

**STUDENT/PARENT  
HANDBOOK  
2011 – 2012**



**VILLAGE SCHOOL**

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## **PRINCIPAL'S MESSAGE**

Dear Village School Families,

Welcome back for another great year! I hope everyone had a very restful summer. We have been busy at Village to ensure we are off to a great start for the 2011-12 school year. I know this will be the best one yet!

This student handbook provides a great deal of information about the operations here at Village School. Please take time to review our school procedures with your children. It is always important to make sure everyone is off to a great start.

Our staff is committed to providing a safe environment, conducive for our students learning to their potential. We also believe it is important to help our students develop into well rounded individuals. With that in mind, we are proud to offer our children opportunities outside the classroom where they can demonstrate a great variety of talents and achievements.

We look forward to a wonderful year here at Village School. Thank you for working with us, as partners, to ensure the best for our students!

Sincerely,

Brian Schillaci

## **MISSION STATEMENT**

### **Mission: “A Commitment to Excellence”**

The mission of the Holmdel Township Public Schools is to provide a comprehensive and caring educational environment that will develop the potential of every student into achievement. In partnership with our community, the School District will support all of our students’ efforts to meet and exceed the New Jersey Core Curriculum Standards and to become responsible and resourceful citizens and life-long learners.

**HOLMDEL TOWNSHIP PUBLIC SCHOOLS  
2011-2012**

**VILLAGE SCHOOL**

67 McCampbell Road  
Holmdel, New Jersey 07733  
Brian Schillaci, Principal  
Dr. Dionne Ledford, Assistant Principal  
732-946-1820  
732-946-1831 (fax)

**OFFICES OF THE BOARD OF EDUCATION**

4 Crawfords Corner Road  
P.O. Box 407  
Holmdel, New Jersey 07733-0407  
(732) 946-1800

Mrs. Barbara Duncan, Superintendent of Schools  
Ms. Mary Beth Currie, Assistant Superintendent for Curriculum & Instruction  
Mr. Michael Petrizzo, Business Administrator/Board Secretary  
Mr. Peter Mikos, Assistant Business Administrator/Assistant Board Secretary  
Ms. Mandie Peart, Human Resources Manager  
Ms. Meryl Gill, Director of Special Services  
Mr. William Balicki, Director of Plant, Operations and Maintenance

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Mr. Michael Sockol  
Mr. Ray M. Tai  
Mrs. Ana M. Vander Woude

**DEPARTMENTS**

Guidance	732-946-1820
Nurse	732-946-1820
Special Services	732-946-1186
Transportation	732-946-1847

## DAILY TIME SCHEDULE

Teachers Arrive	8:50 a.m.
Teachers Report to Classrooms	9:05 a.m.
Pupil Tardy Bell	9:05 a.m.
Homeroom/Character Education	9:05 – 9:20 a.m.
Dismissal of Pupils	3:35 p.m.
Teachers Depart	3:35 p.m.

### **Preschool Time Schedule:**

A.M. Session	9:05 – 11:40 a.m.
P.M. Session	12:45 – 3:20 p.m.
Full-day Preschool	9:05– 2:35 p.m.

### **Kindergarten Time Schedule:**

A.M. Session	9:05 – 11:40 a.m.
P.M. Session	1:00– 3:35 p.m.

### **Early Dismissal Days/School Hours:**

(The cafeteria is closed on early dismissal days.)

A.M. Preschool	9:05 – 11:05 a.m.
P.M. Preschool	11:05 – 1:05 p.m.
A.M. Kindergarten	9:05 - 11:15 a.m.
P.M. Kindergarten	11:15 - 1:25 p.m.
Grades 1 – 3	9:05 – 1:25 p.m.

### **Delayed Openings – School will begin two hours later for grades K – 3. Please note the special Kindergarten schedule as follows:**

(The cafeteria is closed when there is a delayed opening.)

A.M. Preschool	11:05 – 1:10 p.m.
P.M. Preschool	1:10 – 3:15 p.m.
A.M. Kindergarten	11:05 – 1:20 p.m.
P.M. Kindergarten	1:20 – 3:35 p.m.

