drills

Fire drills and security drills are held to prepare all students and teachers to leave the building as quickly as possible should an emergency arise. To prevent confusion, absolute silence is to be maintained during the entire drill. Teachers will guide students to a designated location. During a fire drill, all pupils must leave the building. Safety and security drills, such as lock down drills, will also be conducted monthly.

Emergency Closings (Early Closing Due To Emergency)

It is important to note that considerations for early dismissal procedures must take into account not only dangerous winter road conditions, but also flooding and forest fire possibilities, and other emergencies over which we have no control. Our primary concern in such situations is that children are able to go to a safe environment.

Because of the difficulties involved in dismissing school early, this option will be utilized only when we are convinced that the transportation of children and their environment out of school will be safer than if they had remained in school the entire day. Please keep in mind that these decisions are made after discussion with other schools in the region and must be coordinated with the transportation schedules and bus availability.

To avoid misunderstandings about where child(ren) should be going, the Board of Education is asking you to make suitable arrangements with a relative, friend, and/or neighbor to take care of your child(ren) in case no one is at home in the event of an emergency early dismissal.

In the event that it becomes necessary to send students home early, it is important that your child(ren) know exactly what to do if an emergency situation should occur.

It is a good idea to periodically review and go over your emergency arrangements with both the designated person AND your child(ren).

The members of the Board wish to stress that the involvement of parents is the most important part of the development of safe procedures for early dismissals:

- Parents must make arrangements for a safe location for their child(ren) in the event of an early dismissal. These arrangements must be clearly understood by the child(ren); and
- On days when weather forecasts indicate the likelihood of deteriorating weather, parents (and those involved in emergency arrangements) should listen to the radio for announcements and our Notification System will contact you as well.

Your help and cooperation in making emergency arrangements for your child(ren) will be greatly appreciated by the Board of Education, administration and staff.

Bus Rules And Regulations

Our school bus drivers have the awesome responsibility of transporting children safely to and from school each and every day. Students are expected to conduct themselves properly while riding the bus to and from school. Infractions of these bus regulations and our code of conduct will be dealt with by the principal upon written notification from the bus driver. This may lead to a student being suspended from riding the bus. Parents can help to ensure all of our children's safety by becoming familiar with the rules and regulations. Parental support and enforcement of these basic rules and regulations is greatly appreciated.

Parents will be informed of the following regulations, prepared in conformity with State Law and Board Policy.

1. School buses function on a schedule, so students should arrive at the bus stop on time.
2. Students are to wait patiently for the bus to arrive at the bus stop, and avoid foolish activity. In the interest of safety, students are not to arrive at the bus stop too early.
3. Students shall remain on the sidewalk or private driveway, where permission has been granted, while waiting for the bus.
4. Students shall line up in an orderly fashion and in a straight line when the bus approaches, and not move toward the bus.
5. All students must remain in their **ASSIGNED** seats while the bus is in motion.
6. Seatbelts must be securely fastened at all times.
7. Students should refrain from eating and/or drinking on the bus.
8. If a student must cross the street to board the bus, he must be at the stop on time. In the event that he must cross the street after arrival of the bus, he must wait for a signal from the driver to proceed.
9. At no time should a student stick his head or any part of his body out of the window of the bus. Following this rule may prevent serious injury.
10. Students should refrain from loud talking and unnecessary confusion while on the bus.
11. All books and lunches should be held by the student, and at no time should a student place articles in the aisle of the bus.
12. Toys / items from home must remain in backpack while riding the bus.
13. When necessity arises, written permission from home shall be required before a student is permitted to board or exit his/her assigned bus other than at his/her regular stop. Students are not permitted to ride on buses other than their assigned bus. Students are assigned to the same bus to and from school.
14. Students are to respect bus furnishings and to treat them with the same regard they give their own home furnishing.
15. State Law specifies that the bus driver is in complete charge of the bus. He/she should be treated with due courtesy and respect.
16. Parents should tune in to the radio stations listed under (School Closing Information and check our website, eagleswood.org) if inclement weather indicates a possible closing of the school.
17. No electronic devices are permitted on the bus.

Conduct On Bus

While the law requires the school district to furnish transportation, it does not relieve parents of students from the responsibility of supervision until such time as the child boards the bus in the morning and after the child leaves the bus at the end of the day. The law (18A:25-2) does give persons in authority over pupils the right to hold the pupils accountable for disorderly conduct on the way to and from school.

In view of the fact that a bus is an extension of the classroom, the Board shall require children to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. In cases when a child does not conduct himself/herself properly on a bus, such instances are to be brought to the attention of the Superintendent or her designee by the bus driver.

