



**PISCATAWAY
REGIONAL DAY SCHOOL**

1670 Stelton Road
Piscataway, New Jersey 08854

TELEPHONE: (732) 985-8752
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Principal: Ms. Phyllis DeLucia, M.Ed., BCBA
School Secretary: Mrs. Debra Muller
School Secretary: Ms. Aylin Lizardo-Barrios

**PARENT/STUDENT HANDBOOK
2018-2019**



Learning Knows No Bounds

PISCATAWAY REGIONAL DAY SCHOOL POLICY AND PROCEDURES

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PISCATAWAY REGIONAL DAY SCHOOL

EDUCATIONAL SERVICES COMMISSION OF NEW JERSEY

1670 Stelton Road, Piscataway, New Jersey 08854

TEL: (732) 985-8752 Fax: (732) 985-8783

Phyllis DeLucia, M.Ed., BCBA
Principal

Dear Parents/Guardians:

On behalf of the entire staff, we welcome you to the 2018-2019 school year. Our staff members eagerly look forward to working with your child. We will continue to stress the skills necessary for functioning beyond a school's supportive environment. Therefore, Activities of Daily Living, Community Education and Pre-Vocational Skills remain key elements in our school curriculum, along with our ongoing efforts on functional academics. A variety of programs and instructional techniques will be used to foster improved attending skills, appropriate behaviors and academic progress. In addition, a full range of educational and related services, as directed by your child's Individualized Education Plan, will be provided by a very competent and caring staff.

We understand the important role parents/guardians play in the success of our students. Our instructional and related services staff is committed to maintaining open lines of communication with parents/guardians and to foster opportunities for students to practice functional skills in the home setting. We also recognize that each and every day you work very hard to provide for the needs of your child. We appreciate your efforts and look forward to working with you.

Kindly remember that it is very important that you keep the school office advised of a telephone number at which a responsible adult can be reached during school hours. Be certain that you mailed the school emergency information form, previously sent to you, and advise us of any changes.

We are confident that with your continued support we will be able to provide for a successful and exciting school program. This Parent Handbook contains information which should be of assistance to you. We also encourage you to become active in our Parent Professional Association. Please feel free to call the school if you have questions or suggestions.

Sincerely yours,

Phyllis DeLucia, M.Ed., BCBA
Principal

STUDENT ABSENCE

- We look forward to providing a quality educational experience for your child every day school is in session. Regular attendance is important. If your child will be absent, please telephone the school office 732-985-8752 between 7:30 A.M. and 9:00 A.M. Please send in a note following your child's absence. These notes will be kept on file by the classroom teacher until the end of the school year. The only excused student absences are for illness, death, or serious illness in the family, religious holidays or school district transportation problems. Students absent for more than five days without proper notification to the school office are considered "missing" in accordance with school regulations and are reported to your local school district.
- Your child's attendance is recorded daily and regularly reported to your local school district. Each day your child is in attendance provides us with an opportunity to provide for his/her educational needs. Students arriving more than 1 hour after the start of the day will be marked "Late"; and, if such lateness is chronic, will be reported to your local school district.

LATENESS

- Parents bringing students to school are encouraged to be at school at the beginning of the school day (9:00 a.m.) Repeated tardiness prevents full implementation of educational programs as per your child's Individualized Education Plan, including scheduled therapy services. Repeated tardiness is, therefore, not acceptable.
- Students will be routinely accepted at the school at any time; however, students arriving after 10:00 A.M. may not receive a school lunch. Parents/Guardians must come into the office with their child and sign in whenever a student is brought to school. Please remember we only accept a child when transportation home is assured. School staff CANNOT provide transportation. You must assure transportation home by:
 - Calling your school bus driver
 - Calling your school bus driver's company
 - Calling your school district's transportation office
 - Picking up your child yourself by 2:15P.M.

SCHOOL SCHEDULE

- The school day is 9:00 A.M. - 2:30 P.M. Students can be received at the school no earlier than 8:50 A.M. and must be picked up by 2:30 P.M. All students are escorted to the school bus. Ambulation skills, following directions, and social skills training are practiced throughout dismissal activities. Due to the special needs of the students, 15-20 minutes each day is set aside to promote safe, orderly, and educationally relevant dismissal as part of your child's daily learning activities. **Be advised that there are ten (10) dates [September 26, October 11, November 14 & 15, January 17, February 21, March 28, April 17 & 18 and May 23] when the school has early dismissal at 1:30 PM. Buses begin boarding at 1:15 PM.**

A school calendar has been sent to you. Updates due to any schedule changes will be sent home with your child. If you do not have a copy of the school calendar, please refer to the PRDS page on the ESCNJ website.

BUS RIDES

- Each school district (your town/city Board of Education) provides transportation for your child. They use their own vehicles or contract directly or indirectly with private bus companies. The Piscataway Regional Day School does not arrange, schedule, or hire bus drivers/aides for bus transportation. Each parent/guardian should report scheduling problems to their local school district transportation coordinator or to the district Director of Special Services in your community.
- Parents should discourage students from carrying potentially dangerous objects onto the school bus (sharp edged toys, pencils, etc.).
- Each morning and afternoon, school staff will physically greet your child and accompany him/her off/on the school bus. We will also check with drivers/aides to acknowledge problems. Drivers are encouraged to come into the school office to report serious problems and, if needed, to fill out a written incident report which will be forwarded to your school district transportation coordinator. School staff will also receive any notes, packages, and medications sent to school with bus drivers and deliver them to the respective teacher or school nurse.
- Please do not ask the bus driver to pass along verbal messages to school staff. A written and signed note is acceptable or you may personally telephone the school office or health office.
- If you have any questions regarding the whereabouts of your child's bus:
 - Call the school to confirm arrival or departure time.
 - Call the bus company (they may have direct radio contact with the vehicle).
 - Call the local school district transportation office.
- Routine bus pick-up in the afternoon is between 2:15 and 2:35 P.M. If the bus is going to be late (after 2:45 P.M.) in picking up the students, the Piscataway Regional Day school office staff or the bus company will call your home to inform you of this fact. Remember; please report any bus problem you have directly to your district transportation coordinator. Keep the school office advised of your concerns as well. If we can be of help, please do not hesitate to call.

