

# INDIAN HILL SCHOOL



**2018-2019**

**STUDENT/PARENT  
HANDBOOK**

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# INDIAN HILL SCHOOL

## PRINCIPAL'S MESSAGE

Dear Students and Parents:

Welcome back for another great year at Indian Hill School!

I hope everyone had a very relaxing summer and is ready to begin another fun-filled school year! The staff has been working very hard to prepare for its opening and we are all very excited to welcome your children on the first day of school. I am very enthusiastic to begin working with your children and getting to know them on a personal basis. My goal is to ensure that all children are healthy, happy, and safe, so they can feel successful in their accomplishments. I look forward to sharing all the great things they will be doing with our staff and celebrate their successes.

The staff at Indian Hill is committed to creating an academically rigorous program that meets the needs of all learners. I look forward to working with our students and continuing the outstanding work already taking place at Indian Hill School.

Once again, I am so thankful to have the opportunity to work collaboratively with our staff and community to make the students' learning experiences the best they can be! I look forward to getting to know our new families and will be available as my door is always open. We look forward to a wonderful school year at Indian Hill! Together as a team we will make great things happen!

Sincerely,

Ms. Lisa Marino  
Principal

# District Information for Parents & Students

## Mission Statement

The mission of the Holmdel Township Public Schools is to provide a comprehensive and caring educational environment that will develop the potential of every pupil into achievement. In partnership with our community, the school district will support all our pupils' efforts to meet and exceed the New Jersey Student Learning Standards, and to become responsible and resourceful citizens and life-long learners.

## Educational Philosophy

The educational program in the Holmdel Township Public Schools is designed to enable all students to excel academically and personally in an environment which acknowledges their individual needs, develops their unique strengths, and supports them in reaching 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 develops students who are effective communicators, independent thinkers, and creative problem solvers;
- Preparing each student to be a life-long 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 that 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 that encourages student commitment, staff dedication, parental involvement, and community support.

## Advisory

The school administration will make every effort to avoid changing policies and procedures during the course of the school year. This does not pertain to changes mandated by Federal or State law, or code, policies, rules and regulations issued throughout the school year by the New Jersey State Department of Education. Also, changes will be made if it affects the safety, health and well-being of students. If changes are required, wherever possible, a two-week transition will take place for discussion, student (Student Advisory Board) and staff/faculty input and parental notification.

**Academic Integrity (5701)**

The Academic Integrity Policy promotes an environment of intellectual honesty, integrity, fairness, and mutual respect. This will enable pupils to continue to strive for academic excellence while promoting a sense of ethics and social responsibility.

**Affirmative Action - Equal Opportunity Non-discrimination (5750)**

The District Affirmative Action Officer is Dr. Dineen Seeley, 65 McCampbell Road, Holmdel, NJ 07733, 732-946-1800. The school system's Affirmative Action Grievance Procedure for Employment/Contract Practices and School/Classroom Practices is on file in the principal's office of each school and in the superintendent's office.

**Care of School Materials (5513)**

Lockers, textbooks, classroom materials, library books, tapes, AV equipment, athletic uniforms and equipment, and other materials, are the property of the Board of Education and are on loan to students. Therefore, all materials are subject to inspection by appropriate personnel as deemed necessary.

Proper care of such items is the responsibility of the student. Since school property must be used by many students over a number of years, students are financially responsible for all damaged, lost, or stolen property lent to them by the school. School officials keep a record of damages owed, and students may be denied privileges (i.e. driving to school, attending school events) if fines or financial obligations are not met. When the school lends books or equipment to someone, that person is responsible for safeguarding the item so that it can be returned to the school for further use. If the item is damaged, lost, or stolen, the loss is to the borrower, not to the school.

**Channels of Communication - District Organization (1101)**

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.

The proper channeling of communication should be as follows:

**For Academic Concerns:**

- Teacher
- Supervisor
- Asst. Principal/Principal
- Superintendent
- Board of Education

**For Athletic Concerns:**

- Coach
- Director Director of Athletics
- Principal
- Superintendent
- Board of Education

## **Clubs and Activities ([2430](#))**

Activities, descriptions and advisors are posted on each school's website.

## **Code of Student Conduct ([5500](#) and [5600](#))**

Policies and Regulations 5500 (Expectations of Students) and 5600 (Student Discipline/Code of Conduct) are reviewed and approved annually by the Board of Education. These policies and regulations outline students' rights and responsibilities, behavioral expectations, appropriate dress for school, internet and email usage, as well as the use of cell phones and other communication devices. It also communicates the process, along with behavioral expectations, for detentions, as well as in-school (ISS) and out-of-school (OSS) suspensions. Finally, these policies and regulations also identify the various levels of student conduct infractions (and possible consequences), highlight the district's attendance policy and HIB policy, and share information about the district's student counseling services. [To view your school's Code of Student Conduct, please visit their website.](#)

## **Course Placement**

The [Holmdel High School Program of Studies](#) and [William R. Satz Program of Studies](#) provide planning guidance to the courses of study at each of the schools. They contain information regarding approved courses, descriptions, credit value (HHS only), length and prerequisites.