## **AFFIRMATIVE ACTION**

### **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 or 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.

#### **Affirmative Action Officer:**

**Ms. Mary Beth Currie**  
Administrative Offices  
4 Crawfords Corner Road  
Holmdel, New Jersey 07733

### **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 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."

### **ARRIVAL OF STUDENTS**

Parents are requested to time the arrival of their children to Village School at approximately 9:00 a.m. Students are not to be dropped off at the school by themselves before 9:00. There is no supervision for students so therefore they will be escorted to Prime Time, our before and after school program, at a charge to you. Students may be sent to their classrooms when the bell rings at 9:00.

### **ATTENDANCE (Student Absence)**

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 that 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 that 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 limit the absence of their son/daughter from school for valid reasons, such as sickness or other uncontrollable events. 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. **Additionally, it is required that the school be advised via telephone on the second day of a student's 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).

### **ACHIEVE PROGRAM (BASIC SKILLS IMPROVEMENT)**

The State Department of Education identifies specific minimum levels of proficiency (MLP) in reading, writing and math for grades 3-9. The district has established its MLPs for K - 3. These MLPs are used to identify those students eligible to participate in the BSIP. Any child who fails to meet the MLP must also receive a multiple measure assessment prior to determining eligibility.

The Achieve staff and administration are responsible for identifying all eligible students. However, a teacher may refer a child to the Achieve Program if the student is above MLP but may be in need of additional supplemental academic assistance.

### **BATHROOM PROCEDURE**

Students who use the communal bathrooms are to **SIGN OUT** and **SIGN IN** when leaving/returning to the classroom.

### **BIRTHDAY PARTY INVITATIONS ARE NOT TO BE DISTRIBUTED DURING SCHOOL.**

## **BUS RULES AND REGULATIONS**

Teachers should review the rules listed below with their students. Students who disregard safety rules will be issued Bus Conduct Reports. Copies of reports will be sent home to parents. Continued disregard for the bus rules will result in the suspension of bus privileges. **Monitoring devices may be used on school transportation vehicles transporting pupils to and from curricular and co-curricular activities.**

Bus transportation is provided for students in accordance with Holmdel Board of Education Policy. The following rules and regulations are established for the safety and concern of all individuals. Students who are not members of Holmdel Schools, but granted the privilege of riding Holmdel buses, are subject to the same rules and regulations. SAFETY DEPENDS ON YOU! **Please review these rules with your students periodically.** Good school bus behavior can help avoid accidents, so we ask you to obey the following:

1. All students being transported to and from school will ride **ONLY** that bus to which they have been assigned. They are not permitted to ride another bus.
2. Any offensive act committed by a pupil will be handled as a violation of a school rule and subject to disciplinary action by the Principal (Section 18A:25-2 of the New Jersey Statutes).
3. Bus drivers have been trained in safety rules/regulations pertaining to student transportation. In case of emergency, remain calm, seated and quiet until instructions are given by the driver.
4. Students should step on and off bus quickly and quietly without crowding, pushing or shoving.
5. Older children should allow younger children to board the bus first.
6. Students must be on time and ready to be picked up when the bus arrives.
7. Students waiting for a bus on a heavily traversed road should remain back from the edge of the road and not progress forward onto the roadway until signaled by the bus driver.
8. If a bus stop is in a residential area, students are reminded that the rights of private property owners must be respected and individuals will be held responsible for any damage to private property.
9. During the bus ride, students must be **SEATED AND REMAIN SEATED** until the bus comes to a complete stop.
10. The throwing of any material is strictly prohibited. Students guilty of this serious offense will be dealt with strict disciplinary action.
11. Eating of food on the school bus is forbidden.
12. Extending arms or heads out of school bus windows is **STRICTLY FORBIDDEN.**
13. Aisles must remain clear at all times. Materials (books, projects, etc.) must be placed within the confines of the seat itself. It is impossible to carry large projects on the school bus; therefore, parents should make arrangements to transport oversized items to school.

14. Conversation in normal tones is permissible but loud talking or shouting or the use of profane language will **NOT** be tolerated.
15. Any misbehavior by a student warranting the denial of transportation will result in bus suspension from the Principal or designee.
16. Upon arriving at school by bus, students will report to assigned areas for entrance to the building.
17. Upon delivery back home and after leaving the bus, students must always cross the street or highway in **FRONT** of the bus, looking in both directions and proceeding with caution.
18. Upon departing the bus, students must immediately proceed home. No loitering at the bus stop is permissible.
19. Students are not permitted to enter or leave the bus at any place or area other than the designated stops to which they have been assigned.