The first referral for misconduct on the school bus shall result in a warning letter being sent home. If a child is referred a second time for misconduct, the child shall be suspended from riding the bus for a designated time as determined by the Superintendent and/or her designee.

If in the opinion of the Superintendent or her designee the child's conduct seriously jeopardizes the health and safety of the school bus driver and pupils on the bus, the Superintendent or her designee may immediately suspend the child from the bus without prior notice to parents.

When a child is suspended from the school bus, it will be the responsibility of the parents to transport the child to and from school safely.

Homework

Homework assignments are given for review and practice of skills and reinforcement of lessons, which are explained in school. Parents should make an effort to provide a quiet work place for completion of homework assignments. Requests for homework must be called in by 10:00 am for pickup the same afternoon. Requests received after this time may not be ready until the following day. Whenever a student is absent, he/she will have the amount of days he/she was absent to make up the work. For example, if he/she was out one day, he/she has one full day to make up the work.

Special Education Services

Eagleswood Elementary School offers special education services in compliance with State and Federal regulations. Child Study Team members are available to identify and diagnose children with learning disabilities and to provide consultation and intervention services.

Parents/guardians and adult students have the right to inspect and review student records as outlined under Notification of Rights (FERPA) page 19 of this handbook as well as the right to place a statement in the student record commenting upon the information in the record or setting forth their reasons for disagreement with the decision of the district.

Parents who need more information regarding special education services offered in the district are invited to contact their child's teacher, the Superintendent or the Coordinator of the Child Study Team, Kathy Lee.

Field Trips

As part of the educational program, students may be taken on field trips approved by the Board of Education and the Administration. These trips are supervised by the classroom teachers. Field trip admission fees are paid by students. Parents are notified in advance whenever a trip is planned and of the cost if there is an admission fee. Any student who does not have parental approval will be unable to participate.

Affirmative Action

The Eagleswood Township Elementary School District is an equal opportunity employer affording the opportunity of employment to all regardless of race, creed, color, age, religion, sex, or national origin. If you have a complaint concerning discrimination, please contact the school office and the Affirmative Action Officer, Allison Bogart. Affirmative action policies for employment and classroom practices are available in the Board Office.

Care of School Property

The Board of Education has allocated a good portion of the educational budget for books, supplies and equipment. Therefore, in order to insure a longer book life, **ALL BOOKS MUST BE COVERED FOR THE SCHOOL YEAR BY THE END OF SEPTEMBER.** Please use only paper or sock book covers because the self adhesive/contact paper book covers damage the textbooks.

Replacement costs for all lost or damaged books will be charged. End-of-year fines are assessed for loss or misuse of text books, materials, and other school property.

Project Child Find

The Eagleswood Township School District is conducting a community-wide effort to find children, ages 3-21, who may be developmentally delayed in some way and in need of special education programs and services.

If your child has trouble speaking, seeing, hearing, walking, running, or manipulating small objects, he/she may be experiencing developmental delays. For more information, please contact Kathy Lee, the Coordinator of the Child Study Team at (609) 597-3663.

Academic Diversification Program (ADP)

Eagleswood Elementary School is committed to an educational program that recognizes the special needs of the individual student. Students who have superior talents must be provided with the educational experience to develop their abilities. Any student who has shown such talents and ability, as well as, a high level of responsibility and motivation will be recommended to participate in ADP. Pupils are selected for the program according to test results, report card grades, and teacher recommendation.

Testing Programs

The school district maintains a program of standardized and state testing for students. Students in grade 2 are administered the NJPASS. The testing instrument for Grades 3 - 6 is the mandated NJASK, which is administered as outlined by the State Department of Education. Information from these assessments will help in forming our curriculum and instruction for all students as well as allow teachers in later grades to build on students' strengths and identify areas in need of improvement.

Drug, Alcohol, and Tobacco Policy

The Drug, Alcohol and Tobacco Policy for the Eagleswood School District is available for review in the office of the School Superintendent and Business Administrator.

Further, law requires that we maintain a SMOKE FREE school environment both in the building and on school grounds.

Student Code of Conduct

It is believed that most students modify behavior faster under praise than under blame. Therefore, the general approach to discipline shall be a more positive one. This shall include attempting to identify the social, emotional, and academic problems that underlie a student's poor attitude or misconduct and striving to meet his social, emotional and academic needs. In criticizing a student for his conduct or attitude, and in taking disciplinary action, teachers and other staff members will attempt to show him that it is the behavior that is unacceptable, not the student himself. See the Student Code of Conduct Booklet now available on the school website. Students are responsible for their conduct in school, on school grounds and on the bus. A code of conduct has been adopted by the Board of Education. The Code of Conduct Booklet will now be on the school website outlining this discipline code. Students will be instructed in the Discipline Code the first day of school and throughout the school year through character education. Staff will discuss the Code of Conduct with parents/ guardians during Back to School Night. Reinforcement by parents is essential to promoting a positive educational environment.

