

# Student and Parent Handbook

## **SCHOOL INSURANCE**

School insurance is a voluntary program at the school. The school nurse will provide you with insurance information at the beginning of the school year. Your signature is required if you accept this insurance. Please be aware that the school district is not responsible for your insurance carrier's non-payment of medical claims.

## **STUDENT RECORDS**

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT, statute 20 USC 21232g, regulations 34 .CFR part 99.

The Family Educational Rights & Privacy Act of 1974 (FERPA) affords parents and eligible students over 18 the right to inspect and review education records, seek to amend them, and consent to disclosure. More information regarding this law and procedures is available in the Central Office of the school.

Montague School may disseminate identifiable information (such as name, age, grade, and photograph) about student honors, awards, achievements and participation in school activities or programs. The information may be disseminated in a press release to print or broadcast media, or it may appear in district publications or on the district web site. If you do not want your child's photograph or other identifiable information to be disseminated, you must make a specific written request to the CSA, Janice L. Hodge. Failure to make such a request shall be deemed consent to release or publish the aforementioned information during the 2008-09 school year.

In accord with the Protection of Pupil Rights Amendment (PPRA), Montague School will offer parents the opportunity to opt their child out of participating in any survey that reveals information on certain types of personal behavior or political beliefs.

## **COUNSELING SERVICES**

The school psychologist/school counselor and school social workers are additional emergency resources to assist in meeting the needs of students, as in:

- Student interpersonal problems
- Student family problems
- Academic difficulties
- Crisis intervention

The school psychologist/school counselor/or social workers may see students on an appointment basis. Teachers and/or parent/guardian may initiate a referral and meet with the counselor at their discretion.

### **CHILD ABUSE/DYFS CONTACT**

It is the obligation of EVERY staff member to immediately report any child suspected of being the victim of child abuse or neglect. New Jersey law requires that any call to DYFS must also include a report to the police.

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### **STUDENT RETENTION**

A child may be a candidate for retention if he/she (1) fails two or more major subjects for the year, or (2) is absent twenty or more days without documented extenuating circumstances. If retention becomes a possibility, the teacher will meet with the parent/guardian to discuss the possibility and outline a plan for improvement. If improvement is not demonstrated by the spring parent conference, then the teachers will recommend retention for the following school year.

### **NUTRITION PROGRAM**

Studies have shown that students who eat a nutritious breakfast learn better in school. Both breakfast and lunch are offered at school. Menus are distributed once a month. Order forms are distributed to students at the beginning of each week for the following week.

You will receive a lunch survey at the beginning of the year. A survey form must be submitted for each child in your family. Please fill it out promptly

and return it to your child's teacher as soon as possible. Orders for lunch/milk are usually due in the school each Thursday morning by 9:00 a.m.

The Montague School district believes that good health promotes student attendance and education, and recognizes that students need nourishing foods and physical activity in order to properly grow and lead healthy lives. A committee of teachers, parents, board members, and administrators adopted a plan to help students develop healthy minds and bodies. Changes to the breakfast and lunch programs and in the health and physical education classes were made as a result of this new Wellness and Nutrition Plan.

The plan gives guidelines for all foods consumed by our students and staff, including those consumed at school sponsored programs, and those offered during class parties and celebrations.

### **STUDENT HEALTH**

Good health is a most valuable reward for the daily practice of desirable habits. Please help your child develop good habits.

### **ILLNESS**

For the best interest of all children and in order to prevent the spread of communicable illness, your child should not come to school if *he/she* feels ill with any of the following symptoms:

- Temperature over 100 degrees
- Vomiting
- Moist skin eruptions
- Inflamed and/or discharge from eye unless an allergy slip from your physician is on file
- Toothache
- Other pain
- Chills
- Skin rash
- Suspicion of scabies or head lice

### **HEAD LICE**

Head lice (Pediculosis) continue to be a problem in all schools. Lice are highly communicable and difficult to prevent but if every parent/guardian takes the responsibility to check the entire family's hair and scalp often, these parasites can be controlled. Persistent head scratching and white specks on the hair shaft that will not move are the signs of infestation. Please notify the school nurse for treatment information and to have all school contacts examined. Students having head lice will not be allowed in

school until effectively treated for the condition and checked by the school nurse.