**BUS EVACUATION DRILLS** will be conducted during the school year.

**CHANGE OF ADDRESS OR TRANSFER**

Inform the main office if you change your address, phone number, or if you are transferring.

If transferring, a note from the parents or guardian is needed in order to obtain the appropriate form from the office. Students or parents/guardians must bring the completed form back to the office.

**CHANNELS OF COMMUNICATION**

If a concern has not been resolved, then it is logical to communicate with someone at the next level. It is district policy that problems be pursued through the following channels and that each person will ensure that all previous levels have been contacted.

**For Academic Concerns:**

Teacher  
 Assistant Principal/Principal  
 Subject Area Supervisor/Director  
 Assistant Superintendent/Superintendent  
 Board of Education

**For Athletic Concerns:**

Coach  
 Director of Athletics  
 Principal  
 Superintendent  
 Board of Education

**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 that 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. Prevention is the prudent approach. Please recognize that you may make a decision, which could set these procedures in motion.

### **SUSPECTED CHILD ABUSE**

New Jersey has strict rules about schools reporting allegations of child abuse. Our school district follows this law to the letter. All allegations of possible child abuse are reported to the State Department of Human Services, Division of Youth and Family Services by school personnel. It is up to this State agency to determine reasonable cause and seriousness of the reported incident. Any questions of this matter should be referred directly to the Superintendent of Schools, 946-1800.

(DYFS)-Division of Youth and Family Services

Employees in Holmdel are required by state law and district policy to fully cooperate with the Division of Youth and Family Services. Reports to the Division about concerns for student welfare are made by the building principals. For more information about the Division or about reporting procedures, please contact **Ms. Meryl Gill, Director of Special Services.**

### **CHILD STUDY TEAM**

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 special educational planning is required to help the child function, I&RS will refer the child to the Child Study Team, in consultation with the parents, the teacher, and counselor.

### **COMPUTERS**

Computer Lab activities are offered to students in grades K through 3. Students in grades Kindergarten through Grade 3 will also have the use of computers in their classrooms, and the Smartboard Lab.

### **CONDUCT**

**At Village School, we put virtues into practice!**

#### **Value and Respect:**

I will treat others the way I want to be treated.

#### **Integrity and Courage:**

I will make choices that will help me to be the best person that I can be.

I will have the courage to do what is right when others may not.

**Responsibility and Perseverance:**

I will come to school prepared to learn.

I will make good choices.

I will keep trying.

**Truth and Honesty:**

I will be honest with others and myself.

**Unity and Kindness:**

I will be kind and helpful to everyone in our school community.

I will value the differences in all people.

**Empathy and Compassion:**

I will be fair to myself and others.

I will understand and respect others feelings and needs.

**Classrooms**

Teachers may approach classroom management in a variety of ways, but will always strive to be firm, fair, and aware of the pride and dignity of every student. Praise for positive behavior will be specific, genuine, and generous. Any criticism or concern will address the child's behavior rather than the child himself/herself. Rules will be developed to ensure a safe and respectful classroom environment. Our aim is to change behaviors for a lifetime rather than the moment.

**Hallways**

- ▶ Keep corridors open to traffic by walking to the right.
- ▶ Pass through corridors quietly. Be considerate of others in the halls and classrooms.
- ▶ The bulletin boards throughout the school corridors are used for the display of student work.  
Respect the efforts of your fellow students and teachers by not touching bulletin board displays.

**Bathrooms**

- ▶ Please keep the bathroom neat and clean at all times.
- ▶ Speak softly.
- ▶ Flush the toilets after using them.
- ▶ Wash hands before returning to class.

**Lunchroom**

- ▶ Good table manners are expected at all times.
- ▶ Raise your hand for all requests.
- ▶ Say please and thank-you.
- ▶ Stay seated unless given permission to get up.
- ▶ Walk when moving about the lunchroom.
- ▶ Quickly become quiet when an adult holds up her hand or turns off the lights.
- ▶ Clean all papers and waste from your table and floor area after eating your lunch.

**Playground**

- ▶ Respect others at all times.
- ▶ Follow and respect directions given by adults.
- ▶ Use playground equipment properly.
- ▶ Rough play is prohibited.
- ▶ Be a good sport.

## Buses

- ▶ Stay seated with your seatbelts fastened.
- ▶ Use quiet and respectful voices.
- ▶ Be respectful of your driver and his or her rules.