Eagleswood Elementary Dress Code

Proper attire and grooming which does not endanger the health, safety, or attentiveness of students or which does not create classroom disorder is the norm. Students should be neat, clean, and dressed appropriately. Here are some guidelines for students:

- Shorts and skirts must be longer than fingertip in length.
- Midriffs, tank tops, spaghetti straps, halter tops and bathing suits are not permitted.
- Shirts that have offensive sayings/slogans will not be permitted.
- Shirts that advertise for alcoholic beverages, drugs, or tobacco products are not permitted.
- Undergarments must not be visible.
- Hats, caps or sunglasses may not be worn in the building.

Students should dress appropriately for the weather. For example, they should wear coats in the winter.

Students must have sneakers for Physical Education.

Lost and Found

Please mark all your child's property such as book bags, lunch boxes, clothing, etc. If an article is lost, the main office maintains a "lost and found" for a limited time.

Collectibles, highly prized items (toys) and electronic devices are NOT to be brought to school (Note: Electronic devices are not permitted in school or on the school bus). Students should not bring large sums of money to school.

Items that will make noise and could disrupt lessons are to be left at home. The school assumes no responsibility for personal items brought to school.

Pets

If for some reason it becomes appropriate for animals to be brought into the classroom, teacher/ administrator permission must be granted. It is the sole responsibility of the parent to transport the pet to and from school, and supervise the visitation.

Health Regulations

All children must be immunized and show proof of immunization, along with current boosters. Minimal immunization requirements for school attendance in New Jersey are noted on pages 32, 33, & 34.

Physical exam must be in writing within one year of registration. A statement of medical restrictions and/or required medications. Exceptions:

Medical: Provide a valid doctor's note. This must be renewed yearly. Religious: Application for religious exemption must be submitted for legal review and renewed yearly.

If a child is absent three or more days, a certificate of health from your physician is required for the child to return to school.

Your child should immediately report any accident or injury to the school nurse or teacher.

Head Lice School Policy

If your child has head lice, they must stay home and be treated with a shampoo for head lice. Your child may return to school the day after being treated. Upon returning to school, you must bring your child into the nurse's office before school begins for a head inspection and clearance to return to school. If your child shows no lice and no nits, they may return to school. Eagleswood Township School District has an "No Nit" Policy. You must bring proof that your child was treated for head lice (cash register receipt with lice shampoo circled/or box and empty bottle of lice shampoo). A great website for further information is www.headlice.org. If you have a question please do not hesitate to call the health office.

Emergency Medical Cards

The Eagleswood Township School District requests that parents fully complete two emergency cards, one to be kept on file in the main office and one in the nurse's office. The purpose of this card is to enable the school to administer first aid and provide for emergency treatment of students by a school nurse or licensed physician in the event that a parent or guardian could not be reached in an emergency. Please complete the emergency cards with the names and telephone numbers of emergency contacts who will be ACCESSIBLE during school hours in the event of illness or injury of a child. In case of illness or injury during school hours, the nurse will assess the problem and act accordingly. If, in the nurse's judgment, further care is required, the parent will be notified. If the parent cannot be reached, the nurse will contact the person designated on the student's emergency card. In the event of an accident, the school is responsible for first aid only. Further treatment is the responsibility of the parent.

Communicable Disease Control

Parents should notify the school nurse whenever their child contracts one of the following: chicken pox, German measles, measles, mumps, streptococcal infections (including scarlet fever), influenza, hepatitis, mononucleosis, meningitis, ringworm, pinworm, impetigo, scabies, conjunctivitis, or head lice. All cases of head lice will be excluded from school. Students must be checked before returning to the classroom. A doctor's note should accompany the child when he/she returns to school.

Medication Policy

A note from the parent AND a note from the doctor are required for ANY medication to be given by the school nurse. The doctor's order must contain the diagnosis, name, dosage, route and frequency of the medication, the time the medication is to be given, and the length of time the medication is to be continued. An adult must bring all medication to the nurse in the original, properly labeled container; students are NOT allowed to carry medication to school, for safety reasons. This policy applies to all non-prescription medicines (cough drops, lip balm, cough syrup, Tylenol, Advil, etc.) and all prescription medicines. If your child takes medication on a regular basis in school, a new parent/M.D. note must be brought in at the beginning of each school year.

