Mount Prospect Elementary School

Student/Parent Handbook
2019-2020

Joanne M. Hozeny, Principal

Mike Pepitone, Assistant Principal
111 Hansom Road
Basking Ridge, New Jersey  07920
****************************************

PRINCIPAL:
MS. JOANNE HOZENY x 103
jhozeny@bernardsboe.com

ASSISTANT PRINCIPAL:
MR. MICHAEL PEPITONE x104
mpepitone@bernardsboe.com

SCHOOL OFFICE  (908) 470-1600
SCHOOL FAX (908) 470-1610

NURSE:
MRS. NOONAN x142
enoonan@bernardsboe.com

GUIDANCE:
MS. CUCCARO x 114
acuccaro@bernardsboe.com

SECRETARIES:
MS. KIM KENWORTHY X 102
MS. KIMBERLY GENUALDI X 100

Please do not forget to call the nurse by 9:00AM if your child will be absent

BERNARDS TOWNSHIP PUBLIC SCHOOLS
AFFIRMATIVE ACTION OFFICER:
Sean Siet—Assistant Superintendent - (908) 204-2600 x104

This directory is brought to you by the Mount Prospect Parent Teacher Organization
WWW.MOUNTPROSPECTPTO.COM

This directory is solely intended for the personal use of the students and their families. It is not authorized to be used for dissemination purposes.
All information is accurate as of September 1, 2018.
Dear Parents and Guardians:

Welcome to Mount Prospect Elementary School and the 2019-2020 academic year. On behalf of the Mount Prospect Staff, we look forward to working with you and your child in a cooperative manner throughout the months ahead. Please do not hesitate to contact us if you have any questions or concerns in reference to the education programs, policies or procedures of our school. The purpose of this handbook is to provide concise answers to many of your questions. It can also be used as a reference during the year.

Remember that ongoing two-way communication is an essential key to efficient progress and success. Let’s make sure to keep the lines of communication open. Your child is a precious resource and it is our goal to educate and guide him/her in a positive and stimulating manner.

Sincerely,

Joanne Hozeny
Principal

Michael Pepitone
Assistant Principal
MOUNT PROSPECT SCHOOL
VISION AND MISSION STATEMENTS

OUR VISION
Mount Prospect School will support students in becoming well-rounded, lifelong learners who reach their individual potential. Students will approach challenges with resilience and perseverance while acting with compassion and empathy.

OUR MISSION
At M.P.S. we have **P.R.I.D.E.**

**P**rovide a nurturing and safe environment

**R**ecognize diversity

**I**nvite students to achieve academic success

**D**evelop social and emotional learning

**E**ncourage responsible decision-making
The mission of the Bernards Township School District is to provide a superior education which results in academic excellence, responsible behavior, good citizenship and fosters social-emotional development so that ultimately each student will be able to:

- Maximize his/her potential
- Become a contributing member of society
- Maintain a commitment to life-long learning
- Achieve the New Jersey Core Curriculum Content Standards at all grade levels

**PHILOSOPHY**

Bernards Township School District believes:

- Education is our first priority
- Intellectual, social, physical and emotional development are essential to a student's education
- Children learn in different ways; we have the responsibility to help all students maximize their potential
- Students will benefit from a challenging curriculum with high standards
- Individual student achievement is maximized by high expectations
- Co-curricular and community service activities are important components of effective education
- Education provides a foundation for life-long learning, critical and analytical thinking, problem solving, decision-making and respect for the individual
<table>
<thead>
<tr>
<th>Kindergarten</th>
<th>First Grade</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Mrs. Barbara Kwityn</td>
<td>Mrs. Peggy Greaney</td>
<td>180</td>
</tr>
<tr>
<td><a href="mailto:bkwityn@bernardsboe.com">bkwityn@bernardsboe.com</a></td>
<td><a href="mailto:mgreaney@bernardsboe.com">mgreaney@bernardsboe.com</a></td>
<td></td>
</tr>
<tr>
<td>Ms. Jacqueline Noiset</td>
<td>Mrs. Angela Hall</td>
<td>176</td>
</tr>
<tr>
<td><a href="mailto:jnoiset@bernardsboe.com">jnoiset@bernardsboe.com</a></td>
<td><a href="mailto:ahall@bernardsboe.com">ahall@bernardsboe.com</a></td>
<td></td>
</tr>
<tr>
<td>Mrs. Donna Keefe</td>
<td>Ms. Jen Bonica/ Ms. Katie Miller</td>
<td>179</td>
</tr>
<tr>
<td><a href="mailto:dkeefe@bernardsboe.com">dkeefe@bernardsboe.com</a></td>
<td><a href="mailto:kmiller@bernardsboe.com">kmiller@bernardsboe.com</a></td>
<td></td>
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<tr>
<td></td>
<td>Ms. Debbie Reynolds</td>
<td>178</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:dreynolds@bernardsboe.com">dreynolds@bernardsboe.com</a></td>
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<thead>
<tr>
<th>Second Grade</th>
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<tbody>
<tr>
<td>Mrs. Julie Adam</td>
<td>Mrs. Kimberly Kazar</td>
<td>214</td>
</tr>
<tr>
<td><a href="mailto:jadam@bernardsboe.com">jadam@bernardsboe.com</a></td>
<td><a href="mailto:kkazar@bernardsboe.com">kkazar@bernardsboe.com</a></td>
<td></td>
</tr>
<tr>
<td>Mr. John Gullifer</td>
<td>Mrs. Jessica Lombardo</td>
<td>216</td>
</tr>
<tr>
<td><a href="mailto:jgullifer@bernardsboe.com">jgullifer@bernardsboe.com</a></td>
<td><a href="mailto:jlombardo@bernardsboe.com">jlombardo@bernardsboe.com</a></td>
<td></td>
</tr>
<tr>
<td>Ms. Sheri Jakubowski</td>
<td>Ms. Karen Pellicone</td>
<td>215</td>
</tr>
<tr>
<td><a href="mailto:sjakubowski@bernardsboe.com">sjakubowski@bernardsboe.com</a></td>
<td><a href="mailto:kpellicone@bernardsboe.com">kpellicone@bernardsboe.com</a></td>
<td></td>
</tr>
<tr>
<td>Ms. Brooke Zammit</td>
<td>Mrs. Kathy Van Natta</td>
<td>213</td>
</tr>
<tr>
<td><a href="mailto:bzammit@bernardsboe.com">bzammit@bernardsboe.com</a></td>
<td><a href="mailto:kvannatta@bernardsboe.com">kvannatta@bernardsboe.com</a></td>
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<table>
<thead>
<tr>
<th>Fourth Grade</th>
<th>Fifth Grade</th>
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<tbody>
<tr>
<td>Ms. Mary Ann Guggenheim</td>
<td>Mrs. Bethany Georgiana</td>
<td>259</td>
</tr>
<tr>
<td><a href="mailto:mguggenheim@bernardsboe.com">mguggenheim@bernardsboe.com</a></td>
<td><a href="mailto:bgeorgiana@bernardsboe.com">bgeorgiana@bernardsboe.com</a></td>
<td></td>
</tr>
<tr>
<td>Mrs. Rebecca Murphy</td>
<td>Ms. Amanda Hughes</td>
<td>264</td>
</tr>
<tr>
<td><a href="mailto:rmurphy@bernardsboe.com">rmurphy@bernardsboe.com</a></td>
<td><a href="mailto:ahughes@bernardsboe.com">ahughes@bernardsboe.com</a></td>
<td></td>
</tr>
<tr>
<td>Ms. Corey Richardson</td>
<td>Mrs. Laura Lambert</td>
<td>261</td>
</tr>
<tr>
<td><a href="mailto:crichardson@bernardsboe.com">crichardson@bernardsboe.com</a></td>
<td><a href="mailto:llambert@bernardsboe.com">llambert@bernardsboe.com</a></td>
<td></td>
</tr>
<tr>
<td>Mrs. Laura Tonzetich</td>
<td>Mr. Michael Scheckman</td>
<td>263</td>
</tr>
<tr>
<td><a href="mailto:ltonzetich@bernardsboe.com">ltonzetich@bernardsboe.com</a></td>
<td><a href="mailto:mscheckman@bernardsboe.com">mscheckman@bernardsboe.com</a></td>
<td></td>
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<tr>
<td></td>
<td>Mr. Patrick Vreeland</td>
<td>262</td>
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<tr>
<td></td>
<td><a href="mailto:pvreeland@bernardsboe.com">pvreeland@bernardsboe.com</a></td>
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</tr>
</tbody>
</table>
# MOUNT PROSPECT SCHOOL STAFF

## PEACH and PALS

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ms. Dorothy Machnowski</td>
<td><a href="mailto:dmachnowski@bernardsboe.com">dmachnowski@bernardsboe.com</a></td>
<td>182</td>
</tr>
<tr>
<td>Mrs. Cheryl Zuppa</td>
<td><a href="mailto:czuppa@bernardsboe.com">czuppa@bernardsboe.com</a></td>
<td>181</td>
</tr>
<tr>
<td>Mrs. Jacqueline Sullivan</td>
<td><a href="mailto:jsullivan@bernardsboe.com">jsullivan@bernardsboe.com</a></td>
<td>183</td>
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## CBAP

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mrs. Jessica Baker</td>
<td><a href="mailto:jbaker@bernardsboe.com">jbaker@bernardsboe.com</a></td>
<td>252</td>
</tr>
<tr>
<td>Mrs. Lisa Bodaj</td>
<td><a href="mailto:lbodaj@bernardsboe.com">lbodaj@bernardsboe.com</a></td>
<td>186</td>
</tr>
<tr>
<td>Ms. Caroline Clark</td>
<td><a href="mailto:cclark@bernardsboe.com">cclark@bernardsboe.com</a></td>
<td>185</td>
</tr>
<tr>
<td>Mrs. Jane Conklin</td>
<td><a href="mailto:jconkilin@bernardsboe.com">jconkilin@bernardsboe.com</a></td>
<td>207</td>
</tr>
<tr>
<td>Mrs. Lore Diaz</td>
<td><a href="mailto:ldiaz@bernardsboe.com">ldiaz@bernardsboe.com</a></td>
<td>122</td>
</tr>
<tr>
<td>Ms. Monica Gupta</td>
<td><a href="mailto:mgupta@bernardsboe.com">mgupta@bernardsboe.com</a></td>
<td>205</td>
</tr>
<tr>
<td>Ms. Jessica Karlovich/Ms. Nadine Fechter</td>
<td><a href="mailto:nfechter@bernardsboe.com">nfechter@bernardsboe.com</a></td>
<td>149</td>
</tr>
<tr>
<td>Mrs. Katie Puopolo</td>
<td><a href="mailto:kpuopolo@bernardsboe.com">kpuopolo@bernardsboe.com</a></td>
<td>174</td>
</tr>
</tbody>
</table>
# Mount Prospect School Staff