DROPPING OFF/PICKING UP YOUR CHILD

- Parents/Guardians are requested to notify the school in writing if anyone other than the parent/guardian or district bus driver is to pick up a student. For your child's safety, the person will be asked to provide identification to support your written request.
- Only a parent/guardian may routinely pick-up a child from school. Your written authorization and phone call will be required prior to any other person picking up your child.
- Parents (and all visitors) must first sign in at the school office. You must be issued a visitor identification badge. Please wait at the office until an aide can escort your child to the classroom.
- When a parent/guardian is picking up or dropping off a student, that person must come into the office and sign the student in/out. Parking is available in the visitor spaces in front of Piscataway Regional Day School. To avoid traffic problems in the morning, park your vehicle **before 8:50 a.m. or arrive after 9:05 a.m. (Exception per paragraph below)**
- Parents/Guardians picking up students before **2:10 p.m.** are requested to wait at the office. Your child will be brought from the classroom to meet you at the office. To avoid traffic problems in the afternoon, park your vehicle **before 2:10 p.m. or after 2:30 p.m.**
- If you want to routinely (daily) drop off and/or pick up your child at the curb, please advise the office and we will issue you a bus number. **Paragraphs 5 & 6 above DO NOT** apply to students/families that are assigned a school bus number.

PREPARING YOUR CHILD FOR SCHOOL

- If you wish to send in a note, special instructions and/or information for a given day, you may give it to your child to bring in, placing it in your child's lunch or book bag, pin it to a garment, or hand it to the school bus driver. Please do not ask your child's bus driver to pass along verbal messages.
- If you are purchasing lunch, send in the appropriate amount of money for your child's lunch account or send along a nutritious lunch. Lunches requiring refrigeration should contain a reusable frozen cooling packet. Lunches are stored in student lockers, not in refrigerators. Lunchtime varies between 11:00am-12:30pm.
- We know that each parent/guardian wants their child to be comfortable in a clean, healthy school environment. Our staff works very hard towards this end. Classroom staff may provide instruction on hand washing; nail care, hair grooming and selecting clothing. However, a healthy school environment also requires that each student be regularly bathed at home. Although we understand under many circumstances it can be very difficult for a parent/guardian to bathe/shower some of our students, school staff cannot set aside time during the busy school day to bathe/shower students. Classroom teachers are required to advise the school nurse regarding student hygiene problems.
- Students presenting health risks to others are not permitted to attend class. If you are having difficulty bathing/showering your child, please feel free to telephone and discuss this problem with the school nurse.
- If your child is to be involved in a toilet training program at school, please send in the following:
 - Changes of clothing to be kept at the school.
 - Disposable diapers (three-four week supply).
- When your daughter is menstruating, please send along the following:
 - Sanitary napkins with adhesive strips (we only keep an emergency supply on hand).
 - Extra clothing may be sent along to be used as needed.
- If your child is to receive medication at school, be certain to complete the forms provided by the school nurse. Please do not allow your son/daughter to carry medication to school, but rather have the bus driver deliver it to school in an appropriately marked bag. The school staff will receive the medication from the driver and deliver it to the school nurse who is responsible for dispensing all medications.

DRESS CODE

- All students are expected to dress in a manner that is comfortable, safe, clean, and tasteful and not distracting to other students. Any item of clothing promoting drugs or alcoholic beverages is not allowed (e.g. shirts advertising beer, etc.). Slogans promoting anti-social behavior or insensitivity to others are prohibited. The above includes shirts, jewelry, etc.
- Students are encouraged not to wear outerwear clothing inside the school. We ask students to remove their outer coats and hats, etc. as "good manners". Students may wear sweaters or sweatshirts indoors as needed and all outer garments are available whenever the students go outside.
- For safety reasons, non-prescription sunglasses may not be worn inside the school building. Students may not wear/use audio headsets when moving through the building. Flip-flops or open toed shoes are discouraged.

PERSONAL PROPERTY

- For safety purposes, please supervise your child as follows
 - Students are not permitted to bring to school any kind of knife, handcuffs or weapons. Toy replicas of these items are also prohibited.
 - Students are not permitted to sell or attempt to sell or distribute any object or substance which has not been authorized for sale or distribution by the Principal. Trading of items in exchange for money or other items is also not permitted.
 - The school cannot be responsible for damage or loss to personal toys, radios, TV's, MP3 players, etc., brought into school. These items should only be brought to school with the permission of the classroom teacher.
 - Students may not have cigarettes, lighters or matches in possession or in their school lockers.
 - School desks and school lockers are **not** considered private personal property, and as school property **they are subject to periodic inspection or search by the School Principal.**
 - **STUDENTS ARE NOT PERMITTED TO USE CELL PHONES IN SCHOOL, AND ARE NOT PERMITTED TO HAVE THEM IN THEIR POSSESSION DURING SCHOOL TIME**