For life threatening illness (asthma or documented history of anaphylaxis) students may be permitted to carry and self-administer medication. If you think this is indicated for your child, contact your school nurse and she will give you the appropriate forms, which must be completed by the prescribing physician and the parent/guardian.

For the convenience of students with asthma, there is a nebulizer in the nurse's office. Parents will be asked to provide the appropriate prescribed medication, tubing and mouthpiece or mask for their child's use.

On days that the air quality is "unsafe" due to pollen/mold counts or ozone levels, parents of students with asthma or severe allergies may send a note to the teacher asking that their child not go outside.

GYM EXCUSES: The school nurse or parent may excuse a child from gym for two days, after which time a note from the doctor is needed. A child excused from gym may NOT participate in recess, for safety reasons. A child with a severe injury, extended illness, surgery or hospitalization must have a doctor's note to return to school or gym. Students with casts, splints, stitches, staples, adhesive wound glue or intravenous catheters may not participate in gym or recess.

ILLNESS: If your child has a fever (temperature >100), vomiting or diarrhea, please keep him/her at home for at least 24 hours after his temperature is normal (<100), or after the last episode of vomiting or diarrhea.

Party Invitation Policy

Party / Birthday Party invitations can only be handed out in school **IF** there is an invitation for everyone in the class.

Identification Badges

In response to a growing concern regarding the safety of children, the Eagleswood Board of Education has instituted a system of Identification Badges for the district. All employees and visitors will wear an official ID badge whenever they are in the school building. Photo ID badges will be used for employees. Substitute teachers and other temporary employees will be issued ID badges for the days of employment in the district. All visitors must report to the main office in order to receive their visitor badges. Badges must be returned to the main office when leaving the building. No one will be allowed in the building without such identification. Your cooperation will be appreciated.

School Staff

Superintendent	Deborah Snyder
School Business Administrator	Allison Bogart
Administrative Assistants	Shirley Pharo Theresa Marsillo
Custodian	Paul woldanski Brian Mathis
Custodian of School Monies	Steve Brennan

Teachers

Pre-K	Melissa Hall
Kindergarten	Maureen Mahon
Grade 1	Colleen Lee
Grade 2	Stacey Vreeland
Grade 3	Mike Palladino
Grade 4	Kimberly Candurra
Grade 5	Roseann Meszaros
Grade 6	Barbara Frame
Special Education	Carla Gonzales
In Class Support	Kay Moore
Basic Skills	Mary Ann Nicosia
Speech	
Teacher-in-Charge	Kathy Lee
Art/ADP	Dona Hulson
Computer/Media Center/ADP	Anne Soprano
Music	Julie Bunucci
Technology Support	Wesley Winchester
Physical Education	Tammy Nicolini
CST Coordinator	Kathy Lee
School Nurse	Janet Corbett
School Doctor	Harry Larkin, MD
Occupational Therapist	Kathy Hopkins
Physical Therapist	Robert Matthews

Teachers, continued

Instructional Aides	Allison Maldonado Karen Maxwell Colleen Dengel Nel Lally
Psychologist	Clifford Barnemann
LDTC	Sue Rogers
Food Service	Christine Crawford

PTA OFFICERS

President	Stacy Medford
Vice President	Erica Schiattarella
Treasurer	Nicole Erdin
Recording Secretary	Ann Soprano
Corresponding Secretary	Erin Headley



Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents and students who are 18 years of age or emancipated minors (eligible students) certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams.

These include the right to:

A. CONSENT BEFORE STUDENTS ARE REQUIRED TO SUBMIT TO A SURVEY THAT CONCERNS ONE OR MORE OF THE FOLLOWING PROTECTED AREAS

(“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education. (ED):

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sexual behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

B. RECEIVE NOTICE AND AN OPPORTUNITY TO OPT A STUDENT OUT OF:

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

C. INSPECT, upon request and before administration or use:

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

The school will directly notify parents of these policies at least annually at the start of each school year and after substantive changes. The school will also directly notify parents such as through U.S. mail or email, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

1. Collection, disclosure, or use of personal information for marketing, sales or other distribution;
2. Administration of any protected information survey not funded in whole or in part by ED; and
3. Any non-emergency, invasive physical examination or screening as described above.