The Course Placement process and criteria for the following school year is revised annually and published in September. The process commences in February and concludes in June for the following school year. Course Placement Criteria for Rising Grades 6-8 may be found [here](#). Course Placement Criteria for Rising Grades 9-12 may be found [here](#) and should be used in conjunction with the aforementioned Programs of Studies for HHS and WRS.

## **Curriculum and Instruction**

### [Curriculum and Instruction Webpage](#)

The C&I Webpage includes all of the Board approved curricula within the content areas listed below:

- Health and Physical Education
- Humanities
- Mathematics and Science
- Technology, Engineering and Media Centers
- World Languages
- Visual and Performing Arts

## **Guidance Services ([2411](#))**

### [Counseling and Guidance Services Webpage](#)

As fully as possible the Guidance Services Program will provide the information needed by students and parents/guardians to make informed decisions. The Holmdel Guidance Services Staff is committed to providing high-quality personal services in an atmosphere of trust and support. Therefore students are encouraged to seek assistance from their counselors.

It is the goal of the Holmdel Guidance Services Program to:

- be available for counseling and assistance for all students.
- help students discover their social and academic abilities, interests and potential
- assist students with course selection and academic planning maintain accurate student records including test scores, grades and educational history.
- assist students with the college search/application/admission process make available information on scholarship, financial aid and volunteer opportunities
- interpret the guidance services program to parents/guardians and the community
- be proactive in identifying and providing services to special needs populations including, but not limited to, gifted and talented, at-risk, special education, limited English proficient, and disaffected students

**High School PARCC Requirements for Graduation from the New Jersey Department of Education:**

the State Board of Education approved updated state regulations for the high school graduation assessments requirements in both English language arts (ELA) and mathematics for the Classes of 2016 through 2021, and beyond. These state regulations (N.J.A.C. 6A:8-5.1) became effective on September 6, 2016.

- <http://www.nj.gov/education/assessment/parents/GradReq.pdf>

**InfoSnap**

InfoSnap is an online student registration and data validation system. It is a secure and “green” process which allows the district to verify all demographic, emergency, and medical information for students at the start of the new school year. The system will also allow parents/guardians to sign all annual permission forms related to school district policies electronically. In short, this online process replaces all the hard copy student registration and permission forms typically mailed home and returned to school.

**PowerSchool Student Management System**

Parents and Students may access individual student attendance and academic information through the PowerSchool Portal. Information and directions is fully described on the district website which may be accessed through this [link](#):

**Parent Resources**

The District website has a full listing with links of resources for parents.

**Parent-Teacher Communication**

Teacher-parent communication is encouraged on an as-needed basis. Always try to deal as closely with the source of a problem as possible; contact the teacher at the first sign of a problem. If the problem seems more pervasive, then parents may wish to contact their child’s school counselor.

Parents are encouraged to contact teachers whenever they feel the need to do so. Many times, a few moments on the phone can prevent major problems from developing. Teachers are likewise encouraged to contact parents for the same purpose.

A teacher may be contacted in one of two ways. The most expedient is to request a phone call or conference by contacting the teacher via email. Use the first initial of the teacher’s first name, followed by his or her full last name @holmdelschools.org (i.e. jsmith@holmdelschools.org). Parents may also call the Main Office, and a secretary will notify the teacher to make a return contact. Please visit your school’s website for information regarding school-wide parent-teacher conferences.

**School Closings Information**

In the event of a school closing, delayed opening or early dismissal due to weather conditions or other circumstances, an announcement will be made in the following ways:

- View the district website at [www.holmdelschools.org](http://www.holmdelschools.org)
- Receive an automated phone broadcast from our School Messenger System. If you have not completed your annual student data validation please update on PowerSchool
- News 12 - NJ television station

Note: In the event of a delayed school opening and/or closure, please check the website: [www.holmdelschools.org](http://www.holmdelschools.org) for the status of afternoon and evening activities.

Delayed Openings/Early Dismissal; In special circumstances, the Holmdel schools may have a delayed opening. This simply means that all schools will commence at a later starting time. Please note the following schedules relevant to delayed openings/early dismissals:

School	Schedule
Village School (Grades 1-3)	Delayed Opening - 11:05 a.m. - 3:35 p.m. Early Dismissal - 9:05 a.m. - 1:25 p.m
Village School (AM Pre-K & AM Kindergarten)	Delayed Opening - 11:05 a.m. - 1:20 p.m. Early Dismissal - 9:05 a.m. - 11:15 a.m.
Village School (PM Pre-K & PM Kindergarten)	Delayed Opening - 1:20 p.m. - 3:35 p.m. Early Dismissal - 11:15 a.m. - 1:25 p.m
Village Full Day PreSchool	Delayed Opening - 11:05 a.m. - 2:35 p.m. Early Dismissal - 9:05 a.m. - 12:35 p.m.
Indian Hill School	Delayed Opening - 11:05 a.m. - 3:35 p.m.