EMERGENCY CLOSING OF SCHOOL

- Regular sessions of school are canceled only in case of emergency. Heavy snowstorms or serious weather conditions are the principal reasons for emergency closings of schools. Other emergency closings have been caused by breakdowns in water or electric services.
- ALL DAY CLOSINGS: When school must be closed for an entire day, such notice will be announced over WCTC - A.M. 1450 and WMGQ - FM 98.3, WNJN-FM 101.5 on the radio dial and News 12- Cablevision TV. The announcement will say "Educational Services Commission of New Jersey -closed at all locations." You may also call the school at 732-985-8752 to listen to a recorded message. An automated call system (Honeywell Instant Alert) has been implemented to notify families of school closings/delays. Registering your personal preferences on the Honeywell system is easily done through your home computer. Directions and additional information on the Instant Alert system are included at the end of this handbook. You can also check the following websites and look up Educational Services Commission of New Jersey programs: www.escnj.k12.nj.us www.wctcam.com www.magic983.com
- DELAYED OPENINGS: Any Piscataway Regional Day School delayed openings will be announced on the radio as follows: "Educational Services Commission of New Jersey- delayed openings at all locations." Our standard delayed opening is (1) hour. School starts at 10 A.M. on Delayed Opening days. You may also call the school at (732-985-8752 after 7:30 A.M. or for a recorded message before 7:30 A.M.). Delayed openings will also be announced via the Honeywell Instant Alert System.
- Your local school district, having a delayed opening, may not dispatch the school bus at the regular time. For further information call your school district. If your local district is closed for weather/safety reasons, please consider safety first before sending your child to school. Remember that if your district is closed there may not be anyone on duty at your school district transportation office to assist you with bus emergencies. If the weather will cause significant travel delay and your child has toileting or medication needs be advised that a prolonged bus trip might best be avoided.

- EARLY DISMISSAL: When it becomes necessary to close once school is in session, every effort will be made to telephone families. Parents/guardians are requested to:
 - Provide supervision for their children if they will not be at home when students arrive. Working parents/guardians, in particular, are requested to plan ahead and to provide for the supervision of their children should an early closing become necessary.
 - Keep the school advised of your phone number or a neighbor's number so that supervision for your child can be secured during an early closing.
 - Consider your child's specific needs regarding toileting and medication. Parents can pick up children, at their discretion, prior to the start of early dismissal and possibly avoid lengthy bus rides home during poor weather conditions

FIRE DRILLS and SECURITY DRILLS

- Per New Jersey state law, we must conduct fire drills each month. These drills are held at various times and under various conditions. Our students are required to leave the building in a speedy and orderly fashion. Students are assisted, as needed, while exiting and re-entering the building. Additionally, school staff will practice monthly school security to insure student safety whenever there is a risk.

HEALTH SERVICES

- School nurses and a consulting physician are employed by the Educational Services Commission of New Jersey to advance the well being of the students at school. The school nurses are on duty each day between 8:30 A.M. and 3:15 P.M.
 - ✓ **COMMUNICABLE DISEASES:** In order to prevent the spread of communicable disease and to ensure rapid recovery with a minimum of after-effects, parents/guardians should keep children at home when they show evidence of any of these symptoms: Pain, Vomiting, and Fever of 101 or higher.
 - If any of these symptoms are identified at school, the parent/guardian will be notified and the child will be sent home from school. Students should be fever-free for 24 hours (without medication) before returning to school. Students with diarrhea and/or vomiting should be free of these symptoms for 24 hours before returning to school.
 - Communicable diseases can best be controlled if parents/guardians would please keep their child at home and contact the school if their child has any of the following ailments:

<u>DISEASE</u>	<u>PERIOD OF EXCLUSION*</u> (Per State regulations)
Chicken Pox	Six days from 1st day of eruption
Measles	Six days minimum after appearance of rash if feeling well
German Measles (3-day)	Four days after appearance of rash
Mumps	Seven days after onset
Pertussis (Whooping Cough)	Twenty-one days with doctor's note

<u>DISEASE</u>	<u>PERIOD OF EXCLUSION*</u> (Per State Regulations)
Scarlet Fever	Must have doctor's note 24 hours after injection, 48 hours after oral Antibiotic
Ringworm	Must have doctor's note
Impetigo	Must have doctor's note 24 hours after starting treatment
Pink-eye (Conjunctivitis)	must have doctor's note 24 hours after starting treatment

- ✓ A written note from the family physician must be returned with the child if he is to return before the specified time. *Exceptions may be determined by the family/treating physician.

- **PHYSICAL EDUCATION/PHYSICAL THERAPY:** If a child is to be excused from physical activities, a doctor's note is required stating the length of time the child is to be excluded and/or what activities can be permitted/excluded.

- **IMMUNIZATION AND VACCINATION:** Chapter 14, N.J. Sanitary Code Immunization of Pupils in School, was adopted by the N.J. Department of Health effective September 1, 1975. This code mandates the following:
 - Immunization against Diphtheria, Peruses (Whooping Cough) and Tetanus including at least one booster. Another booster will be required every 10 years.
 - Immunization against Polio including at least one booster.
 - Immunization against Rubella, regardless of history of Rubella-like illness.
 - Immunization against Mumps except with physician's certification of clinical mumps illness.
 - Scoliosis (curvature of the spine). All Students between the ages of 10 and 18 will be examined yearly. By law, screening for Scoliosis will be performed by the school nurse for all students ages 10 through 18 unless it is performed by the student's own physician. A report from the physician must be provided to the nurse.
 - A pupil may be exempt from the above if they are contrary with the pupil's religious beliefs or are medically contradicted by the family physician. A written statement to that effect will be required. Pupils with incomplete immunization records must be excluded from school after notification to the parent/guardian.