<table>
<thead>
<tr>
<th>Area</th>
<th>Teacher</th>
<th>Room No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art</td>
<td>Mrs. Susan Bivona - <a href="mailto:sbivona@bernardsboe.com">sbivona@bernardsboe.com</a></td>
<td>257</td>
</tr>
<tr>
<td>Computer Lab</td>
<td>Mrs. Susan Delmonico - <a href="mailto:sdelmonico@bernardsboe.com">sdelmonico@bernardsboe.com</a></td>
<td>177</td>
</tr>
<tr>
<td>ESL</td>
<td>Mrs. Jami Koppes - <a href="mailto:jkoppes@bernardsboe.com">jkoppes@bernardsboe.com</a></td>
<td>253</td>
</tr>
<tr>
<td>Gifted and Talented</td>
<td>Ms. Kerry Linstra - <a href="mailto:klinstra@bernardsboe.com">klinstra@bernardsboe.com</a></td>
<td>209</td>
</tr>
<tr>
<td>Guidance</td>
<td>Ms. Agnese Cuccaro - <a href="mailto:acuccaro@bernardsboe.com">acuccaro@bernardsboe.com</a></td>
<td>114</td>
</tr>
<tr>
<td>Media Specialist</td>
<td>Ms. Daniella Ventrice - <a href="mailto:dventrice@bernardsboe.com">dventrice@bernardsboe.com</a></td>
<td>128</td>
</tr>
<tr>
<td>Nurse</td>
<td>Mrs. Erin Noonan - <a href="mailto:enoonan@bernardsboe.com">enoonan@bernardsboe.com</a></td>
<td>142</td>
</tr>
<tr>
<td>Physical Education</td>
<td>Mrs. Kathie Immerman - <a href="mailto:kimmerman@bernardsboe.com">kimmerman@bernardsboe.com</a>  Mr. Robert Russo - <a href="mailto:rrusso@bernardsboe.com">rrusso@bernardsboe.com</a>  Mr. Anthony La Greca - <a href="mailto:alagreca@bernardsboe.com">alagreca@bernardsboe.com</a></td>
<td>Gym 250 211</td>
</tr>
<tr>
<td>Reading/Instruct. Support</td>
<td>Mrs. Dawn Borchert - <a href="mailto:dborchert@bernardsboe.com">dborchert@bernardsboe.com</a>  Mrs. Beth Fain - <a href="mailto:bfain@bernardsboe.com">bfain@bernardsboe.com</a>  Mrs. Antonia Kizoulis - <a href="mailto:akizoulis@bernardsboe.com">akizoulis@bernardsboe.com</a>  Mrs. Lisa Roman - <a href="mailto:lroman@bernardsboe.com">lroman@bernardsboe.com</a></td>
<td>250 211</td>
</tr>
<tr>
<td>Speech</td>
<td>Mrs. Sarah Goglia - <a href="mailto:sgoglia@bernardsboe.com">sgoglia@bernardsboe.com</a></td>
<td>237</td>
</tr>
<tr>
<td>Special Ed.-Resource Room</td>
<td>Ms. Kaitlin Iampaglia - <a href="mailto:kiampaglia@bernardsboe.com">kiampaglia@bernardsboe.com</a>  Ms. Joyce Osanyinlusi - <a href="mailto:josanyinlusi@bernardsboe.com">josanyinlusi@bernardsboe.com</a>  Mrs. Christine Szrom - <a href="mailto:cszrom@bernardsboe.com">cszrom@bernardsboe.com</a>  Mrs. Michelle Lam - <a href="mailto:mlam@bernardsboe.com">mlam@bernardsboe.com</a>  Mrs. Katie Paul - <a href="mailto:kpaul@bernardsboe.com">kpaul@bernardsboe.com</a></td>
<td>216 238 211 212 255</td>
</tr>
<tr>
<td>Band</td>
<td>Mrs. Kate Whiteley - <a href="mailto:kwhiteley@bernardsboe.com">kwhiteley@bernardsboe.com</a></td>
<td>154/Stage</td>
</tr>
<tr>
<td>Orchestra</td>
<td>Mrs. Kathy Kowalewski - <a href="mailto:kkowalewski@bernardsboe.com">kkowalewski@bernardsboe.com</a></td>
<td>154/Stage</td>
</tr>
<tr>
<td>Vocal Music</td>
<td>Mrs. Michelle Eskow - <a href="mailto:meskow@bernardsboe.com">meskow@bernardsboe.com</a></td>
<td>147</td>
</tr>
<tr>
<td>Spanish</td>
<td>Mrs. Deirdre Bachler - <a href="mailto:dbachler@bernardsboe.com">dbachler@bernardsboe.com</a></td>
<td>126</td>
</tr>
</tbody>
</table>
## MOUNT PROSPECT SCHOOL STAFF

### Preschool / CBAP Speech
- Caitlyn Celebre
- Tara McDonough
- Victoria Pietrucha
- Judy Ray
- Stephanie Zichichi
- Chelsea Colonnello
- Nichol Vohden

### School Aides
- Nazan Bulca
- Barbara Caporaso
- Amneris Flores
- Sharon Goettel
- Karen Lai
- Carmen Ng
- Sari Springsteel

### Instructional Aides
- Christine Schoenfeld

### Child Study Team
- Jen Dempsey - School Psych.
- Andrea Porchiazzo — OT
- Maria Elina Armanini — OT
- Rebekah Blackwell — OT
- Kristen Ochs — OT
- Michelle Lenzi — Behaviorist
- Maggie Rossi — Behaviorist
- Emma Lamparello — PT
- Janrl Hooper — PT
- Karen Martin — Case Mngr
- Monica Valencia — LDTC
- Dawn Gibson — Teacher of Deaf
# MOUNT PROSPECT SCHOOL STAFF

## LLD, Pre-School Aides & Primary Aides

<table>
<thead>
<tr>
<th>Kristin Arrigoni</th>
<th>Carson Michura</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jennifer Baccarini</td>
<td>Valerie Nelson</td>
</tr>
<tr>
<td>Heather Bernardo</td>
<td>Kate O’Melia</td>
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<tr>
<td>Heather Botcowsky</td>
<td>Arielle Perez</td>
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<tr>
<td>Alyssa Brandle</td>
<td>Marie Petti</td>
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<tr>
<td>Heather Bernardo</td>
<td>Regina Ramunno</td>
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<td>Alyssa Brandle</td>
<td>Karen Riggi</td>
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<tr>
<td>Nicole Carlin</td>
<td>Debbie Roberts</td>
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<tr>
<td>Elizabeth Darabant</td>
<td>Amanda Santacroce</td>
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<tr>
<td>Nancy DiGraziano</td>
<td>Deborah Sestokas</td>
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<tr>
<td>Katelyn Dillon</td>
<td>Chris Sheils</td>
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<tr>
<td>Amy DiOrio</td>
<td>Danielle Siani</td>
</tr>
<tr>
<td>Aimee DiMeo-Fine</td>
<td>Alexandria Solano</td>
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<tr>
<td>Diane Foster</td>
<td>Maureen Stoto</td>
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<tr>
<td>Michelle Giordano</td>
<td>Gail Truppi-Homza</td>
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<tr>
<td>Bridgette Godown</td>
<td>Allison Twohig</td>
</tr>
<tr>
<td>Gina Guiditta</td>
<td>Jennifer Verrusio</td>
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<tr>
<td>Zaida Gonsalves</td>
<td>Gina Villegas</td>
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<tr>
<td>Megan Healy</td>
<td>Mary Walker</td>
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<tr>
<td>Jackie Karl</td>
<td>Pat Zabel</td>
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<td>Vanessa Kuronya</td>
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<tr>
<td>Gretchen Larson</td>
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<td>Debbie Lawson</td>
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<td>Kerry Ann Lepik</td>
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<tr>
<td>Joan Meyers</td>
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</tbody>
</table>

*subject to change*
MOUNT PROSPECT SCHOOL STAFF

Cafeteria (Aramark)

Diane McNellis
Francisca Arriaza
Carol Maguire
Bar Nugent
Josie Volpey

Custodians/Maintenance (Aramark)

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nohora Garzon</td>
<td>Head Custodian</td>
</tr>
<tr>
<td>Celia Callos</td>
<td>Custodian</td>
</tr>
<tr>
<td>Maria Castro</td>
<td>Custodian</td>
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<tr>
<td>Ana Torres</td>
<td>Custodian</td>
</tr>
<tr>
<td>Felix Caporaso</td>
<td>Maintenance</td>
</tr>
</tbody>
</table>
GENERAL SCHOOL INFORMATION

The following information more clearly explains individual points of school procedure. This academic school year welcomes many new children and parents. Because of all the new faces, we have instituted numerous procedures to provide safety for the student body and to eliminate any confusion.

School Day Schedule
8:15 AM Early drop off & enter the building
8:30 AM Children enter the classroom
8:45 AM Tardy Bell rings/Instruction Begins
3:10 PM Kindergarten Dismissal
3:10 PM Warning Bell rings for Bus Students/ Aftercare dismissal
3:15 PM Grades 1 & 2 Dismissal/
Kindergarten Sibling Pickup
3:20 PM Grades 3, 4 & 5 Dismissal

Absent Child
Please call the nurse at 470-1600 x142 before 8:45 AM so that we have an accurate account of the whereabouts of all our students. For more details about sick child procedures, refer to the Health Services Information.

Change in School Times Due to Weather
Please refer to the Inclement Weather Information chart on page 34 explaining school closing, delayed openings or early dismissal.

Door Access System
For security reasons, all doors are locked. If you need to enter the building between 8:45 AM and 3:15 PM, press the buzzer briefly and identify yourself when asked by the secretary. You must then report to the main office.

Parking and Child Pick-Up
The Hansom Road parking lot is designated as the parking lot for parents and visitors. No car riders are to be dropped off in the Allen Road parking area. The teacher on bus duty has been instructed to challenge any adult who tries to take a child off a bus. The adult will be directed to the Office, and after proper identification, a note will be issued for the teacher to permit the child to get off the bus to go with the adult. In this way, we can better account for all children.

