

# EAGLESWOOD ELEMENTARY

Student Handbook

# Student / Parent Handbook

Eagleswood Elementary School  
511 Route 9 West Creek, NJ 08092

Main Office:  
(609) 597-3663

Board Office:  
(609) 978-0947

Fax:  
(609) 978-0949

Web:  
[www.eagleswood.org](http://www.eagleswood.org)

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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](http://www.eagleswood.org)
- ◆ Become an active member of the PTA

We are looking forward to working with you and to a year full of learning and fun!

## **Board Of Education**

**President:** Mrs. Isabella Pharo  
**Vice President:** Mrs. Kelly Stover  
**Members:** Dr. Paul McMahon  
Mr. Steven Halford  
Mrs. Sue D'Ambrosio

The Board of Education meets virtually on the fourth Monday of each month at 6:30 P.M. The public is invited to attend virtually.

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 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 Student Learning Standards in a safe and caring learning environment, through a partnership of family, staff and community.

## **Our Vision**

The Eagleswood Elementary School Board of Education will provide the opportunity for faculty, staff, parents, alumni and all community members including retirees and business owners, to develop a sense of ownership, spirit, and pride in the Eagleswood Elementary School. Eagleswood Elementary will be the connecting link between home and the community. Eagleswood students will realize that learning is a life-long commitment supported by dedicated staff, concerned parents and the community at large. It is the whole community that will put the idea of 'Education First' into action and ensure that our students are responsible and respectful citizens.

## **Our Commitment as a School Community**

**EDUCATION FIRST!**– As a community, we will create a school culture that fosters strong education and personal growth above all.

**EMBRACE INDIVIDUALITY** – Every child will grow if allowed to reach his or her full potential. As educators, we will create a program that identifies and builds on each child's diverse strengths, challenges and needs.

**ENRICH TALENT AND CREATIVITY** – Learning is life-long. It comes from more than books and formal lessons. Children grow in an environment that promotes enrichment and empowers them to stretch their talents. Working as a community, we will partner to find new ways to spark creativity outside of the traditional classroom.

**ENHANCE COMMUNICATION** – Our community partnership is only as strong as our lines of communication. We will find new, innovative ways to spark conversation within our community and communicate with you about our district.

## **School Hours**

### REGULAR SCHOOL DAY:

Arrival	7:30 A.M.
Dismissal	2:15 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 compete 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 8:00 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. Vacations should be scheduled during the school holiday/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.

## Attendance Policy



Good attendance helps children do well in school. Good attendance matters for school success starting as early as pre-kindergarten and throughout elementary school. Developing the habit of attendance prepares students for success in school, on the job, and in life.

Students are at risk academically if they miss too much school. **AVOID** unnecessary absences. Occasionally, children get sick and **MUST** stay home. ***It should be our goal as parents to have our kids in school and on time every day.***

### **7 days absent –**

An attendance letter is sent home with a copy of the Attendance Policy. Parent must sign and return a copy of the letter.

### **12 days absent –**

Parent will meet with the Attendance Committee, review and adjust action plan

### **17 days absent –**

Student must attend summer school at parent cost of \$250 and parent provides transportation (first full week after school is out). Student may be referred to municipal court.

### **20 days absent –**

Student may be retained

# IT'S COOL TO BE IN SCHOOL!

## Early Sign Out Policy/Tardiness

Students are expected to be in school for a full day. 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.

### The following consequences will accompany each infraction for students:

**3 Early Dismissals/Tardies in a marking period**  
**5 Early Dismissals/Tardies in a marking period**

**Parent notification**  
**Parent meeting**

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. 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. 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. This is not designed to inconvenience anyone, only to protect our students.

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.**

The Board of Education believes that promptness is an important element of school attendance. Pupils who are late to school or class miss essential portions of the instructional program and create disruptions in the academic process for themselves and other pupils.

All students must be in homerooms at 7:30 a.m. when attendance is taken. The New Jersey Administrative Code requires that a student who is late to school for any reason, except for school bus lateness, must be marked late in our official attendance registers, and be subject to discipline procedures. When students arrive to school late, they are to report to the Main Office.

**Continued tardiness or absence from class will be viewed as a serious matter. Promptness and attendance to class is extremely important.**

Our intent is not to be punitive, but to impress upon both parents and students the importance of good attendance and timely arrival at school.