- **HEARING, VISION, HEIGHT AND WEIGHT SCREENINGS:** During the school year, each child is weighed and measured and is also screened for vision and hearing problems. Parents/guardians will be notified if the pupil needs further referral.

- **POLICY ON MEDICATION:** When a child is required to take any medication during school hours, only the school nurse will administer the medication in compliance with the regulations that follow. The medication must be brought to school in the original container, appropriately labeled by the pharmacist.
 - Written instructions signed by parent/guardian and physician will be required and will include:

✓ Child's name	✓ Purpose of medication or diagnosis
✓ Name of medication	✓ Time to be administered
✓ Dosage	✓ Duration of administration

NOTE: ALL CHANGES MUST BE UPDATED BY WRITTEN DOCTOR'S ORDERS.

- State regulations require that only a certified school nurse may give medications to children while they are in school. When our staff school nurse is absent we will have a substitute certified school nurse. On rare occasions we may be unable to have a nurse in the building to give the children their medications.

- If your child receives medication during school we will ask that you confer with your child's physician for direction and complete a form forwarded to you by the school nurse. The school will do everything possible to have a nurse in the building to give the children their medications. However, to avoid last minute complications, we need to know in advance how to handle your child's special needs, whenever a nurse is not available. Please complete and return the health office forms as soon as possible. Please notify the health office of all medications your child takes.

- **Policy on Allergy/Asthma:** The health office maintains a list of students with allergy and asthma. In order to keep this information current please provide this data at the beginning of the school year. If your child is highly allergic and susceptible to the allergic reaction known as Anaphylaxis an Individual Action Plan will be implemented with your participation. An action plan, as well, will be completed for students who are being treated for asthma.
- **Return to school after serious illness, surgery, or hospitalization:** In order to ensure a safe and smooth transition back to school, parents must provide the school health office with pertinent information related to the medical condition or injury, medical clearance to return to school, as well as the need to restrict activities, if applicable.
- A student's prolonged absence from the educational setting due to medical or surgical interventions necessitates a review of the student's Health Profile upon their return to school. During the absence, on-going contact by the PRDS Health Office with the student's parents/guardians will take place. Appropriate information will be shared with the sending District, classroom teacher and related providers.
- The following protocol will be implemented when the student returns to school because their educational program may be affected by the medical/surgical treatment:
 - The student's parent or guardian should accompany their child on the first day they return to school.
 - The parent or guardian, the student and the school nurse will meet to review the medical surgical treatments necessitating the student's prolonged absence.
 - As necessary, new prescriptions should be provided outlining any limitations, for related services to continue (i.e. Physical Therapy; Adaptive Physical Ed.), as well as written information on any medication changes.
 - The Health Office will provide the sending district, PRDS case manager, teacher and related service providers all relevant details regarding the student's return to the school setting and continuation of their daily schedule.

ACCIDENTS/INJURIES

- The school provides for two nurses. The school nurses will advise you of any health related issues, accidents, or injuries occurring at school. Classroom staff is required to immediately report all accidents and injuries to the school nurse. All atypical and/or prolonged seizure episodes are also reported to the school nurse. An accident/injury report is completed by our school nurse and notations are prepared by staff witnesses whenever a child is injured.
- In the event a student requires medical treatment or observation, the Piscataway Township Rescue Squad is telephoned. The local police dispatcher advises the rescue squad which area hospital is to be used. (School staff/parents/guardians are not able to determine which hospital is to be used). If the police dispatcher offers a choice and parents/guardians are in contact with the school, the school nurse will request the most convenient hospital of the following (J.F. Kennedy - Edison, Robert Wood Johnson - New Brunswick, St. Peters - New Brunswick). A school staff member will follow/accompany the rescue squad to the hospital. Parents/guardians must immediately come to the hospital. Many hospitals will not initiate medical services until a parent/guardian is present. School staff cannot intervene on behalf of the parent/guardian.
- **IMPORTANT REMINDER: WE MUST HAVE A DAYTIME TELEPHONE NUMBER OR EMERGENCY PHONE NUMBER AT WHICH YOU OR YOUR DESIGNATED REPRESENTATIVE CAN BE REACHED ON FILE IN THE SCHOOL OFFICE. KEEP IT CURRENT. THIS IS EXTREMELY IMPORTANT.**

- The Educational Services Commission of New Jersey pays for and provides a "School Time" accident insurance policy for each student through the McCloskey Insurance Company. The school office staff can provide you with claim forms for you to file directly with McCloskey Insurance on school related injuries. The insurance will provide for some charges based on the insurance companies' schedule of benefits. Additional medical expenses are the responsibility of the parent/guardian and may be submitted to your own insurance carrier.

SCHOOL MEALS

- Beginning on the first day of school, a nutritious state approved hot or cold meal and beverage can be purchased at the school. School meal prices are determined by NJ State standards and the Educational Services Commission of New Jersey. Free or reduced meal application forms are provided to each parent/guardian and are available in the school office.
- Applications are approved based on income standards set by the State of New Jersey. **Please return the application form whether or not you wish to participate in the free/reduced meal program.** Milk is also available for purchase at lunchtime whether or not your child receives the school lunch. Meals must be served in total, that is, a student may not purchase a portion of the meal.
- **BREAKFAST:** Payments for one (1) week must be received in advance every Monday. If your child is absent on a day that you have requested breakfast, money will be credited to your account. Breakfast will not be served on days when the school has a delayed opening. If you sign up for the breakfast program, your child will receive breakfast on a daily basis. You may also discontinue participation in the breakfast program at any time.
- **LUNCH:** A menu (subject to change) will be sent home every month. Students may purchase lunch for one (1) to five (5) days per week. Feel free to call the office for further information on your child's account. All lunch accounts must be current to the day. Students are not allowed to "charge" lunch. Over-payments or student absences resulting in a credit will be carried over as a credit balance for the current or following school year.
- Lunch money may be sent in daily, weekly or monthly, but **must be paid in advance.** Milk is included with the school lunch; however, milk can also be purchased separately without buying a lunch. Orange juice can only be served to students who are allergic to milk (a doctor's note is required). **Notice regarding lunch prices and payment procedures are sent to each family.**

