

**STUDENT/PARENT  
HANDBOOK  
2008 – 2009**



**VILLAGE SCHOOL**

**HOLMDEL TOWNSHIP PUBLIC SCHOOLS  
2008-2009**

**VILLAGE SCHOOL**

67 McCampbell Road  
Holmdel, New Jersey 07733

Ms. Elizabeth Giacobbe, Principal  
Dr. Dionne Ledford, Assistant Principal

**OFFICES OF THE BOARD OF EDUCATION**

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

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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  
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Mr. Ronald Rosenberg, Consultant for Special Services  
Mr. William Balicki, Director of Plant, Operations and Maintenance

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Mrs. Robin Wetmore

## **HOLMDEL TOWNSHIP PUBLIC SCHOOLS EDUCATIONAL PHILOSOPHY**

The educational program in the Holmdel Township Public Schools is designed to provide all students with opportunities to excel academically and personally in an environment that acknowledges their individual needs, develops their unique strengths and enables them to reach their full potential.

In support of this program, the Holmdel Township Board of Education and its staff are committed to achieving educational excellence by:

- Providing a challenging academic program that enables students to be effective communicators, independent thinkers and creative problem solvers;
- Preparing each student to be a lifelong learner and to live and to compete in a rapidly changing global community of the twenty-first century;
- Enabling students to participate in a rich educational experience which includes the arts and athletics, as well as other co-curricular activities;
- Encouraging social responsibility as well as respect for oneself and others; and
- Pursuing an active educational partnership which encourages student commitment, staff dedication, parental involvement and community support.

## **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.

**Affirmative Action Officer:**

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

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 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.”

**2008 – 2009 SCHOOL STAFF**

Ms. Elizabeth Giacobbe, Principal  
Dr. Dionne Ledford, Assistant Principal  
Mrs. Louise Marchesani, Secretary to Principal  
Mrs. Carolyn Bongo, Secretary to Assistant Principal  
Mrs. Teri Aniello, Secretary

<b>GRADE</b>	<b>CLASSROOM TEACHERS</b>	<b>ROOM</b>
K	Mrs. Gail Campbell	19
K	Ms. Kara Devaney	17
K	Ms. Evelyn King	23
K	Mrs. Suzanne Kurey	20
K	Mrs. Mary Shelton	18
1	Ms. Erin Adelung	25
1	Ms. Rebecca Beirne	32
1	Ms. Doreen Brown	33
1	Ms. Jaime Croddick	34
1	Mrs. Jeannie MacDonald	36
1	Mrs. Kristy Pugielli	28
1	Ms. Kaci Redding	37
1	Ms. Melissa Shapter	26
1	Mrs. Mary Simpson	35
1	Mrs. Deidre Varga (Macrino)	24
2	Mrs. Karen Bennett	106
2	Mr. Michael Braun	108
2	Mrs. Melissa Corriveau	110
2	Mr. Harry Dangler	104
2	Ms. Amanda Gramcko	109
2	Mr. Michael Kelly	102
2	Mrs. Jami Kenney	103
2	Ms. Shannon Malinowski	38
2	Ms. Jaime Panzella	107
2	Mrs. Kyriaki Rausch	105
2	Mrs. Kristen Savare	101
3	Mrs. Rosette Andrews	129
3	Mrs. Annette Brennan (Barwood)	126
3	Mr. Al Chiu	123
3	Ms. Meghan Cunniff	124
3	Mrs. Erin Damji / Kristine DeAngelis	125
3	Mrs. Yasmine Laverne	131
3	Mrs. Hayley Merces	128
3	Mrs. Beth Ann Moor	132
3	Mrs. Jeanne Remuzzi	130
3	Ms. Sandi Rossi / Shannon Hodges	127

## Special Education Teachers

Kindergarten	Ms. Nicole Holota	15
Pre – School	Ms. Lauren Naperski	11
Kindergarten	Mrs. Jill Kimler	15
Pre-School Autistic	Ms. Beth Lieberman	14
Pre – School	Ms. Melissa Siegel	12
Developmental Kinder.	Ms. Kimberly Antonello	16