Early Pick-Up
No one may take a child out of school unless designated by a parent. A note must be sent to school stating that the child will be picked up and by whom. Children will be picked up in the Office, NOT in the classroom.
Important Information for Car Riders

Please adhere to the following procedures when picking up your child. We appreciate your cooperation, patience and understanding in patiently following the procedures in order to provide the safest situation possible for the children.

1. There is no left turn from Hansom Road into the school’s driveway between 8:15 and 8:45 am and 2:45 and 3:30 pm.
2. There is no parking of cars on Hansom Road between the school’s entrance and the recreation center. This area is marked with “No Parking” signs.
3. Load or unload in the area of the school driveway designated by the yellow painted curb. Do not park or stand in the crosswalk intersection. Please do not leave your car if parked in the traffic line, unless to pick up a Grade K or 1 child. Please return to your car immediately upon meeting your child.
4. The police department reminds us that it is illegal to discharge and pick up passengers from standing vehicles on Hansom Road.
5. Loading or unloading of passengers must only be done on the passenger’s side of the vehicle. Please arrange all car seats so students can load and unload from the passenger side.
6. The Allen Road driveway is only for the bus students and designated vehicles. No other automobiles are to use this entrance.
7. Please understand that it might take you between fifteen to twenty minutes to pick up your child since approximately 550 students are arriving and dismissing.
8. Remember to obey the pedestrian crossing signs, especially at the intersection of Liberty Ridge and Hansom. Ignoring pedestrian crossing signs is a moving violation and you can be ticketed by the police.

Turning into the Recreation Center parking lot to make a U-Turn to get into the drop off/pick up line is prohibited.

Bicycles and Pupil Use of Vehicles

The students are to place their bikes in the bike racks. Students should walk their bike slowly on the sidewalk adjacent to the school at all times. The students are responsible for locking their bikes. The Board of Education prohibits the use of skateboards, scooters, snowboards, roller skates/blades on school grounds at any time.

Walkers

Walkers are to enter through the front doors. All bus riders will use the side exit by the Allen Road parking lot.

Visiting School

Parents entering the school between 8:45 AM and 3:15 PM should park in the front parking lot and immediately check in with the Office. If your child has forgotten money, lunch, etc., the Office will notify the teacher by intercom and your child will be sent to the Office to pick up the item. Adults may only enter a classroom after being directed by the main office personnel. If you are volunteering in the building, sign in at the office and wear a “volunteer” badge.
Please pull vehicle fully forward before discharging passengers.

No left turn from 8:15 – 8:45 and 2:45 – 3:45.

Designated vehicles only.
School Parties
Per the Bernards Township School District Food Allergy Guidelines:
- No food or snacks are allowed at classroom parties
- Grade K-5: Halloween, December Holidays, Valentine’s Day, End of Year
- Any other parties must be approved by the Principal in writing.

Birthday Celebrations – Food Allergies
In recent years, there has been an increase in the number of food allergy cases nationwide and at Mount Prospect. As a result, we are emphasizing that students do not share snacks and lunch items. In addition, we are asking that parents refrain from sending in food items for birthday celebrations. In honor of your child’s special day, a single book may be donated to the classroom library. Another option is to have a parent come into the classroom to read a book dedicated to the Birthday Child. Thank you for understanding and cooperating with this procedure, as we all want a safe and healthy environment for all children.

Change of Address/Telephone
In case of a change of address or telephone number, the office, school nurse and teacher should be notified promptly.

Trips – Class or Field
When a school trip is planned, a form will be sent home for the parent to sign. This permission slip must be returned before a child may go on the trip with the class. A parent may not take another child home after a trip without a note from the other child’s parent. A parent is not permitted to pick up a child from a school trip destination. All students must depart from and return to Mount Prospect.

Appropriate Dress
Normal elementary school activities involve walking, jumping, bending, sitting, playing, climbing, etc. Please keep these activities in mind when assisting your child to select appropriate school attire. Students who are not dressed according to the school dress code will be asked to call home for a change of clothing. Your cooperation and understanding are appreciated in this matter. The following attire is NOT to be worn at school, on field trips, or at any school sponsored event:
- T-shirts with offensive wording
- Spaghetti strapped tops and tube tops
- Midriff and low cut tops (tops that expose the abdomen and back)
- Skirts/shorts above mid-thigh
- Low cut jeans and pants that expose the abdomen, lower back and/or undergarments
- Flip-flop sandals, backless shoes and/or sandals without straps at the heels, and “Crocs”
Students are not permitted to wear hats or baseball caps inside the school. They may be worn during outside recess.
Field Trip Dress
To make it easier to monitor students when classes go on field trips, we would like everyone to wear a navy blue top. Mount Prospect School shirts can be worn on trip days, or any type of navy blue shirt would be acceptable to assist our teachers in keeping track of all the students. School spirit wear will be sold throughout the school year.

Lost and Found
Children should inquire at the Office about possessions lost at school. A separate “Lost and Found” for lunch boxes and clothing is maintained in the cafeteria. Parents may find it advisable to check the “Lost and Found” themselves from time to time. Parents are urged to label clothing and inside shoes so that they may be easily identified.

Electronic Communication
(Friday Folder & Mount Prospect PTO Newsletter)
✓ **Friday Folder** - A district and school newsletter will be sent to your email through Genesis SIS every Friday containing pertinent district and school notices.

✓ **MPS PTO Newsletter** - All school and community information will be relayed through this method. It is crucial that you notify the Main Office and the classroom teacher of any changes to your email address.

Cell Phone/SMART Technology Policy
Students are permitted to bring a cell phone to school for the purpose of communicating with their parent/guardian after school. All electronic devices must remain off and in the student’s backpack during the academic school day. If a student is found with such a device on during the school day, he/she will surrender the phone and the phone will be given to the appropriate administrator. The device will be returned at the end of the school day. Parental notification may be required. In the event of an emergency, the parents should call the Main Office (980-470-1600, Ext. 103).

Disposal of Student Work
The District maintains non-mandated student records until they are no longer necessary to provide educational services to a student. Student work and other classroom artifacts not returned to students during the school year (such as tests, quizzes, essays and art projects) may be disposed of by the District after September 15th of the following school year, subject to reasonable attempts to obtain parent or adult student consent.
THE LUNCH PROGRAM

Grades Kindergarten through 5th Grade
Aramark has a POS system for cafeteria purchases. You can access the system through My School Bucks Information. Please use your child’s ID # to create an account and make deposits. A child will be able to purchase lunch by debiting his/her account. We highly encourage the use of pre-paid lunches as the reduction in cash handling helps keep the line moving quickly. When pre-payment is sent to the school with your child, it is critical that the child’s name accompany the payment to assure the account is properly credited. Kindergarten students may purchase lunch, however; it is requested that you pre-pay. If there is a delayed opening or an early closing, lunch is not provided. Please be sure you send your child with a substantial snack on those days.

To access the lunch menu and price list, please click here:http://www.bernardsboe.com/parents/lunch_menu/mount_prospect_lunch_menu/

For more information regarding our lunch program, please visit http://bernards.schooldish.com/.

TRANSPORTATION

Bus Transportation Procedures: K-12
Students may not ride on buses other than those assigned or exit their assigned bus at different stops. The school district is legally responsible and accountable for the safe transportation of students.

All pupils transported and all bus routes are on file with the Department of Education and our bus contractors. If students were to ride on buses other than those assigned, the Transportation Supervisor would have no way of verifying which students are riding on the buses. Often, Police involvement is required when students do not get off at their assigned stops. Therefore, all students must be picked up at the same stop each day, and discharged at the same location.

The only time a student may ride a different bus is in an emergency, illness or death in the family. In this case, the Transportation Department must be notified by telephone and in writing to be kept on file. If parents are going to be away (vacation or business trip), they must arrange for the care giver to transport the student to and from his assigned bus stop.

Because the security and safety of our children is of the utmost importance, the previous rules and regulations MUST be followed without exception.

We appreciate your support and cooperation in this vital matter.
**Bus Safety Rules**

- Securely fasten safety belt (if installed on bus).
- Students may not exit their bus at a different stop.
- If there is a change in dismissal, a note must be presented from the child’s parent/guardian informing the office of the change.
- All bus riders must follow the Student Bus Safety Rules.
- Remain seated until the bus comes to a complete stop. Always be ready to board or exit the bus promptly.
- Always depart the bus at your assigned stop unless otherwise directed by School Administration.
- Please keep your hands and feet to yourself (do not disturb others including the driver).
- Refrain from eating or drinking.
- Place any trash in the designated wastebasket when leaving the bus.
- Be respectful of the other riders on the bus and talk quietly. No excessive noise, yelling, etc.
- Be courteous and polite to your driver.
- Behave respectfully toward other riders. Do not name call, tease, use profanity or other disrespectful behavior.
- Windows may only be opened upon direction of the bus driver. No objects, including body parts should be placed outside the windows.
- Any suspicious or dangerous objects brought on the bus may be confiscated. Fake weapons, etc.
- Follow all safety and emergency instruction given by the driver.
- Report any incidents of misconduct to the driver immediately and explain circumstances.
- Please keep valuable and personal belongings inside backpack or school bag.

Students are to behave courteously and responsibly while waiting at their bus stop and riding the school bus. Students who commit acts of misconduct will be referred to the School Administration for disciplinary action. Consequences for misbehavior may take the form of a verbal warning/probation (for less serious offenses) or suspension of bus privileges. Parents will be contacted if the student is brought to the School Administration.

**After School Play-Dates/Social Engagements**

As stated in the district’s procedures for bus transportation, “Students may not ride on buses other than those assigned or exit their assigned bus at different stops”. A parent must complete a note to be handed in to the main office for a child to be released to anyone other than the custodial parent/guardian. The school will assume that the student will be departing from the school as noted in the written Dismissal Form retained in the Main Office. Changes to this form should be sent to the main office secretary in writing.
HOMEWORK GUIDELINES

Assignments will vary in accordance to the needs of the class and will relate to classroom instruction. Homework shall be assigned as reinforcement of class instruction. It shall be of quality and relevance to the subject matter, and further the student’s comprehension. Please see District Policy 2330 at www.bernardsboe.com.