## Assemblies

- ▶ Come to order quickly.
- ▶ Focus attention on the speaker or performers.
- ▶ Show appreciation through applause.
- ▶ Exit in a quiet, orderly manner following the directions of your teacher.

## CONDUCT/DISCIPLINE GUIDELINES

The discipline guidelines below have been developed in accordance with the district's code of conduct (Board Policy # 5131) and represent an age-appropriate interpretation of expected behavior for our 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> graders. **Our pre-school and kindergarten students will follow guidelines more specific to their individual classrooms/teachers, based on developmental needs.** There is a clear understanding at Village School that our children are learning and growing in leaps and bounds through their formative years. With that in mind, the Village School staff will focus on modeling and complimenting children for positive behaviors. In the event this kind of reinforcement does not create positive results, we have established the following guidelines for rules and consequences at Village School.

The Village School staff and administrators will work together to help all students through the use of the discipline guidelines. **Administrative discretion may be used in determining the appropriate disciplining of a student. Inappropriate behavior may also affect student privileges during the year (ex. Class Trips, Field Day). These decisions are subject to approval by administrators in the building.**

## ACADEMIC

<b>TYPE OF STUDENT BEHAVIOR</b>	<b>1<sup>ST</sup> TIME</b>	<b>2<sup>ND</sup> TIME</b>	<b>3<sup>RD</sup> TIME</b>
Cheating – (Classwork/Homework)	<ul style="list-style-type: none"><li>•Teacher conference with the students involved</li><li>•Redo assignment</li><li>•Grade/Teacher discretion</li></ul>	<ul style="list-style-type: none"><li>•Notify parent</li><li>•Study Hall if applicable</li><li>•Grade/Teacher discretion</li><li>•Redo assignment</li></ul>	<ul style="list-style-type: none"><li>•Notify parent</li><li>• Grade/Teacher discretion</li><li>•1-day detention</li></ul>
Cheating – Tests	<ul style="list-style-type: none"><li>•Notify parent</li><li>•Grade/Teacher discretion</li></ul>	<ul style="list-style-type: none"><li>•Teacher and parent discussion with student</li><li>•Grade/Teacher discretion</li><li>•Study Hall if applicable</li></ul>	<ul style="list-style-type: none"><li>• Notify parent</li><li>• Grade/Teacher discretion</li><li>• 1-day detention</li></ul>

## BUS CONDUCT

<b>TYPE OF STUDENT BEHAVIOR</b>	<b>1<sup>ST</sup> TIME</b>	<b>2<sup>ND</sup> TIME</b>	<b>3<sup>RD</sup> TIME</b>
Misbehaving on the bus	<ul style="list-style-type: none"><li>•Warning</li></ul>	<ul style="list-style-type: none"><li>•Notify parent</li><li>•1-day detention</li></ul>	<ul style="list-style-type: none"><li>• Notify parent</li><li>• Conference with parent, student, and administration</li><li>• 3-day bus suspension</li></ul>

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**VANDALISM**

<b>TYPE OF STUDENT BEHAVIOR</b>	<b>1<sup>ST</sup> TIME</b>	<b>2<sup>ND</sup> TIME</b>	<b>3<sup>RD</sup> TIME</b>
Vandalizing	<ul style="list-style-type: none"> <li>•Notify parent and conference</li> <li>•Restitution</li> </ul>	<ul style="list-style-type: none"> <li>•Restitution</li> <li>• Notify parents of possible police involvement</li> <li>•2-day detention</li> </ul>	<ul style="list-style-type: none"> <li>•Restitution</li> <li>•Contact Police</li> <li>• Conference with parent, student, and administration</li> <li>• 1-day suspension</li> </ul>