## Special Area Teachers/Staff

Reading Specialist	Mrs. Jill Edwards
Special Education Teacher/1 <sup>st</sup>	Mrs. Cheryl Mitchell
Special Education Teacher/2 <sup>nd</sup>	Mrs. Ann Marie Barry
Special Education Teacher/2 <sup>nd</sup>	Ms. Stacey Campbell
Special Education Teacher/2 <sup>nd</sup>	Mrs. Carolyn Scott
Special Education Teacher/2 <sup>nd</sup>	Mrs. Christin Shamosh
Special Education Teacher/3 <sup>rd</sup> & 1 <sup>st</sup>	Mrs. Lorraine Gilligan
Special Education Teacher/3 <sup>rd</sup>	Mrs. Suzanne Givens
Special Education Teacher/3 <sup>rd</sup>	Mrs. Nancy Grabowski
Art Teacher	Mrs. Jaime Montana
Art Teacher	Mrs. Jennifer Plocinski
Basic Skills	Mrs. Anita Lange
ESL	Mr. Timothy Darnell
Gifted & Talented	Ms. Marilyn Bellis
Inclusion	Mrs. Jaime McHugh
Inclusion	Mrs. Megan Neville
Teacher of the Blind	Mrs. Elizabeth Sheehy
Instructional Aide	Mrs. Beverly Whalen
LDTC	Dr. Jill Niehaus
Librarian	Mrs. Heidi Buzzanga
Librarian	Mrs. Carol Dempsey
Library/Technology Assistant	Mrs. Sharon Beagan
Music	Dr. Christie Riso / Veronica Alcuri
Music	Mrs. Meredith Thomas
Nurse	Mrs. Frances Flannelly
Physical Therapy	Mrs. Susan Stanzione
Occupational Therapy	Mrs. Claire Swift
Physical Education Teacher	Mr. Robert Kreig
Physical Education Teacher	Mr. John Nacarlo
Physical Education Teacher	Mrs. Beth Semanchick
Physical Education Teacher	Ms. Megan Sweeney
Special Education Monitor	Mrs. Nancy Abrams
Special Education Monitor	Mrs. Tracey Araneo
Special Education Monitor	Mrs. Robin Armellino
Special Education Monitor	Mrs. Colleen Beuthe
Special Education Monitor	Ms. Patrice Brown
Special Education Monitor	Mrs. Diane Coluccio
Special Education Monitor	Mrs. Angela Foley
Special Education Monitor	Ms. Angela Gargano

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Ms. Deborah Gross  
Mrs. Karen Gutowsky  
Ms. Ninotchka Johnson  
Mrs. Dianna McKeon  
Mrs. Suzanne Mendini  
Mrs. Barbara Morello  
Mrs. Cathy Pacillo  
Ms. Robin Stollar  
Mrs. Janice Taylor

School Psychologist  
Social Worker  
Social Worker/School Counselor  
Speech/Language Specialist  
Speech/Language Specialist  
Speech/Language Specialist  
Speech/Language Specialist  
World Languages

Ms. Carol Galiano  
Ms. Mary Beth Gallimore  
Mrs. Christine Barbara  
Mrs. Barbara Anthony  
Ms. Allison Archinaco/ Ms. Vula Contantarakos  
Mrs. Marjorie Longo  
Mrs. Barbara Rosen  
Mrs. Cristina Babik/ Mr. Allen Hirsch

Lunchroom/Playground Aide  
Lunchroom/Playground Aide  
Lunchroom/Playground Aide  
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Mrs. Kay Bauman  
Mrs. Susan Bernich  
Ms. Noelia Bruncati  
Mrs. Pat Caruso  
Mrs. Ann Condon  
Mrs. Linda Dayback  
Mrs. Diane DeMarco  
Mrs. Donna Disko  
Mrs. May Garcia  
Mrs. Grace Grana  
Mrs. Gina Haroldson  
Mrs. Mary Hoffman  
Mrs. Carmen Lima  
Mrs. Maryanne Marino  
Mrs. Marian Martinez  
Mrs. Dina Sardo  
Mrs. Doreen Troeller

Head Custodian  
Assistant Custodian

Mr. Steven Taylor  
Mrs. Donna Valentin

### **DAILY TIME SCHEDULE**

Teachers Arrive	8:45 a.m.
Teachers Report to Classrooms	8:55 a.m.
Pupil Tardy Bell	9:00 a.m.
Homeroom Attendance	9:00 – 9:05 a.m.

**NOTE: Classes are self-contained unless a class has been scheduled for a special subject at a specific time.**

Dismissal of Pupils	3:15 p.m.
Teachers Depart	3:20 p.m.

**Regular Kindergarten Time Schedule:**

A.M. Session	9:00 – 11:30 a.m.
P.M. Session	12:45 – 3:15 p.m.
Special Education Autistic Program	9:00 a.m. – 2:25 p.m.

**Early Dismissal Days/School Hours:**

A.M. Kindergarten	9:00 – 11:00 a.m.
P.M. Kindergarten	11:10 – 1:10 p.m.
Grades 1 – 3	8:55 – 1:10 p.m.

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

A.M. Kindergarten	11:00 – 1:05 p.m.
P.M. Kindergarten	1:10 – 3:15 p.m.

**ARRIVAL OF STUDENTS**

Parents are requested to time the arrival of their children to Village School at approximately 8:55 a.m. Students are not to be dropped off at the school by themselves before 8:55. 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 8:55.

