

Indian Hill School



Aim High, Dream Big

2011-2012

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ACADEMIC RULES & PROCEDURES

1. Instructions given by the staff must always be obeyed.
2. Breaches of discipline will result in consequences being given out to students.
3. Irresponsible students who hinder and disrupt the learning process will be removed from class and the process of corrective discipline will begin. Parents may become involved in the process.
4. Movement about the school is to be quiet and orderly, keeping to the right in corridors, in single file lines. Running in the school is forbidden.
5. Students must follow their daily schedule.
6. During lunch, students must remain in the cafeteria and follow all directions for clean-up and dismissal as directed by the lunchroom supervisors.
7. NO FOOD is to be taken out of the cafeteria.
8. Inclement weather will mean the cancellation of outdoor recess and students will report to their homerooms or other assigned location.
9. Students may not use school equipment (physical education apparatus, machines, science equipment, etc.) unless authorized by a member of the staff to do so.
10. All books and equipment provided by the school are loaned to students and payment for replacement will be expected for items lost or damaged.

See also Discipline, Student Expectation Code, Courtesy

ACHIEVE/BASIC SKILLS PROGRAM

All Indian Hill students are assessed in achievement through the use of the NJASK. The State Dept. of Education identifies specific minimum levels of proficiency (MLP) in reading, writing, and math for grades 3-9. The district has established its own MLPs to identify those students eligible to participate in the Achieve Program. Any child who fails to meet the MLP will be invited to join the Achieve Program.

The Achieve Program staff, Principal, and Director of Special Services are responsible for identifying all eligible students. However, a teacher may refer a child to the Learning Center Teacher if the student is above MLP but may be in need of additional remedial or supplemental academic assistance. In addition, the I&RS Committee might refer a student for support. Parents will be notified and must give consent for entrance to the Learning Center.

AFFIRMATIVE ACTION POLICY

It is the policy of the Holmdel Township Board of Education not to discriminate on the basis of race, color, creed, religion, sex, handicap, ancestry, national origin, or social and economic status in its educational programs or activities and employment policies as required by Title IX of the Education Amendments of 1972 and N.J.A.C. 6:4. 1 et seq. Inquiries regarding compliance may be directed to Ms. Mary Beth Currie, Affirmative Action Officer, at the Board of Ed. Office, 4 Crawfords Corner Road, Holmdel, NJ 07733 Telephone – 732-946-1800 x23.

EQUAL OPPORTUNITY POLICIES

The Holmdel Township Public Schools will undertake whatever affirmative action is necessary to provide equal employment opportunity without regard to race, creed, color, sex, marital status, national origin, and to ensure that all personnel actions such as recruitment, selection, placement, training, promotions, transfers, terminations, disciplinary actions, and all benefits and compensations are equally applied.

The Holmdel Township Board of Education affirms its responsibility to ensure all students in the public schools of this township equal educational opportunity regardless of race, color, creed, religion, sex, ancestry, national origin, and social or economic status. Lack of English language skills will not be a deterrent to admission to any program. No otherwise qualified handicapped individuals shall solely by reason of their handicap, be denied the benefits of or subjected to discrimination in any activity.

The school system's Affirmative Action Plans for Employment/ Contract Practices and School/Classroom Practices are on file in the Principal's Office of each school and in the Superintendent's Office.

GRIEVANCE PROCEDURE

The Board of Education has established a procedure for employees, students, or parents on a student's behalf, to follow in filing a complaint dealing with alleged violation, misinterpretation, or inequitable applications of the policies and practices of the school district relative to provisions of Federal and State anti-discrimination legislation. Details of the grievance procedure are included in the school district's policy manual. Copies of the manual are available for perusal in the Principal's Office of each school and in the Superintendent's Office.

SEXUAL HARASSMENT

The Holmdel Township Board of Education prohibits sexual harassment of and by staff members and students. Sexual harassment is a violation of state and federal laws. It has been defined by the Equal Employment Opportunity Commission (EEOC) as "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature...when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of reasonably interfering with an individual's work or school performance or creating an intimidating, hostile, or offensive working or school environment."

ASSEMBLIES

Assemblies are a regularly scheduled part of the curriculum and, as such, are designed to be educational as well as entertaining experiences. They provide one of the few opportunities in school to learn formal audience behavior.

During assemblies, courtesy demands the student body be respectful and appreciative. With live entertainment, unlike radio, television, or movies the performers are very conscious of their audience. Talking, whispering, whistling, stamping of feet, and booing are discourteous.

1. Do not take books or coats to the assembly unless instructed otherwise.
2. Proceed to the assembly area quietly and promptly.
3. Give your attention to the chairperson of the assembly when asked.
4. Be courteous to the performers and to your peers.
5. Applaud in keeping with the occasion. Applause should be generous and courteous.
6. Catcalls, booing, whistling, and any negative responses are forbidden at all times.
7. Do not leave the assembly until dismissed.

ATTENDANCE (Student Absence)

It is required that the school be advised via telephone (732) 946-1045 x1 to report the student's absence or if he/she will be late.

Illness, religious observations, and death in the family are considered reasons for excused absences from school. Vacations, visits to relatives, etc. are considered unexcused absences. Although parental permission may be granted for such absences, they are still considered unexcused absences. There are key points parents need to take into consideration when a student is taken out of school for recreational purposes. Since these absences are classified as "unexcused absences", district policy states teachers are not to issue make-up work in advance. It is the student's responsibility to catch up with all missing assignments when they return. Another major ramification is that it is virtually impossible for a student to replay the lessons and lectures that took place during their absence. Parents need to consider the value of instructional time and should limit the absence of their son/daughter from school for non-valid reasons.

A note must be presented from the student's parent/guardian following each absence. The note should include the child's full name and homeroom, date of absence, and specific reason for the absence. Students who will be absent for more than two weeks consecutively, because of illness or accident, are entitled to home instruction. Appropriate application forms are available from the school secretary.

Perfect attendance awards will be given at the end of the year. These awards are given for 100% attendance (no late arrivals).

BOOKS

All textbooks must be covered. This will prevent damage to books and ensure their proper use by students in the future. Fines will be charged to any student who mistreats or loses books. Keeping books properly stored utilizing book covers, and being aware of where they are placed, will prevent fines and other consequences. This applies to any book given to the student including textbooks, supplemental paperbacks, and library books. Supermarket bags are the least expensive and among the most durable materials to utilize.

BUILDING GOALS 2011-2012

1. **Technology** – To continue to enhance and integrate technology into instruction with hardware, software and professional development opportunities.
2. **Character Education** – Continue implementation and evaluation of Character Education programs (Responsive Classroom). The program will be expanded to include all grades in Village School. At Indian Hill School, the program will be expanded to include both fourth grade and fifth grade. Developing Safe and Civil Schools (DSACS) will serve as our evaluating tool.
3. **Differentiation of Instruction** – Professional Development – To continue to focus professional development opportunities on differentiated instruction. Professional development will be research-based and include both administrators and teachers.

BUSES

Section 18A:25-2 of the New Jersey Statutes - "A teacher or other person in authority over such pupil shall hold every pupil accountable for disorderly conduct in school and during recess and on the playgrounds of the school and on the way to and from school. The driver shall be in full charge of the school bus at all times and shall be responsible for order; he/she shall never exclude a pupil from the bus but if unable to manage any pupil, shall report the unmanageable pupil to the principal of the school which he attends.

A pupil may be excluded from the bus for disciplinary reasons by the principal and his parents shall provide for his transportation to and from school during the period of such exclusion."

BUS RULES AND REGULATIONS FOR STUDENTS

The safety of students who ride school buses is of primary importance to the Holmdel Township Board of Education. To ensure safety, The Board and Superintendent expect students to behave appropriately in accordance with the following guidelines and in response to directives of bus drivers and other school personnel. Failure to follow these guidelines will result in discipline, which may include denial of transportation. If a student is suspended from riding the bus for a period of time, notification will be given to parents and it will become their responsibility to provide transportation for the duration of the suspension.

Monitoring devices may be used on school transportation vehicles transporting pupils to and from curricular and co-curricular activities.

- Students should always address their driver by name, with respect and courtesy.
- School bus drivers have complete authority over pupils during the time they are being transported. Any offensive act committed by a pupil will be handled as a violation of a school rule and subject to disciplinary action by the building principal.
- School bus drivers have been trained in safety rules and regulations pertaining to student transportation. In the event of an emergency, students should remain calm, seated, and quiet until instructions have been given by the driver. If the driver is incapacitated, students should leave the bus as practiced in evacuation drills.
- Students being transported to and from school will ride on their assigned school bus. Due to bus capacity, no exceptions will be made to this rule.
- Students should be at the bus stop five (5) minutes before the bus is due to arrive. Students should learn their bus number and driver's name.
- Students waiting for a bus should remain back from the edge of the road and not enter the road until signaled by the bus driver.
- When entering or exiting a school bus, students should step on and off quickly and quietly without crowding, pushing, or shoving. Students seated at the front of the bus should exit first, followed by students seated in the rear.
- Upon entering or leaving the bus, students must always cross the road in front of the bus. Students should wait for the drivers to signal when it is safe to do so. The driver first opens the front end safety clearance bar and checks for traffic.
- At bus stops, students must always respect the rights of property owners. Students

should remain at their assigned bus stop and not report for pick-up to any other bus stop.

- Students are also expected to treat school property with respect. Individual students and their parents will be held responsible for any damage to the school bus.
- During the bus ride, students must remain seated and belted until the bus comes to a complete stop at its destination. If there is a wait upon arrival at the school, students must remain well behaved until they disembark.
- The throwing of any material in or out of the school bus is strictly prohibited.
- Eating or drinking is forbidden on a school bus.
- Smoking is prohibited on all school buses.
- Windows on school buses may be opened only half way.
- Extending of any body parts out of school bus windows is forbidden.
- Aisles must remain clear at all times. Books, backpacks, and other materials must be placed within the confines of the seat itself. It is impossible to carry large projects on the school bus; therefore, students should make arrangements with their parents for transporting large projects, musical instruments, or other oversized items to school. No glass containers should be brought onto school buses. Balls of any kind, are not permitted on the bus, at bus stops, or near school parking lots.
- Conversation should be in normal tones only. Loud talking, shouting, or the use of profane language will not be tolerated.
- Students should get off the bus only at their assigned stops unless a parent/guardian's written request has been approved by the building principal. Students should deliver these requests to the office early in the day.
- No weapons may be brought onto a school bus.
- Bus drivers will maintain a seating chart for the identification of students. Students will remain in designated seats at all times when riding the bus. However, the bus driver has the right to assign seats to maintain order.

In compliance with these regulations, school bus drivers will complete conduct reports provided by the Holmdel Township Transportation Department and submit them to the building principal for appropriate follow-up and discipline.