	Early Dismissal - 9:05 a.m. - 1:25 p.m
William R. Satz School	Delayed Opening - 10:17 a.m. - 2:44 p.m. Early Dismissal - 8:17 am - 12:37 pm.
Holmdel High School	Delayed Opening - 9:21 a.m. - 2:10 p.m. Early Dismissal - 7:25 am - 11:53 am

Also note:

- When there is a 2 hour delayed opening, PrimeTime will open from 9am until the 11am start of school.
- Lunch service is provided at HHS/W.R.Satz when there is a delayed opening or early dismissal.
- Lunch service is not provided at Village and Indian Hill when there is a delayed opening or early dismissal

### **Student Assistance Counselor**

The Student Assistance Counselor is employed by the Holmdel Township School District to help students with any problems and/or issues that fall outside of the normal academic counseling services provided by the school. In addition, the student assistance counselor is trained to assess and intervene with students who have problems due to drug, substance, and/or alcohol abuse. All counseling services are strictly confidential and are protected by Federal Government Regulation. Students may be referred to the student assistance counselor by teachers or parents. Students may also refer themselves. Support groups for students who come from chemically dependent families, for those experiencing problems due to divorce/separation, and for students involved in substance-abuse recovery are typically offered by the Student Assistance Counselor. Short-term group work, such as the development of coping and decision-making skills, and the improvement of self-esteem will be facilitated as needed. Other needs may be referred to available clinics and or agencies.

### **Student Assistance Helpline**

The Monmouth County's Youth Hotline, The 2nd Floor, is a place for you to call any day from 9am to 12 midnight. It's free and it's safe. It's your call. 1-888-222-2228. This toll-free hotline consists of volunteer staff to assist you with daily life challenges. Such topics that teens contact the helpline for are to discuss peer and family relationships, communication issues, bullying challenges, self-esteem and self image concerns. You can talk about whatever is on your mind, which can help you feel better. Sometimes it's easier to speak with someone you don't know. They won't tell anyone you called, unless you want them to speak to someone for you, or you or someone else is in danger.

### **Student Programs**

A variety of programs are available to meet the unique needs of individual students.

- [Achieve Program](#) (Supplemental Services)- Provides supplemental programming for identified students that are in danger of meeting Minimum Levels of Proficiency in reading, writing or mathematics. Students are often identified through the Intervention and Referral Services (I&RS)
- [Guidance Services](#)
- [Intervention and Referral Services \(I&RS\)](#)

- [Section 504](#)
- [Special Education Services](#)
- [Voyagers \(Gifted and Talented Services\)](#)

### **[Student Registration/Returning Student Information](#)**

Follow [this link](#) to the student management system.

### **Student Valuables and Thefts**

Students are not to bring valuable items, or large amounts of money to school, and if they wear glasses or watches, they are asked to keep track of them at all times. Students are responsible for their own personal property. All thefts should be reported by the student to the school administration. At no time shall an agent or an employee of the Holmdel Township Board of Education assume any liability for a lost or damaged item, article or device. In order to prevent thefts, students are urged to take the following precautions: Never leave personal belongings unattended, even for a few seconds. Do not share locker combinations with other students for any reason. Never leave a lock set on the second number so that random turning will open it. Do not place a pencil in the mechanism to override the lock for your convenience. Be sure to close locker doors completely by lifting the handle and pushing the catch down into position

### **Visitors to Our Schools [\(9150\)](#)**

In an effort to maintain normalcy and to ensure safety during the school day, any individual who enters the building must have a specific reason for doing so. Any visitations by recent graduates or students from other schools must be approved by administration. Each campus is “secure”; exterior doors are locked at all times; visitors to our school requesting access must do so by ringing the doorbell in the main foyer near the Main Office at Door. Upon entering and signing in, visitors will be asked to submit a driver’s license or some other form of Photo ID in order to receive a "visitor badge”, which must be clearly visible at all times while in the building. Upon return of the visitor’s badge to the main office, the photo id will be returned to the visitor.

### **Board of Education Policies**

A full set of Board of Education policies are available on the District Web site or may be accessed directly through this [Link to Policies](#). Frequently Accessed Policies are listed below:

### **Campus Information**

- Care of School Materials ([5513](#))
- Cell Phones and Other Electronic Devices ([5516](#))
- Food Services ([8500](#))
- Lockers ([5513](#) and [5770](#))
- Visitors ([9150](#))

### **Co-Curricular Information**

- Athletic Eligibility Requirements ([2431](#))

- Organizations and Associations ([5820](#))
- Student Activities ([2430](#))
- Student Publications ([5721](#))

### **Student Expectations**

- Academic Integrity ([5701](#))
- Alcohol and Other Drugs ([5530](#) and [5535](#))
- Code of Conduct ([5500](#) and [5600](#))
- Dress and Grooming ([5511](#))
- Hazing ([5145](#))
- Student Illness during the Day ([8441](#))
- Suspension from School ([5610](#))
- Weapons and Fireworks ([5600](#), [5610](#) and [8467](#))

### **Student Attendance Information**

- Attendance Policy and Absence Procedures ([5200](#))
- Make-Up Work ([5200](#))
- Tardiness to School ([5240](#))