PUPIL CODE of CONDUCT

- All certified PRDS staff members will educate/train students in accordance with the following School Code of Conduct guidelines:
 - Pupils shall not be allowed to leave the school without written permission from parent/guardian, and only to an adult authorized by the parent.
 - Pupils must avoid verbal or physical abuse of peers and staff.
 - Pupils shall refrain from the inappropriate use of property.
 - Pupils may not use drugs, alcohol, and paraphernalia or smoke in or on school property.
 - Pupils shall refrain from possession of dangerous substances or a device that may be harmful to ones self or others.
- All certified staff will prepare a list of rules for the instructional area appropriate to the age and cognitive functioning of the individual students. All staff shall keep pupils aware of the rules.

- The Principal and the assigned case manager will be advised by the teacher whenever a pupil fails to comply with the School Code of Conduct, so that a plan of appropriate positive action can be developed.
- The Principal may bill the pupil or parent for a student's willful physical damage to property, if this is appropriate and may lead to positive changes in student behaviors.
- The Principal may direct the case manager to contact the resident district case manager and the parent to request an immediate conference when a pupil fails to comply with the School's Code of Conduct by presenting a danger to self and others. The parent/guardian may be asked to accompany the pupil to school prior to his/her next day of attendance. In the event of potential unsafe behaviors, the parents/guardians may be asked to come to the school on the same day the problematic situation exists for a brief meeting and/or, if necessary, to assist with decision making regarding alternate arrangements for the student to be transported home that afternoon. **It is essential that parents/guardians provide updated information regarding home and/cell phone numbers as well as those of emergency contacts.**
- If a pupil is dangerous to self or others and is suspended, the resident district and parent will be notified by the Principal in writing. The district will be asked to review the student's behaviors in light of his/her disability. The district may share its recommendations and conclusions regarding the suspension.
- The district may be requested to convene an IEP review conference to review with the parent/guardian the school's ability to safely accommodate the individualized needs of the student and to develop a Behavior Intervention Plan (B.I.P.) to safely provide a program for the student.

DISCIPLINE

- Positive reinforcement of appropriate behaviors will be an ongoing effort of our staff. Whenever it becomes necessary to set limits on inappropriate behaviors, students may receive a verbal reprimand and/or be temporarily removed from a classroom activity. More serious problems may result in loss of privileges, such as going on a trip. In each instance, the classroom staff, in conference with our school child study team members, will attempt to bring about meaningful and positive changes in behavior. Each child's needs will be assessed individually and parents/guardians will be advised of our concerns. Parents/guardians may be asked for suggestions and/or cooperative follow-through to remedy problems.
- If a student's behavior seriously disrupts the school program and is unsafe to the student and/or other students and staff, suspension may be considered as a positive effort to ensure safety. The parent/guardian will be advised of this situation and every effort will be made to safely return the student to the classroom and/or the school program as soon as possible. The parent/guardian, the Educational Services Commission of New Jersey District Superintendent and your local school district Director of Special Services will be advised of the need for any suspension. Parent/guardian and sending school district will be asked to assist in planning for the safe return of the student.
- PRDS follows the ESCNJ Policy on the use of Restraint/Seclusion in crisis situations where a student is placing self or others in clear physical danger. A copy of this detailed policy may be found on the ESCNJ website and in the school office.
- Staff will enable and supervise students to follow school and classroom rules. Each student is expected to adhere to the Pupil Code of Conduct (see above).

PROGRESS REPORTS

- Parents/guardians will receive three (3) written reports of student progress. These reports are prepared in December, March and June and mailed to you and to your school district. The report reflects progress on goals determined at each student's Individualized Education Plan Annual Review meeting, hosted yearly by your local school district. Parents/guardians and Piscataway Regional Day School staff participate in this meeting (usually held at the school) and assist in developing these goals. Parents/guardians requesting additional information on student progress are directed to write or telephone the classroom teacher as often as needed.

CONFIDENTIALITY

- Your home phone number or child's photograph will not be provided to another student or family without your written consent. If you wish after school or weekend contact between students, send in a note to your child's teacher. The teacher will advise the other family of your interest.
- Your child's complete student record is located at your local school district's Child Study Team office. The school's student file, located in our main office, contains only those elements of the student record which the local school district sent to the Commission, as well as descriptions of student progress, correspondence, and educationally relevant information generated by school staff. Health records are located in the Health Office. Classroom teachers retain copies of the IEP. Related service providers retain copies of their discipline's evaluation report. Certified staff having responsibility for designing and/or implementing your child's individual education program has access to student records. Parents/Guardians and students over the age of eighteen (18) can make an appointment with the school office to review the student file.