Assignments must adhere to the following guidelines:

✓ Homework should be tied to the curriculum and to a student’s instructional level with consideration of the student’s ability
✓ Homework should have explicit directions and timelines
✓ Homework should be designed to reinforce skills taught in class
✓ Homework may not be used as a disciplinary measure
✓ Homework will not be assigned during school recess periods except for the completion of previously assigned long-term projects which can be collected for at least a week after the end of the recess period

Guidelines for Students:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Homework Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kindergarten</td>
<td>15 minutes per night</td>
</tr>
<tr>
<td>Grade 1</td>
<td>15 minutes per night</td>
</tr>
<tr>
<td>Grade 2</td>
<td>15 minutes per night</td>
</tr>
<tr>
<td>Grade 3</td>
<td>20 minutes of homework no more than four nights per week, Monday through Thursday</td>
</tr>
<tr>
<td>Grade 4</td>
<td>20-30 minutes of homework no more than four nights per week, Monday through Thursday</td>
</tr>
<tr>
<td>Grade 5</td>
<td>20-30 minutes of homework no more than four nights per week, Monday through Thursday</td>
</tr>
</tbody>
</table>

Students may be required to spend time on the weekends for any long-term assignments and required reading

Guidelines for Students:

✓ Work approximately fifteen minutes per night completing homework
✓ Record directions for homework in an assignment notebook (Gr 3 –5)
✓ Understand assignments clearly before leaving class
✓ Bring home the proper materials to complete the assignments
  ✓ Hand in completed assignments on time
  ✓ Complete any work missed due to absence from class
  ✓ Talk to your parents and teacher if you are having difficulty with homework

Guidelines for Parents:

✓ Be familiar with the philosophy and guidelines of the homework procedure
✓ Check your child’s assignment book (Gr 3-5 only) or Oncourse homework calendar if applicable
✓ Provide a time and place to do homework assignments with limited interruptions
✓ Actively supervise homework completion, assisting, but not doing the work
✓ If your child regularly exceeds the allotted time frame, contact the teacher with questions or concerns
✓ Homework should not be used to introduce new material not covered in class

HOMEWORK DURING RELIGIOUS HOLIDAYS

The Bernards Township Board of Education is aware that during the school year, religious holidays may fall on school days. The Board wishes to work with our students and their families in accordance with applicable law to allow students to participate in observance of these holidays. It is therefore the policy of the Board to permit students an excused absence for observance of a religious holiday. In order for an absence to be considered excused, parents or guardians must provide the student’s school with a written excuse explaining that the absence is due to the observance of a religious holiday. The absence may be excused only if it is taken on the actual date of the holiday in question.

The Board is also aware that tests, academic competitions and deadlines may be scheduled on religious holidays. In these situations, the Board has a policy of providing the student a reasonable accommodation, so that the academic activity will not interfere with their religious observance. This means that the teacher or the school will reschedule the test date for any student who is out on the actual exam day, due to a religious holiday. For academic competitions, where students are eligible for awards, alternative arrangements will be made to allow the student to take part in the competition. Similarly, when assignment due dates correspond with a religious holiday, teachers will provide an accommodation regarding such deadlines.

Please take special note that when an accommodation is needed, it is the student’s and their parent’s responsibility to inform the school that they will be observing a religious holiday. A written note, signed by a parent or guardian, requesting an accommodation, must be provided to the school or teacher prior to the religious holiday, in order for the school to make the requested accommodation. Under such circumstances, new test dates, dates of competitions and other deadlines will be set by the staff member having responsibility for the activity in question.
ELEMENTARY GUIDANCE PROGRAM

The Elementary Guidance Program is designed to assist each student in knowing himself/herself as an individual, in making the most of one’s strengths, and in correcting or compensating for one’s limitations. Elementary school guidance activities are preventive, diagnostic and remedial in nature.

The program provides direct services to students and indirect services to faculty, parents and the community. Our program is based on a team approach. To be successful in helping our students, communication and consultation with administration, faculty and parents is essential. Everyone is encouraged to take part in the Guidance Program. There is a great opportunity to help the students in our school.

The Guidance Counselor can be reached at these times and places. However, in an emergency, you may give the Office the information and your call will be returned as soon as possible. The Guidance Counselor’s telephone number is 470-1600 ext. 114.
HOW PARENTS CAN HELP

To guarantee the best possible education for your child, the home and school must work together. Here are a few suggestions as to how this can be accomplished:

- Come to Back-to-School Night in September to meet your child’s teacher
- Let your child know that you respect and support the teacher, and that you intend to work together for your child’s best interests
- Find out how much homework is expected, and talk with your child about the importance of completing the homework assignments
- Take an active interest in what is going on in school
- Attend school activities, come to Parent-teacher Conferences
- Make sure your child gets plenty of rest and has an adequate diet. Encourage good health habits and allow free time for leisure activities
- Don’t pressure your child about grades, or by comparing your child to other children. Remember to praise good work
- Encourage interests in books, magazines, hobbies, trips, and current affairs. Have reading materials in your home
- Read and work with your child. Read yourself - be a good role model, your child will imitate your behavior
- Show confidence in your child’s ability to make decisions. Give your child realistic responsibilities
- Feel free to contact the school whenever there is a problem. Don’t just talk about school problems with your neighbors - get in touch with the school, where someone can give your problem immediate attention
- Keep the house quiet and free of distraction at homework time
- Sign up for district and school electronic newsletters
- Do not overschedule your child. Ensure they have time to just relax and have recreation time
- Provide opportunities for your child to socialize with peers his/her own age through playdates, camps or teams. The social skills learned through these interactions are invaluable and can lead to a confidence that cannot be compared.
HEALTH SERVICES INFORMATION

Absence from School
If your child will be absent for the day, please call the nurses’ office at school before 8:45 AM. The number to call at school is 470-1600. The nurse can be reached by by dialing extension 142.

If the school nurse is not notified of the student’s absence by 9:00 AM, she will telephone your home or place of business. If no one can be reached at home or work, the nurse will then notify the police, who will be sent to your home to verify your child's absence. This is done to ensure the safety of all our students.

Keep your child home if he or she has...

- Unusual fatigue, paleness, lack of appetite, confusion, irritability.
- Fever of 100.4 degrees or higher. Children should be fever free (<100 degrees) for 24 hours before returning to school.
- Acute cold and/or diarrhea-Children should be free of vomiting and diarrhea for 24 hours before returning to school.
- Inability to sleep most of the night because they don’t fell well or wake up not feeling well.
- Sore throat, especially if combined with a fever or swollen neck glands. If your child has been diagnosed with strep throat, he or she needs to be on an antibiotic for 24 hours before returning to school.
- If there is risk to other students from being exposed to your child’s illness.
- Drainage from the eye.
- Rashes unrelated to heat or other unknown, non contagious cause. If your child does have a rash, a note from the physician stating that the rash is not contagious is warranted.

Students who have been absent from school are expected to bring a note of explanation from a parent or guardian. Children returning from a period of illness are expected to resume the normal schedule which includes outdoor play, physical education, etc. Therefore, they should be well enough to participate and adequately dressed for the weather conditions. If the doctor does not believe that the student is ready to resume a full program, then special arrangements can be made with the principal or nurse.
**Emergency Information**

Emergency information is kept on all students and employees. It is most important that they be kept up-to-date to be of value. Please notify the school of any changes. If no one will be available at your home phone number for an entire day, please tell your child whom you wish the school nurse to notify in case he/she is too ill to remain in school.

**Medications in School**

It is urgently requested that parents refrain from sending medication to school with their children for self-medication. **If medication (prescription or non-prescription) is necessary during the day, please send the pharmacy labeled medication to the school nurse with the doctor’s order and reason for the medication. It is also necessary to write a note giving the school nurse permission to administer the medication**. The school nurse should be advised of any medication that is being taken at home by your child that may in any way affect his/her performance at school.

**Allergy Awareness**

Here at school, we have developed an **Allergy Aware Environment** that recognizes that with repeated exposure to an allergy producing substance comes more severe allergic reactions (s). At the present time, there is no cure for food allergies and the only way to manage the allergy is to avoid exposure to the allergy producing substance.

In order to avoid potential exposure we have put the following safeguard into effect:

*Staff responsibilities:*

- Inform you of all food related activities to occur in the classroom and receive your approval for your child to participate in this activity.
- Provide your child with no food during lunch or any school activity without it being checked and **approved by you in writing**.
- Educate staff members regarding signs and symptoms of an allergic reaction.
- Ensure that medication supplied by the parent/guardian (in accordance with Board Policy) is available should an allergic reaction occur.

*Parent/guardian and student responsibilities:*

- Assist the student in the self-management of the food allergy by identifying:  
  - Safe and unsafe foods  
  - Strategies for avoiding exposure to unsafe foods  
  - Procedures for how and when to inform and adult that they may be having an allergy-related problem  
  - Review and approve the cafeteria menu on a monthly basis and refer all ingredient related questions to ARAMARK Food Services for clarification.
- Provide the school nurse with medications necessary for allergy management should an allergic reaction occur (this includes replacement of medications as needed.)
**Nutrition Statement**

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

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

State law mandates that all schools participating in the Federal School Lunch Program must meet nutritional guidelines as defined by the New Jersey Bureau of Child Nutrition. Our elementary and middle schools participate in this program, so we are implementing new procedures in those schools. Beginning in September, the following items may not be served, sold, or given out as free promotion anywhere on elementary or middle school property at any time before the end of the school day:

- Foods of minimal nutritional value
- All food and beverage items listing sugar, in any form, as the first ingredient, and
- All forms of candy

Food sent in for school parties and special celebrations is exempt from the requirements, as are student lunch items brought from home. However, fundraisers such as Valentine’s Day candy-grams will be discontinued.

While we are not required to implement changes at the high school, we will be reviewing that program for modification as well, later in the school year.

**Physical Education Excuses**

A recommendation from the doctor, stating the reason for the excuse and duration of the condition will be necessary for an extended excuse from participation in physical education class. A recommendation from the doctor, stating that the child has fully recovered and may participate in all activities must be received in order for the child to resume participation in physical education class. When a child is excused for any reason from physical education class, he/she is also unable to participate in recess activities. The school nurse may only excuse a child from physical education class for a period of three consecutive days and may only do so with a note from the parent or guardian requesting non-participation stating the reason for the request.
**Screenings**

Hearing and vision screening are conducted annually for all children K-4. Scoliosis screening is performed annually for all children ten years of age or older. The results, if not within the accepted normal range, will be referred to the parent.

**Bernards Township Public Schools Child Find (Ages 3-21)**

The Bernards Township Public Schools annually seek to identify children, residing in Bernards Township, from the ages of 3 through 21 who may be at risk for learning disabilities. Children in this age group who exhibit developmental delays in language, cognition, physical and/or emotional development, may be eligible for services from the public schools as a preschool disabled youngster. If your child is determined to be potentially eligible for services, the local public school district will evaluate your child. Should the evaluation show that he/she has a potentially disabling condition; services will be provided to your child by the public schools of Bernards Township. For those children who are determined to be eligible, services begin on their third birthday. Parents should contact the district, if they have concerns, when the child is 2 years, 6 months of age.