### **Additional School-Related Policies**

- Affirmative Action ([5750](#))
- Allergies: Management of Life-Threatening Allergies ([5331](#))
- Busing Information ([8600](#))
- Electronic Communications Between Staff and Students ([3283](#) and [4283](#))
- Gifts for Staff ([3211](#) and [3214](#))
- Graduation Requirements (Policy [5460](#))
- Harassment, Intimidation and Bullying ([5512](#))
- Health Examinations and Immunizations ([5320](#))
- Homework ([2330](#))
- Honor Roll ([5440](#))
- Information Technology and Facilities Access ([2360](#) and [2361](#))
- Internet and E-mail Rules ([2361](#))
- Make-Up Work ([5200](#))
- Medication administration in school ([5330](#))
- Promotion ([5410](#))
- Reporting Incidents of Violence, Vandalism, Harassment, Intimidation, Bullying, Alcohol and Other Drug Abuse ([5512](#))
- School Closings Information ([8220](#))
- School Nutrition ([8505](#))
- Sexual Harassment ([5751](#))
- Student Insurance ([8760](#))

- Suicide Prevention ([5350](#))

# School Information for Parents & Students

## Indian Hill School

735 Holmdel Road  
Holmdel, New Jersey 07733-0407  
Main Office: (732)946-1045  
Fax: (732)946-7610

### **INDIAN HILL SCHOOL ADMINISTRATION**

MS. LISA MARINO, Principal  
MR. MICHAEL FERRARESE, Assistant Principal

### **SCHOOL COUNSELOR**

MRS. STEPHANIE JENNINGS

### **DISTRICT ADMINISTRATION**

DR. ROBERT MCGARRY, Superintendent  
MR. MICHAEL PETRIZZO, Business Administrator/Board Secretary  
MS. DANIELE MANCUSO, Assistant Business Administrator/Assistant Board Secretary  
DR. DINEEN SEELEY, Director of Curriculum & Instruction

### **DIRECTORS/SUPERVISORS**

MRS. MARILYN BELLIS, Supervisor of Humanities  
MS. LARA CARDUCCI, Director of Community Programs & Student Transportation  
MR. SHANE FALLON, Supervisor of Athletics, Health & Physical Education  
MR. ANTHONY GATTINI, Director of Technology  
MRS. MERYL GILL, Director of Special Services  
MRS. AMY JABLONSKI, Supervisor of Visual and Performing Arts  
MRS. ALICIA KILLEAN, Supervisor of Math & Science  
MRS. CAREN MACCONNELL, Supervisor of Technology, Engineering and Media Centers  
MRS. CHANTAL SIMONELLI, Supervisor of World Language  
MR. KENNETH STROMSLAND, Director of Plant, Operations and Maintenance  
MR. ERIC SWENSON, Director of Student Personnel Services  
MRS. DENISE WRUBEL, Supervisor of Gifted & Talented/Supplemental Programs

**OFFICES OF THE BOARD OF EDUCATION**  
**65 McCampbell Rd.**  
**Holmdel, New Jersey 07733**  
**Tel: 732-946-1800      Fax: 732-946-1875**

**SPECIAL SERVICES**

**Tel: 732-946-1186**

**Fax: 732-332-1082**

Mrs. M. Gill, Director of Special Services  
Mrs. R. Gogliormella, Conf. Secretary to Director of Spec. Services  
Mrs. L. Amabile, Conf. Secretary to Director of Spec. Services/Child Study Activities  
Ms. M. Bartlett, School Psychologist  
Mrs. C. Galiano, School Psychologist  
Mrs. S. McDevitt, School Psychologist  
Ms. M. Glennon, Social Worker  
Ms. L. Oldenski, Social Worker  
Ms. A. Colannino, LDTC  
Mrs. D. Coticelli, LDTC  
Ms. A. Dengler, LDTC  
Ms. C. Marzigliano, LDTC  
Ms. C. Tosk, Social Skills Facilitator  
Ms. B. Lieberman, Behavior Specialist  
Ms. D. Riegal, Transition Coordinator  
Mr. M. Welter, Orientation & Mobility Specialist

Mrs. M. Bellis, Supervisor of Humanities  
Mrs. A. Killean, Supervisor of Math & Science  
Mrs. R. Catanio, Secretary  
Mrs. D. Wrubel, Instructional Supervisor,  
K-12/Gifted & Talented Supervisor  
Mrs. C. MacConnell, Supervisor, Supplemental Programs  
Mrs. Gerilyn Kessler, Secretary  
Mr. S. Fallon, Supervisor of Athletics,  
Health, and Phys. Ed. (K-12)  
Mrs. J. Panepinto, Secretary

**Tel: 732-946-1873/1874**

**Fax: 732-946-6413**

**Tel: 732-946-1832 (x2481)**

**Fax: 732-946-0093**

**Tel: 732-946-1843**

**Fax: 732-946-8641**

**TRANSPORTATION**

**Tel: 732-946-1847**

**Fax: 732-946-0093**

Ms. L. Carducci, Director of Community  
Programs & Student Transportation  
Ms. P. Ricco, Secretary

**Tel: 732-946-1800 (x6016)**

**Tel: 732-946-1800 (x6020)**

**DEPT. OF BUILDINGS & GROUNDS**

**Tel: 732-946-1813**

**Fax: 732-946-0171**

Mr. Kenneth Stromsland, Dir. Of Plant O&M  
Mr. S. Rogers, Asst. Dir. Of Plant O&M  
Mrs. N. Monigan, Secretary

**Tel: 732-946-1813 (x3443)**

**Tel: 732-946-1813 (x3421)**

**INDIAN HILL SCHOOL**

735 Holmdel Road  
Holmdel, NJ 07733

**Tel: 732-946-1045**

**Fax: 732-946-7610**

Ms. Lisa Marino, Principal  
Mr. Michael Ferrarese, Assistant Principal

**NURSE**

Mrs. B. Wagner

**Tel: 732-946-1045 x4425**

**Fax: 732-264-3872**

**SCHOOL COUNSELOR**



**2018-2019  
CALENDAR-AT-A-GLANCE**

AS OF JANUARY 3, 2018

September 2018						
Mo	Tu	We	Th	Fr	Sa	Su
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
Total Days						16

This calendar allows for 2 days for emergency closings.