## **Grading System / Report Cards**

There are four marking periods in the school year with report cards issued for grades PreK-6. PreK students will receive a Satisfactory, Working on Skill, or Not Yet Demonstrated for expected skills, and Kindergarten students will receive a Strength, Developing, Beginning, or Experiencing Difficulty for expected skills. Grades 1-6 will receive percentile grades. There are five indicator levels in the areas of Integrated Language Arts, Mathematics, Science and Social Studies:

- 5 = Works above grade level
- 4 = Works on grade level
- 3 = Works on grade level with support
- 2 = Works below grade level
- 1 = Not assessed at this time

Parent/Teacher Conferences will be held in February for all students, PreK 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 4-6 are eligible for the Honor Roll and will be recognized at an Honor Roll Assembly following every marking period. In order to be recognized, students must receive an A or B in all subjects with an indicator of a 3 or above and a "S" or "O" 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 24, 2021

February 8, 2022

April 14, 2022

June 17, 2022 (Last day of school)

\*Parent/Teacher Conferences: February 15, 16 & 17, 2022

## **Homework**

Homework assignments are given for review and practice of skills and reinforcement of lessons, which are explained in school. Parents, please do not fix homework mistakes as this information is useful to teachers to see what the students do not understand. Please make an effort to provide a quiet work place for completion of homework assignments. Requests for homework must be called in by 9:30 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

## **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: 20 or more absences means eligibility for retention in that grade level. 2) Failure to attend summer school if missed 17 or more days of school. 3) Lack of adequate intellectual, social, physical, or emotional development. 4) Inability to meet minimum grade level standards.

## **Classroom Visitations**

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 vestibule with your child's name on it. A staff member will deliver all items to the classroom.

## **Visitors to the School**

(Suspended during COVID)

## **Volunteers**

(Suspended during COVID)

## **Student Morning Drop Off**

There is no supervision before the opening of school. Students are not to be dropped off before 7:30 AM. Parents transporting their children to school must utilize the car line.

## **Cafeteria Program**

**A menu is posted on the school website under the Parent Information section.**

Breakfast is provided at a cost of \$0.85. If your child is late for school, he/she will NOT be served breakfast. Lunch will be provided at a cost of \$2.70 per day. 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.

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

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 the check out to **LEH Cafeteria**. 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.

If you have any questions regarding the breakfast or lunch program, please contact Michael Simoncini at (609) 500-0279. Our Cafeteria program is administered by Nutri-Serve.

## **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 possible.

## **OnCourse & School Messenger Notification Systems**

OnCourse & School Messenger is our mass notification system. When activated, you will receive an automated phone, text or email message with information regarding emergency school closings and school events. Please keep all contact information in OnCourse accurate and up to date to ensure that you receive all necessary communications.

## **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 to close school. An announcement will be made using our School Messenger Notification System as well as through our website online at [www.eagleswood.org](http://www.eagleswood.org) and our Facebook page.

Parents are encouraged to 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.

## **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, as well as 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 look on website 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.

## **Emergency Contact Information**

The Eagleswood Township School District requests that all new school families fully complete an emergency contact form upon enrollment. It will be kept on file in the Main Office and a copy in the nurse's office. Please make sure to keep this information updated in OnCourse. The purpose of this form 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/update the emergency form 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 form. In the event of an accident, the school is responsible for first aid only. Further treatment is the responsibility of the parent.

## **Head Lice School Policy**

If your child has head lice, they must stay home and be treated with a shampoo for head lice. Eagleswood Township School District has a "No Nit" Policy. 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. 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](http://www.headlice.org). If you have a question please do not hesitate to call the health office.

## 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. The exceptions are:

- 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.

All staff and students are required to wear face masks.

## 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. Your child **MUST** be 24 hour symptom free before returning to school.

## **Communicable Disease Control**

Parents should notify the school nurse whenever their child contracts one of the following: COVID-19, 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.

## **Bus Rules and Regulations**

Our school bus drivers have the 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/she must be at the stop on time. In the event that the student must cross the street after arrival of the bus, he/she must wait for a signal from the driver to proceed.
9. At no time should a student stick their 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 the students' 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 furnishings.
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. 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.

## **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, Jaclyn DiCapua.

## **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 Jaclyn DiCapua, the Coordinator of the Child Study Team at (609) 597-3663.

## **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, Tyler Verga. 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.

## **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. Differentiation will be provided in the classroom based on student ability in language arts and math.

## **Testing Programs**

The school district maintains a program of standardized and state testing for students. The testing instrument for grades 3 - 6 is the mandated NJSLA, 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 Superintendent and Business Administrator. Further, law requires that we maintain a SMOKE FREE school environment both in the building and on school grounds.

## **Security 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.

## **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. Teachers and other staff members will attempt to show the student that it is the behavior that is unacceptable, not the student. 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 is available on the school website. Students will be instructed on the Code of Conduct 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.

## **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, 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.**
- Students must have face masks.