CHANGE OF ADDRESS OR TRANSFER

Inform the main office if you change your address or telephone number and/or if you are transferring to another school. The staff will provide you with all necessary forms and advise you of procedure. If at anytime during the school year your phone number changes, be sure to notify the office. When change of address is necessary, proof of new residency must be provided to the school.

CHILD ABUSE

Nothing can touch us more in a personal way than the health and welfare of our children. It is because of this that the Board of Education has developed very specific policies and procedures for the protection of the health and welfare of its students. These policies and procedures are in strict compliance with current State Code and Law.

Child Abuse and Neglect is a very unpleasant topic but it does occur. Often, the school is the primary source of possible identification, and therefore shares an important role with law enforcement and the Department of Human Services in the investigation of a reported suspected case.

****Advisory****

The law requires that if a child reports or describes to an administrator, teacher, counselor, nurse, bus driver, or anyone else working for a Board of Education, a suspected abuse or neglect incident then this information must be reported to the local office of the Division of Youth and Family Services (D.Y.F.S.). An investigative case worker will interview the child. This is usually done at the school and in the presence of a school official. **You will not be notified by the school.** The D.Y.F.S. caseworker will contact you.

Please realize the school must cooperate by mandate with D.Y.F.S. to the fullest. School officials by Code can not do an investigation or preliminary investigation. They must report any suspicion of abuse, or if a child makes a claim of abuse. Any questions of this matter should be referred directly to the Superintendent of Schools, (732) 946-1800 or Director of Special Services at (732) 946-1186. Prevention is the prudent approach.

CHILD STUDY TEAM-REFERRAL POLICY

What are "Child Study Team" Services?

New Jersey Title 18A, Chapter 46, Special Education law requires each school district to identify all educationally handicapped children eligible for special education between the ages of 3 and 21.

Identifying handicapped children and deeming them eligible is the legal responsibility of the Child Study Team of the local school district. The basic Child Study Team (CST) consists of the School Psychologist, the Learning Disabilities Teacher-Consultant, the School Social Worker, and the Speech/Language Specialist.

How does a child come to be referred to the Child Study Team?

In our District, a child who is exhibiting signs of educational difficulty is to be referred by the classroom teacher to the Intervention and Referral Services Committee (I&RS). If it appears that more intensive evaluation is needed, or that total special education planning is required to help the child function to his potential, the I&RS Committee will refer the child to the Child Study Team. This will be in consultation with the parent, teacher, and counselor where applicable. Parents also have the right to request in writing that their child receive a formal evaluation by the Child Study Team.

CONFERENCES - PARENT/TEACHER

Parent-teacher conferences are encouraged on an "as needed" basis. As parents, you are encouraged to contact teachers whenever you feel the necessity to do so. Many times, a few moments over the telephone can prevent major concerns from developing. Teachers are likewise encouraged to contact you for the same purpose.

A teacher may be contacted in a few different ways. One way is to send a note, through your child, to a teacher requesting a phone call or conference time. You may also call the main number of the school and proceed to prompt #8 (dial by teacher's name), or call the main office, and the office will put you through to the teacher's voicemail. It is also possible to e-mail your child's teacher. It is a good idea to discuss, at the beginning of the year, which method of communication will be most convenient for both the parent and teacher.

Parents are also invited to express their concerns to the principal's office. In this way, we work together in the best interest of all children.

Formal scheduled conferences will be held. Specific details will be sent home notifying parents of dates and times. You are encouraged to attend all conference appointments. Coming prepared with concerns, or communicating particular concerns in advance to the teacher, enables the conference time to be most productive. Remember, the teachers view parents as partners in helping students succeed.

COURTESY

Courtesy to teachers, school employees, other students, and visitors is essential at our school. Each of us should strive to be considerate of others, despite individual differences.

Respect and obey the judgment of your teachers. Treat all other adult employees of the school with courtesy as well, and follow any request or directive given by them. These include custodians, cafeteria workers, lunch supervisors, and office personnel. Rudeness will result in disciplinary action.

1. Speaking out or expressing disapproval when another has the floor is both rude and unfair.
2. You must bring proper equipment to class, including books, assignment book, homework, paper, pens, and notebooks.
3. Classes will begin on time. An excessive number of tardiness will result in parent contact to discuss the situation.
4. Class will be dismissed by the teacher. Do not be discourteous by getting up before you are dismissed.

CORRIDOR COURTESY

1. Keep corridors open to traffic by walking to the right. Do not block traffic by standing in groups.
2. Pass through corridors quietly in a single file line. Be considerate of others in the halls and classrooms.
3. Discard trash in the containers provided. Keep the school clean by picking up paper from the floors.
4. The bulletin boards throughout the school corridors are to be used for the display of student work. Respect the efforts of your fellow students and teachers by not touching corridor bulletin boards or other aesthetic displays.

DANGEROUS WEAPONS IN SCHOOL

Knives, guns, and other objects, which may be harmful in any way, are not allowed in school for any reason. This also refers to any toys or other objects that look like knives, guns, or other weapons. Laser pointers are also banned and come under this heading. These can cause serious injury to eyes under prolonged use. If found in school they will be confiscated.

DELAYED OPENINGS

Under certain circumstances, the schools will have a delayed opening. When this occurs, the announcement over radio, telephone chain, and 732-946-4400 will say, "Holmdel Public Schools will have a two-hour delayed opening." This simply means that everything will start two hours later than normal.

Lunch service will not be offered when there is an Early Dismissal or a Delayed Opening.

A two-hour delay will be used when a storm has abated or when the extra time would allow for additional melting and less conflict with commuter traffic.

In the event of heavy snow, icy roads, or other hazardous weather conditions, information on school closings will be available on the website and over broadcasts from the following radio stations:

WOR 710 AM - 98.7FM; WJLK 1310AM - 94.3 FM; WHTG 1410 AM - 106.3FM

DISCIPLINE

It is impossible for teaching and learning to take place in a classroom unless good order is maintained. Students are reminded they must adhere to a code of good behavior, not only for their own benefit, but for the benefit of others as well. Students responsible for an interruption of the learning process will be subject to disciplinary action.

Our students are expected to conduct themselves in a manner, which is no less than acceptable, and hopefully admirable.

Discipline is normally handled by the classroom teacher. Serious infractions of school rules and regulations are referred to the office for disciplinary action.

Students must learn that proper behavior is a reflection of courtesy, decency, respect for others, and pride. Therefore, to be meaningful and effective, discipline must be relatively immediate. Every effort is made to ensure the punishment imposed will fit the infraction, as well as the student responsible for the infraction.

Unfortunately, some students will require more corrective disciplining than others. Students are warned that participation in all school related activities is a privilege earned. **Thus, privileges earned can be privileges denied.**

For classified students, please refer to the disciplinary section of the **P.R.I.S.E. Manual**.

STUDENT BEHAVIOR EXPECTATION CODE

The Holmdel Township School District, in affirmation of effective schools research, believes the maintenance of a positive and productive school environment must be recognized as a cooperative student, staff, parent, and community venture.

The underlying premise of the Student Behavior Expectation Code assumes discipline is predicated on the establishment of an atmosphere that is supportive of shared responsibility, honesty, and mutual trust. Proper behavior is a reflection of courtesy, decency, pride, and respect for others.

Therefore, it is agreed we adhere to the following principles:

- Respect the rights and individual dignity of all students, staff, and visitors in our schools;

- Respect the property of all people, as well as the school property itself;
- Respect everyone's right to learn, including one's own;
- Respect each teacher's right to teach;
- Respect the health and safety of others, as well as oneself; and
- Respect reasonable standards of socially acceptable behavior.

The two guiding concepts, which will form the matrix of the student management plan in the individual schools, will be **responsibility** and **respect**.

CONDUCT/DISCIPLINE GUIDELINES

These discipline guidelines have been developed in accordance with the district's code of conduct (Board Policy #5131), and represent an age appropriate interpretation of expected decorum. The Indian Hill Faculty will focus on all students performing at their best. We always want to focus on modeling and complimenting children for positive behaviors. In the event this kind of reinforcement does not create positive results, we have a guideline for rules and consequences at Indian Hill School. The rules and consequences will focus on the following areas: **Academic, Bus Conduct, Personal Behavior, Vandalism, and Violence**.

The staff and administration will work together to help all students through the use of the discipline guidelines at Indian Hill School. **Administrative discretion may be used in determining the appropriate disciplining of a student.**

ACADEMIC

TYPE OF STUDENT BEHAVIOR	1 ST TIME	2 ND TIME	3 RD TIME
Cheating – (Class work/Homework)	<ul style="list-style-type: none"> •Teacher conference with the students involved •Redo assignment •Detention 	<ul style="list-style-type: none"> •Parent Notification •2- Day Detention •Grade-Teacher discretion •Redo assignment 	<ul style="list-style-type: none"> •Parent Notification •3-day detention •Grade-Teacher discretion
Cheating – Tests	<ul style="list-style-type: none"> •Parent Notification •Three-day detention •Grade-Teacher discretion 	<ul style="list-style-type: none"> •Teacher and parent discussion with student •Grade-Teacher discretion 4-day detention 	<ul style="list-style-type: none"> •Parent Notification •Five-day detention •“0” on test
Plagiarism	<ul style="list-style-type: none"> •Student Conference •Redo assignment 	<ul style="list-style-type: none"> •Parent Notification •Grade-Teacher discretion •Redo assignment •Detention 	<ul style="list-style-type: none"> •Parent Notification •“0” for assignment •2-day detention

BUS CONDUCT

TYPE OF STUDENT BEHAVIOR	1 ST TIME	2 ND TIME	3 RD TIME
Misbehavior on the bus	<ul style="list-style-type: none"> •Warning 	<ul style="list-style-type: none"> •Parent Notification •Detention 	<ul style="list-style-type: none"> •Parent Notification •3-day bus suspension

VANDALISM

TYPE OF STUDENT BEHAVIOR	1 ST TIME	2 ND TIME	3 RD TIME
Vandalism	<ul style="list-style-type: none"> •Parent notification and conference •Restitution •Detention 	<ul style="list-style-type: none"> •Restitution •Suspension •Notification of possible police issue 	<ul style="list-style-type: none"> •Restitution •2-day suspension •Contact Police