If you suspect that your child has a disabling condition or you would like further information, please call the Office of Special Services at (908) 204-2600, ext. 121.

All public school districts in the state of New Jersey are required to provide these services.

**Registration Requirements**

1. **Physical examination** performed sometime between September 1 of the year your child is entering school and September 1 of the previous year.

2. **Immunizations** (Month/Day/Year) - [Policy #5320]

   - **DTP (Diphtheria, Tetanus Toxoid and Pertussis):**
     - **7 Years and Under** - A minimum of four doses. One dose must have been given on or after the 4th birthday (any total of 5 doses of DTP will be in compliance with this regulation.)
     - **7 Years and Under** - Any three appropriately spaced combination of DTP, DTaP, DT or Td will be in compliance with the regulation.

   - **Poliovirus Vaccine:**
     - **7 Years and Under** - A minimum of three doses. One dose must have been given on or after the 4th birthday, regardless of how many doses have been received.
     - **7 Years and older** - Any three appropriately spaced combination of OPV or IPV will be in compliance with this regulation.

   - **Measles:**
     - Two doses are required. The first dose must have been given on or after the first birthday. Second dose must have been given at least one month after the first dose.

   - **Rubella Vaccine:**
     - One dose must have been given on or after the first birthday.

   - **Mumps Vaccine:**
     - One dose must have been given on or after the first birthday.

   - **Hepatitis B Virus Vaccine:**
     - Three doses of hepatitis B vaccine.

   - **Mantoux T.B.**:
     - Children from out of state/country must provide proof of receiving a Mantoux (PPD) within the previous six months of admission date.
Dear Bernards Township School District,

At this time of year as we return from our summer vacations, camp adventures, and get ready to begin a new school year, the elementary school nurses are asking that parents take some time to screen their children for head lice. We often receive reports of head lice a few weeks after the school year has begun and assume that the child has gotten lice from school. We are hoping that with this notice, parents will take some time to screen their children **before** they return back to school with the goal of early detection and treatment. As a reminder, many times the nurse is not notified of head lice, therefore, it is important to be vigilant at all times and not rely on a ‘high alert’ letter from the classroom. Head checks should be part of your child’s routine hygiene regime.

The following is important information regarding head lice. Head lice are wingless bugs that can live on the scalp and hair of humans. Lice do not live for more than 1-2 days off of the human head and they do not live on animals. Head lice do not jump, hop or fly, and are most commonly passed by direct head-to-head contact. Activities such as hugging, play wrestling or sharing a bed are all ways to contract head lice. All offer opportunities for lice to be spread between friends and family members. (Pollack, 2007) It is possible, though not common, to pass head lice by sharing personal items such as combs, pillows, hats or brushes. Head lice eggs, or “nits” look like sesame seeds hanging from the hair like tiny droplets. Nits closer than 1/4 inch or width of little finger from the scalp could hatch into lice. Nits farther away have already hatched or will not hatch and are therefore of little consequence. (CDC, 2013)

Head lice, while causing a very itchy head, do not cause illness or disease. They are purely a nuisance. Children can reduce their risk of getting head lice by avoiding head-to-head contact with friends (hugging or snuggling to read a book), by tying long hair back, and by not sharing personal items. You can assist in early detection of head lice, by routinely checking your child. We often are told, “I don’t know how or what to look for.” Here is a link to a You Tube video that may be helpful. http://www.youtube.com/watch?v=mAsfE8AWxzU

If detected, head lice can be treated by closely following the instructions on special lice shampoo (found at the local pharmacy or supermarket). Although time-consuming, the very best way to ensure your child has gotten rid of head lice is to carefully remove all lice and eggs you find in the hair. Almost ALL of your time and effort in removing head lice should be spent on the head and hair. Washing pillowcases and sheets in hot water is helpful. Spending time vacuuming carpets/car seats/couches may keep your house clean but is not necessary for lice removal, as lice only live a short time off of the head and rarely leave the head anyhow unless to crawl into someone else’s hair. (CDC, 2013) If you have any questions or concerns about head lice, or would like guidance on treatment, please contact me here at school.

Sincerely,

School Nurse
Please consult the school nurse for any questions on immunization or physical requirements.

Failure to comply with these New Jersey State requirements will prevent your child from entering school in Bernards Township.

HEALTH EXAMINATIONS (PUPILS) - [Policy 5310]

The Board of Education requires that all pupils enrolled in this District submit to physical examinations in accordance with law and rules of the State Board of Education and State Department of Health to insure that the learning potential of each child is not diminished by a remediable physical disability and that the school community is protected from the spread of communicable disease.

Any student whose parent/guardian claims in writing that a medical examination interferes with the free exercise of religious beliefs shall be examined only to the extent necessary to determine whether the pupil is ill or infected with a communicable disease or under the influence of a drug or is handicapped or is fit to participate in any health, safety, or physical education course required by law. The parents shall obtain for the District, appropriate documentation from a religious leader.

The results of physical examinations and screenings shall be reported to the pupil’s parent if requested by the family or when any condition is identified that requires follow-up by a physician or family health provider.

The Superintendent shall instruct all teaching staff members to observe pupils continually for conditions that indicate a physical defect or disability and to report any such conditions promptly to the school nurse.

Health Examinations

Health examinations shall be conducted as required by the State Department of Health and the State Department of Education.

Tuberculin Screening

Tuberculin screening shall be conducted as required by the State Department of Health.

Scoliosis Screening

Each pupil between the ages of ten and eighteen years shall be examined biennially for scoliosis by a school employee trained in scoliosis screening. A pupil shall be exempt from the examination on the written request of the parent.

Audiometric Screening

Audiometric screening will be conducted for pupils enrolled in preschool programs; pupils enrolled in grades kindergarten, 1, 2, 3, 4, 6, 8, and 10; pupils entering the District with no recent record of hearing screening; pupils at risk for hearing impairments; and pupils referred for screening by a teacher or parent or at the pupil’s request.
Vision Screening

Vision screening will be administered to all entering pupils and annually to all pupils, in accordance with State requirements and the vision screening program developed in consultation with the school physician. The Board of Education directs the Superintendent to develop and implement procedures for this policy that would comply with State laws and code.

SUBSTANCE USE (PUPILS) - [Policy 5530]

Our Board of Education recognizes that a pupil’s use of harmful substances seriously impedes that pupil’s education and threatens the welfare of the entire school community. Our Board is committed to the prevention of substance use and the rehabilitation of substance users by educational means, but will take necessary and appropriate steps to protect the school community from harm and from exposure to harmful substances. Accordingly, our Board will establish and maintain a comprehensive substance use intervention, prevention, and treatment referral program in the schools of our District.


For the purpose of this policy:

“SUBSTANCE” means alcoholic beverages, controlled dangerous substances as defined at N.J.S.A. 24:21-2, anabolic steroids, or any chemical or chemical compound that releases vapors or fumes causing a condition of intoxication, inebriation, stupefaction, or dulling of the brain or nervous system, including, but not limited to glue containing a solvent having the property of releasing toxic vapors or fumes as defined at N.J.S.A. 2A:170-25.9.

“SUBSTANCE USE” means the consumption or use of any substance for purposes other than for the treatment of sickness or injury as prescribed or administered by a person duly authorized by law to treat sick and injured human beings.

“EVALUATION” means those procedures used to determine a pupil’s need for an educational program or treatment that extends beyond the regular school program by virtue of the use of substances by the pupil or a member of the pupil’s family.

“INTERVENTION AND REFERRAL TO TREATMENT” means those programs and services offered to help a pupil because of the use of substances by the pupil or a member of the pupil’s family.
N.J.A.C. 6:29-6.3(c)2

The Board prohibits on school days and non-schools days the use, possession, and/or distribution of a substance on school premises, at any event away from the school premises that is sponsored by our Board, and on any transportation vehicle provided by our Board.

A pupil who uses, possesses, or distributes a substance, on or off school premises, will be subject to discipline. Discipline will be graded to the severity of the offense and may include suspension or expulsion. The pupil may be reported to the appropriate law enforcement personnel.

ACADEMIC ATTENDANCE—BOARD OF EDUCATION POLICY

“The Board shall require from the parents or guardian of each child who has been absent from school or class for any reason a written statement of cause for such absence or tardiness. The Board, through the school administration, reserves the right to verify such statements and to investigate the cause of each absence of more than three days duration or repeated unexplained absences or tardiness.”

For mutual guidance of parents, pupils, and school officials, the following reasons are acceptable for excused absence or tardiness:

1. Illness of student  
2. Illness, death, or other serious problem in the family  
3. School-related trip or activity (approved in advance by school officials)  
4. Religious Holiday (approved religious holidays shall be those listed annually by the Commissioner of Education)  
5. A reasonable number of routine medical or dental appointments

Instruction:

1. Teachers are expected to cooperate in the preparation of home assignments for pupils who anticipate an excused absence of three days duration. The parent must request such home assignments.

2. A pupil who anticipates an excused absence of more than two weeks duration may be eligible for home instruction in accordance with Policy# 2412. The parent must request home instruction.

3. In general, pupils will be allowed one day to make up missed work for each one day of absence. Teachers shall make reasonable accommodations to extend for pupils.

4. Pupils absent for any reason are expected to make up work missed. In grade 1 and above, the pupil/parent is responsible for requesting missed assignments as necessary.

5. A pupil who missed a test because of an absence shall be offered the opportunity to take the test or an alternative test; in no case will a pupil who missed a test because of his or her religious observations, be denied this opportunity.
Advance written notice is to be provided to the principal. No other reasons for student absences are deemed to be appropriate by the Board of Education. Where extreme extenuating circumstances create the necessity for a student's absence due to any other reason, a written request must be submitted at least one week in advance to the school principal.

"Unexcused absences are not condoned by the Board of Education. All work or tests missed because of such absences become the student's responsibility." In the elementary school, the responsibility will generally fall upon the parent. The parent will be expected to contact the teacher, after the absence, for any missed assignments. No work will be given in advance of unexcused absences.