**PERSONAL BEHAVIOR**

<b>TYPE OF STUDENT BEHAVIOR</b>	<b>1<sup>ST</sup> TIME</b>	<b>2<sup>ND</sup> TIME</b>	<b>3<sup>RD</sup> TIME</b>
Using cell phone during School or on the bus	•Warning	•Confiscate and parent pick-up	•Confiscate and parent pick-up •1-day detention
Possessing inappropriate item in school Ex. Electronic games	• Warning	•Confiscate and parent pick up	•Confiscate and parent pick-up • 1-day detention
Wearing hat in school	•Warning	•Warning	•Notify parent • 1-day detention
Eating/Drinking/Gum when and where prohibited	•Warning	•Warning	•Notify parent •1-day detention
Failing to get parent signature	Teacher discretion according to class rules		
Disrupting class	Teacher discretion according to class rules		
Forged Signatures	<ul style="list-style-type: none"> <li>• Notify parent</li> <li>•1-day detention</li> </ul>	<ul style="list-style-type: none"> <li>• Notify parent</li> <li>•2-day detention</li> </ul>	<ul style="list-style-type: none"> <li>• Conference with parent, student, teacher, and administrator</li> <li>•3-day detention</li> </ul>
Lying to authority	• Notify parent	<ul style="list-style-type: none"> <li>•Parent conference with student, teacher, counselor</li> <li>•1-day detention</li> </ul>	<ul style="list-style-type: none"> <li>•Parent conference with student, teacher, administrator, counselor</li> <li>•3-day detention</li> </ul>
Disrespecting authority/ Showing willful disobedience outside class	<ul style="list-style-type: none"> <li>•Warning</li> <li>•Notify Teacher</li> <li>•Teacher discretion</li> </ul>	<ul style="list-style-type: none"> <li>•Student conference with teacher</li> <li>•Teacher will notify parent</li> <li>•2 -day detention</li> </ul>	<ul style="list-style-type: none"> <li>•Conference with parent, student, and administration</li> <li>•1-day suspension</li> </ul>

Not reporting/returning to class OR Leaving class without permission	<ul style="list-style-type: none"> <li>•Teacher discretion according to class rules</li> <li>•Notify parent and administration</li> </ul>	<ul style="list-style-type: none"> <li>•Administrator meets with student</li> <li>• Notify parent</li> <li>• 2-day detention</li> </ul>	<ul style="list-style-type: none"> <li>•Conference with parent, student, and administration</li> <li>•1-day suspension</li> </ul>
Running in halls	<ul style="list-style-type: none"> <li>•Warning</li> </ul>	<ul style="list-style-type: none"> <li>•Warning</li> <li>• Student conference with teacher</li> </ul>	<ul style="list-style-type: none"> <li>•1-day detention</li> </ul>
Endangering safety of others/self (Ex. Pushing, Tripping)	<ul style="list-style-type: none"> <li>•Meet with School Counselor</li> <li>• Notify parent</li> <li>•1-day detention</li> </ul>	<ul style="list-style-type: none"> <li>•Conference with student and parent</li> <li>•2-day detention</li> </ul>	<ul style="list-style-type: none"> <li>• Conference with parent, student, and administration</li> <li>•1-day suspension</li> </ul>
Teasing/name calling	Teacher discretion according to class rules		
Using profanity	<ul style="list-style-type: none"> <li>•Notify parent</li> <li>• 1-day detention</li> </ul>	<ul style="list-style-type: none"> <li>• Notify parent</li> <li>•2-day detention</li> </ul>	<ul style="list-style-type: none"> <li>• Notify parent</li> <li>•Meet with counselor</li> <li>•3-day detention</li> </ul>
Stealing/Theft	<ul style="list-style-type: none"> <li>•Conference with student/parent</li> <li>•Restitution/return item</li> <li>•1-day detention</li> </ul>	<ul style="list-style-type: none"> <li>• Notify parent</li> <li>•Meet with counselor</li> <li>•Restitution/return item</li> <li>•3-day detention</li> </ul>	<ul style="list-style-type: none"> <li>• Notify parent</li> <li>•Possible police involvement</li> <li>•Restitution/return item</li> <li>•1-day suspension</li> </ul>
Leaving school grounds without permission	Notify Parent and Police		
Disrupting/ disrespecting in the presence of a substitute	<ul style="list-style-type: none"> <li>•1-day detention</li> </ul>	<ul style="list-style-type: none"> <li>•2- day detention</li> </ul>	<ul style="list-style-type: none"> <li>•3-day detention</li> </ul>