Parents/eligible students who feel their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student’s education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal (or, appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal (or appropriate school official), clearly identifying the part of the record they want changed and specify what it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s educational records, except to the extent the FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board, a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving in an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

Pupil Use of Vehicles

(Board Policy #5514, adopted 8/23/05)

The Board of Education regards the operation by pupils of any vehicle for transportation to and from school as a matter subject to Board authority because pupil safety is of paramount concern to the Board.

The Board prohibits the operation of motor vehicles by pupils for travel to and from school. "Motor Vehicle" means all motorized vehicles and includes mini-bikes, motorcycles, and all-terrain vehicles.

The Board will permit only the use of bicycles by pupils in accordance with district rules provided such pupils present written parental approval, have been granted permission by the Building Principal, and live in the Woodstock development.

The Board will not be responsible for any vehicle that is lost, stolen, or damaged.

A. Use of Bicycles

The use of bicycles for travel to and from school by pupils is permitted in accordance with Policy No. 5514 and the following rules.

1. Bicycles must be in sound condition and equipped with:
 - a. A rear reflector
 - b. A bell or other signaling device other than a siren or whistle:
 - c. Brakes;
 - d. A lock and chain
2. The operator may not permit a second person to ride on the bicycle with him/her.
3. The operator will keep his/her hands on the handlebars and feet on the pedals while the bicycle is being operated on the street.
4. The operator will not "hitch" a ride on any moving vehicle.
5. The operator will walk the bicycle while on school premises.
6. The operator will store his/her bicycle in a rack provided at the school. Pupils are advised to keep bicycles locked when not in use.
7. The operator will wear a biker's helmet.

B. Permission to Ride a Bicycle

1. Pupils will obtain a permission slip from the school office.
2. Permission slips must be signed by a parent(s) or legal guardian(s) and returned to the school office.
3. Permission slips will be retained on file by the school office.

C. Revocation of Permission

1. The permission to use a bicycle for travel to and from school is a privilege summarily revocable by school officials when the permittee:
 - a. Violates the rules set forth in this regulation or an express order of the principal;
 - b. Has been expelled or suspended from school;
 - c. Has engaged in any unsafe or careless driving practices: or
 - d. Has committed an act of vandalism or theft.

Re-entry into the Classroom

After School Hours

Students sometimes forget books, assignments or other items necessary for homework completion. Before returning to school, please assess the situation:

- Is this a critical item?
- Will a note to the teacher suffice?
- Can the child benefit by surviving the consequences?
- Chronic forgetfulness needs to be addressed with your child's teacher. Occasional forgetfulness is something that happens to the best of students.

Residency Requirements for Students to Attend Eagleswood Elementary School

Students must be legal residents of the community. They must live as a member of a family and must sleep at the address within the boundaries of the community. Two or more proofs of residency must be shown: Driver's license, income tax return, lease, deed, agreement of sale.

Registration/Eligibility Ages

Children will be admitted upon submission of proof of age and residency as well as of state-required immunizations. For preschool, children must be four (4) on or before October 1st in the year entering school. For Kindergarten, children must be five (5) on or before October 1st in the year entering school. For First Grade, children must be six (6) on or before October 1st in the year entering school.

Items necessary for registration for grades PK-6

- Proof of age
- Child's original Birth Certificate
- Verification of immunizations
- Medical examination
- Transfer card when applicable
- Verification of residency
- State-required immunizations: DPT Vaccine (for diphtheria, pertussis, and tetanus) - a series of four doses, with one dose given on or after the fourth birthday; Polio Vaccine - a series of three doses, with one given on or after the fourth birthday; Measles Vaccine - two doses of a measles-containing vaccine, given on or after the first birthday; Rubella Vaccine (German Measles) - one dose given on or after the first birthday; Mumps Vaccine - one dose given on or after the first birthday.

A preschool orientation program for parents will be provided by the School prior to the first day of school.

Eagleswood Elementary School provides a Tuition Based Student Program in grades Pre-K through 6th for non-Eagleswood Residents. Please visit our website for an application and further information on the program.

NJ Kidcare Program

The NJ KidCare Program provides affordable health insurance to uninsured children in low income families.

Information on the NJ KidCare Program is available from the Health Office in either school or you may call NJ KidCare at 1-800-701-0710 for an application.

Intervention and Referral Services

For General Education Pupils

For the past several years we have been trying to make the process of identifying children who need additional support and providing that support less cumbersome. We have been using procedures where a team of teachers and specialists consider the needs of children who have been referred by parents, teachers and/or administrators. This group then determines the appropriate steps which would best serve the child.

Below are the District Procedures provided in Chapter 26 by the State Department of Education. We have provided these guidelines because it is your right as a parent/guardian to have such services. If you have any questions about the way we are attempting to bring these services to you and your children, please contact the building principals.