## **Use of Facilities**

(Suspended during COVID)

## **Lost and Found**

Please mark all your child's property such as book bags, lunch boxes, clothing, etc. If an article is lost, the nurse's 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.

## **Party Invitation Policy**

Party/ birthday party invitations can only be handed out in school **IF** there is an invitation for everyone in the class (or all boys or all girls if the party is only for one or the other gender).

## **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.

## Staff

Superintendent	Deborah Snyder
School Business Administrator	Tyler Verga
Administrative Assistants	Kelly Campbell
	Liz Purks
Treasurer	Steve Brennan
Custodians	Paul Woldanski
	Mike Muha
Pre-K A	Danielle Apel-Shenko
Pre-K B	Tracy Hughes
Kindergarten	Elizabeth Maley
Grade 1	Jennifer Roberts
Grade 2	Adam Mastapeter
Grade 3	Colleen Dengel
Grade 4	Kimberly Candurra
Grade 5	Roseann Meszaros
Grade 6	Barbara Frame
	Jessica Schaub
Special Education	Melissa Mack
	Karen O'Keefe
	Colleen Lee
BSI	Maureen Mahon
	Allison Krott
	Elizabeth Frischmann
Physical Education	Robert Muñoz
Art	Angela Randall
Music	LeeAnn Hewitt
Computers	Anne Soprano
CST	Jaclyn DiCapua

## Staff Continued

Instructional Aides	Laurie Budd
	JoAnne Capozzi
	Patty Horner
	Terri Marsillo
	JoAnne Sprague
	Felicia DiRocco
Speech	Danielle Pagel
Occupational Therapist	Lauren Condoleon
Physical Therapist	Michelle Fontana
School Nurse	Sue Emanuel
School Doctor	Harry Larkin, MD
<b><u>PTA Officers</u></b>	
President	Natalie Peterka
Vice President	Jeannie Cahill
Treasurer	Tracy Keller
Recording Secretary	Anne Soprano
Corresponding Secretary	Judi Blight

## **PTA Mission Statement**

The PTA builds relationships between school and home. Integrating the efforts of parents with those of the school superintendent,

teachers and staff. We work together to benefit our students. Through organization and fundraising, we try to broaden our children's school experience with assemblies, class trips and family events.

## **Re-entry into the Classroom**

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, property tax information, 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**

- Child's original birth certificate
- Verification of immunizations
- State of NJ required immunizations
- Medical examination

- Transfer card when applicable
- Verification of residency

## **NJ FamilyCare Program**

The NJ FamilyCare Program provides affordable health insurance to uninsured children in low income families. Information on the NJ FamilyCare Program is available from the Health Office in school or you may call NJ FamilyCare 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 Superintendent.

### **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.I 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 Board Office.

Inquiries regarding compliance with nondiscrimination laws may be directed to:

Tyler Verga  
Business Administrator  
Eagleswood Elementary School  
511 Route 9  
West Creek, NJ 08092  
609-978-0947

Federal Laws  
Regional Civil Rights  
(212) 264-4633

State Laws  
Director NJ Division of Civil Rights  
(201) 648-2700

Office of Civil Rights, Region II  
U.S. Dept. of Education  
26 Federal Plaza  
1100 Raymond Boulevard  
New York, NY 10278

## **Internet Use Policy**

Students are required 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, and other information 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 school newspaper, media and/or Facebook.

## **Student Group Accident & Dental Insurance**

The Board of Education has purchased accidental student insurance and dental insurance. We have partnered with Berkley Accident and Health Ins. Co. to accommodate families should your child become injured or hurt during school hours. This will only go into effect after your insurance has reached its maximum benefit. This insurance is considered a supplemental insurance to your primary insurance.

A brochure and an application from Berkley Accident and Health Insurance offering student insurance for the school year will be sent home with each student. You have the option to purchase around the clock coverage and/or dental accident insurance. Please read the brochure for more information.

These premiums are very minimal compared to the cost of medical services. If you do not have medical insurance at the present time, perhaps you might consider an insurance plan for your child/ren.

Accidents should be reported immediately to the Superintendent and the School Nurse.

## **Transfer Of Students**

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

1. Call the Main Office one day ahead.
2. Come into the Main 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 and any outstanding meal balances are paid.

## **Cellular Phones**

Pupils may bring cellular telephones to school, however, they must be turned off and put away until after school hours. Cellular phones that are brought out during school violate this policy and will be confiscated and the student will be subject to disciplinary action as outlined in the Code of Conduct.