PERSONAL BEHAVIOR

TYPE OF STUDENT BEHAVIOR	1ST TIME	2ND TIME	3RD TIME
Cell phone usage during school/bus	•Confiscate and parents pick-up	•Confiscate and parent pick-up •Detention	•Confiscate and parent pick-up •2-day detention
Inappropriate item in school Ex. Electronic games	•Confiscate and parents pick-up	•Confiscate and parent pick-up •Detention	•Confiscate and parent pick-up •2-day Detention
Wearing hat in school	•Warning	•Detention	•Notify Parent •Meet with administrator •2-day detention
Chewing Gum	•Warning	•Detention	•3-day detention
Eating/drinking when and where prohibited	•Warning •Notify Teacher	•Notify Teacher •Detention	•Notify Teacher •2-day detention
Failure to get parent signature	Teacher discretion according to class rules		
Class Disruption	Teacher discretion according to class rules		
Forged Signatures	•Parent Notification •Detention	•Parent Notification •2-day detention	•Parent, student, teacher, and administrator meeting •3-day detention
Lied to authority	•Parent Notification •Detention	•Parent conference with student, teacher, counselor •2-day detention	•Parent conference with student, teacher, administrator, counselor •3-day detention
Disrespect authority Disruptive outside class Willful disobedience	•Warning •Notify Teacher •Teacher discretion	•Student conference with teacher •Parent notification by teacher •Detention	•Student conference with administrator •Parent notification by administrator •2-day detention
Did not report/return to class OR Left class without permission	•Teacher discretion according to class rules •Detention	•Administrator meets with student •Parent notification about possible suspension	•Conference with teacher, parent, and administrator •Suspension
Running in halls	•Warning	•Detention •Meet with administrator	•Meet with administrator •2-day detention
Endangering safety of others/self (Ex. Pushing, Tripping)	•Detention •Meet with School Counselor	•Conference with student and parent •3-day detention	•Suspension •Possible police involvement
Teasing/name calling	Teacher discretion according to class rules		
Use of profanity	•Detention	•Parent notification •3-day detention	•Parent Notification •3-day detention •Meet with counselor
Theft	•Conference with student •Detention •Restitution/return item	•Parent notification •Meet with counselor •3-day detention •Restitution/return item	•Parent notification •Possible police involvement •5-day detention •Restitution/return item
Did not show for detention	•Two-day detention	•Parent Notification •3-day detention	•Parent Notification •5-day detention
Leaving school grounds without permission	Notify Parent and Police		
Smoking	Pursuant to Statute and Board Policy		
Inappropriate Dress	•Student calls home for change of clothing •Change of clothing provided by nurse	•Student calls home for change of clothing •Change of clothing provided by nurse •1-day detention	•Parent Conference •2-day detention •Change of clothing
Classroom disruption and	•Detention	•2- day detention	•3-day detention

disrespect in the presence of a substitute			
Accumulation of detentions (Behavioral)	3 detentions per marking period: •Parent conference with teachers	5 detentions per marking period: •1-day in-school suspension •Parent conference with teacher and administrator	+5 detentions per marking period: •Administrative discretion
Accumulation of detentions (Academic)	3 detentions per marking period: •Parent conference with teachers	5 detentions per marking period: •Notification to administration	+5 detentions per marking period: •Parent conference with teachers and administrator

VIOLENCE

TYPE OF STUDENT BEHAVIOR	1ST TIME	2ND TIME	3RD TIME
Participation in a physical disturbance	•Warning	•Parent Notification •Detention	•Parent notification by administrator •2-day detention
Threat/Intimidation	•Conference with student •Detention	•Conference with student •Parent Notification •3-day detention	•Conference with student, parent, and counselor •Suspension
Harassment/Bullying Ex. Racial, physical, cognitive, cyber	•Notify parent and meet with counselor •Two-day detention	•Parent, teacher, counselor, and student conference •3-day detention	•Suspension
Sexual harassment	•Conference with parent, student, teacher, and counselor •Detention	•Conference with parent, student, teacher, and counselor •3-day detention	•Conference with parent, student, counselor, and administrator •Suspension
False Alarm	•Notify parent, police, and counselor •Detention	•Notify parent and police •Suspension •Meet with counselor	•Notify parent and police •3-day suspension
Fighting	•Suspension	•Meet with counselor •3-day suspension	•Meet with counselor •5-day suspension
Aggressively touched a staff member	•Parent Notification •Suspension	•Meet with parent, student, counselor, and administrator •3-day suspension	•Meet with parent, student, counselor, and administrator •5-day suspension
Inappropriate, potentially dangerous item in school	•Confiscate and parent pick-up •Suspension •Contact Police	•Confiscate and parent pick-up •Contact Police •3-day suspension	•Confiscate •Contact Police •5-day suspension
Possession/use/sale of firearms/dangerous weapons	Pursuant to Law and Board Policy/No less than 3-day suspension		

SUBSTANCE ABUSE

TYPE OF STUDENT BEHAVIOR	1ST TIME	2ND TIME	3RD TIME
Possession or use of drugs/alcohol	Pursuant to Law and Board Policy/No less than 3-day suspension		

Inappropriate student behavior may also affect privileges the students have opportunities for during the year (ex. Class trips, Field Day). These decisions are subject to approval by administrators in the building.

DISTRICT POLICIES, PROCEDURES, REGULATIONS

A full set of Board of Education Policies, operating procedures within the school, and other regulations are available on the website and in the library for student consultation any time during regular school hours. Many things governed by policy or extensive regulation are too long to print in a handbook such as this. Therefore, the full letter of the policy or regulation is available in the school library, Principal's office, and Board of Education office.

DRESS

Students are expected to wear clothing that is neat and clean at all times. In addition, footwear must be worn within the building and on school buses. Naturally, we want you to have pride in yourself as well as your school, and proper grooming is the most visible evidence of such pride.

Students should use good judgment in dressing for school. Clothing and shoes which are dangerous to the student should be avoided. Dress items, which may provoke improper behavior on the part of other students disrupts the school and educational process. Bare midriffs, bare chests, and bare feet are prohibited. Dress which is questionable or seemingly inappropriate will be referred to the principal, who will confer with parents whenever necessary. The wearing of hats, including baseball caps, is not permitted in the building.

Indian Hill School Dress Code

In order to maintain an academic atmosphere, we ask that each student adhere to our Dress Code. The following attire is NOT permitted during school hours:

1. Any dress or appearance which constitutes a threat or danger to the health and safety of students (e.g., heavy jewelry, jewelry with spikes, flip flops);
2. Any dress or appearance which is vulgar, lewd, obscene, indecent or profane or which exposes to sight private parts of the body (see-through garments, extremely plunging necklines or waistlines, shirts worn with a bare midriff), halter tops, spaghetti straps narrower than two-finger width, skirts or shorts shorter than finger-tip length;
3. Any dress or appearance which constitutes a disruption to the educational process (e.g., sunglasses on head/eyes in the hallways or classroom).

Holmdel Township Board of Education
Holmdel, New Jersey 07733
Policy #5131

DRUGS, ALCOHOL, TOBACCO

The Holmdel Township Board of Education recognizes the existing drug and alcohol abuse problem in society and is aware of the vital role played by schools, and school personnel in the efforts of the community to control and reduce this problem. The Board believes that a preventative and therapeutic approach to the problem is more effective than one which is solely punitive in nature. The Board is committed to establishing a comprehensive district-wide program to address the use of alcohol and controlled, dangerous substances by students.

For the purposes of this policy, "drugs" shall mean:

- A. All dangerous, controlled substances as so designated and prohibited in New Jersey statues;
- B. All chemicals which release toxic vapors as defined and prohibited in New Jersey statues;
- C. All alcoholic beverages;
- D. Any prescription drug, except those for which permission for use in school has been granted pursuant to Board policy,

The Holmdel Township Board of Education prohibits the use, possession, or distribution of

any drug by pupils, staff, or others on school property. If a student is suspected of being under the influence of drugs, staff members must immediately report it to the principal. The principal will follow a strict set of guidelines which may include: removing the student from class; a health examination by the school nurse; parent notification; mandatory drug testing. All of these actions are guided by law and are in the interest of student safety.

Management of Life-Threatening Allergies **(Policy 5141.22)**

The Holmdel Township Board of Education acknowledges that it is difficult, if not impossible, to completely avoid all allergy-causing foods or other life-threatening allergens because they can be hidden or accidentally introduced. Therefore, the Holmdel Township Board of Education does not support a ban on any particular allergen. School employees should cooperate to form a safety net around those children at risk for a life-threatening allergic condition. While the school nurse is ultimately responsible for planning the coordination and management of students who have life-threatening allergies, each stakeholder shares in the responsibility of minimizing their risk of exposure to potentially life-threatening allergens.

Parents must:

Advise the principal and school nurse about the student's severe allergy;

Provide and keep emergency contact information current;

Assist the principal and school nurse by asking the student's medical doctor to complete the Severe Allergy Alert Form;

Provide the school nurse with a case containing at least one unexpired injector or other medication as prescribed by a physician and, if the student is approved for self-administration of medication, that the student has the case or medication readily available, while at school on field trips or at other school events and activities (all medication should be in its original labeled container);

Check expiration dates of medication and injectors and replace them as necessary;

Provide medically-approved snacks and lunches for the student

Students with Severe Allergies must:

Eat only foods brought from home unless authorized by the parents in writing;

Wash their hands before eating;

Learn to recognize symptoms of a severe allergic reaction;

Promptly inform a teacher or an adult as soon as accidental ingestion or exposure to an allergen occurs or symptoms of a severe allergic reaction appear;

If the student is approved for the self-administration of medication, keep an injector or medication available at all times.

The School Nurse must:

Consult with and advise the parents of the student with severe allergies as well as the school community, of school-specific procedures regarding severe allergies, and administration of medication at school;

Request and ensure that the parents and primary physician sign the authorization to administer medication;

Advise all staff members of students who have potentially life-threatening allergies as soon as possible;

Request the consent of the parent to post the student's picture and the Severe Allergy Alert Form to the teacher's planning book, field trip packet and display student's picture and emergency care plan in the lunchroom;

Ensure that an Action Allergy Alert Form is developed for each student with severe allergies in cooperation with the parents/guardians, the student's physician and where the nurse deems it necessary, other staff or consultant;

Ensure that appropriate medication is taken on field trips;

Follow school policies for reducing risk in classrooms and common areas.

The Principal must:

Ensure that all members of the school community have appropriate information about severe allergies, including information on allergies, anaphylaxis and safety procedures;

Advise the school bus driver and aides to recognize the signs of the student's severe allergies;

With the consent of the parent/guardian, ensure that the classroom teacher and the student's classmates are provided with information on severe allergies in a manner that is appropriate for the age and maturity level of the students. Strategies to reduce teasing and bullying must be incorporated in this information.

Further, the principal must ensure that:

An emergency response protocol is developed for the school, including collection and storage of injectors, education of all parties, procedures to be followed,

Location of the medication, photographs of students, field trip and lunchroom procedures are readily known;

Any injectors provided by parents/guardians, and, which are not in the student's possession, are appropriately stored in a secured area of the Nurse's Office;

He or she is aware of the location, and has access to, these injectors.

The Classroom Teacher(s) must:

Assist the school nurse to facilitate communication with other parents/guardians, instructing them to avoid allergenic foods and substances for classroom events;

Leave information about students with severe allergies in an organized, prominent and

accessible format for substitute teachers.