VISITORS AND CLASSROOM OBSERVATIONS

- You are encouraged to visit the school to observe your child. Please call the school office to schedule your visit. Visits during lunch recreational/recess periods, arrival and dismissal are discouraged.
- All visitors must sign in at the office and be issued a visitor identification badge. **Visitors may not walk directly into the school without first signing in the main office.** In addition, please be mindful of the fact that the teachers will not be available to engage in lengthy discussions with you while they are responsible for managing classroom activities. Please feel free to ask the teacher to schedule a conference for you if you would like to discuss an important matter.
- Although observations are always welcomed, due to student confidentiality issues and other personnel factors, we do not provide for the videotaping or audiotaping of classroom programs or individual related services therapy sessions.
- Generally speaking, siblings are not permitted to accompany you during observations or classroom visits; however, all family members may be invited to attend special 'family' events (picnic, party) that are scheduled. Parents/Guardians may also call the school office to schedule a tour of the school facility for your child's brothers/sisters.
- All parents/guardians are invited to meet the entire staff during our **Back to School Night, Wednesday, September 26, 2018 at 7:30 P.M. Fall and Spring Parent/Guardian Conferences will be held on November 14 & 15, 2018 and April 17 & 18, 2019.**
- Additional conferences and visits can be scheduled.

TELEPHONE and E-MAIL CONTACT

- Parents/Guardians can telephone the school during school office hours, typically 7:30 AM - 4:00 PM at (732) 985-8752. The voice mail menu will offer the following choices:
 - Press 1 School Office
 - Press 2 School Nurse
 - Press 3 Occupational & Physical Therapies
 - Press 4 Speech
 - Press 9 Directory of all RDS telephone extensions
- Classroom teachers can best be reached between 8:30am - 8:50 am and 2:30 PM - 3:15 PM. At other times of the day they are teaching in the classrooms and cannot be interrupted. The office secretary will be glad to take your message and place it in the teacher's mailbox.
- Your child's classroom teacher/therapist can be reached via e-mail as follows:
 - Faculty member's first initial, last name, and @escnj.k12.nj.us. For example: Susan Smith's e-mail would be: ssmith@escnj.k12.nj.us.
- A full directory of PRDS faculty and e-mail addresses can be found on the PRDS page on the ESCNJ website.

OFFICIAL CORRESPONDENCE

- Official school correspondence will always be sent to you on school stationary and will be signed by the school principal, school nurse, etc. Should you receive any other correspondence regarding school activities and scheduled student or parent programs, please telephone the school office for further clarification.

FIELD TRIPS

- During the course of the school year, our Board of Education approves a variety of educational field trips. Permission slips will be sent home for all educational trips. Students may not attend scheduled trips without written permission on the prescribed forms. Unfortunately, telephone consent is not acceptable. Parents volunteering as school field trip chaperones are required to ride the school bus with students and staff. Siblings under the age of 18 years are not permitted on school field trips.

TECHNOLOGY LITERACY TRAINING

- Each PRDS classroom will have one or more computers and iPads available for student use. As appropriate, classroom instruction will include methods to enhance student technology literacy. In many classrooms, specialized adaptive equipment to include switches, touch screens, and large monitors will be used. Independent access to computers will be encouraged.
- Students in need will also be trained on computerized speech augmentation devices and switches to access audiovisual equipment.
- Parents are invited to participate in course offerings related to technology training offered by the ESCNJ Professional Development Academy. A list of course offerings can be found on the ESCNJ website. All parents/guardians are also reminded to maintain contact with your local school district to participate in school technology literacy training opportunities offered by your resident school district or within your respective community.

RIGHT TO KNOW

- Notice of any construction or other activities involving the use of any hazardous substances will be posted on a bulletin board in the school at various times throughout the year. Information sheets regarding hazardous substances being used or stored are available at the school.

ROLE OF AFFIRMATIVE ACTION OFFICER

- Gary Molenaar and Nadia Romano have been appointed to serve in the position of Affirmative Action Officer (AAO) for the Educational Services Commission of New Jersey (ESCNJ) for the 2018- 2019 school year.
- The major responsibility of the AAO is to coordinate and implement the district's efforts to comply with Federal and State laws that prohibit discrimination based on race, color, creed, religion, sex, sexual orientation, ancestry, national origin, or social economic status. In addition, it is the responsibility of the AAO to insure that information regarding these regulations is disseminated to students and staff in order to ensure that their individual rights are protected and that they will refrain from discriminating against or harassing others. The AAO is also responsible for handling formal complaints and grievances regarding allegations of discriminatory practices.
- The following are examples of specific topics addressed by the aforementioned regulations:
 - The prohibition of sex segregation in most courses, education programs and extra curricular activities;
 - The prohibition of using tests, procedures or counseling materials that differentiate students in such a way as to funnel them into stereotypical courses, programs or post graduate employment;
 - The prohibition of discrimination against students because of pregnancy, parenthood or marital status;
 - The prohibition of sexual harassment of either students or employees by other students or staff;
 - The development of procedures to review student suspension, expulsion, promotion/retention data in order to ensure that there are no inequitable practices being implemented.
- Any questions or issues related to the topics listed above should be brought to the immediate attention of the respective school administrator. One may also contact Gary Molenaar or Nadia Romano, the Educational Services Commission of New Jersey's AAO's, at (732) 777-9848 ext. 5010 or ext. 3420. In addition, please note that copies of the ESCNJ Comprehensive Equity Plan (CEP), respective policies, grievance procedures, and annual reports are available in each ESCNJ school office, in the Commission's central office (1660 Stelton Road, Piscataway, NJ 08854, Second Floor) and on the Commission's website: www.escnj.k12.nj.us.

ANNUAL INTEGRATED PEST MANAGEMENT NOTICE

- This school is in compliance with the NJ School Integrated Pest Management Act. Our goal is to provide a healthy and safe school environment with minimal use of pesticides. Enclosed in your parent packet you will find:
- Annual Integrated Pest Management Notice for school year 2018-2019.
- E.S.C.N.J. Policy #M7422: School Integrated Pest Management

LOST AND FOUND

- A Lost and Found box is maintained in the school office. Please mark your child's name in clothing, sneakers, lunch boxes, etc. Lost articles unclaimed at the end of the year will be donated to charities. The school is not responsible for the loss of any personal **item of either a student or a staff member.**

NO SMOKING POLICY

- Smoking is prohibited on any Educational Services Commission of New Jersey School property (building, parking lots, etc.).