6:26-2.1 District procedures

(a) District boards of education shall establish and implement procedures in each school building for the delivery of intervention and referral services for pupils who are experiencing difficulties in their classes and who have not been determined to be in need of special education programs and services pursuant to N.J.S.A. 18A:46-18.1 et seq. and N.J.A.C. 6:28 by September 1994.

The district shall:

1. Identify pupils in need, and plan and provide for appropriate intervention or referral services and/or referral to school and community resources, based on desired outcomes;
2. Identify the roles and responsibilities of the building staff who participate in planning and providing intervention and referral services;
3. Provide support, guidance, and professional development to school staff who identify and refer pupils and to school staff who participate in planning and providing intervention and referral services;
4. Actively involve parents or guardians in the development and implementation of intervention and referral plans;
5. Coordinate the access to and delivery of school services for identified pupils;
6. Coordinate the services of community-based social and health provider agencies; and
7. Review and assess the effectiveness of the services provided in achieving the outcomes identified in the intervention and referral plan.

Anti-Discrimination Policies And Procedures

Federal Law prohibits educational programs and employment discrimination on the basis of sex, race, color, religion, or natural origin. New Jersey Title 6 prohibits educational programs and employment practices discrimination on the basis of race, color, creed, religion, sex, ancestry, national origin, and social economic status.

The Eagleswood Elementary School District does not discriminate on the basis of race, color, creed, religion, sex, ancestry, national origin, social/economic status, age or handicap in its educational programs or employment practices in accordance with the state and federal law.

The Eagleswood Board of Education has policies setting forth a nondiscrimination grievance procedure whereby any student, parent, teacher, administrator, or member of the community who has a grievance (a complaint of discrimination) may present such grievance for consideration. These policies are available in the office at each school, and in the district Affirmative Action Office.

Inquiries regarding compliance with nondiscrimination laws may be directed to:

Allison Bogart	(For Federal Laws)	(for State Laws)
Business Administrator	Regional Civil Rights Director	NJ Division of Civil Rights (201) 648-2700
Eagleswood Elementary School	(212) 264-4633	1100 Raymond Boulevard
511 Route 9	Office of Civil Rights, Region II	Newark, NJ 07102
West Creek, NJ 08092	U.S. Dept. of Education	
609-978-0947	26 Federal Plaza, 33rd Floor, New York, NY 10278	

Internet Use Policy

Students are requested to read over with their parents the district Internet Use Policy. Each student will bring home for signature a permission form for use of the school computers. Parents must sign and return the Internet Policy Usage Form. Students may only use the Internet while being supervised by a teacher. An internet filtering system is used to automatically screen information that the students are exposed to. Inappropriate use of the Internet will result in administrative action.

Our district's website is located at <http://www.eagleswood.org>. The website includes general information about the school, list of faculty and staff, as well as utilities for the community, such as the lunch menu, the school calendar and bi-monthly communication information.

Student Photographs

Parents must complete a photograph release form for the child's picture to be taken and used in the newspaper or in the media.

Student Group Accident Insurance

The Board of Education grants permission to an insurance company to offer student group accident insurance. There are certain limitations in this plan. Your child will be bringing home the insurance brochure. Be sure to read the provisions of your policy. This is a voluntary program. Should you decide to purchase the insurance, please complete the Participant Enrollment Envelope and return it with your payment directly to the company. Accidents should be reported immediately to the Building Principal and the School Nurse. Claim forms may be obtained from the school, however, the filing of any claim is the responsibility of the insured. The school assumes no responsibility for settlement of claims.

Transfer Of Students

The procedure to follow when transferring your child from the Eagleswood School District to another school is:

1. Please call the office one day ahead.
2. Come into the school office to obtain a transfer card and a copy of your child's medical records, and to sign a release form.
3. Parents and/or guardians should be sure all school property has been returned to the school.

Use of the School Building Applications

Any organization requesting the use of the building shall make written application on a Facilities Use Application Form available in the Business Office.

Cellular Phones

Pupils are NOT permitted to bring cellular telephones to school. Under certain circumstances, with advance consent from the Chief School Administrator, special permission may be granted.

Cellular phones that are brought to school in violation of this policy will be confiscated and the student will be subject to disciplinary action as outlined in the Code of Conduct.