If no (or fewer than 2) emergency closings are needed prior to March 30<sup>th</sup>, schools will be closed on the following dates in this sequence: April 24<sup>th</sup> (0 or 1 closings used) and May 28<sup>th</sup> (0 closings used).

If more than 2 emergency closings are needed prior to March 30<sup>th</sup>, schools will be open on the following dates in this sequence: April 23<sup>rd</sup> and April 22<sup>nd</sup>.

October 2018						
Su	Mo	Tu	We	Th	Fr	Sa
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
Total Days						23

November 2018						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
Total Days						18

December 2018						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
Total Days						15

January 2019						
Su	Mo	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
Total Days						21

February 2019						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		
Total Days						18

March 2019						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
Total Days						21

April 2019						
Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
Total Days						19

May 2019						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
Total Days						22

June 2019						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
Total Days						9

- September 3 Labor Day
- September 10 Rosh Hashanah
- September 19 Yom Kippur
- November 8-9 NJEA Convention
- November 22-23 Thanksgiving
- Dec. 24 – Jan. 1 Winter Recess

- January 21 Martin Luther King, Jr. Day
- February 5 Chinese New Year
- February 18 Presidents' Day
- April 19-23 Spring Recess
- May 27 Memorial Day

Key	
	Schools Closed
	Schools Closed for Students
	First Last Day of School for Students
	4 Hour Session for Students
	4 Hour Session for Students and Staff



INDIAN HILL SCHOOL  
735 HOLMDEL ROAD  
HOLMDEL, NJ 07733  
732.946.1045

Ms. Lisa Marino  
Principal

Mr. Michael Ferrarese  
Assistant Principal

Dear Parents,

As Indian Hill School parents, you will have access to PowerSchool, a website that provides you with real-time information with your child's grades, attendance, homework, and teacher comments. The parent portal is a great communication tool that opens the lines of communication between home and school. The site provides secure online information from your child's teachers. Another added benefit is that you as parents can identify potential problems quickly and take the appropriate actions to help your child perform to his or her best ability.

Returning students should already have their user ID and password. Newly registered students will receive this information in the mail the end of August. If you are interested in further information now, please go to our website and click on the [Parent Portal User Guide](#) for an overview of the program.

The Holmdel School District is also uses an online student registration/data validation system powered by InfoSnap. The system is a secure and green process, which allows the district to verify all student demographic, emergency, and medical information for your child prior to the start of the new school year. The system will also allow you to electronically sign the annual permission forms for school district policies. In short, this online process replaces all the hard copy student registration and permission forms that your child brings home on the first day of school.

Sincerely,

Mr. Michael Ferrarese  
Assistant Principal

## INDIAN HILL STAFF 18-19

### GRADE 4

Mrs. J. Atkinson  
Ms. B. Brennan  
Ms. K. Ciuffreda  
Mrs. L. Clemente  
Mrs. E. Damji  
Ms. K. FitzSimmons  
Mrs. S. Gish  
Mrs. D. Giusti  
Mrs. J. Hartman  
Ms. J. Hecht  
Mrs. B. Reichwein  
Ms. J. Stern

### GRADE 5

Mrs. R. Archinaco  
Mr. S. Boehmcke  
Ms. K. Bradley  
Ms. B. Brennan  
Ms. E. Corrigan  
Ms. R. Dorn  
Ms. K. FitzSimmons  
Mr. M. Kelly  
Ms. D. Newton  
Ms. M. Sullivan  
Mr. T. Woods

### GRADE 6

Ms. B. Catania  
Mrs. D. Devaney  
Mr. K. Dillon  
Ms. K. Leibner  
Ms. C. George  
Mrs. C. Jasperse  
Mr. A. Joseph  
Mrs. G. Kotzas  
Mr. K. McCarthy  
Ms. R. Watts

### CUSTODIAL STAFF

Mr. R. Errickson, Head Cust.  
Ms. M. Cruz  
Ms. T. Ferguson  
Mr. B. Shaw  
Mr. P. Thomas