The Lunchroom Supervisor must:

Know the school's emergency response protocol;

Encourage students not to share or trade food;

Encourage the student with severe food allergies to eat only what they bring from home.

School Nutrition
(Policy 5141.221)

The Board of Education recognizes 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 pupils' health and their ability and motivation to learn. The Board is committed to: providing pupils 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 pupils to select and consume all components of the school meal; and providing pupils with the opportunity to engage in daily physical activity.

The following items may not be served, sold, or given out as free promotion anywhere on school property at any time before the end of the school day:

1. Foods of minimal nutritional value (FMNV) as defined by U.S. Department of Agriculture regulations;
2. All food and beverage items listing sugar, in any form, as the first ingredient; and
3. All forms of candy.

Food and beverages served during special school celebrations or during curriculum related activities shall be exempt from this Policy, with the exception of foods of minimal nutritional value as defined by USDA regulations.

This Policy does not apply to: medically authorized special needs diets pursuant to 7 CFR Part 210; school nurses using FMNVs during the course of providing health care to individual pupils; or special needs pupils whose Individualized Education Plan (IEP) indicates their use for behavior modification.

The school district's curriculum shall incorporate nutrition education and physical activity consistent with the New Jersey Department of Education Core Curriculum Standards.

EARLY MORNING DROP-OFF

Students should not be brought to school early because there is no supervision before 8:50 am. Students with early morning instrumental music lessons should arrive no earlier than five minutes before the start of the lesson and must report directly to the music room. Early morning child care is available through Prime Time, which is held at Village

School. That program includes transporting students by bus to Indian Hill School for the start of the school day.

EARLY & END-OF- DAY PARENTAL SIGN-OUT (DISMISSAL)

We require a note indicating the date and time for early dismissal. The classroom teacher will forward notes to the office. **Parents must report to the office to sign children out.** Office personnel will have the child/children released from the classroom, and those children will meet parents in the office. For your child's safety, we will only release children to parents or the parents' designee who is a responsible adult. Students will not be released to minors under eighteen years old, even if they are siblings. The dismissal time requested on the note is the time the child is dismissed from class; not the time the child will be in the office.

Early dismissals should be reserved for those appointments which cannot be scheduled out of school hours. **Students can only be dismissed early until 2:45PM.**

Students are not permitted to take a different bus other than their assigned bus. Students who are not regular walkers are not permitted to walk home without written permission from parents handed into the main office.

To enhance the safety of our students at Indian Hill School, a security buzzer system is in place, which enables us to keep all doors locked during the course of the school day. When visiting, you will need to be buzzed in by the office secretaries from our inside doors by the main entrance. All visitors need to sign in at the main office.

All grade students being picked up at dismissal must report to the cafeteria at the end of the day, where they will be met and supervised.

- Parents arriving at school between 3:15 and 3:35 will sign their child out in the main lobby with our bus monitors.
- At dismissal time, parents will pick up their child in the cafeteria. Any parent arriving after 3:20 will need to go directly to the cafeteria to sign their child out.
- As always, if a child is not picked up by 3:40, they will be sent to our Prime Time program and fees may apply.

EARLY SCHOOL DISMISSAL

Early dismissal is at 1:25 PM - Buses will pick up students at that time. Lunch service will not be offered when there is an Early Dismissal or a Delayed Opening.

EMERGENCY CARDS

Please complete and return Emergency Cards to school as soon as possible. We need two alternate numbers of a responsible local adult who is accessible during school hours. Notify the office of any change in address or telephone numbers. These emergency phone numbers may be used by the school nurse or school building administrators, if needed.

ENRICHMENT PROGRAMS

We are very proud of the quality of classroom instruction at Indian Hill School. Teachers make every effort to meet the needs of individual students through differentiated instruction as well as encouraging student participation in various clubs, activities, projects, and contests.

Beginning in Grade 5, an enrichment level math class is available for students who meet strict criteria annually. Review of eligibility takes place late spring and over the summer for the following school year.

EQUIPMENT

Students are not permitted to move Audio – Visual equipment or computers that may be on rolling carts. No piece of technological hardware, software, or lab equipment should be removed from the school.

FIELD TRIPS

Students will not be allowed to go on field trips unless we have written permission from parents/guardians. Permission slips containing pertinent information about the trip will be sent home prior to any planned excursion. To ensure the health and safety of their children, parents need to inform the school nurse of any existing medical condition. If a student's medical condition warrants medicine when the school nurse is not available (i.e. field trip) special arrangements must be made for the student to self medicate and carry their own medicine. Contact the school nurse in such a case.

FIRE DRILLS

Fire drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible. The teacher in each classroom will give the students instructions.

FIRE EXIT INSTRUCTIONS

If you are in a room – exit the nearest door. If the exit is blocked, proceed to the next clear one. If you are in the hall, exit the nearest outside door. Go immediately to the grass area nearest to the door you used. Once you are outside, move to the location of your homeroom's normal fire exit area. You are to move on the grass only, avoiding any parking areas. **Report to the teacher at your homeroom location.**

FORGOTTEN ARTICLES

Oftentimes, students will leave lunches, books, gym clothing, projects, etc. on the kitchen table in their haste to catch the bus. Many times, parents drop by with these forgotten articles. **PLEASE COME DIRECTLY TO THE MAIN OFFICE with the article**, indicate your child's name, grade, and homeroom number, and we will get the item to your child. If your child is expecting the item, he/she is responsible to check at the office between classes or at lunch. If the item is not expected, we will call the classroom between periods. It is our goal to preserve instructional time and teach children responsibility.

Conversely, returning to empty classrooms after dismissal to retrieve forgotten items is discouraged, as the rooms may be locked and there is no supervision available. In extreme emergencies, if you must return your child to school to obtain something forgotten, you must accompany your child and report to the main office, which is open until 4:00 pm. Calling a classmate for an assignment or to borrow a textbook is an alternative to returning to school. No child will be admitted to a classroom after school hours without parental supervision.

FUND-RAISING ACTIVITIES

The Board of Education recognizes the value of having pupils participate in fundraising activities in order to help the programs, activities, and facilities of the school district, or in support of a Board-approved charitable cause.

The Holmdel Township Board of Education prohibits fund-raising activities by school-sponsored groups or by outside organizations that encourage or require door-to-door solicitation by students or provide individual prizes or incentives to students or groups of students for fund raising. Students are never to sell door- to-door.

The Board believes there should be minimal time, if any, lost to the instructional program as a result of students being involved in fund raising activities. In fact, fund-raising initiatives should be linked to the instructional program whenever possible.

GRADING

How do you know that your child is achieving? Grades 4 through 6 are still somewhat subjective. Nothing is gained by the detailed scrutiny of numbers added together to get the difference between a low A and a high B. Instead estimate your child's progress. Is he/she working to his/her ability with positive results? Don't mistake disappointment for disaster. Student goals provide an opportunity to learn strategies for life-long problem solving.

The attitude grade is also very important. One's attitude toward learning is essential for future learning. Attitude is indicative of effort and the relationship that exists between desirable work habits and achievement.

		<u>Marking Period Ends</u>	<u>Progress Reports</u>	<u>Report Cards Issued</u>
A+	96-100			
A	90-95	1 st – Nov. 7 th	1 st – Oct. 6	1 st – Nov. 18 th
B+	86-89	2 nd – Jan. 20 th	2 nd – Dec. 13	2 nd – Feb. 7 th
B	80-85	3 rd – April 2 nd	3 rd – March 1	3 rd – April 19 th
C	70-75	4 th – June 13 th	4 th – May 10	4 th – June 20 th
C+	76-79			
D+	66-69			
D	60-65			
F	Below - 60			

GUIDANCE COUNSELOR

A Guidance Counselor is available to students, staff, and parents at Indian Hill School on a full-time basis. The Holmdel school district is committed to providing a school counseling program that is comprehensive and developmental in nature. The guidance program assists students in acquiring and using life-long learning skills. Strategies are implemented which enhance academics, encourage self-awareness, foster interpersonal communication skills, and impart life-success skills for all students. Mrs. Calvert, the Guidance Counselor, may be reached at (732) 946-4460.

GUM CHEWING

Careless disposal of gum in drinking fountains and on furniture and floors presents sanitation and cleaning problems, as well as costly repairs. Therefore, **GUM CHEWING IS NOT PERMITTED.**

HARASSMENT, BULLYING AND HAZING

(Policy 5145)

A safe and civil environment in school is necessary for students to learn and achieve high academic standards; harassment, intimidation, bullying or hazing, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment; and since students learn by example,

school administrators, faculty, staff, and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, bullying or hazing.

Students and staff should report all incidents of harassment, bullying, intimidation or hazing to school officials. School administrators will investigate each case and mete out appropriate discipline. In some cases the police will be notified and criminal charges could be filed. In addition, students should be aware that incidents of cyber bullying will be taken seriously and investigated by school administration.

HEALTH OFFICE PROCEDURES/CONCERNS

Students with health problems are to report to the school nurse at the beginning of the school term or when such a problem arises. Special problems include vision, hearing, diabetes, epilepsy, rheumatic fever, recent surgery, medication, or anything that might limit students at school. In the event of illness or accident, school personnel will give emergency care only. Parents are responsible for any additional care needed.

Immunizations - Immunizations for certain communicable diseases are required by State law for every child entering and attending school. To assure continued protection, these immunizations must be renewed at certain intervals. When notified of any immunization requirements, your prompt action will assure your child's uninterrupted school attendance. Hepatitis B immunizations are required for all students entering Pre-Kindergarten, Kindergarten, first grade, and sixth grade.

Lice/Nits - Pediculosis - Any child found with Pediculosis (lice/nits) will be dismissed from school immediately. It is recommended the pediatrician or family doctor be consulted. Information on cleansing procedure is available from the School Nurse. Prior to being re-admitted to school, the parent is to bring the child to the School Nurse. She will examine to make sure treatment has been given. Even after treatment, nits (eggs), can remain. Recheck your child for seven days after treatment.

Medication – The administration of medication to a pupil during school hours will be permitted only when failure to take such medicine would jeopardize the health of the pupil, or the pupil would not be able to attend school if the medicine were not made available to him/her during school hours. For the purpose of this policy, “medication” shall include all medicines contained with the **Physician’s Desk Reference for Prescription and Non-Prescription Medication** for the particular pupil, including emergency medication in the event of a bee sting, anaphylaxis, etc.

Students With a Fever – Students who are home ill and have a fever or leave school earlier due to illness and fever are not permitted to return to school until fever-free for 24 hours without the use of medication.