PARKING REGULATIONS

- Parents/Guardians and visitors may park in the designated visitors' parking area in front of the Piscataway Regional Day School. Please **DO NOT** park in front of the PRDS main entrance, blocking the traffic lanes. To avoid traffic problems in the morning, park your vehicle **before 8:50 AM or arrive after 9:05 AM.** To avoid traffic problems in the afternoon, park your vehicle **before 2:10 PM.**

SUMMARY

- In summary, we hope this handbook is helpful to you. If you have any questions, please call the school. We strongly believe that parents/guardians and school staff working together can provide a terrific learning experience for your child. Our best wishes to you for a healthy and successful school year.

***** IMPORTANT REMINDER *****

- **Keep the office advised of a telephone number at which a responsible adult can be reached during school hours. Notify the office of any changes in this phone number at anytime during the school year. Please feel free to call the school office, (732-985-8752, ext. 1), at any time. Our school secretary will gladly attempt to answer your questions.**



PISCATAWAY REGIONAL DAY SCHOOL

EDUCATIONAL SERVICES COMMISSION OF NEW JERSEY

1670 Stelton Road, Piscataway, New Jersey 08854

(732) 985-8752 Fax (732) 985-8783

Phyllis DeLucia, M.Ed., BCBA
Principal

September 5, 2018

Dear Parents,

Keeping parents informed and involved helps to assure student safety and improve student success. With today's on-the-go lifestyles, it has become more difficult for schools to reach families quickly and effectively. This is why our school has decided to continue the Honeywell Instant Alert® for Schools.

Instant Alert for Schools is an essential tool for notification and communication. Within minutes of an emergency, school officials can use Instant Alert to deliver a single, clear message to the students' parents or guardians by telephone, cell phone, e-mail, pager or PDA in any combination. Instant Alert can also be used to notify you of a school closing due to inclement weather. It's an equally effective way to keep you informed of everyday activities, such as event times and locations as well as schedule changes.

Instant Alert is Internet based, allowing each family to maintain a secure, password protected online profile. Included in this letter is an instruction sheet for accessing the system and creating your profile. You can log into your profile at any time to update your contact information. Maintaining the accuracy of your profile will increase the ability of the school to keep you informed.

Your online profile will enable you to:

- Input your personal contact information
- Select which type of school information you would like to receive on each of your contact devices
- Add contact information of other caretakers of your children, such as a grandparent or neighbor
- View the alerts that have been sent to you in the past

The system is ready for you to use at <https://instantalert.honeywell.com>. We encourage all of you to take advantage of this opportunity, as we will be utilizing this system for most of our school-to-home communication. PLEASE DO NOT CHOOSE "SPANISH" AS YOUR PREFERRED LANGUAGE. THIS WILL RESULT IN YOU NOT RECEIVING THE MESSAGES SENT BY THE COMMISSION.

If you need assistance with your profile, please go to <https://instantalert.honeywell.com> and click on the **Help Request** link on the lower right hand side of the page, or contact the school at (732) 985-8752. Be sure to set your e-mail spam filter to receive e-mail from Honeywell.com. If you do not have access to a computer, please contact your local library. We hope you enjoy this new service!

Sincerely,

Phyllis DeLucia
Principal

EDUCATIONAL SERVICES COMMISSION OF NEW JERSEY
Annual Integrated Pest Management Notice
For School Year 2018-2019



Dear Parent, Guardian, or Staff Member:

This notice is being distributed to comply with the New Jersey School Integrated Pest Management Act. Piscataway Regional Day School has adopted and Integrated Pest Management (IPM) Policy and has implemented an IPM Plan to comply with this law. IPM is a holistic, preventive approach to managing pest that is explained further in the school's IPM included with this notice.

All schools in New Jersey are required to have an Integrated Pest Management Coordinator (IPM) Coordinator to oversee all activities related to IPM and pesticide use at the school.

The IPM Coordinator for Piscataway Regional Day School is:

Name of IPM Coordinator: Louis J. DiMeglio

Business Phone Number: 732-777-9848, x6491

Business Address: 1660 Stelton Road, Piscataway, NJ 08854

The IPM Coordinator maintain the pesticide product label, and the Material Safety Data Sheet (MSDS) (when one is available), of each pesticide product that may be used on school property. The labels and the MSDS are available for review by a parent, guardian, staff member, or student attending the school. Also, the IPM Coordinator is available to parents, guardians, and staff members for information and to discuss comments about IPM activities and pesticide use at the school.

As part of a school pest management plan Piscataway Regional Day School may use pesticides to control pests. The United States Environmental Protection Agency (EPA) and the New Jersey Department of Environmental Protection (DEP) register pesticides to determine that the use of a pesticide in accordance with instructions printed on the label does not pose an unreasonable risk to human health and environment. Nevertheless, the EPA and the DEP cannot guarantee that pesticides should be avoided. The EPA has issued the statement that where possible; persons who are potentially sensitive, such as pregnant women, infants, and children should avoid unnecessary pesticide exposure.

- The following items must be included with this annual notice:
- A copy of the school or school district's IPM policy.
- The date, time and place of any meeting if one is to be held for the purpose of adopting or modifying the school integrated pest management policy or plan.