### PHYS. ED.

Mrs. L. Jacoby  
Mr. J. Nacarolo  
Mr. E. Patterson  
Mr. C. Wagner

### ART

Mrs. R. Lane-Hryszkanich  
Mrs. J. Greco

### MUSIC

Mrs. C. McCarthy  
Mrs. M. Thomas

### SPANISH

Ms. K. Bazley

### SPEECH/LANGUAGE

Ms. L. Buerck  
Ms. E. Gaffney

### ESL

Mrs. J. Malizia

### GUIDANCE

Mrs. S. Jennings

### NURSE

Mrs. B. Wagner

### LIBRARIAN

Mrs. L. McTague

### VOYAGERS

Mrs. M. Thomas

### MATH COACH

Mrs. T. Treubig

### TECHNOLOGY COACH

Mrs. Tina Monteleone

### SECRETARIES

Mrs. H. O'Rourke, Sec/Prin.  
Ms. M. Satterfield, Sec/Asst. Prin.  
Mrs. D. D'Amato, Sec./Main Office

### ACHIEVE PROGRAM

Mrs. N. Bayers  
Mrs. S. Fullilove  
Mrs. R. Waddell

### CHILD STUDY TEAM

Ms. C. Marzigliano  
Ms. S. McDevitt

### OT/PT

Mrs. S. Stanzione  
Mrs. C. Swift

### SPECIAL ED.

Mrs. D. Burke  
Mrs. S. Croken  
Mrs. J. Esposito  
Mrs. K. Frank  
Ms. M. Gabriele  
Mrs. A. Griffith  
Mrs. A. Martignoni  
Mrs. L. McMahon  
Mrs. J. Metzinger  
Ms. S. Pereira  
Mrs. K. Rossitto  
Ms. R. Rubinstein  
Ms. J. Stevens  
Ms. J. Tice

### BUILDING MONITORS

Mr. R. Atzingen  
Ms. R. Dreuer  
Mrs. J. Fanciullo  
Mrs. D. Fernandez  
Mrs. A. Gargano  
Mrs. T. Johnson  
Mrs. E. McCarthy  
Mrs. D. McKeon  
Mrs. A. Pagan  
Mrs. B. Smith



# TIMEFRAMES FOR INDIAN HILL SCHOOL 2018-2019

## Daily Attendance

Teachers Report to Classrooms	8:50 a.m.
Homeroom/Morning Mtg./Attendance	9:05 - 9:15
Homeroom-PM	3:25 - 3:35
Dismissal of Pupils	3:35
Teachers Depart	3:35

## Marking Period Ends

1 <sup>st</sup> – Nov. 7
2 <sup>nd</sup> – Jan. 24
3 <sup>rd</sup> – March 29
4 <sup>th</sup> – June 6

## Report Cards Issued

1 <sup>st</sup> – Nov. 19
2 <sup>nd</sup> - Feb. 1
3 <sup>rd</sup> – April 8
4 <sup>th</sup> – June 13

## REGULAR SCHEDULE

<i>HR/Morning Mtg. /Attendance</i>	9:05 - 9:15
Period 1	9:17- 10:07
Period 2	10:09 -10:59
Period 3	11:02 -11:52
Period 4	11:55 -12:45
Period 5	12:48 - 1:38
Period 6	1:41 - 2:31
Period 7	2:33 - 3:23
<i>CPT/Homeroom</i>	3:25 - 3:35

	<b><u>EARLY DISMISSAL</u></b>	<b><u>DELAYED OPENING</u></b>
<i>HR/Morning Mtg. /Attendance</i>	9:05 - 9:11	11:05 -11:09
Period 1	9:13 - 9:46	11:11 -11:46
Period 2	9:48 -10:21	11:48 -12:23
Period 3	10:23 -10:56	12:25 - 1:00
Period 4	10:59 -11:32	1:03 - 1:38
Period 5	11:35 -12:08	1:41 - 2:16
Period 6	12:10 -12:43	2:18 - 2:53
Period 7	12:45 - 1:18	2:55 - 3:30
<i>Homeroom-PM</i>	1:20 - 1:25	3:32 - 3:35

**LUNCH SERVICE WILL NOT BE PROVIDED WHEN THERE IS AN EARLY DISMISSAL OR DELAYED OPENING.**

# Expectations and Acceptable Behaviors

The Indian Hill School has established a set of rules and regulations that comprise our conduct code so as to ensure the safety and welfare of students, staff and parents alike. The intent of this code is to maintain a well-organized, safe, and efficient school.

It is our belief that the presence of a conduct code should not be restrictive to the majority of students, but an indicator of the level of expected responsibility for each student and a reminder that unacceptable actions have consequences.

Every member of the school community has dignity and worth. It is our expectation that each person will treat every other individual as s/he would expect to be treated.

Our conduct code underscores the importance of student responsibility in the Indian Hill School and establishes rules with appropriate consequences to insure proper behavior at all times.

As a member of the school community, each student is responsible for his/her actions and is accountable for appropriate behavior during school or when attending any school-sponsored activity.

Specifically, all students are expected to:

- Respect the individual dignity and rights of all students, faculty, staff, and visitors in our school.
- Respect everyone's right to learn in a productive environment.
- Respect the teacher's right to teach in an atmosphere free from interruption and inappropriate behavior.
- Respect the health and safety of others as well as his/her own health.
- Respect personal property as well as that belonging to other students, faculty, staff and visitors in our school.
- Respect and maintain socially acceptable behavior at all times.

## The Role of the Student

It is expected that all student members of the school community are cognizant of the Indian Hill School conduct code. Ignorance of its impact on specific behavior issues is no excuse; compliance to the facets of the code is essential to effective school operations.