Eagleswood Twp Board Of Education

School Nutrition Policy

The Eagleswood Township Board of Education, or recognized school authority, recognizes that child and adolescent obesity has reached epidemic levels in the United States and that poor diet combined with the lack of physical activity negatively impacts on students' health, and their ability and motivation to learn. The Board is committed to:

- Providing students with healthy and nutritious foods;
- Encouraging the consumption of fresh fruits and vegetables, low fat milk and whole grains;
- Supporting healthy eating through nutrition education;
- Encouraging students to select and consume all components of the school meal;
- Providing students with the opportunity to engage in daily physical activity.

All reimbursable meals shall meet federal nutrient standards as required by the U.S. Department of Agriculture Child Nutrition Program regulations. All items served as part of the After School Snack Program shall meet the standards as outlined within this policy.

The following items may not be served, sold or given out as free promotion anywhere on school property at anytime before the end of the school day

- Foods of minimal nutritional value (FMNV) as defined by U.S. Department of Agriculture regulations;
- All food and beverage items listing sugar, in any form, as the first ingredient;
- All forms of candy.
- Schools shall reduce the purchase of any products containing trans fats. Federal labeling of trans fats on all food products is required by January 1, 2006.

All snack and beverage items sold or served anywhere on school property during the school day, including items sold in a la carte lines, vending machines, snack bars, school stores and fundraisers or served in the reimbursable After School Snack Program, shall meet the following standards:

1. Based on manufacturers nutritional data or nutrient facts labels:
 - No more than 8 grams of total fat per serving, with the exception of nuts and seeds.
 - No more than 2 grams of saturated fat per serving.
2. All beverages shall not exceed 12 ounces, with the following exceptions:
 - Water
 - Milk containing 2% or less fat
3. Whole milk shall not exceed 8 ounces.

In elementary schools:

- 100% of all beverages offered shall be milk, water or 100% fruit or vegetable juices.

In middle and high schools:

- At least 60% of all beverages offered, other than milk and water, shall be 100% fruit or vegetable juices.
- No more than 40% of all ice cream/frozen desserts shall be allowed to exceed the above standards for sugar, fat, and saturated fat.

Food and beverages served during special school celebrations or during curriculum related activities shall be exempt from this policy, with the exception of foods of minimal nutritional value as defined by USDA regulations.

This policy does not apply to medically authorized special needs diets pursuant to 7 CFR Part 210, school nurses using FMNVs during the course of providing health care to individual students or special needs students whose Individualized Education Plan (IEP) indicates their use for behavior modification.

Adequate time shall be allowed for student meal service and consumption. Schools shall provide a pleasant dining environment. The Board recommends that physical education or recess be scheduled before lunch whenever possible.

This school district's curriculum shall incorporate nutrition education and physical activity consistent with the New Jersey Department of Education Core Curriculum Standards.

The Eagleswood Township Board of Education is committed to promoting the Nutrition Policy with all food service personnel, teachers, nurses, coaches and other school administrative staff so they have the skills they need to implement this policy and promote healthy eating practices. The Board will work toward expanding awareness about this policy among students, parents, teachers and the community at large.

Policy Adopted: 8/22/08

MINIMAL IMMUNIZATION REQUIREMENTS FOR SCHOOL ATTENDANCE IN NEW JERSEY

N.J.A.C. 8:57-4: Immunization of Pupils in School

DISEASE(S)	MEETS IMMUNIZATION REQUIREMENTS	COMMENTS
DTaP	(AGE 1-6 YEARS): 4 doses, with one dose given on or after the 4th birthday, OR any 5 doses. (AGE 7-9 YEARS): 3 doses of Td or any previously administered combination of DTP, DTaP, and DT to equal 3 doses	Any child entering pre-school, pre-Kindergarten, or Kindergarten needs a minimum Of four doses. Pupils after the seventh birthday should receive adult type Td. DTP/Hib vaccine and DTaP also valid DTP doses. Laboratory evidence of immunity is also acceptable.
Tdap	GRADE 6 <i>(or comparable age level for special education programs)</i> 1 dose	For pupils entering Grade 6 on or after 9-1-08 and born on or after 1-1-97. A child does not need a Tdap dose until FIVE years after the last DTP/DTaP or Td dose.
POLIO	(AGE 1-6 YEARS): 3 doses, with one dose given on or after the 4th birthday, OR any 4 doses. (AGE 7 or OLDER): Any 3 doses.	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 of age or older. Laboratory evidence of immunity is also acceptable.
MEASLES	If born before 1-1-90, 1 dose of a live Measles-containing vaccine. If born on or after 1-1-90, 2 doses of a live Measles-containing vaccine. If entering a college or university after 9-1-95 and previously unvaccinated, 2 doses of a live Measles-containing 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. Previously unvaccinated students entering college after 9-1-95 need 2 doses of measles-containing vaccine or any combination containing live measles virus administered after 1968. Documentation of 2 prior doses is acceptable. Laboratory evidence of immunity is also acceptable. Intervals between first and second measles/MMR/MR doses cannot be less than 1 month.
RUBELLA and MUMPS	1 dose of live Mumps-containing vaccine. 1 dose of live Rubella-containing vaccine.	Any child over 15 months of age entering child care, pre-school, or pre-Kindergarten needs 1 dose of rubella and mumps vaccine. Each student entering college for the first time after 9-1 -95 needs 1 dose of rubella and mumps vaccine or any combination containing live rubella and mumps virus administered after 1968. Laboratory evidence of immunity is also acceptable.