- A student must be in attendance for at least four (4) hours to be counted as present for the entire day
- A student will be considered absent from school if she or he has been present for less than two (2) hours

**Notice to Parents Regarding Absence**

- When a student has been absent 11 days in any one school year, the principal/assistant principal will notify the student's parent(s) in writing of the number and dates of the absences and possible adverse academic consequences. A copy of the notice will be sent to the district attendance officer.
- When a student has been absent 20 days in any one school year, the principal/assistant principal will notify the student's parent(s) in writing of possible adverse academic consequences requiring a conference with the parent(s), student, principal and guidance counselor. A copy of the notice will be sent to the District attendance officer.
- When a student has been absent 36 days in any one school year, the principal/assistant principal will notify the student's parent(s) in writing that the student will be retained at his/her grade level [Policy #5410].
DISCIPLINE GUIDELINES
[Pupil Discipline Policy # 5600]

Discipline and Detention Procedures
Teachers set down some basic general rules of behavior, such as: follow directions; raise hand before speaking; stay in seat; keep hands, feet and objects to yourself; no bad language or teasing. Rules are enforced quickly and consistently. Disruptions are not ignored.

When a student breaks a rule a warning is given. Parent/Teacher conferences may be requested. After several warnings and parent contact, the student will be sent to the principal and/or assistant principal. The student will fill out a Student Behavior Report which will be sent home to the child’s parent or guardian.

In case of severe disruption, the student is sent immediately to the principal and/or assistant principal. The principal and/or assistant principal and teacher will decide upon the consequences for the student who is sent to the office. The parent will be notified of the action plan.

Discipline Plan/Options
At times, the student may remain in the office for a short period of time. The student may also be sent to the office for in-school suspension. Academic work will be provided for the student. The student may be kept after school for detention when necessary or desirable. Parent contact must be made prior to 2:00 PM. If a parent cannot be reached, the student will not be kept after school.

If a serious situation occurs, a parent will be requested to come to school for an immediate conference. If necessary, the child will be sent home with the parent.

HARASSMENT, BULLYING AND HAZING [Policy #5512]

The Board of Education believes that harassing, bullying and hazing activities of any type are inconsistent with the educational process and the Board prohibits ALL such harassing, bullying and/or hazing behavior at any time on school premises, at any school-sponsored function, or on any school bus.

Any person who believes that he or she has been the victim of harassment, bullying or hazing, or any person with knowledge or belief of conduct which may constitute harassment, bullying or hazing, shall report the alleged acts immediately to an appropriate school district official. The building principal is the person responsible for receiving reports of harassment, bullying or hazing at the building level. Any person may report harassment, bullying or hazing directly to the Affirmative Action Officer or the Superintendent.

Board of Education believes that standards for student behavior must be set cooperatively through interaction among the students, parents/guardians, staff and community members, producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for district and community property, on the part of stu-
General Statement of Policy:

♦ No student, teacher, administrator, volunteer, contractor or other employee of the school district shall plan, direct, encourage, aid or engage in harassment, bullying or hazing.

♦ No teacher, administrator, volunteer, contractor or other employee of the school district shall permit, condone or tolerate harassment, bullying or hazing.

♦ Apparent permission or consent by a person being harassed, bullied or hazed does not lessen the prohibitions contained in this policy.

♦ This policy applies to behavior that occurs on or off school property and during and after school hours, while engaged in any activity that relates to the school district and its functions.

♦ A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.

♦ The school district will act to investigate all complaints of harassment, bullying or hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor or other employee of the school district who is found to have violated this policy.

**SEXUAL HARRASSMENT**

Sexual harassment is prohibited. It is defined as, “unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature.” Any student or staff member who believes that he/she is being sexually harassed should inform the principal, assistant principal or any other employees of the district. If applicable, parents will be contacted and appropriate actions will be taken. Interventions include but are not limited to: warnings, counseling, detention or suspension (for students) and/or contacting district and local authorities. The Bernards Township Public Schools Affirmative Action Officer is Regina Rudolph at 908-204-2000, Ext. 104.

**Bias Incidents**

Students and staff members in Bernards Township Public Schools are expected to treat one another with respect regardless of gender, color, race, religion, national origin or sexual orientation. Inappropriate behaviors such as: touching of a sexual nature, gender based or sexual comments, jokes or name calling of any kind by students or staff are not permitted. For students, this also includes traveling on the way to or from school or on school property.

**Student Code of Conduct**

Students are expected to adhere to the District Student Code of Conduct, school and classroom rules as outlined in the Bernards Township Policy and Procedures
CLASSROOM PLACEMENT

Criteria for Classroom Placement
Several criteria will be utilized in the classroom placement of a child. Some of these include: achievement data, teacher recommendation, reading and math levels, interpersonal needs of the child, balance of the sexes, principal observation. Parent input is also considered although it will not be the sole criteria for student placement. Every attempt will be made to ensure the success of the student in the learning environment. Teachers will take the necessary steps to assist the child in making progress academically and socially.

The responsibility for student placement is that of the principal. During the summer, the principal will determine student placement for the following year. An e-mail will be sent during the third week of August informing the parent or guardian and child of the class placement.

Testing
The Cognitive Abilities Test will be administered in Grades 2. The NJSLA-ELA & Math test will be administered in grades 3, 4 & 5. NJSLA-Science testing will occur in grade 5. All testing will take place during the Spring. The purpose of the testing is to evaluate our education program and achievement levels of our students.

The MAP test is an adaptive test that will be administered in grades 2, 3, 4 and 5 in the Fall and again in the Winter. This test is aligned with the NJ Core Curriculum Content Standards and modifies itself as students either answer questions correctly or incorrectly, providing a testing experience tailored to an individual’s learning level. The MAP test easily measures growth in learning and enables teachers to recognize where to focus attention for your child’s learning.

It is important that students come to school prepared and well rested in order that they will be able to perform at an optimum level. Families will receive results of the assessments over the summer.

In the event that your child becomes ill whenever he/she is being tested, please inform the nurse or your child’s teacher. This will enable the rescheduling of testing for your child according to New Jersey Department of Education and Bernards Township guidelines.

Conferring with School Personnel
Parents may contact teachers by telephone from 8:30 AM to 3:30 PM. The Office is open from 8:00 AM to 4:00 PM and can relay messages to teachers throughout the day. Parents may also utilize e-mail. Teacher e-mail addresses can be acquired by accessing the school’s web page.
Since teachers are teaching almost every hour, they usually return phone calls or e-mail during preparation periods and before and after school. Calls and e-mails will usually be returned within the day or the next day.

Communication between the home and school is encouraged and should be ongoing. However, as in any organization, questions, concerns or problems do develop. These matters should be addressed by speaking to individuals who are directly involved. In most cases, teachers can handle these matters appropriately and expeditiously. If the matter cannot be resolved, then it should be brought to the attention of the principal.

**Promotion/Retention/Acceleration [Policy # 5410]**

The administration and teaching staff shall strive to create plans of instruction and instructional organization to provide maximum opportunity for each student to progress through school at a rate best suited for his/her academic, social and emotional ability in the light of district goals, objective and expected proficiency.

In general, students shall be promoted annually. However, exceptions to this general policy may be made when, in the judgment of the certified staff, such exceptions are in the best education interest of the pupils involved.

Retention shall not be used until all other possibilities, including special help and remedial work, have been exhausted. In all cases of retention and acceleration, parents must be informed of the possibility well in advance; a conference with them shall be sought. In all instances, the advice and help of the guidance and other school and special staff shall be utilized.

Although teachers may recommend retention and acceleration, all retention (as well as accelerations and promotions) shall be approved by the school principal. Teachers, in recommending retention, and principals in approving them, shall set forth the reasons why they feel the student should continue the specific grade. The Principal shall submit the Superintendent, at least one week before the last day of school, the name of any child being recommended for a second retention. The Superintendent must approve a second retention assigned any pupil.

**CHEATING [Policy # 5701]**

A. Pupils are expected to be honest in all of their academic work. This means that they will not engage in any of the following acts:

1. Cheating on examinations, including but not limited to, the non-authorized use of books or notes, the use of crib sheets, copying from other students’ papers, exchanging information with other students orally, in writing, or by signals, obtaining copies of the examination illegally and other similar activities.

2. Plagiarism is not permitted in term papers, themes, essays, reports, images, take-home examinations, and other academic work. Plagiarism is defined as stealing or use without acknowledgement of the ideas, words, formulas, textual materials, on line services, computer programs, etc. of another person, or in any way presenting the work of another person as one’s own.

3. Falsifications, including forging signatures, altering answers after they have been graded, the insertion of answers after the fact, the erasure of grader’s markings, and other acts that allow for falsely taking credit.
B. A pupil found guilty of academic dishonesty may be subjected to a full range of penalties including, but not limited to, reprimand and loss of credit for all of the work that is plagiarized.

C. A teacher who believes that a pupil has been academically dishonest in his/her class should resolve the matter in the following manner:

- Reprimand the student privately and/or in writing. The teacher is also authorized to withhold credit in the work tainted by the academic dishonesty.

- The teacher shall file a written statement with the principal. The statement will describe in detail the academic dishonesty that is alleged to have taken place and will request that the matter be reviewed by the principal.

- The parents shall be provided a copy of the statement.

**RESPONSIBLE USE OF COMPUTER NETWORK/COMPUTERS AND RESOURCES [Policy # 2361]**

In accordance with the mission of the Bernards Township School District, the vision of the BTSD Elementary School Responsible Use Policy (RUP) is to promote a positive culture and climate where students learn to use electronic devices in a responsible, safe, productive and respectful manner.

The use of all electronic devices always shall be consistent with the policies of the Bernards Township School District (BTSD) and the individual elementary schools in order to promote a positive school culture and climate. This Responsible Use Policy (RUP) describes the expectations of all K-5 students whenever electronic devices- both those owned by the BTSD and those that are privately owned- are utilized on school grounds, on school buses traveling to and from school, off site during school sponsored events, or on private property when completing school work. In addition to this RUP, students and their parent(s)/guardian(s) are expected to be aware of the BTSD policies pertaining to the student use of technology: Policies 2360, 2361, and 7523. All BTSD policies can be accessed from the Board Policies & Bylaws section of the BTSD website.

https://docs.google.com/document/d/1C2x1J_FQTJrDiJxvGY0vpMcc37i1DHzeGLhS96BAbTpk/edit?usp=sharing

Our Mount Prospect Acceptable Use Policy is a guide for how to live respectfully and responsibly as digital citizens. This policy incorporates the acceptable use of Chromebooks, Google Drive, digital collaboration and other aspects of technology that require responsible digital citizens. The Acceptable Use Policy will be reviewed and signed by students and families at the beginning of each school year.