**ATTENDANCE/STUDENTS**

Regular attendance insures the continuity of the educational program. The State Education Law permits legal absences for the following reasons:

- Personal illness
- Death in family
- Religious observance (see Religious Holidays)
- Quarantine of family members

**BASIC SKILLS IMPROVEMENT PROGRAM (BSIP)**

All students are assessed in achievement through the use of teacher checklists or standardized tests.

The State Department of Education identifies specific minimum levels of proficiency (MPL) 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 BSIP 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.

## **BATHROOM PROCEDURE**

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

## **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.

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 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's bus.
2. School bus drivers have been appointed by the Board of Education and School Administration and 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 Principal (Section 18A:25-2 of the New Jersey Statutes).
3. Bus drivers have been trained in safety rules and regulations pertaining to student transportation. In case of emergency, remain calm, seated and quiet until instructions have been 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. Students enjoy the privilege of selecting seats of their choice until, in the judgment of the bus driver, this privilege is being abused. If such is the case, the individuals concerned, or the entire bus, will be assigned specific seats.
16. Any misbehavior by a student warranting the denial of transportation will result in suspension from school by the School Administrator.
17. Upon arriving at school by bus, students will report to assigned areas for entrance to the building.
18. 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.
19. Upon departing the bus, students must immediately proceed home. No loitering at bus stop is permissible. The checking of a rural mailbox should not be done at this time.
20. 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.

### **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, particularly if the absence will exceed more than two days.**

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 tardy or late arrivals).

## **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 your parents or guardian will obtain the appropriate form from the office and teachers will fill out this form as you return schoolbooks and property. Students or parents/guardians must bring completed form back to the office.

## **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 make 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 the 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 (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 educational planning is required to help the child to function, the I&RS will refer the child to the Child Study Team. This will be in consultation with the parent, the teacher and counselor, where applicable.

**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, the mobile labs, and the AlphaSmart Labs.

**CONDUCT**

**Village School**

**Student Code of 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. 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 (More detailed rules will be provided from the staff)**

- ▶ 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.

## **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 expedient 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'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, and, in particular, your child. Formal conferences will be held. Specific details will be sent home notifying parents of dates and times.

## **DISMISSAL PROCEDURES**

1. Parents picking up students will wait in the 2/3 gym for students to arrive.
2. Students who are being picked up will be dismissed at **3:10 p.m.**
3. Village staff members will be stationed in the gym with clipboards and sign-out sheets.
4. Once parents have the child/children they are picking up, they are to proceed to one of the staff members with a sign-out clipboard. **IF YOU ARE PICKING UP MORE THAN ONE CHILD, YOU MUST WAIT UNTIL YOU HAVE ALL THE CHILDREN YOU ARE PICKING UP BEFORE SIGNING THEM OUT.**
5. Once you have signed the student(s) out, please exit the gym at the nearest exit to the parking lot.
6. If you need to pick up your child(ren) early, **you MUST arrive by 2:30 p.m. Otherwise, you will need to wait until the regular 3:10 p.m. dismissal time.**

## **EVACUATION DRILLS**

### **Fire Drills**

New Jersey schools are required to have **two** fire drills each month. The purpose of a fire drill 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 throughout the year at the discretion of the Administration. 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 & 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 shall get the item to them.*

## **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 excluded from school immediately. It is recommended that 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 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. 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; and

The possible side effects of the medication.

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;

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 and 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 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:

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

## **TIME ALLOTMENTS**

The following time allotments for homework should serve as guidelines for faculty, 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 "average" student:

**KINDERGARTEN:** at the discretion of the teacher  
**GRADE 1:** 15 – 30 minutes daily  
**GRADE 2:** 15 – 30 minutes daily  
**GRADE 3:** 30 – 45 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 (7 days) to complete the assignments.
5. Homework will not be assigned for winter or spring recess periods except to encourage reading.

### **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.

### **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.

### **9-1-1**

Holmdel's Emergency Calling number is only to be used in EMERGENCY situations.

### **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.

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

**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**

The 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 5, 2008	November 20, 2008
2 <sup>nd</sup>	January 23, 2009	February 12, 2009
3 <sup>rd</sup>	April 3, 2009	April 24, 2009
4 <sup>th</sup>	June 11, 2009	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 now 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 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.

## **WEAPONS IN SCHOOL**

No student shall possess, handle or transmit any object that can reasonably be considered a weapon (a) on the school grounds during or immediately before or after school hours, (b) on the school grounds at any other time when the school is being used by a school group, (c) off the school grounds at any school activity,, function or event, or (d) on a school bus. A dangerous weapon includes any firearm, any explosive, including firecrackers, any knife, and other objects of no reasonable use to the pupil at school. A student who violates this policy will be suspended or expelled according to how severe the problem is.

**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 AS  
SOON AS POSSIBLE.  
Thank You!**