



**TOTOWA
PUBLIC
SCHOOLS**

OFFICE OF THE SUPERINTENDENT
Washington Park School
10 Crews Street, Totowa, NJ 07512
Phone: 973-956-0010 Fax: 973-956-9859

Patricia Capitelli

Superintendent

September, 2017

Dear Parents/Guardians:

Enclosed please find important information concerning policies and procedures of the Totowa School District. Kindly make yourself knowledgeable of their contents and should you have any questions, please feel free to contact my office.

THE ITEMS LISTED BELOW REQUIRE YOUR CONSENT AND ACKNOWLEDGEMENT OF RECEIPT:

1. **Acceptable Use of Computer Network/Computers and Resources (Website)**
(Sign below for approval)
2. **Attendance Policy (Student/Parent Handbook)(Website)**
(Signature acknowledges receipt and review)
3. **Student Discipline Procedures (Student/Parent Handbook-WPS Grades 5-8)(Website)**
(Signature acknowledges receipt and review)
4. **Safety Procedures Concerning Threats (Student/Parent Handbook)(Website)**
(Signature acknowledges receipt and review)
5. **Homework Policy & Regulation (Student/Parent Handbook)(Website)**
(Signature acknowledges receipt and review)
6. **Permission for the school nurse to perform vision and hearing screenings (Sign below for approval)**
7. **Permission to publish student names and pictures/video in school newsletters, school website, and newspapers (Sign below for approval)**
8. **Parent Handbook (Website)(Hard copy to be issued in September)**
9. **Free/Reduced Lunch & Milk Program Application**
10. **Recess Milk Form (MS TPK-K-1-2)**
11. **Locker Information (WPS Grades 5-8)**
12. **Calculator Information (WPS 5-8)**
13. **Transportation Letter (Handout)(Website under "Important Announcements")**
14. **Pest Management Letter to Parents (Handout)(Website under "Important Announcements")**
15. **Promotion and Retention Policy and Regulation (Student/Parent Handbook)(Website)**
(Signature acknowledges receipt and review)
16. **Summer School Policy and Regulation (Website)(Student/Parent Handbook)**
(Signature acknowledges receipt and review)
17. **Harassment, Intimidation, Bullying Policy (Website)**
(Signature acknowledges receipt and review)

Please sign below acknowledging receipt and approval for the above documents and return it with your child by Friday, September 8, 2017.

Sincerely, Patricia Capitelli

THIS FORM CAN BE FOUND ON OUR WEBSITE UNDER "PERMISSION SLIPS"

(Tear & Return)

I grant approval for item

#1. YES____, NO____

#6. YES____, NO____

#7. YES____, NO____

PARENT SIGNATURE _____

STUDENT NAME _____ Room# _____



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DISTANCE LEARNING/VIDEO/PHOTOGRAPH CONSENT, WAIVER and RELEASE

Dear Parents/Guardians:

Totowa students are often involved in activities that require the taking of pictures, the development of videotaping, audio or video files for multimedia projects, Internet Web Design, yearbook photos, distance learning field trips, video courses and or interviews. Some or all of the media produced may also be used by newspapers, broadcast on radio or television, presented during a video teleconference or used in the Totowa School District publications and website.

Your signature on the Parental Approval/Acknowledgement Form indicates your permission for your child to be videotaped, photographed or interviewed, and to participate in distance learning virtual field trips for educational purposes. If you have any questions regarding the above, please contact Patricia Capitelli, Chief School Administrator.

I hereby give consent for my child to be photographed, videotaped, interviewed, and to participate in distance learning virtual field trips. I understand that these images and recorded appearances may be used in newspapers, television and radio broadcasts, video teleconferences, may be posted on the school website and may appear in district publications.

Consent by signature is recorded on the "PARENTAL APPROVAL/ACKNOWLEDGEMENT FORM" under #7.