### **VIOLENCE**

<b>TYPE OF STUDENT BEHAVIOR</b>	<b>1<sup>ST</sup> TIME</b>	<b>2<sup>ND</sup> TIME</b>	<b>3<sup>RD</sup> TIME</b>
Threat/Intimidation	<ul style="list-style-type: none"> <li>•Teacher conference with student</li> <li>•Notify parent and administration</li> <li>•1-day detention</li> </ul>	<ul style="list-style-type: none"> <li>•Conference with student</li> <li>•Notify parent and administration</li> <li>•3-day detention</li> </ul>	<ul style="list-style-type: none"> <li>• Conference with parent, student, and administration</li> <li>• 1-day suspension</li> </ul>
Causing a false alarm	<ul style="list-style-type: none"> <li>•Notify parent, police, and counselor</li> <li>•1-day detention</li> </ul>	<ul style="list-style-type: none"> <li>•Notify parent and police</li> <li>• Conference with parent, student, and administration</li> <li>•Meet with counselor</li> <li>• 1-day suspension</li> </ul>	<ul style="list-style-type: none"> <li>•Notify parent and police</li> <li>• Conference with parent, student, and administration</li> <li>• 3-day suspension</li> </ul>

Fighting	<ul style="list-style-type: none"> <li>•Meet with counselor</li> <li>• Notify parent and administration</li> <li>• 3-day detention</li> </ul>	<ul style="list-style-type: none"> <li>•Meet with counselor</li> <li>• Conference with parent, student, and administration</li> <li>• 1-day suspension</li> </ul>	<ul style="list-style-type: none"> <li>•Meet with counselor</li> <li>• Conference with parent, student, and administration</li> <li>• 3-day suspension</li> </ul>
Aggressively touching a staff member	<ul style="list-style-type: none"> <li>• Conference with parent, student, and administration</li> <li>• 1-day suspension</li> </ul>	<ul style="list-style-type: none"> <li>•Conference with parent, student, and administration</li> <li>• 2-day suspension</li> </ul>	<ul style="list-style-type: none"> <li>•Conference with parent, student, and administration</li> <li>•3-day suspension</li> </ul>
Possessing inappropriate potentially dangerous item in school	<ul style="list-style-type: none"> <li>•Confiscate and parent pick-up</li> </ul>	<ul style="list-style-type: none"> <li>•Confiscate and parent pick-up</li> <li>• Contact police</li> <li>• Conference with parent, student, and administration</li> <li>•1-day suspension</li> </ul>	<ul style="list-style-type: none"> <li>•Confiscate</li> <li>•Contact Police</li> <li>• Conference with parent, student, and administration</li> <li>• 3-day suspension</li> </ul>
Possessing/using weapons	Pursuant to Law and Board Policy		

### SUBSTANCE ABUSE

TYPE OF STUDENT BEHAVIOR	1 <sup>ST</sup> TIME	2 <sup>ND</sup> TIME	3 <sup>RD</sup> TIME
Possessing drugs/alcohol	Pursuant to Law and Board Policy		

### HARASSMENT, INTIMIDATION, BULLYING, AND HAZING

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. 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.

### 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 one of two ways. The most expeditious is to send

an e-mail or note, through your child, to a teacher requesting a phone call or conference time. You may also call the main office and the office will notify the teacher to contact you.

Parents are invited to express their concerns to the Principal or Assistant Principal's office after initially working with your child's teacher. Only in this way can we work together in the best interest of all children. Formal conferences are held during the course of the year. Specific details will be sent home notifying parents of dates and times.

### **DISMISSAL PROCEDURES**

1. Parents who would like to pick-up their child (ren) are asked to write a note, daily, making us aware of your plans. The note should include the teacher's name, grade level, and your child's FULL NAME.
2. We understand that sometimes plans change and last minute calls need to be made to the main office to make us aware of your dismissal plans. We ask that all calls be made no later than 2:00, as we need ample time to locate your child's teacher and make them aware of the new plan.
3. Students who are being picked up will be dismissed at **3:25 p.m.**
4. Village staff members will be stationed outside the gym with clipboards and sign-out sheets.
5. Parents picking up students will wait in the 2/3 gym for students to arrive. Parents are asked to sit on the bleachers and wait for their child to enter. When your child(ren) arrive you may exit out the back of the gym to the parking lot.
6. If you need to pick up your child (ren) early, **you MUST arrive by 2:45 p.m. Otherwise, you will need to wait until the regular 3:25 p.m. dismissal time.**

### **EVACUATION DRILLS**

#### **Fire Drills**

New Jersey schools are required to have at least one fire drill each month. The purpose of fire drills is to practice evacuating the building quickly and safely. No running or talking is permitted during a fire drill.

#### **Other Drills**

Emergency drills for various other situations that could occur will take place at least once a month. It is important that these procedures are practiced and understood by children and staff in the event that one of these situations should arise.