# **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. 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.

## **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.
  - a. 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 on 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

## **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:**

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:

4. Collection, disclosure, or use of personal information for marketing, sales or other distribution;
5. Administration of any protected information survey not funded in whole or in part by ED; and
6. 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

## **Nutrition Policy**

The Board of Education recognizes child and adolescent obesity has become a major health concern in the United States. The Healthy, Hunger Free Kids Act of 2010 (HHFKA), funds child nutrition programs and establishes required nutrition standards for school lunch and breakfast programs. In accordance with the requirements of the HHFKA, each school in the district shall implement this Wellness Policy that includes goals for nutrition promotion, nutrition education, physical activity, and other school-based activities that promote student wellness.

### A. Wellness Policy Goals

The goals as outlined below shall apply to each school in the district.

1. Goals for Nutrition Promotion – The following activities will be coordinated in each school in the district:
  - a. Age-appropriate posters will be posted on the walls where food and beverages are served to students highlighting and encouraging the value of good nutrition.
  - b. The school lunch program will have promotional days during the school year where at least one new nutritional alternative menu item will be featured as part of the menu pattern meal component. The food service staff members will promote this nutritional alternative during meal service with posters, flyers, and/or hand-outs regarding the nutritional menu item alternative.
  - c. The principal or designee will encourage food products that meet the nutrition standards of the HHFKA when used as an incentive or reward for student accomplishments, club or activity achievements, and/or success in competitions within the school.
  - d. Food service staff, in consultation with the principal or designee, will coordinate obtaining student input on menu planning that will include taste testing of new nutritional food, satisfaction surveys, and other activities that will promote nutrition awareness.
  - e. Food service staff will place the healthier food items in the service line where students are more likely to choose them.
  - f. Parents will be provided the nutritional standards of the HHFKA and encourage parents to pack lunches and snacks that meet the HHFKA nutritional standards.
2. Goals for Nutrition Education – The following activities will be coordinated in each school in the district:
  - a. The principal will ensure each student receives at least one presentation per school year that promotes good nutrition and nutrition education. These presentations may be provided through classroom visits from school staff members trained in nutrition, school-

wide or group assembly programs, during health/physical education classes during the school year, or any other presentation manner. This requirement may be provided as part of nutrition education provided to students as part of the district's curriculum.

- b. The principal or designee will post the nutritional guidelines of the HHFKA in the area of the school building where food and beverages are served.
- c. The school lunch menu will include nutritional information, activities, recipes, and/or any other information that encourages the selection of healthy food items.

### 3. Goals for Physical Activity

- a. The following activities will be coordinated in each elementary school in the district:
  - (1) All students shall receive health/physical education under the supervision of a properly certified teaching staff member as required by the New Jersey Department of Education.
  - (2) The principal or designee will ensure there is age-appropriate equipment and supplies available during recess time for students to participate in physical activities.
  - (3) Students will be encouraged by school staff members supervising student recess time to participate in some type of physical activity, which may include, but not be limited to: walking; playing games that require physical activity, such as kick ball, volleyball, baseball, basketball, etc.; rope jumping; and/or using playground equipment.
  - (4) The principal will encourage classroom teachers to incorporate brief, physical activity breaks into the school day to establish an environment that promotes regular physical activity throughout the school day.
  - (5) The principal or designee will coordinate special events that highlight physical activity, which may include field days, walk-a-thons, and activity tournaments or competitions. The principal or designee may involve parents, community members, and students in the planning of these events.

# 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) <sup>1</sup> : 2 doses (AGE 12-59 MONTHS) <sup>2</sup> : 1 dose	Mandated only for children enrolled in child care, pre-school, or pre-Kindergarten.  <sup>1</sup> Minimum of 2 doses of Hib vaccine is needed if between the ages of 2-11 months.  <sup>2</sup> 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 < <sup>1</sup>	< <sup>1</sup> 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.
PNEUMOC OCCAL	(AGE 2-11 MONTHS) <sup>1</sup> : 2 doses (AGE 12-59 MONTHS) <sup>2</sup> : 1 dose	Mandated only for children enrolled in child care, pre-school, or pre-Kindergarten. <sup>1</sup> Minimum of 2 doses of Pneumococcal vaccine is needed if between the ages of 2-11 months. < <sup>2</sup> Minimum of 1 dose of Pneumococcal vaccine is needed after the first birthday.
MENINGOC OCCAL	(Entering GRADE 6 (or comparable age level for Special Ed programs). 1 dose <sup>1</sup> (Entering a four-year college or University, previously unvaccinated and residing in a campus dormitory): 1 dose < <sup>2</sup>	<sup>1</sup> For pupils entering Grade 6 on or after 9-1-08 and born on or after 1-1-97.  <sup>2</sup> 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.

JUL 23