**Asbestos Information**

In accordance with 40CFR Part 763, the Asbestos-Containing Materials in Schools Rule (commonly referred to as “AHERA” regulations), the Bernards Township Board of Education periodically inspects all buildings throughout the district to re-evaluate the condition and change of asbestos-containing materials. Any required work is conducted when the buildings are unoccupied. Additionally, a written Res-
piratory Protection Program has been established for all employees, as required by the New Jersey Public Employee Occupational Safety and Health regulations.

The Asbestos Management Plans for each school building are available for inspection by employees, parents, and the public at no charge during the regular school hours. A copy of the Plan is maintained at each school site as well as at the Board Office. If you wish to review the plan or have any other questions, please call the Board Office at 908-204-2600 x 106.

Liaisons
The Bernards Township Board of Education does hereby appoint Jean O’Connell as Liaison for the Education of Homeless Children, Public Law 504 Coordinator and Americans with Disabilities Act Coordinator; Sean Siet as Affirmative Action Officer; Nick Markarian as New Jersey State Integrated Pest Management Coordinator, Attendance Officer, Qualified Purchasing Agent, Public Agency Compliance Officer, Open Public Records Act Officer, and Public Employees Occupational Safety and Health Act Coordinator for the 2009-10 school year.

Experiments Involving Animals
Legislation now permits public school students to choose not to participate in certain experiments involving animals. Public school pupils from kindergarten through grade 12 may refuse to dissect, vivisect, incubate, capture or otherwise harm or destroy animals or any parts thereof as part of a course of instruction. The law requires schools to provide alternative education projects for those students who choose to “opt out” of these activities. Schools are required to notify pupils and their parents or guardians of a pupil’s right to decline to dissect, vivisect, incubate, capture or otherwise harm or destroy animals or any parts thereof as part of a course of instruction.

If you wish to have your son or daughter “opt out” of these experiences you must notify the principal of your child/children’s school, in writing, within two weeks from the date of this notification. Please be aware that no exceptions can be made to this date, due to issues with the coordination and purchasing of materials for alternate lessons on a district wide level.

INCLEMENT WEATHER INFORMATION

SCHOOL CANCELLATION
The decision is made by 5:45 AM by the Superintendent, with the advice of the police and road departments. We urge you to check the announcements broadcast on radio and TV, as well as the websites (www.bernardsboe.com). Sign up for Honeywell Notification at the District website.

DELAYED OPENING
This decision is also made by 5:45 AM when the weather is forecast to clear and the police and road department personnel believe that the roads will be passable. The siren will not sound. We urge you to check radio/television announcements. On days when there is a delayed opening, all buses will pick up students approximately 2 hours later than usual. The cafeteria does not serve lunch. Please provide a substantial snack.

EARLY DISMISSAL
We will dismiss students early only in extreme situations. In the rare instance of an early dismissal, the decision is made at 10:00 AM. Creating a Family Emergency Plan is critical! Please be sure that your children fully understand what to do and where to go for refuge if they should arrive home and find you not there. This is important—not only for their well being, but also for your own peace of mind.

EARLY DISMISSAL TIME: Mount Prospect will be dismissed at 12:45PM.
BERNARDS TOWNSHIP SCHOOL PHONE DIRECTORY
CENTRAL OFFICE ADMINISTRATORS

(908) 204-2600:
Superintendent of Schools Nick Markarian x 101
Assistant Superintendent of Schools Sean Siet x 104
Business Admin/Board Secretary Rod McLaughlin x 106
Assistant Supt. of C & I Kristin Fox x 118

(908) 204-2585:
Director of Athletics Rich Shello x 140
Supervisor of Science & Technology Tom Misiak x 164
Supervisor of Fine Arts & Practical Arts Michael Fackelman x 163
Supervisor of World Languages Katherine Stotler x 162
Supervisor of Social Studies Jennifer Raphaels x 161
Director of School Counseling K-12 Stephanie Smith x 119
Supervisor of Language Arts David Hunscher x 120
Supervisor of Mathematics Grant Kolmer x 121
Supervisor of Special Education 6—8 Stephanie Orr x 218

(908) 204.2565:
Director of Special Services Jean O’Connell x 126
Supervisor of Special Education, K-5 Lisa Vitale-Stanzione x 125
Supervisor of Sp. Ed/S.C./Autistic Pr Allyson Read x 124

BERNARDS TOWNSHIP BOARD OF EDUCATION
2018-2019

<table>
<thead>
<tr>
<th>Name</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Robin McKeon—President</td>
<td>2019 - 2021</td>
</tr>
<tr>
<td>Karen Gray - Vice President</td>
<td>2017 - 2019</td>
</tr>
<tr>
<td>Suzanne Schafer Skalski</td>
<td>2019</td>
</tr>
<tr>
<td>Michael J. Byrne</td>
<td>2017 - 2019</td>
</tr>
<tr>
<td>Jennifer Korn</td>
<td>2018 - 2020</td>
</tr>
<tr>
<td>Timothy Salmon</td>
<td>2019—2021</td>
</tr>
<tr>
<td>Karen Richman</td>
<td>2019 - 2021</td>
</tr>
<tr>
<td>Jennifer White</td>
<td>2018 - 2020</td>
</tr>
<tr>
<td>Linda Wooldridge</td>
<td>2018 - 2020</td>
</tr>
</tbody>
</table>

DISTRICT SCHOOL TELEPHONE NUMBERS

<table>
<thead>
<tr>
<th>School</th>
<th>Grade</th>
<th>Phone 1</th>
<th>Phone 2 (fax)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mount Prospect School</td>
<td>K-5</td>
<td>470-1600</td>
<td>470-1610</td>
</tr>
<tr>
<td>Oak Street School</td>
<td>K-5</td>
<td>204-2565</td>
<td>204-9289</td>
</tr>
<tr>
<td>Liberty Corner School</td>
<td>K-5</td>
<td>204-2550</td>
<td>647-2425</td>
</tr>
<tr>
<td>Cedar Hill School</td>
<td>K-5</td>
<td>204-2639</td>
<td>204-1956</td>
</tr>
<tr>
<td>William Annin School</td>
<td>6-8</td>
<td>204-2614</td>
<td>204-0244</td>
</tr>
<tr>
<td>Ridge High School</td>
<td>9-12</td>
<td>204-2585</td>
<td>204-2582</td>
</tr>
</tbody>
</table>
SCHOOL BOARD/SCHOOL COUNCILS

School Board Meetings:
Date: Second and Fourth Monday of each month
Time: 6:00 PM – Executive Session
       7:00 PM – Public Session
Place: Ridge HS, William Annin Middle School and Board of Education Building
       Check website (www.bernardsboe.com) to confirm

Committee Meetings: Please call the Superintendent’s Office for the exact dates and times.

Voting: To vote in the school district election, you must be:
• A citizen of the United States
• Eighteen years of age or older
• A resident of the district for a period of 20 days prior to the school election
• Registered to vote in the school district election or registered to vote in the general election

All residents are urged to register to vote in both the general and school elections. School elections normally take place in the spring. Residents seeking registration information and forms should contact:
Town Hall, Collyer Lane, phone: 766-2510 or
County of Somerset Admin Building, Corner of North Bridge & High St,
Somerville, NJ 08876, phone: 231-7804,5,6

Absence Ballots for School Board Elections: Qualified voters who are unable to vote in person at a school election may utilize an absentee ballot to designate their choice for Board members. Blank absentee ballots may be obtained by application to the Board of Education office at Cedar Hill School or the County Building (address listed above). This application must be received 7 days prior to the election. Completed ballots must be received by the County Clerk no later than the closing of the polls.
## MOUNT PROSPECT SCHOOL PTO

### Board Members

<table>
<thead>
<tr>
<th>Position</th>
<th>Name/Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Co-President</td>
<td>Catherine Santaiti <a href="mailto:santaiti@mac.com">santaiti@mac.com</a></td>
</tr>
<tr>
<td>Co-President</td>
<td>Claudine McMahon <a href="mailto:csmcm3@gmail.com">csmcm3@gmail.com</a></td>
</tr>
<tr>
<td>Co-VP, Assemblies</td>
<td>Susan Chang <a href="mailto:bigbigsky2000@yahoo.com">bigbigsky2000@yahoo.com</a></td>
</tr>
<tr>
<td></td>
<td>Michelle Yang <a href="mailto:yangxiaojia@hotmail.com">yangxiaojia@hotmail.com</a></td>
</tr>
<tr>
<td>Co-VP, Fundraising</td>
<td>Kate Ruddle <a href="mailto:katherine.ruddle@gmail.com">katherine.ruddle@gmail.com</a></td>
</tr>
<tr>
<td></td>
<td>Simone Hashimoto <a href="mailto:simone.hashimoto@gmail.com">simone.hashimoto@gmail.com</a></td>
</tr>
<tr>
<td>VP, Communications</td>
<td>Open position</td>
</tr>
<tr>
<td>Secretary</td>
<td>Rashmi Jain <a href="mailto:rashmirinkoo@gmail.com">rashmirinkoo@gmail.com</a></td>
</tr>
<tr>
<td>Treasurer</td>
<td>Kathryn Reed <a href="mailto:kathrynreed2008@gmail.com">kathrynreed2008@gmail.com</a></td>
</tr>
<tr>
<td>Co-VP, Volunteers</td>
<td>Open position</td>
</tr>
</tbody>
</table>

### Committee Chairperson(s)

<table>
<thead>
<tr>
<th>Committee</th>
<th>Chairperson(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Autism Awareness (April)</td>
<td>Olivia Wintermute <a href="mailto:owintermute21@gmail.com">owintermute21@gmail.com</a></td>
</tr>
<tr>
<td>Beautification/ Learning Garden (YEAR ROUND)</td>
<td>OPEN (1) Milena Holthausen <a href="mailto:milena.holthausen@gmail.com">milena.holthausen@gmail.com</a></td>
</tr>
<tr>
<td>Bingo Night/Family Game Night (NOVEMBER/MARCH)</td>
<td>Rashmi Jain <a href="mailto:rashmirinkoo@gmail.com">rashmirinkoo@gmail.com</a></td>
</tr>
<tr>
<td></td>
<td>Pallavi Mehta <a href="mailto:mehananya@gmail.com">mehananya@gmail.com</a></td>
</tr>
</tbody>
</table>
## Committee Chairpersons