EDUCATIONAL SERVICES COMMISSION OF NEW JERSEY

1660 Stelton Road

Piscataway, New Jersey 08854

Telephone: (732) 777-9848

Fax: (732) 777-9855

<http://www.escnj.k12.nj.us>

Mark J. Finkelstein

*Superintendent
Secretary*

Patrick M. Moran

Business Administrator/Board

Gary E. Molenaar

*Assistant Superintendent for
Learning/Educational Services*

A Model Integrated Pest Management Policy for New Jersey Schools

The New Jersey School Integrated Pest Management Act of 2002 requires schools to implement a school integrated pest management policy.

The law requires the superintendent of the school district, for each school in the district, the board of trustees of a charter school, and the principal or lead administrator of a private school, as appropriate, to implement Integrated Pest Management (IPM) procedures to control pests and minimize exposure of children, faculty, and staff to pesticides **Piscataway Regional Day School** shall therefore develop and maintain an IPM plan as part of the school's policy.

Integrated pest management procedures in schools

Implementation of IPM procedures will determine when to control pests and whether to use mechanical, physical, cultural, biological or chemical methods. Applying IPM principles prevents unacceptable levels of pest damage by the most economical means and with the least possible hazard to people, property, and the environment.

Each school shall consider the full range of management options, including no action at all. Non-pesticide pest management methods are to be used whenever possible. The choice of using a pesticide shall be based on a review of all other available options and a determination that these options are not effective or not reasonable. When it is determined that a pesticide must be used, low impact pesticides and methods are preferred and shall be considered for use first.

Development of IPM plans

The school IPM plan is a blueprint of how **Piscataway Regional Day School** will manage pests through IPM methods. The school IPM plan states the school's goals regarding the management of pests and the use of pesticides. It reflects the school's site-specific needs. The IPM plan shall provide a description of how each component of the school IPM policy will be implemented at the school. For Public schools, the Local School Board, in collaboration with the school building administrator (principal), shall be responsible for the development of the IPM plan for this school. For Charter schools and non-public schools, the development of the IPM plan shall be the responsibility of the Board of Trustees or the Principal or Lead Administrator.

IPM Coordinator

The **Educational Services Commission of New Jersey** shall designate an integrated pest management coordinator, who is responsible for the implementation of the school integrated pest management policy.

Education/Training

The school community will be educated about potential pest problems and IPM methods used to achieve the pest management objectives.

The IPM Coordinator, other school staff and pesticide applicators involved with implementation of the school IPM policy will be trained in appropriate components of IPM as it pertains to the school environment.

Students, parents/guardians will be provided information on this policy and instructed on how they can contribute to the success of the IPM program.

Record keeping

Records of pesticide use shall be maintained on site to meet the requirements of the state regulatory agency and the school board.

Records shall also include, but are not limited to, pest surveillance data sheets and other non-pesticide pest management methods and practices utilized.

Notification/Posting

The **Educational Services Commission of New Jersey of Piscataway Regional Day School** is responsible for timely notification to students' parents or guardians and the school staff of pesticide treatments pursuant to the School IPM Act.

Re-entry

Re-entry to a pesticide treated area shall conform to the requirements of the School IPM Act.

Pesticide applicators

The IPM coordinator shall ensure that applicators follow state regulations, including licensing requirements and label precautions, and must comply with all components of the School IPM Policy.

Evaluation

Annually, for public schools, the Principal will report to the local school board on the effectiveness of the IPM plan and make recommendations for improvement as needed. For non-public schools and charter schools, the Lead Administrator or Principal shall report to their respective governing boards on the effectiveness of the school IPM plan and make recommendations for improvement as needed. The local school board or other respective governing boards directs the Principal or Lead Administrator to develop regulations/procedures for the implementation of this policy.

Authorizing Regulatory references

The School Integrated Pest Management Act of 2002
N.J.A.C. Title 7 Chapter 30 Subchapters 1-12
Pesticide Control Act of 1971

Revised 9/12/03

We Tip
School Safety Program
"Illegal Activity is not tolerated"
1-800-78-CRIME
Anonymous
24 hours a day, 365 days a year
Reward
Up to \$1,000
www.wetip.com

Dear Parent:

The We Tip National School Safety hotline program is pleased to welcome you as a new We Tip member. We believe that students and their families are empowered by the We Tip program to keep their schools and communities safe and crime free. We Tip has provided the nation's only totally anonymous, neutral, third party, crime hotline to schools for the past 33 years.

We Tip's School Safety Program is a joint involvement of law enforcement, students and their families and school staff members. All are committed to providing a safer living environment for students and their families nationwide.

The schools lose hundreds of thousands of dollars each year due to vandalism, graffiti, theft, violence and other crimes. School official and law enforcement have team up with We Tip, the nationwide crime-fighting organization.

The We Tip School Safety Program has proven to be extremely effective in reducing calls for police service at schools that are involved in the program. Many schools have experienced a significant decrease in crime incidents and law enforcement calls in the time that the program has been implemented.

At the School Safety Program continues to expand nationwide, our hope is that families will have a safer environment to live and raise their children.

As a We Tip member, your school has obtained a tool, which has been serving communities since 1972. It will enable you to effectively combat school crimes. Violent crimes, child abductions, bullying, vandalism arson, graffiti and property destruction by using the We Tip anonymous hotline system 1-800-78-CRIME. The We Tip hotline system is online 24 hours a day, 265 days a year with 60 trained operators taking anonymous tips and relaying that information immediately to school officials and local law enforcement officers. This program provides the necessary tools to create a pro-active crime abatement program in your community.

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Phyllis DeLucia, M.Ed., BCBA
Principal

September 5, 2018

Dear Parents,

You can also check the following website and look up Educational Services Commission of New Jersey programs: www.escnj.k12.nj.us