## The Role of the Teachers

Our teaching staff conducts classes using procedures and strategies that maximize your child's learning potential while minimizing discipline issues. Students who choose to ignore the precepts of acceptable discipline will be censured by the teacher through parental communications, conferencing, detention, etc.

## The Role of the Administration

Administrators will attend to teacher-referral of any student behavior problem unresolved despite teacher intervention. It is the responsibility of the administrator to investigate, interview teacher and student, and to seek a resolution to any problem coming to his/her attention. Promoting an overall positive school atmosphere that fosters learning and encourages proper student interaction is the paramount concern of the administration.

### The Role of the Parents

The attitude that parents have concerning school and teachers influences the behavior that children demonstrate in school. Parents are encouraged to familiarize themselves with the contents of the *Student Handbook* and to take a positive and active interest in the progress of their children. Prompt and open-minded communication with teaching staff, guidance counselors, supervisors or administrators concerning any academic or attitude problem that may arise will make a significant contribution to their child's educational welfare.

### The Position of the Board of Education

The Board of Education fully supports through formal policy statements the educational program in each school. To that end, the Board is committed to creating a productive, positive, and orderly environment in which teaching and learning are conducted without distraction or disruption. The Board will regularly review administratively generated recommendations on specific issues. Board policy and/or state statute will prevail when individual situations are of a serious enough degree to dictate additional action such as police involvement or county-level referral.

Mindful of our expectations, listed below are acceptable student behaviors in the various areas of our school.

### Achieve/Basic Skills Program

All Indian Hill students are assessed in achievement through the use of multiple academic indicators. Any child who displays a need for extra assistance based on these indicators will be invited to join the Achieve Program.

A teacher may refer a child to the Achieve Program if the student is in need of additional remedial or supplemental academic assistance. In addition, the I&RS Committee might refer a student for support. Parents will be notified and must give consent for entrance to the Achieve Program.

### Assemblies

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

During assemblies, students are taught to act with respect. With live entertainment, unlike radio, television, or movies the performers are very conscious of their audience. Talking, whispering, whistling, stamping of feet, and calling out are examples of rude audience behavior.

1. Proceed to the assembly area quietly and promptly.
2. Give your attention to the chairperson of the assembly when asked.
3. Be courteous to the performers and to your peers.
4. Applaud in keeping with the occasion. Applause should be generous and courteous.
5. Catcalls, booing, whistling, and any negative responses are considered rude behavior.
6. Teachers will dismiss their students when the assembly is completed.

### Attendance (Student Absence)

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

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

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

Students who are absent for more than half the school day may not participate in any after school or evening activities.

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

### Bus Rules

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

- School bus drivers have been appointed by the Board of Education. They have complete authority over students during the time they are being transported. Any offense committed by a pupil will be handled as a violation of a school rule and subject to disciplinary action by the building principal.
- School bus drivers have been trained in safety rules and regulations pertaining to student transportation. In the event of an emergency, students should remain calm, seated and quiet until the driver has given instructions. If the driver is incapacitated, students should leave the bus as practiced in evacuation drills.
- Students being transported to and from school will ride on their assigned school bus. Exceptions can be made only if requested in writing by a parent/guardian, approved by the building principal, and if room is available on another school bus.
- Students should be at the bus stop ten (10) minutes before the bus is due to arrive.
- Students waiting for a bus should remain back from the edge of the road and not enter the road until signaled by the bus driver.
- When entering/exiting a school bus, students should step on and off quickly and quietly without crowding, pushing or shoving; upon entering or leaving the bus, students must always cross the road in front of the bus. Students should wait for the drivers to signal when it is safe to do so.
- At the bus stops, students must always respect the rights of property owners. Individual students and their parents will be held responsible for any damage to private property.
- Students are also expected to treat school property with respect. Individual students and their parents will be held responsible for any damage to the school bus.

- During the bus ride, students must remain seated and belted until the bus comes to a complete stop at its destination; the throwing of any material within or out of the school bus is strictly prohibited.
- Smoking, eating or drinking is forbidden on a school bus.
- Windows on school buses may be opened only half way; extending of any body parts out of school bus windows is forbidden.
- Aisles must remain clear at all times. Books, backpacks and other materials must be placed within the confines of the seat itself. It is impossible to carry large projects on the school bus; therefore, students should make arrangements with their parents for transporting large projects, musical instruments, and other oversized items to school. No glass containers should be brought onto school buses.
- Conversation should be in normal tones only. Loud talking, shouting or the use of profane language will not be tolerated.
- Students should get off the bus only at their assigned stops unless a parent/guardian request in writing has been approved by the building principal.
- No weapons may be brought onto a school bus.
- Bus drivers will maintain a seating chart for the identification of students. Students will remain in designated seats at all times when riding the bus. However, the bus driver has the right to assign seats to maintain order.

### Cafeteria

Orderly and prompt arrival; no running to food lines; waiting in line appropriately (no cutting); table clean-up after eating (including the floor area); food/drink ONLY in the cafeteria; walking; staying seated unless permission is granted to move about; voices at normal conversational levels; depositing of cans and food wastes into proper receptacles; immediate attention to teacher/administrator directions; appropriate language at all times.