Before any medication may be administered, the Board requires the written request of the parent/guardian who will give permission for such administration and relieve the Board and its employees of liability for administration of medication. In addition, the Board requires the written order of a physician which shall include:

- Name of medication;
- Purpose of the medication;
- The dosage;
- The time at which or the special circumstance under which medication shall be administered;
- The length of time for which medication is prescribed;

- The possible side effects of the medication;
- All medications whether prescribed or over the counter shall be administered by the school nurse, the parent/guardian, or the pupil himself/herself where the pupil's physician so permits and/or the school nurse is present;
- Medications shall be securely stored and kept in the original labeled container;
- The school nurse shall maintain a record of the name of the pupil to whom medication may be administered, the prescribing physician, the dosage, timing of medication, and a notation of each instance of administration;
- All medications shall be brought to school by the parent/guardian or adult pupil and shall be picked up at the end of the school year or the end of the period of medication, whichever is earlier;
- A student may self-administer medication for asthma or other life-threatening illnesses.

Emergencies

In cases of medical emergencies, the district will call the nearest ambulance service and make every effort to immediately contact the parent/guardian in order to facilitate necessary care.

Student Emergency Cards

At the beginning of each school year the parent/guardian is requested to complete a student emergency form/card. It is extremely important for the child's welfare that at least **TWO** people be designated as alternates who are available and do not work outside the home. It is important that emergency telephone numbers be kept up-to-date. The school should be notified immediately of any changes.

Sports Packet Information

All 6th grade students planning to participate in a sport must have one comprehensive sports physical per school year (grade 7-12).

- A. The physical evaluation must be completed and signed by a physician licensed to practice medicine.
- B. Health history and permission must be completed and signed by both the athlete and their parents/guardians.
- C. 6th Grade students will be supplied with the Information Packet in May.

HOMEWORK

Home study is a necessary part of each pupil's educational program. Each student is expected to spend time working at home, in addition to scheduled class instruction, in order to achieve satisfactory work. Some assignments are long range in nature and require planned study time for their completion. Planned study eliminates the necessity of spending too much time in completing an assignment the day before it is due.

HOMEWORK REQUESTS

Homework will be provided for students who are out of school due to illness for **three days or longer**, per parent request. Please call the office with your request and your child's teacher will be notified. Students should assume the **responsibility** for obtaining assignments during **ABSENCES OF 1-2 DAYS**. Each student should have the telephone numbers of some classmates for the purpose of learning "What did I miss today?" **PLEASE DO NOT CALL FOR HOMEWORK DUE TO A ONE DAY ABSENCE.**

TEACHERS ARE NOT EXPECTED TO PROVIDE HOMEWORK FOR STUDENTS WHO ARE VACATIONING.

IF HOMEWORK IS BEING DROPPED OFF IN THE MAIN OFFICE, PLEASE BE AWARE THE TEACHER WILL BE NOTIFIED AND WILL SEND THE CHILD DOWN AT AN APPROPRIATE TIME.

HOMEWORK POLICY

One of the most important purposes of schooling is to develop each person into an independent learner capable of applying skills, attitudes, and habits of an education acquired over a lifetime. Cognizant of this goal and aware of the fact that independence is a habit acquired with regular practice, the Holmdel Township Board of Education directs that homework be an integral part of the educational process and that it address one or more of the following objectives:

- To permit growth in self-responsibility, self direction, and learning;
- To direct students toward good work habits;
- To enrich and extend the school experience;
- To bring pupils into contact with out-of-school learning resources;
- To help children learn time management;
- To increase students' sense of self-worth and self-efficiency;
- To involve the family in a shared learning experience;
- To provide essential practice in developing skills

TAXONOMY OF HOMEWORK

Assignments involving practice help students master specific skills, such as mathematics assignments, and these may be a review and/or be directly related to that day's lesson.

Assignments involving pre-study help students gain the maximum benefits from future lessons.

Assignments involving extension determine whether students can transfer specific skills or concepts to new situations. Such assignments involve abstract thinking and are highly desirable although sometimes difficult for students to accomplish.

Assignments involving creativity require students to integrate many skills and concepts in order to produce original responses. The completion of these assignments (e.g. book sharing, dioramas, research projects) may take students several days or even several weeks.

HOMEWORK GUIDELINES

1. Homework assignments should be meaningful and appropriate to the needs of each student and to the Holmdel Township curricula.
2. Homework should be an integral part of each lesson for which it is assigned. Homework should build on classroom work and it should include the review of previously learned materials when appropriate.
3. Classroom activities and lessons should be building on homework assignments because this reinforces that homework has value.
4. Homework assignments should be carefully planned and explained by the teacher.
5. Homework should be followed-up or reviewed in some way by the teacher and feedback provided to the student.
6. Homework assignments which are considered "long-range," should be periodically checked for progress by the teacher in accordance with previously established timelines.
7. Study skills should be taught in the various disciplines, in order to develop independence within each student and assist students in completing homework assignments.

8. Students of all ability levels will be assigned regular homework. As appropriate, assignments will reflect the range of abilities in a content area.
9. Regardless of the subject, students should be given a specific guiding purpose and instructions for reading and study assignments.

TYPES OF HOMEWORK may include, but are not limited to:

1. Written assignments and/or drills to reinforce classroom learning;
2. Research assignments using outside information and reference materials;
3. Supplementary reading to gather information or to practice reading skills;
4. Technology utilization to enhance knowledge of a specific subject or topic;
5. Study time to commit facts to memory

TIME ALLOTMENTS

Being locked into a rigid number of minutes would be counter-productive being that the students work at different rates. We offer these numbers as a guideline:

Grade 4 - 30-60 min. daily Grade 5 - 45-75 min. daily Grade 6 - 45-75 min. daily

- A. Homework will not be assigned on weekends unless it is work that needs to be made up or it is a long term project.
- B. Students will have two days to make-up classwork and homework for every day absent from school for illness and other "excused absences."
- C. For students who have an absence from school for reasons other than illness or excused absences (i.e. family vacation, parent/guardian business trip, cultural trip), homework will be assigned upon the return to school and the student will have one calendar week (7 days) to complete the homework.
- D. Homework will not be specifically assigned for winter or spring recess periods except to encourage reading.

RESPONSIBILITIES

Teachers are Expected to:

1. Provide students with an awareness of their homework responsibilities.
2. Plan and give assignments which extend the classroom learning situation, being specific as to what the assignment is, how it is to be done, and when it is to be completed; checkpoints for long-range assignments are suggested.
3. Identify both individual and group needs and assign homework as appropriate to meet those needs.
4. Check or correct assignments as appropriate and provide feedback in a timely manner to the students.
5. Utilize homework assignments to gain a better awareness of students' understanding of particular subjects.
6. Incorporate the results of homework assignments as appropriate into the grading of student progress.
7. Coordinate amount of homework with other faculty whenever possible if assigned in a departmental or team teaching situation.
8. Encourage students to keep a record of homework assignments in their planner or by another appropriate method.
9. Establish and maintain high standards of organization, legibility, appearance, and content.
10. Respond to parental requests for homework in accordance with Board

policy and regulation.

Students are Expected to:

1. Keep a record of all homework assignments in their planners or by another appropriate method.
2. Complete homework in accordance with specified timelines and guidelines.
3. Submit homework at a quality level that is comparable to the students' regular classwork.
4. Make-up assignments promptly when absent from school; the amount of time allotted for make-up work in a shorter period of time is encouraged.
5. Communicate to the teacher about any problems encountered with homework assignments.

Parents are Expected to:

1. Provide an environment which is conducive to the completion of homework.
2. Make available materials necessary for the completion of assignments.
3. Assist, support, and monitor the student without doing the work for him/her.
4. Request assigned work during an absence.
5. Encourage students to read for pleasure, as well as to complete assignments and study.
6. Ensure the student has adequate time allocated for the completion of assignments.

To obtain maximum benefit from homework, teachers, students, and parents are urged to meet their responsibilities and work cooperatively.

INFORMATION TECHNOLOGY

The Holmdel Township Board of Education defines *information technology* to be the access to information on district-owned hardware through the use of various media such as voice, video, and data. The Board believes contemporary society presents unique challenges and opportunities for the individual. The proliferation of information technology in daily life must be accessed and utilized to assist each student in meeting these challenges and taking advantage of the opportunities.

The Board believes an effective educational program incorporates technology as an essential component and reflects current technological advantages in available resources and training.

The Board further believes information technology has a critical impact on the manner through which individuals communicate, access information, resolve issues, and creatively meet individual and collective education needs.

As outlined in Board policy and procedures on student rights and responsibilities, the following rules apply:

Personal Safety

- Users will not post personal contact information about themselves or other people. Personal contact information includes name, address, telephone numbers, home address, etc.
- Users will promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.

Illegal Activities

- Users will not attempt to gain unauthorized access to the District network. This includes attempting to log in through another person's account or access another person's files.
- Users will not make deliberate attempts to disrupt the network performance or destroy data by spreading computer viruses or by any other means.
- Users will not use the District system to engage in any illegal act.

System Security

- Users are responsible for the use of their account. They should take reasonable cautions to prevent others from gaining access to their account.
- Users will immediately tell their teacher or the network engineer if they have identified a possible security problem.

Inappropriate Language

- Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- Restrictions against inappropriate language apply to public messages, private messages, and material posted on web pages.

Unacceptable Activities

Users are not permitted to:

- Send or display offensive messages or pictures;
- Harass, insult, or attack others;
- Intentionally waste limited resources;
- Download songs, games, and other non-curriculum information;
- Use a password other than their own;
- Utilize the network for banking, political lobbying, commercial ventures, gambling, or personal purchases
- Copy or distribute any unauthorized or inappropriate information received on district hardware.

Violations may result in disciplinary action, in a loss of access, and in legal action in accordance with board policy as well as federal and state laws.

If you do not want your child(ren) to have Internet access, please indicate this fact in writing to the building principal on an annual basis. Be aware your child(ren) will be provided with alternate resources, reference materials, and/or means of communication.

INTERVENTION & REFERRAL COMMITTEE (I&RS)

A student who is exhibiting signs of educational difficulty may be referred by the classroom teacher or other school staff to the Intervention & Referral Committee (I&RS). This committee will work together with the teacher to come up with suggestions as to appropriate materials and/or instructional techniques for a student. If warranted, it may recommend the child be placed in remedial treatment for a period of instruction and observation. The I&RS Committee might also require a battery of tests to help better understand the nature of the student's difficulties. This will be in consultation with you, the parent. Core Members of the I&RS Committee are: The principal or assistant principal; a member of the Child Study Team; a regular education teacher; nurse; and Guidance Counselor. This committee meets twice a month. Parents are always informed if their child will be discussed at I&RS.

INSTRUMENTAL LESSONS

Instrumental lessons are given during the school day for approximately 25 minutes. Each week the student is assigned a different 25 minute lesson period so the student does not miss the same class each week. Lessons that take place early in the morning or after school, can only be provided to students who have parental permission and transportation arrangements.

All questions regarding the program can be answered by calling (732) 946-1045 and speaking directly to the principal or instrumental music teacher.