### **EXCLUSION FROM ACTIVITIES**

Parents may submit written request for exclusion from activities such as physical education for two days or less. A doctor's note listing the reason and duration is required for exclusion for more than two days.

### **FORGOTTEN ARTICLES**

Oftentimes, students will leave lunches, books, projects, etc. at home 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 room number and we will get the item to them at a convenient time during the day.*

### **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.

**If it is necessary for a student to receive medication during school hours, the following information should be provided by your pediatrician:**

1. Amount to be given at one time
2. Time of day to be given
3. Duration of time that medication is to be taken. Medication must be left in the nurse's office. **No** medication, including aspirin, is to be kept in a student's possession.

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.

Lice/Nits - Pediculosis - Any child found with Pediculosis (lice/nits) will be sent home from school immediately. It is recommended the pediatrician 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 that treatment has been given. Even after treatment, nits (eggs) can remain. Recheck child 7 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. Before any medication may be administered, the Board shall require the written request of the parent/guardian which shall give permission for such administration and relieve the Board and its employees of liability for administration of medication.

Students who require medication at school must:

1. Bring the medication to school in the original container from the pharmacy.
2. Parent must submit form (obtain from school nurse), complete with signatures of parent and doctor, regarding time, dosage, and purpose of the medication.
3. The school physician may review the orders of the private physician and reserves the right to approve any request from the patient's personal physician regarding the administration of medication in the school.

All medications whether prescribed or across 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.

The school nurse shall maintain a record of the name of the pupil to whom medication may be administered, the prescribing physician, the dosage and timing of medication and a notation of each instance of administration.

All medications shall be brought to school by the parent/guardian 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 will 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 persons are 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.

## **HOMEWORK POLICY**

One of the most important purposes of schooling is to develop each person into an independent learner capable of applying the 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 to budget time;
- To provide essential practice in developing skills;
- To increase the students' sense of worth and self-efficacy; and
- To involve the family in a shared learning experience.

## **HOMEWORK**

Students of all ability levels will be assigned regular homework. Care will be taken to ensure that homework is done by the student, although parents/guardians may assist the student. In fact, parental support of homework assignments is desirable as a form of feedback to the students. Homework assignments may be designed to involve parents in the learning experience and promote a link between home and school.

### **Types of homework may include, but are not to be limited to:**

- Written assignments and/or drills to reinforce classroom learning.
- Research assignments to locate outside information and use reference materials.
- Supplementary reading to gather information or to practice reading skills.
- Television viewing to enhance knowledge of a specific subject or topic.
- Study time to commit facts to memory.
- Special projects to enhance and extend student learning experiences.

## **TIME ALLOTMENTS**

The following time allotments for homework should serve as guidelines for staff, students, and parents in Holmdel Township. It must be kept in mind that the length of homework assignments may vary from night to night and at different parts of the year, depending upon the curriculum as well as upon the skills and abilities of students. The following guidelines are based upon the "average" student:

<b>KINDERGARTEN:</b>	at the discretion of the teacher
<b>GRADE 1:</b>	15 – 30 minutes daily
<b>GRADE 2:</b>	15 – 45 minutes daily
<b>GRADE 3:</b>	30 – 60 minutes daily

1. Homework will be assigned four days each week.
2. Homework will not be assigned on weekends unless it is for make-up or to complete a long-range project.
3. Students will have two days to make-up classwork and homework for every day absent from school for illness or other "excused absences".
4. 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 to complete the assignments.
5. Homework will not be assigned for winter or spring recess periods except to encourage reading, or complete a long-range project.

### **HOMEWORK REQUESTS**

**For short-term illnesses, the teacher will provide the student with the missing assignments upon return.** For long-term illnesses or family emergencies, parents should notify the office twenty-four hours in advance of when the work will be picked up.

### **LOST AND FOUND**

The Lost and Found is located outside the office for items other than money and jewelry. Items of value should be picked up in the main office. Items such as unclaimed clothing will be donated two times a year. Please make every effort to locate lost items promptly.

### **LUNCH**

Cafeteria services are provided for students and teachers. Lunches are purchased on a daily basis. Menus are sent home monthly. Lunch prices will be listed on the monthly menu.