VARICELLA	1 dose on or after first birthday.	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 a 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 also acceptable.
HAEMOPHILUS INFLUENZAE B (Hib)	(AGE 2-11 MONTHS) ¹ : 2 doses (AGE 12-59 MONTHS) ² : 1 dose	Mandated only for children enrolled in child care, pre-school, or pre-Kindergarten. ¹ Minimum of 2 doses of Hib vaccine is needed if between the ages of 2-11 months. ² Minimum of 1 dose of Hib vaccine is needed after the first birthday. DTP/Hib and Hib/Hep B also valid Hib doses.
HEPATITIS B	(K-GRADE 12): 3 doses or 2 doses ^{<1}	^{<1} 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. Laboratory evidence of immunity is also acceptable.
PNEUMOCOCCAL	(AGE 2-11 MONTHS) ¹ : 2 doses (AGE 12-59 MONTHS) ² : 1 dose	Mandated only for children enrolled in child care, pre-school, or pre-Kindergarten. ¹ Minimum of 2 doses of Pneumococcal vaccine is needed if between the ages of 2-11 months. ² Minimum of 1 dose of Pneumococcal vaccine is needed after the first birthday.
MENINGOCOCCAL	(Entering GRADE 6 <i>(or comparable age level for Special Ed programs)</i>). 1 dose ¹ (Entering a four-year college or University, previously unvaccinated and residing in a campus dormitory): 1 dose ^{<2}	⁽¹⁾ For pupils entering Grade 6 on or after 9-1-08 and born on or after 1-1-97. ⁽²⁾ Previously unvaccinated students entering a four-year college or university after 9-1-04 and who reside in a campus dormitory, need 1 dose of meningococcal vaccine. Documentation of one prior dose is acceptable.
INFLUENZA	(AGES 6-59 MONTHS): 1 dose ANNUALLY	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.

AGE APPROPRIATE VACCINATIONS (FOR LICENSED CHILD CARE CENTERS/PRE-SCHOOLS)

<u>CHILD'S AGE</u>	<u>NUMBER OF DOSES CHILD SHOULD HAVE (BY AGE):</u>
2-3 Months	1 dose DTaP, 1 dose Polio, 1 dose Hib, 1 dose PCV7
4-5 Months	2 doses DTaP, 2 doses Polio, 2 doses Hib, 2 doses PCV7
6-7 Months	3 doses DTaP, 2 doses Polio, 2-3 doses Hib, 2-3 doses PCV7, 1 dose Influenza
8-11 Months	3 doses DTaP, 2 doses Polio, 2-3 doses Hib, 2-3 doses PCV7, 1 dose Influenza
12-14 Months	3 doses DTaP, 2 doses Polio, 1 dose Hib, 2-3 doses PCV7, 1 dose Influenza
15-17 Months	3 doses DTaP, 2 doses Polio, 1 dose MMR, 1 dose Hib, 1 dose PCV7, 1 dose Influenza
18 Months-4 Years	4 doses DTaP, 3 doses Polio, 1 dose MMR, 1 dose Hib, 1 dose Varicella, 1 dose PCV7, 1 dose Influenza

PROVISIONAL ADMISSION:

Provisional admission allows a child to enter/attend school but must have a minimum of one dose of each of the required vaccines. Pupils must be actively in the process of completing the series. If a pupil is <5 years of age, they have 17 months to complete the immunization requirements. If a pupil is 5 years of age and older, they have 12 months to complete the immunization requirements.

GRACE PERIODS:

4-day grace period: All vaccines doses administered less than or equal to four days before either the specified minimum age or dose spacing interval shall be counted as valid and shall not require revaccination in order to enter or remain in a school, pre-school or child care facility.

30-day grace period: Those children transferring into a New Jersey school, pre-school, or child care center from out of state/out of country may be allowed a 30-day grace period in order to obtain past immunization documentation before provisional status shall begin

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