INSURANCE

The Holmdel school system offers an optional group student accident insurance program for all students. Forms will be passed out to students to bring to their parent/guardian for completion. All students must return a completed enrollment envelope whether they participate or not.

INTERIM PROGRESS REPORTS

Progress reports, when deemed appropriate by the teacher, are issued during the marking period. These reports alert the parent and child to problems that may be occurring in class. Parents wishing to discuss this report further are asked to contact the teacher requesting a conference time.

LAVATORIES

A system of "signing out" is used during all times of the day, whether the students are in class, at a special program, or during lunch/recess. This system will help ensure our lavatories are being treated properly by all students.

LEARNING CENTER

Our school district provides this center for academic support. Students are placed in this program through parent request and/or teacher suggestion. It is a highly flexible program that is designed to meet specific needs. Our Intervention and Referral Services Committee meets twice a month to discuss students who may be having some academic or behavioral problems. Occasionally, the I&RS Committee recommends the Learning Center for students.

LIBRARY/MEDIA CENTER

The Media Center is open from 8:50-3:35 when school is in session. Students are scheduled to come to the Media Center every other week for book selection and library skills instruction. This includes storytelling, research, study skills, and preparation for the twenty-first century information explosion. Students are also encouraged to use the Media Center at any time during the school day with a pass from their teacher.

The library has twelve computer stations with an automated circulation system/card catalog. On-line services include internet access, which is monitored by our librarian, Mrs. Frost. Multimedia encyclopedias, atlases, and almanacs are just a few of the CD ROM's available in the library.

Students are encouraged to check out a few books or magazines each week. We also have ten Alpha Smart computers for student use.

LOCKERS

1. Locker assignments are handled by the homeroom teacher.
2. Locker assignment is a privilege and any abuse of that privilege may result in the suspension or denial of continued use. Loss of locker privilege - misuse of any kind: slamming, hanging on, general abuse, going to locker without permission.

3. No locks are to be placed on the lockers.
4. Locker Visitation:
 - Individually, when necessary, before and/or after a related arts class and the lunch period.
 - Before homeroom
 - At dismissal
 - No lockers are to be visited during class without direct teacher permission.
 - Students should share lockers only when necessary.
 - Access to any locker, other than the one assigned to a student, is strictly forbidden.
 - Students are responsible for the maintenance and cleanliness of the assigned locker.
 - Lockers are not to be used for the storage of valuable items.
 - The lockers are school property and, as such, may be inspected by any staff member at any time.

LOST AND FOUND

Students who find lost articles are asked to take them to the office where they can be claimed by the owner. It is very helpful if parents label students' school materials, including jackets and sweatshirts, so items can be identified and returned. Items not claimed will be donated at the conclusion of each marking period.

LUNCH PROGRAM

The Holmdel District is contracted with Chartwells School Dining Services to provide food service for our district. Chartwells was selected as our provider because of the enhancements they offered to our food service. At Indian Hill, Chartwells is committed to the merchandising, speed and quality of the meals served. The goal is to provide the students with a program that will maximize participation and satisfaction.

- Chartwells provides a Balanced Choices program, which represents a comprehensive approach to the health and well being of the students. Balanced Choice meal program is a guidance system to assist students in making the most nutritious meal choice. Each meal meets precise nutritional parameters and is highlighted on the serving line. There will be at least one Balanced Choice offer each day.
- The Balanced Choice a la carte program offers snacks and beverages that also will meet precise nutritional parameters.
- The students may use a computerized POS (point of sale system) to pay for their meal. This is a cashless system that will allow the parents to prepay for their child's meal. Each student is provided a four digit PIN to access their account when purchasing their lunch. The point of sale system will speed up the line, and allow Chartwells to offer more selections. Should you choose not to prepay, your child still can use cash.
- Should you have any questions please call Laura Blasucci, Chartwells Food Service Director at 732-946-1814 or email her at food@holmdelschools.org

Hot lunches, includes milk, vegetables, fruit, and dessert. The price for this complete lunch may be found on the school website. **(Prices subject to change pending Board approval)**

Please encourage your children to purchase healthy lunches. Too often students elect to spend their lunch money on snack type items and do not get sufficient nourishment. Lunch supervisors try to monitor patterns of concern and notify the office.

Lunch service will not be offered when there is an Early Dismissal or a Delayed Opening.

LUNCHTIME/RECESS RULES

ALL STUDENTS ARE TO FOLLOW THEIR INDIVIDUAL SCHEDULE. THEY ARE NOT

TO CHANGE THEIR SCHEDULE WITHOUT ADULT PERMISSION. NO ONE IS ALLOWED IN THE HALLWAY WITHOUT PERMISSION.

LUNCHROOM

1. **Eat lunch first.** Do not change tables for any reason without adult permission.
2. Each student is responsible for cleaning up his/her own mess.
3. Get bathroom permission from a supervisor. She will record your name and time. Report back to her when you return.
4. Get permission to go to the school store.
5. Popping of paper bags and/or milk cartons or the throwing of food, etc. around the lunchroom will result in disciplinary action by the assistant principal.
6. The lunch period is over only when your table is dismissed by the lunch supervisors.

RECESS

1. All students must go outside unless they have a pass to stay indoors.
2. Do not use classroom exterior doors for entry onto the playground unless guided by the lunch supervisors.
3. If a particular game causes problems, students are not allowed to play that game the following day.
4. Lunch Supervisors will line up the classes. Wait for permission to go inside before entering the building.

DETENTION

Detention is for behavior modification of students who find it difficult to control themselves. This may be assigned by teacher, guidance counselor, or administrator.

MONEY COLLECTION AND/OR EXCHANGE

Unless granted permission by an administrator, students are not permitted to undertake collections of money or to sell merchandise.

NONDISCRIMINATION/AFFIRMATIVE ACTION

The Holmdel Township Board of Education guarantees to all persons equal access to all categories of employment, retention and advancement in this district, regardless of race, creed, color, national origin, ancestry, age, sex, affectional or sexual orientation, marital status, domestic partnership status, familial status, liability for service in the Armed Forces of the United States, atypical hereditary cellular or blood trait of any individual, nonapplicable disability or because of genetic information or refusal to submit to or make available the results of a genetic test.

An affirmative action/equity program shall be a part of every aspect of employment not limited to but including upgrading; demotion or transfer; recruitment or recruitment advertising; renewal or nonrenewal; layoff or termination; rates of pay or other forms of compensation including fringe benefits; employment selection or selection for training and apprenticeships; promotion; or tenure.

The board designated affirmative action officer shall identify and recommend correction of any existing inequities, and any that occur in the future.

Source: Regular Board Meeting

Date: August 20, 1986

Revised: September 28, 1994

Revised: February 22, 1995

Revised: January 24, 1996

Revised: March 8, 2006

Legal References: N.J.S.A. 18A:7A5

PARENT LIAISON GROUP (P.L.G.)

Parents are encouraged to become active in the P.L.G. This organization provides many services in our school. Meetings are held the first Tuesday of each month at 9:00 AM. There is an additional parent organization, ARISE, which supports special educational programs in our school. Both of these support groups are an integral part of Indian Hill School and welcome new participants at meetings and events. The administrators at Indian Hill School encourage all parents to join and be involved, in any way possible.

PERSONAL PROPERTY

We recommend that items of value remain at home. Game Boy, Nintendo, or other battery operated or electronic games may not be brought to school. Collectable cards or memorabilia are also prohibited from being in school without permission. We cannot assume responsibility for loss or damage to personal property brought to school. It is imperative to label all personal property your child takes to school. This enables identification of objects found and turned into our lost and found. Parents are also requested to limit the money children bring to school.

PHYSICAL EDUCATION PROGRAM

All students are required to participate in physical education.

Class regulations include:

1. Sneakers
2. No jewelry is to be worn during class.
3. Medical excuses should be sent from home when a student is to be excused from participating in an activity.
4. Excuses lasting for more than three class periods must come from a doctor and will be forwarded to the school nurse.

PRIME TIME

The Prime Time program exists to meet different needs of parents and their children. The program operates all days the schools are in session. Before and after school programs are available for children. Parents/guardians interested in signing up or obtaining more information about this program should inquire in the main office. Registration for the following school year occurs in late spring and spaces are limited.

SEARCH AND SEIZURE

School lockers remain the property of the district even when used by pupils. Lockers are subject to administrative search in the interests of school safety, sanitation and discipline, and to search by law enforcement officials with the presentation of a proper warrant. Pupils shall be informed of this policy when lockers are assigned.

A pupil's person and possessions may be searched by school officials when there are reasonable grounds to believe illegal or prohibited substances or objects are present. Before instituting such a search, except in cases of emergency, the principal shall try to inform the parents/guardians and request their presence.

STUDENT ASSISTANCE COUNSELOR

The student assistance counselor is employed by the Holmdel School District to help students with any personal and/or family problems that fall outside of the normal academic counseling services provided by the school. In addition to personal and/or family problems,

the student assistance counselor is specially trained to assess, intervene, and refer students who have problems in daily living due to drug and/or alcohol abuse. The student assistance counselor provides support services for students who come from homes where chemical dependency is a problem. All counseling services are strictly confidential and in particular, confidentiality for drug and alcohol counseling is protected by Federal Government Regulation 42CFR. Students may be referred to the student assistance counselor by teachers, parents, peers, and self-referrals. Students and parents are encouraged to seek the services of the counselor. Parents can access the student assistance counselor by telephoning the main office and asking to speak with the student assistance counselor about their concerns.

STUDENT RECORDS

The parent(s) or guardian of a pupil, or the authorized representative of the parent(s) or guardian, may have access to the records of the pupil upon request to the building administrator or designate. An appointment to examine records must be made.

It is a parent's responsibility to report to the building principal in writing and to provide legal documentation of any situation which may affect the distribution of records.

- A. Pupil records shall contain only such information as is relevant to the education of the pupil and is objectively based on the personal observations or knowledge of certified school personnel who originate them.
- B. All anecdotal information and assessment reports collected on a pupil shall be dated and signed by the originator.
- C. Records for an individual pupil shall be maintained in a central file at the school attended by the pupil. When maintained in a different location, a notation is required.
- D. "Mandated" are those pupil records, which the schools have been directed to compile by NJ statute, regulation, or authorized administrative directive.
 - 1. Personal data which identifies each pupil enrolled in the school district:
 - a. Pupil's name
 - b. Address
 - c. Date of Birth
 - d. Name of Parents
 - e. Citizenship
 - f. Sex
 - 2. Record of daily attendance
 - 3. Description of pupil progress, grade level, or other program assignments
 - 4. History and status of physical health compiled in accordance with State regulations
 - 5. Records pursuant to rules and regulations governing the educationally handicapped
 - 6. All other records required by the State Board of Education
- E. "Permitted" are those pupil records which the district Board of Education has authorized by resolution and adopted at a regular public meeting to be collected. The superintendent shall authorize annually that certified personnel review records to determine educational relevance and destroy data no longer descriptive of the pupil or educational situation.