**Lunch or snack items are not available for purchase during half-days or delayed openings. Students must bring their own lunch from home on these days.**

### **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, non-applicable 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/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

**NUTRITION GUIDELINES**

Food items of limited nutritional value are not allowed to be given out by anyone on school property during the school day. This includes in-school birthday parties and holiday celebrations. Snack and beverage items must meet the following nutritional guidelines:

- Contains no more than 8 grams of fat per serving, with the exception of nuts and seeds in their natural form.
- Contains no more than 2 grams of saturated fat per serving
- Does not list “sugar” (in any form) as the first ingredient.

Please be vigilant of classrooms designated as “Allergy Alert.” Consult the classroom teacher prior to bringing any food items into the classroom. For more information on providing food for birthday parties, please see the Holmdel website for the in-class catering option, which is available for purchase.

**PARENT-SCHOOL ASSOCIATION (PSA)**

The PSA is comprised of volunteer parents, administrators, and teachers. The goal of the PSA is to enrich the academic and social environment of Village School. Membership is open to all teachers, staff, and the parents/guardians of students attending Village School. Dues are \$5.00 per family and meetings are held monthly. Fundraisers and special events for the students are planned and coordinated with the school administrators and teachers. All are encouraged to join and be involved in anyway possible. Membership information is sent home with all students.

**PERSONAL PROPERTY**

Students must keep all items of value at home. The school cannot assume responsibility for damaged, lost, or stolen items. iPods, game boys, etc. are not to be brought to school or used on the bus.

**PRIME TIME PROGRAM**

Village School houses a before-and-after school child care program. For information on registering your child, please contact the Director, Mr. Michael Braun, at 732-946-0067.

**RELIGIOUS HOLIDAYS** – (see addendum)

**REPORT CARDS**

Report cards will be issued as follows:

<b><u>Quarter</u></b>	<b><u>Marking Period Ends</u></b>	<b><u>Report Cards Go Home</u></b>
1 <sup>st</sup>	November 7, 2011	November
2 <sup>nd</sup>	January 20, 2012	February
3 <sup>rd</sup>	April 2, 2012	April
4 <sup>th</sup>	June 13, 2012	Last Day of School

**RIGHT TO KNOW**

The Right to Know file is located in the main office file cabinet and labeled accordingly.

## **SECURITY SYSTEM**

A security system is in place to provide additional security for your children. The school has a system where all visitors need to identify themselves before they will be permitted to enter the school. Visitors wishing to gain access to the school building will be required to use an exterior call button by the main entrance to notify the office staff that they would like to enter the building. The visitor's image will be projected on a T.V. monitor located in the office. The office personnel and visitors will be able to communicate via an audio system located at the main entrance. If the visitor's request to enter is legitimate, a staff member will unlock the door and allow the visitor to enter the building and report to the office. **All visitors are required to enter the main office, acquire a visitor's pass, and sign in to visit any area of the building. No one is permitted to walk directly to a classroom without this pass.**

## **TELEPHONE RELAY SYSTEM**

Village School utilizes a reverse 911 system to notify families of emergency school closings. Please be sure to notify the office of any change of address or phone number.

## **TRANSPORTATION**

When children are being dropped off at the end of the school day, a parent, guardian, or assigned responsible adult must be present or the child will not be let off the bus. At the end of the run, the bus will return to the child's stop and, if the parent or responsible adult is there, the child will be released. If no parent/responsible adult is present, the student will be brought back to Village School and placed in our Prime Time Program at a charge to you; the parent will be notified and asked to come to the school to pick up the child. Please note: if an older sibling is on the bus, the older sibling will remain on the bus with the younger child.

## **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 uses multiple criteria including the results of a standardized achievement test, the Naglieri Test of Non-Verbal Ability, teacher inventory, and parent inventory. Given the combination of the multiple measures, children who demonstrate exceptional potential may be included in the program. A formal 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.

**STUDENT HANDBOOK -- AWARENESS STATEMENT**

We have received the Student Handbook, including general information, rules, and regulations. We realize that we are responsible for reading and following its contents. Parents are required to inform the school of any changes in residency, custody, home/work phone numbers, and emergency contact information.

**Date:** \_\_\_\_\_

**Student Name:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**Parent Name:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_

**Teacher Name:** \_\_\_\_\_

**PLEASE RETURN THIS SIGNED FORM TO  
YOUR CHILD'S HOMEROOM TEACHER  
NO LATER THAN FRIDAY, SEPTEMBER 23.**

**Thank You!**

**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.