### **SCABIES**

Scabies is a common skin rash/infection caused by a tiny mite that lays its eggs under the skin. Symptoms include persistent itching, which results in scratch marks and/or tiny pinpoint holes. If left untreated, sore scabs will develop. Usually, more than one family member will be affected. If your child has the above signs and symptoms, contact your family physician/pediatrician. ALSO NOTIFY THE SCHOOL HEALTH OFFICE PROMPTLY.

*REMEMBER: head lice and scabies must be treated quickly!*

### **MEDICATION ADMINISTRATION**

No medication, either prescription or over-the-counter, will be administered to any student unless the medication authorization forms are completed by the parent/guardian and prescribing physician. Medication is administered by the school nurse. It is the parent/ guardian's responsibility to update the school nurse regarding new medical information and/or changes in existing medical conditions.

Medication in its original labeled container must be delivered to the health office by the parent/guardian. It must be accompanied by a written request from the parent/guardian for its administration. A physician's written, signed prescription indicating the name of the student, medication, purpose, dosage, times to dispense, possible side effects, and discontinue date MUST accompany ALL medication. NO medication will be dispensed without the above prescription. All medication will be secured by the school nurse,

Medication that is no longer required must be promptly removed by the parent/guardian. Students with asthma are permitted to carry their prescribed inhaled medication only with written approval of a parent/guardian and the required physician's prescription as outlined above.

### **HEALTH RECORDS**

Health records including history and physical examination, immunizations, and screenings will be maintained in the health office. It is important that parent/guardian updates the health office with any change in a child's health status. The school nurse may provide the Administration and teaching staff information concerning a student's health condition as it pertains to the learning environment, and the student's best interest, with written consent by the student's parent/guardian.

## **PHYSICAL EXAMINATIONS**

Physical examination from the child's family physician or pediatrician will be required for participation in some after-school programs. Physical exams should be performed a minimum of every two years during adolescence and are required for every student entering Montague Elementary School for the first time.

## **HEALTH SCREENINGS**

Throughout the year, health screenings may include height, weight, hearing, blood pressure, and vision. New Jersey law requires that every child between 10 and 18 years of age be examined for scoliosis every two years. Prior to the screening, written notification/permission will be sent to the parents/guardians of all children to be screened. Students will be screened unless the school nurse receives written notice by the parent/guardian not to do so.

## **EXCUSED GYM ACTIVITY**

A physician's note is required for any excuse from gym extending beyond one day. A parental note will be accepted for a one-day excuse only. Statements from students will not be accepted. All notes must be submitted to the health office. For safety reasons, earrings –as well as dangling jewelry of any kind - must be removed during gym class.

## **IMMUNIZATIONS**

The list of immunizations required for school entrance is as follows:

- DPT: 4, with one after the 4<sup>th</sup> birthday or any 5
- Polio: 3 with one after the 4<sup>th</sup> birthday or any 4
- MMR:2 with one on or after the 1st birthday and one on or after the 4<sup>th</sup> birthday
- Varicella: 1 on or after the 1<sup>st</sup> birthday, or documentation of having had the disease
- Hepatitis B: 3 within a six month period
- TB: no earlier than 3 months prior to school entrance from certain other states and countries, including any inner-city area.

Beginning this school year there are additional NJ immunization rules:

- \*Preschoolers: annual influenza vaccinations and a pneumococcal vaccine.
- \*Children born after 1/1/97 and enrolled in grade 6 or transferring to a NJ school from another state or country will be required to receive a booster dose of DTP vaccine as well as the meningococcal vaccine. These immunizations are recommended for every child between the ages of 11 and 18.

**HOMEBOUND INSTRUCTION**

Homebound instruction is provided to any student who, after 10 consecutive days of absence, remains under a doctor's care and has not been cleared to return to school. Circumstances such as prolonged illness, surgery, etc. will require a note signed by the treating physician. It is the parent's responsibility to submit the note to the Health Office. Parents will be notified by the homebound instructor for start date and times.