SUBSTITUTE TEACHERS

Our school is fortunate in having capable people to help us whenever our regular teachers are ill or are attending conferences. A substitute teacher is an important visitor, whose impressions of our school will be carried into the community. Let us be certain these are good impressions by being polite, helpful, and considerate, as you would be to your regular teacher. A report of student behavior will be sent to the principal by each substitute teacher.

TARDINESS

Any student who is not in homeroom by 9:05 a.m. must report directly to the Main Office and will be recorded as tardy on all school attendance records. Tardy students to homeroom must have an admission slip from the office in order for them to enter class. Students entering school beyond homeroom time must be signed in by parent or guardian.

TELEPHONES

In general, use of the office telephone by students is discouraged as we wish to keep the telephone lines open for school business. Be assured however, no student will be denied the use of a telephone in a true emergency.

TEST /EXAMINATION RETURN POLICY

In order that parents/guardians may play the most integral role possible in the education of their children, and so that student assessment can be used by pupils and parents/guardians as a means of improving student learning, all tests, quizzes, reports, projects, and papers shall be returned to the students' permanent possession after the instruments have been checked and/or graded by the teacher. In the case of tests with accompanying answer sheets, both the answer sheet and the test are to be returned. The only exception to this requirement shall be listed on the regulations attached hereto.

Regulations

The following exceptions to Policy 5121 test paper return clause shall be in effect:

- State Tests
- Criterion tests for placement in honors courses
- Other exceptions are recommended by the superintendent and approved by the Board.
- However, these documents must be available for student or parent/guardian review in an appropriate and convenient fashion as determined by the school principal.

TESTING

The NJ ASK is a state assessment aligned with NJ Core Curriculum Standards. It is administered to all of our students in the spring. Every effort is made to distribute the results of those scores to parents as quickly as possible.

THREATS OF VIOLENCE

In the Holmdel Township Public Schools, it is expected that students, staff, parents, and other visitors will conduct themselves in a manner that contributes to a safe and non-threatening learning environment. Anytime someone makes a threat of violence, immediate disciplinary action will be taken by an administrator consistent with board policy and appropriate to both the maturity of the participants and to the nature of the incident. Pending the outcome of an investigation, such action will include, but not be limited to:

- **Notification of Law Enforcement Official(s);**
- **Notification of the Superintendent of Schools;**
- **Parent notification and conference(s)**
- **Mandated psychological evaluation by an out-of-district specialist; and**
- **Removal from the learning environment.**

(Note: Please refer to other sections of this handbook for additional information specific for the Indian Hill School.)

VISITORS TO OUR SCHOOL

Friends, relatives, and former students are encouraged **not** to visit our school during the academic day. Parents or community members who need to be here for a specific purpose should receive permission from an appropriate administrator or teacher. **A visitor's pass is required to be worn at all times while in the building. VISITORS MUST REPORT TO THE MAIN OFFICE.**

VOYAGERS PROGRAM

This program was developed to meet the needs of youngsters who have been identified as exceptionally talented. The identification process takes place in the spring of second grade. The process used multiple criteria including the results of a standardized achievement test, the Naglieri Test of Non-Verbal Ability, teacher recommendation, and parent inventory. Given the combination of the multiple measures, children who demonstrated exceptional potential may be included in the program. A formal parent permission slip is sent home at the start of the school year to the parents of identified youngsters. Each year, students are assessed for potential inclusion in the Voyagers Program.

The Gifted and Talented Program in Holmdel is a combination of cluster grouping in the regular classroom and a "pullout" segment with a special teacher who guides the students to develop divergent thinking skills and problem solving strategies. The "pullout" segment takes place once a week and begins in late September.

WeTip

WeTip was founded in 1972 as an anonymous crime reporting resource for citizens, and a tool to aid law enforcement. Since that time, it has become a tremendously successful program that has dramatically impacted crime and has significantly reduced crime incidents in communities and schools nationwide.

WeTip provides an effective anonymous citizens crime reporting system which promises and insures absolute anonymity, as well as confidentiality. Callers to WeTip can place absolute trust in WeTip and the fact that no one can ever know their identity.

Holmdel Township Public Schools is working with WeTip to provide the students and community the security and comfort of knowing that there are options when reporting crimes. Information on this service may be found on the Holmdel School's website – www.holmdelschools.org

WORK HABITS/SUPPLIES

Although your teachers may have particular suggestions which could improve your work habits, it is generally agreed that students should pay heed to the following recommendations:

1. Always be prepared for class with a pen and pencil.
2. Have a separate "assignment pad", "planner", or specifically marked portion of your binder for homework.
3. Use the proper heading on all written work:
NAME
HOMEROOM NUMBER
DATE
SUBJECT
PAGE NUMBER
4. Always be prepared with a recreational reading book to make good use of spare time.
5. Read and study all sections of this handbook.

Below are summaries of significant Board policies. Please refer to the district website for more detailed information regarding the complete policies.

**Reporting Incidents of Violence, Vandalism, Harassment, Intimidation, Bullying, Alcohol and Other Drug Abuse
(Policy 5131.5)**

Any school employee who observes or has direct knowledge from a participant or victim of an act of violence or the possession or distribution of alcohol or other drugs on school grounds, or who reports a pupil for being under the influence of alcohol or other drugs, according to the requirements of N.J.S.A. 18A:40A-12 and N.J.A.C. 6A:16-4.3, shall file a report describing the incident to the school Principal, in accordance with N.J.S.A. 18A:17-46. The report shall be on a form to include all of the incident detail and offender and victim information that are reported on the Electronic Violence and Vandalism Reporting System (EVVRS). A report alleging an incident of harassment, intimidation, or bullying shall be made in accordance with the provisions of N.J.S.A. 18A:37-13.1 and Policy 5145

For each incident report of violence, vandalism, harassment, intimidation, bullying, alcohol or other drug abuse, the Principal shall:

- review the incident report for accuracy in indicating the incident type, offender information, victim information, pupil demographics, and incident location;
- forward a copy of the incident report to the Superintendent;
- notify the Superintendent of the action taken regarding the incident.

The Superintendent shall, two times each school year (between September 1 and January 1 and between January 1 and June 30), at a public hearing held pursuant to N.J.S.A. 18A:17-46, report to the Board all acts of violence, vandalism, harassment, intimidation, bullying, and incidents of alcohol and other drug abuse that occurred during the previous reporting period in accordance with the provisions of N.J.S.A. 18A:17-46 and N.J.A.C. 6A:16-5.3.

The Board of Education shall observe “**School Violence Awareness Week**” during the week beginning with the third Monday in October of each year by organizing activities to prevent school violence. Activities shall include, but are not limited to, age-appropriate opportunities for pupil discussion on conflict resolution, issues of pupil diversity, and tolerance. The Board shall invite law enforcement personnel to join members of the teaching staff in the discussions and provide programs for school employees that are designed to help them recognize warning signs of school violence and to instruct them on recommended conduct during an incident of school violence.

**Administration of Medication
(Policy 5141.21)**

Students who suffer an emergency accident or illness during the day are to report immediately to the nurse. All accidents should be reported to the school nurse as soon as practicable. If the nurse is not available, the ill or injured student should report directly to the Main Office.

In accordance with New Jersey State Narcotic and Dangerous Drugs Law, students requiring medication during school hours must leave the prescription (in its original container) at the nurse’s office upon entering the school building. The container must be properly labeled to indicate dosage and frequency of administration. It will

be the student's responsibility to report to the nurse at the proper time to take the medication. The nurse is not allowed to dispense medication of any type including "over the counter medication" that is not in prescription form (including aspirin). In the event of illness or accident, school personnel will give emergency care as needed, and every effort will be made to contact parents directly.

Students who become ill during the school day must report to the nurse in order to be sent home. The nurse will contact parents. **Students may not call parents directly and request to be taken home. Students are not permitted to self-medicate except as listed below.**

The Board of Education may permit the self-administration of medication by a pupil for asthma or other potentially life-threatening illnesses provided that the parent/guardians of the pupil provide to the Board of Education written authorization for the self-administration of medication. The parent/guardian of the pupil shall provide to the Board of Education written certification from the physician of the pupil that the pupil has asthma or another potentially life-threatening illness and is capable of, and has been instructed in, the proper method of self-administration of medication. The Board of Education shall inform the parents/guardians of the pupil in writing that the district and its employees or agents shall incur no liability as a result of any injury arising from the self-administration of medication by the pupil; The parent/guardian of the pupil signs a statement acknowledging that the district shall incur no liability as a result of any injury arising from the self-administration of medication by the pupil and that the parent/guardian shall indemnify and hold harmless the district and its employees or agents against any claims arising out of the self-administration of medication by the pupil at all school-sponsored events, trips, and athletic events conducted on or off school property or during school time. The permission is effective for the school year for which it is granted and is renewed for each subsequent school year upon fulfillment of the requirements in school policy.

Management of Life-Threatening Allergies (Policy 5141.22)

The Holmdel Township Board of Education acknowledges that it is difficult, if not impossible, to completely avoid all allergy-causing foods or other life-threatening allergens because they can be hidden or accidentally introduced. Therefore, the Holmdel Township Board of Education does not support a ban on any particular allergen. School employees should cooperate to form a safety net around those children at risk for a life-threatening allergic condition. While the school nurse is ultimately responsible for planning the coordination and management of students who have life-threatening allergies, each stakeholder shares in the responsibility of minimizing their risk of exposure to potentially life-threatening allergens.

Parents must:

Advise the principal and school nurse about the student's severe allergy;

Provide and keep emergency contact information current;

Assist the principal and school nurse by asking the student's medical doctor to complete the Severe Allergy Alert Form;

Provide the school nurse with a case containing at least one unexpired injector or other medication as prescribed by a physician and, if the student is approved for self-administration of medication, that the student has the case or medication readily available, while at school on field trips or at other school events and activities (all medication should be in its original labeled container);

Check expiration dates of medication and injectors and replace them as necessary;
Provide medically-approved snacks and lunches for the student

Students with Severe Allergies must:

Eat only foods brought from home unless authorized by the parents in writing;

Wash their hands before eating;

Learn to recognize symptoms of a severe allergic reaction;

Promptly inform a teacher or an adult as soon as accidental ingestion or exposure to an allergen occurs or symptoms of a severe allergic reaction appear;

If the student is approved for the self-administration of medication, keep an injector or medication available at all times.

The School Nurse must:

Consult with and advise the parents of the student with severe allergies as well as the school community, of school-specific procedures regarding severe allergies, and administration of medication at school;

Request and ensure that the parents and primary physician sign the authorization to administer medication;

Advise all staff members of students who have potentially life-threatening allergies as soon as possible;

Request the consent of the parent to post the student's picture and the Severe Allergy Alert Form to the teacher's planning book, field trip packet and display student's picture and emergency care plan in the lunchroom;

Ensure that an Action Allergy Alert Form is developed for each student with severe allergies in cooperation with the parents/guardians, the student's physician and where the nurse deems it necessary, other staff or consultant;

Ensure that appropriate medication is taken on field trips;

Follow school policies for reducing risk in classrooms and common areas.