<table>
<thead>
<tr>
<th>Committee</th>
<th>Chairperson(s)</th>
</tr>
</thead>
</table>
| Book Fair - (NOVEMBER)            | OPEN (1)  
Claudine McMahon  
csmcm3@gmail.com |
| Box Tops (FALL, WINTER)            | Michelle Yang  
yangxiaojia@hotmail.com  
Rashmi Jain  
rashmirinkoo@gmail.com |
| Breakfast with a Loved One         | Catherine Santaiti  
santaiti@me.com  
Charu Tyagi  
charupank@gmail.com  
Vineeta Koul  
koulvineeta@gmail.com  
Sheena Ravalia  
Tweets_sheena@yahoo.com |
| Calendar (April-June)              | Catherine Santaiti  
Kalpana Tiwari |
| Classroom Parent Coordinator      | Linda Thoman  
lsthoman@optimum.net |
| Concert Flower Coordinator        | Amanda To  
Amandato527@gmail.com |
| Spring Fundraiser                 | Sheena Ravalia  
Tweets_sheena@yahoo.com  
Kate Ruddle  
Katherine.ruddle@gmail.com |
| Dance Residency                   | Michelle Yang  
yangxiaojia@hotmail.com  
OPEN (2) |
| Directory & Directory Ads         | Claudine McMahon  
csmcm3@gmail.com  
Catherine Santaiti  
santaiti@mac.com |
## Committee Chairpersons

<table>
<thead>
<tr>
<th>Committee</th>
<th>Chairperson(s)</th>
</tr>
</thead>
</table>
| Display Case in Main Lobby                                               | Mercy Reyes  
  mercy_reyes@hotmail.com  
  Gaby Torres  
  magalomi@hotmail.com                                                   |
| Field Day (June)                                                         | Rashmi Jain  
  Michelle Yang  
  Milena Holthausen  
  milena.holthausen@gmail.com  
  Vanessa Salinas Perez  
  vanessasalinasperez@gmail.com  
  Iris Perez  
  irismariaperez@yahoo.com                                                |
| Fifth Grade Activities & End of Year Party Coordinators                  | Vandana Bhargava  
  vandanabhargava@gmail.com  
  Open (4)                                                                |
| Fifth Grade Yearbook Sept-March/April                                    | Open (3)  
  Joyce Wang  
  yingjhuang@gmail.com                                                   |
| Fifth Grade Volleyball Game/Pep Rally                                    | Kaplana Tiwari  
  kalpanatiwari@gmail.com  
  Susan Chang  
  bigbigsky2000@yahoo.com  
  Sheena Ravalia  
  Vanessa Salinas Perez  
  vanessasalinasperez@gmail.com  
  Laura Gutierrez  
  lauraguz@hotmail.com                                                    |
| Fifth Grade Battle of the Books                                          | OPEN (3)  
  Joyce Wang  
  yingjhuang@gmail.com                                                   |
| Fifth Grade Visiting Poet Coordinator (Sept.-Oct.)                       | Susan Chang  
  bigbigsky2000@yahoo.com  
  Kalpana Tiwari                                                          |
<table>
<thead>
<tr>
<th>Committee</th>
<th>Chairperson(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Day of School Coffee (Sept.)</strong></td>
<td>Sheetal Alur&lt;br&gt;<a href="mailto:shalur007@gmail.com">shalur007@gmail.com</a>&lt;br&gt;Sonal Deshpande&lt;br&gt;<a href="mailto:sd1035@nyu.edu">sd1035@nyu.edu</a>&lt;br&gt;Milena Holthausen&lt;br&gt;<a href="mailto:Milena.holthausen@gmail.com">Milena.holthausen@gmail.com</a></td>
</tr>
<tr>
<td><strong>Holiday Staff Coffee &amp; Cookie Exchange (December)</strong></td>
<td>OPEN&lt;br&gt;Pratiti Dugad&lt;br&gt;<a href="mailto:pratitid@gmail.com">pratitid@gmail.com</a>&lt;br&gt;Shreya Panshikar&lt;br&gt;<a href="mailto:shreya.panshikar@gmail.com">shreya.panshikar@gmail.com</a>&lt;br&gt;Shubhi Khanvilkar&lt;br&gt;<a href="mailto:shubhibarve@hotmail.com">shubhibarve@hotmail.com</a></td>
</tr>
<tr>
<td><strong>Giving Tree at MPS (Sept.-Dec.)</strong></td>
<td>OPEN (1)&lt;br&gt;Suchitha Shakthimani&lt;br&gt;<a href="mailto:suchitha912@gmail.com">suchitha912@gmail.com</a>&lt;br&gt;Rashmi Jain&lt;br&gt;Milena Holthausen&lt;br&gt;<a href="mailto:milena.holthausen@gmail.com">milena.holthausen@gmail.com</a>&lt;br&gt;Vanessa Salinas Perez&lt;br&gt;<a href="mailto:vanessasalinasperez@gmail.com">vanessasalinasperez@gmail.com</a></td>
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<td><strong>Ice Cream Social (JUNE)</strong></td>
<td>Rippi Karda&lt;br&gt;<a href="mailto:rippikarda@yahoo.com">rippikarda@yahoo.com</a>&lt;br&gt;Alka Solanki&lt;br&gt;<a href="mailto:hirtwins@optonline.net">hirtwins@optonline.net</a></td>
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<tr>
<td><strong>International Day (Sept.-Jan.)</strong></td>
<td>OPEN (1)&lt;br&gt;Mercy Reyes&lt;br&gt;<a href="mailto:mercy_reyes@hotmail.com">mercy_reyes@hotmail.com</a>&lt;br&gt;Michelle Yang&lt;br&gt;<a href="mailto:yangxiaojia@hotmail.com">yangxiaojia@hotmail.com</a>&lt;br&gt;Simone Hashimoto&lt;br&gt;<a href="mailto:Simone.hashimoto@gmail.com">Simone.hashimoto@gmail.com</a></td>
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<td><strong>Pizza Night (SEPTEMBER)</strong></td>
<td>Madhuri Peddi&lt;br&gt;<a href="mailto:madhuri309@gmail.com">madhuri309@gmail.com</a>&lt;br&gt;Kalpana Tiwari&lt;br&gt;<a href="mailto:Kalpana.tiwari@gmail.com">Kalpana.tiwari@gmail.com</a>&lt;br&gt;Vineeta Kou&lt;br&gt;<a href="mailto:koulvineeta@gmail.com">koulvineeta@gmail.com</a>&lt;br&gt;Charu Tyagi&lt;br&gt;<a href="mailto:charuptyagi@gmail.com">charuptyagi@gmail.com</a>&lt;br&gt;Eve Cassar&lt;br&gt;<a href="mailto:Eve.cassar@yahoo.fr">Eve.cassar@yahoo.fr</a></td>
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<tr>
<td>Committee</td>
<td>Chairperson(s)</td>
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<tr>
<td>Portrait Day</td>
<td>Open (1)</td>
</tr>
<tr>
<td></td>
<td>Milena Holthausen <a href="mailto:Milena.holthausen@gmail.com">Milena.holthausen@gmail.com</a></td>
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<tr>
<td>PTO Sign (SEPT-JUNE)</td>
<td>OPEN (2)</td>
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<tr>
<td>School Dance / Monster Mash</td>
<td>Amanda To <a href="mailto:amandato527@gmail.com">amandato527@gmail.com</a></td>
</tr>
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<td></td>
<td>Simone Uchiyama <a href="mailto:Simone.hashimoro@gmail.com">Simone.hashimoro@gmail.com</a></td>
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<td></td>
<td>Iris Perez <a href="mailto:irismariaperez@yahoo.com">irismariaperez@yahoo.com</a></td>
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<td></td>
<td>Laura Gutierrez <a href="mailto:lauraguz@hotmail.com">lauraguz@hotmail.com</a></td>
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<tr>
<td>School Spirit Sale</td>
<td>OPEN (1)</td>
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<td></td>
<td>Simone Uchiyama <a href="mailto:simone.hashimoro@gmail.com">simone.hashimoro@gmail.com</a></td>
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<tr>
<td>School Supplies (JAN-AUG)</td>
<td>Catherine Santaiti <a href="mailto:santaiti@mac.com">santaiti@mac.com</a></td>
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<tr>
<td>Staff Appreciation Luncheon (MAY)</td>
<td>Liz Novello <a href="mailto:novelloe78@gmail.com">novelloe78@gmail.com</a></td>
</tr>
<tr>
<td></td>
<td>Catherine Santaiti <a href="mailto:santaiti@mac.com">santaiti@mac.com</a></td>
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<tr>
<td></td>
<td>Simone Uchiyama <a href="mailto:Simone.hashimoro@gmail.com">Simone.hashimoro@gmail.com</a></td>
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<td></td>
<td>Rajitha Baddam <a href="mailto:baddamrajitha@yahoo.com">baddamrajitha@yahoo.com</a></td>
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<tr>
<td></td>
<td>MANY VOLUNTEERS NEEDED</td>
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</table>
## Committee Chairpersons

<table>
<thead>
<tr>
<th>Committee</th>
<th>Chairperson(s)</th>
</tr>
</thead>
</table>
| STEM Career Day (April)                           | Mukesh Shah  
Mukesh.shah@gmail.com  
Charu Tyagi  
charupank@gmail.com  
Vineeta Koul  
koulvineeta@gmail.com |
| Sunshine Committee                                | Ritu Narsi  
riturani@hotmail.com                                                        |
| Trail of Thanks                                   | Open (1)  
Linda Sue Thoman  
lsthoman@optimum.net                                                         |
| Turkey Grams/Valentine Grams (Nov-Feb)             | Mercy Reyes  
Mercy_reyes@hotmail.com                                                     |
| Wizard of Words                                   | Susan Chang  
bigbigsky2000@yahoo.com  
Claudine McMahon  
csmcm3@gmail.com                                                            |
| Harry Potter Party                                 | **OPEN (3)**  
Simone Uchiyama  
simone.hashimoto@gmail.com  
Eloisa  
eloisadieguez@yahoo.com.br  
Vanessa Salinas Perez  
vanessasalinasperez@gmail.com  
Mercy Reyes  
mercy_reyes@hotmail.com |
PARENT ADVISORY COMMITTEE

Please see www.MountProspectPTO.com for this year’s updated committee information

The Parent Advisory Committee (PAC) is comprised of parents and Mount Prospect school administrators. PAC meets monthly to plan and review school wide and grade specific service projects. Parent representatives also serve as liaisons to the larger parent community. It is their job to reach out to their parent peers and bring issues and concerns to the attention of the administration for their grade level. If parents have concerns, they should contact their PAC representative.

Please contact Ms. Hozeny, Principal at jhozeny@bernardsboe.com for additional questions.