The Principal must:

Ensure that all members of the school community have appropriate information about severe allergies, including information on allergies, anaphylaxis and safety procedures;

Advise the school bus driver and aides to recognize the signs of the student's severe allergies;

With the consent of the parent/guardian, ensure that the classroom teacher and the student's classmates are provided with information on severe allergies in a manner that is appropriate for the age and maturity level of the students. Strategies to reduce teasing and bullying must be incorporated in this information.

Further, the principal must ensure that:

An emergency response protocol is developed for the school, including collection and storage of injectors, education of all parties, procedures to be followed,

Location of the medication, photographs of students, field trip and lunchroom procedures are readily known;

Any injectors provided by parents/guardians, and, which are not in the student's possession, are appropriately stored in a secured area of the Nurse's Office;

He or she is aware of the location, and has access to, these injectors.

The Classroom Teacher(s) must:

Assist the school nurse to facilitate communication with other parents/guardians, instructing them to avoid allergenic foods and substances for classroom events;

Leave information about students with severe allergies in an organized, prominent and accessible format for substitute teachers.

The Lunchroom Supervisor must:

Know the school's emergency response protocol;

Encourage students not to share or trade food;

Encourage the student with severe food allergies to eat only what they bring from home.

School Nutrition (Policy 5141.221)

The Board of Education recognizes 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 pupils' health and their ability and motivation to learn. The Board is committed to: providing pupils 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 pupils to select and consume all components of the school meal; and providing pupils with the opportunity to engage in daily physical activity.

The following items may not be served, sold, or given out as free promotion anywhere on school property at any time before the end of the school day:

1. Foods of minimal nutritional value (FMNV) as defined by U.S. Department of Agriculture regulations;
2. All food and beverage items listing sugar, in any form, as the first ingredient; and
3. All forms of candy.

Food and beverages served during special school celebrations or during curriculum related activities shall be exempt from this Policy, with the exception of foods of minimal nutritional value as defined by USDA regulations.

This Policy does not apply to: medically authorized special needs diets pursuant to 7 CFR Part 210; school nurses using FMNVs during the course of providing health care to individual pupils; or special needs pupils whose Individualized Education Plan (IEP) indicates their use for behavior modification.

The school district's curriculum shall incorporate nutrition education and physical activity consistent with the New Jersey Department of Education Core Curriculum Standards.

Harassment, Intimidation and Bullying (Policy 5145)

The Board of Education prohibits acts of harassment, intimidation, or bullying of a pupil. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe and disciplined environment. Since pupils learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying.

"Harassment, intimidation, or bullying" means any gesture, any written, verbal or physical act, or any electronic communication, as defined in N.J.S.A. 18A:37-14, whether it be a single incident or a series of incidents that:

- Is reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or by any other distinguishing characteristic;

- Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3, that substantially disrupts or interferes with the orderly operation of the school or the rights of other pupils;

- A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of physical or emotional harm to his/her person or damage to his/her property;

- has the effect of insulting or demeaning any pupil or group of pupils;

- creates a hostile educational environment for the pupil by interfering with a pupil's education or by severely or pervasively causing physical or emotional harm to the pupil.

The Board expects that pupils will act in accordance with the appropriate behavioral expectations and standards regarding harassment, intimidation, and bullying.

Guidelines for pupil conduct will take into consideration the developmental ages of

pupils, the severity of the offenses and pupils' histories of inappropriate behaviors, and the mission and physical facilities of the individual school(s) in the district. All pupils in the district are required to adhere to the rules established by the school district and to submit to the remedial and consequential measures that are appropriately assigned for infractions of these rules.

Further, the district prohibits active or passive support for acts of harassment, intimidation, or bullying. Pupils are encouraged to support other pupils who:

Walk away from acts of harassment, intimidation, and bullying when they see them;

Attempt to stop acts of harassment, intimidation, or bullying constructively;

Provide support to pupils who have been subjected to harassment, intimidation, or bullying;

Report acts of harassment, intimidation, and bullying to the designated school staff member.

The Board of Education requires its school administrators to implement procedures that ensure both the appropriate consequences and remedial responses for pupils who commit one or more acts of harassment, intimidation, or bullying, consistent with its Code of Pupil Conduct. Pursuant to this, procedures for the prompt investigation of all allegations of harassment, intimidation, or bullying shall be established. They include the following:

Once an allegation is reported, investigations shall be initiated by the Principal or the Principal's designee within **one school day** of the report of the incident and shall be conducted by a school's Anti-Bullying Specialist, with assistance from additional administrative personnel as necessary;

The investigation shall be completed as soon as possible, but not later than **ten school days** from the date of the written report of the incident of harassment, intimidation, or bullying;

The results of the investigation shall be reported to the Superintendent of Schools within **two school days** of the completion of the investigation;

The Superintendent of Schools may decide to provide intervention services, establish training programs to reduce harassment, intimidation, or bullying and enhance school climate, impose discipline, order counseling as a result of the findings of the investigation, or take or recommend other appropriate action;

The results of each investigation shall be reported to the Board of Education no later than the date of the next Board of Education Meeting following the completion of the investigation, along with information on any services provided, training established, discipline imposed, or other action taken or recommended by the Superintendent;

Parents or legal guardians of the pupils who are parties to the investigation shall be entitled to receive information about the investigation, in accordance with Federal and State law and regulation, including the nature of the investigation, whether the district found evidence of harassment, intimidation, or bullying, or whether discipline was imposed or services provided to address the incident of harassment, intimidation, or bullying. This information shall be provided in writing within five school days after the results of the investigation are reported to the Board of Education;

A parent or legal guardian may request a hearing before the Board of Education after receiving the information. This hearing shall be held within ten days of the request,

shall be conducted in executive session to protect student confidentiality, and may include testimony from the school Anti-Bullying Specialist about the incident, recommendations for discipline or services, and any programs instituted to reduce such incidents;

At the next Board of Education meeting following its receipt of the report, the Board of Education shall issue a decision, in writing, to affirm, reject, or modify the Superintendent's decision. The Board's decision may be appealed to the Commissioner of Education, in accordance with the procedures set forth in law and regulation, no later than ninety days after the issuance of the Board's decision.

A parent, pupil, legal guardian, or organization may file a complaint with the Division on Civil Rights within one hundred eighty days of the occurrence of any incident of harassment, intimidation, or bullying based on membership in a protected group as enumerated in the "Law Against Discrimination," P.L.1945, c.169 (C.10:5-1 et seq.).

Consequences for a pupil who commits an act of harassment, intimidation, or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the pupil and the pupil's history of problem behaviors and performance, and must be consistent with the approved Code of Student Conduct.

Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem, protect and provide support for the victim of the act, and take corrective action for documented systemic problems related to harassment, intimidation, or bullying.

A **School Safety Team** shall be formed in each school in the district to develop, foster, and maintain a positive school climate by focusing on the on-going, systemic process and practices in the school, and to address school climate issues such as harassment, intimidation, or bullying. Each School Safety Team shall meet at least two times per school year. The School Safety Team shall consist of the Principal or the Principal's designee who, if possible, shall be a senior administrator in the school and the following appointees of the Principal: a teacher in the school; a school **Anti-Bullying Specialist**; a parent of a pupil in the school; and other members to be determined by the Principal. The school Anti-Bullying Specialist shall serve as the chair of the School Safety Team.

The school district shall annually observe a "**Week of Respect**" beginning with the first Monday in October. In order to recognize the importance of character education, the school district will observe the week by providing age-appropriate instruction focusing on the prevention of harassment, intimidation, and bullying as defined in N.J.S.A. 18A:37-14. Throughout the school year the district will provide ongoing age-appropriate instruction on preventing harassment, intimidation, or bullying, in accordance with the Core Curriculum Content Standards, pursuant to N.J.S.A. 18A:37-29.

The District's Harassment, Intimidation, and Bullying Policy will be disseminated annually by the Superintendent to all school employees, contracted service providers who have contact with pupils, school volunteers, pupils, and parents who have children enrolled in a school in the district, along with a statement explaining the Policy applies to all acts of harassment, intimidation, or bullying, pursuant to N.J.S.A. 18A:37-14 that occur on school property, at school-sponsored functions, or on a school bus and, as appropriate, acts that occur off school grounds.

Additionally, the Superintendent shall ensure that notice of this Policy appears in the pupil handbook and all other publications of the school district that set forth the comprehensive rules, procedures, and standards for schools within the school district, and shall post a link to the district's Harassment, Intimidation, and Bullying Policy that is prominently displayed on the homepage of the school district's website. The district will notify pupils and parents this Harassment, Intimidation, and Bullying Policy is available on the school district's website.

Further, the name, school phone number, school address, and school email address

of the district's Anti-Bullying Coordinator and each school's Anti-Bullying specialists shall appear on the home page of both the district's and each school's websites. The Superintendent shall report **two times each school year** at a public hearing all acts of harassment, intimidation, and bullying in accordance with the provisions of N.J.S.A. 18A:17-46. A link to the report submitted by the Superintendent to the Department of Education shall also be available on the school district's website. The Superintendent and the Principal(s) shall conduct annually a reevaluation, reassessment, and review of the Harassment, Intimidation, and Bullying Policy, with input from the schools' Anti-Bullying Specialists, and recommend revisions and additions to the Policy as well as to harassment, intimidation, and bullying prevention programs and approaches based on the findings from the evaluation, reassessment and review.

Suicide Prevention (Policy 5145.1)

The Board of Education recognizes that depression and self-destruction are problems of increasing severity among children and adolescents. A pupil under severe stress cannot benefit fully from the educational program and may pose a threat to himself or herself or others.

School personnel will be alert to the pupil who exhibits behavioral warning signs of potential self-destruction or who threatens or attempts suicide. Any such signs, or the report of such signs from another pupil or staff member, will be taken with the utmost seriousness and will be reported immediately to the Building Principal, who shall notify the pupil's parent(s) or legal guardian(s) and other professional staff members in accordance with administrative regulations.

Additionally, teaching staff members will receive training in suicide prevention, provided by a licensed health care professional with experience in mental health issues, in each professional development period. The instruction in suicide prevention shall include information on the relationship between the risk of suicide and incidents of harassment, intimidation, and bullying and information on reducing the risk of suicide in pupils who are members of communities identified as having members at high risk of suicide.

I have read all sections of the student handbook/planner, including the school discipline guidelines, and understand my responsibilities to adhere to the rules and regulations at Indian Hill School through the year.

Student Signature

Date

Homeroom Number

Parent/Guardian Signature

Date