### Change of Address or Transfer

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

### Child Study Team

The Holmdel Township Board of Education shall provide the services of child study team personnel in numbers sufficient to ensure implementation of pertinent law and regulation. The Superintendent shall present to the Board for approval job descriptions, qualifications and evaluation criteria for positions required, and shall present to the Board the best qualified applicants.

When complete evaluations of students are necessary, the Superintendent shall recommend for Board approval qualified persons or agencies to supplement the district team. Appropriate staff members, such as the nurse and teachers assigned to the student, shall also be involved.

Students who have been identified by any professional staff member, the parents/guardians of the child, a child welfare agency or by the health services staff as possibly educationally disabled shall be considered for evaluation. In cooperation with the building's Student Assistance Committee, teachers and administrators shall provide intervention resources (e.g., adaptive teaching methods and materials, schedule changes, modified workloads, corrective or remedial instruction, etc.) in order to discover whether an observed difficulty is the result of problems within the educational delivery system. Parents/guardians shall be notified of such interventions. The members of the child study team shall be available to consult with teachers and parents/guardians.

If the problems persist despite these intervention techniques, a formal referral, requiring due process procedures, shall be initiated. The examination of each such pupil shall proceed promptly in strict accordance with law. The Board shall review and adopt the regulations governing the referral process. Examination of each identified child shall be according to the Comprehensive Evaluation Plan and may consist of a physical examination, a psychological examination, an educational examination, a social case study, and such other examinations as may be deemed necessary by the Child Study Team.

### Classroom

Prompt arrival; prepared for class; compliance with teacher authority; orderly productive learning atmosphere; following teacher directions; adherence to individual rules as teacher may initiate; respect for students' right to learn; teacher's right to teach uninterrupted; appropriate language at all times; respect and responsibility for all books, materials, equipment, teacher/other students' possessions; student reporting teacher lateness/absence to office in a timely manner.

### Communication with Your Child During the School Day

Parental communications with their child should take place only when there is a family emergency and via the main office or guidance phone numbers, NOT via cell phone.

### Conferences

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 phone 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 three ways. The most expedient manner is to send an email directly to your child's teacher, you may email the teacher using the first letter of the teacher's first name and his/her last name with @holmdelschools.org. (e.g. - *jsmith@holmdelschools.org*) You may also call the main office to request that the teacher contact you at his/her earliest convenience.

### Corridors

While passing, staying to right side of corridor; appropriate language at all times; conversational level of voice while passing; no student in hall during classes without a teacher pass; keeping your school clean by picking up litter, reporting inappropriate language, etc; orderly conduct, continual movement through hallways where appropriate; stay in our building unless classroom is a high school assigned room.

### Drop-off Procedures in the AM:

**Students should not be brought to school early because there is no supervision before 8:50 am.** Students with early morning instrumental music lessons should arrive no earlier than **8:10 am** and must report directly to the music room. Early morning child care is available through Prime Time, which is held at Village School, and includes transportation by bus to Indian Hill School for the start of the school day.

### Early Dismissal

Early & End-of-Day Parental Sign-Out (Dismissal)

**We require a note indicating the date and time for early dismissal as well as students being picked up at regular dismissal (3:35PM).** The classroom teacher will forward notes to the office. **Parents must report to the office to sign children out for early dismissal.** Office personnel will have the child/children released from the classroom, and those children will meet parents in the office. For your child's safety, we will only release children to parents or the parents' designee who is a responsible adult. Students will not be released to minors under

eighteen years old, even if they are siblings. The dismissal time requested on the note is the time the child is dismissed from class; not the time the child will be in the office.

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

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

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

Any outside visitors to a teacher's classroom must be personally approved by the teacher in writing sent to the main office with a date and time of the visit.

**All students being picked up at regular dismissal must report to Door 33 at the end of the day, where they will be met and supervised.**

- Parents arriving at school between 3:15 and 3:35 must park and sign their child out at **Door 33** with our bus monitors.
- At dismissal time, parents will pick up their child at **Door 33**. Any parent arriving after 3:20 will need to go directly to **Door 33** to sign their child out.
- As always, if a child is not picked up by 3:45, they will be sent to our Prime Time program and fees may apply.
- **Early School Dismissal Days**

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

#### Evacuation Drills

Evacuation drills are a necessary exercise to ensure the safety of everyone in the building in the event of an unexpected emergency. All evacuation drills will be conducted at frequent intervals to insure familiarity with emergency exit procedures. Only Level II evacuation drills and lockdown drills will be announced. Therefore, any other fire signal that is sounded should be presumed to be a real fire/emergency. Please be mindful of the following points:

- DON'T DELAY to collect possessions - leave them.
- WALK -- do not run to the appropriate exit in single file.
- Students should remain with their assigned teacher and report directly to their designated area. (These areas are located on the gym fields on the side of the building.)
- KEEP QUIET AND BE ATTENTIVE - someone may have to give you special instructions.
- GET AWAY FROM BUILDING and remain quiet UNTIL YOU ARE FURTHER DIRECTED.

The most important thing in a fire/emergency is to get out of the building effectively and efficiently. If possible but without risk to life, students nearest the windows should immediately close any open windows while the rest of the class begins to exit; the student nearest the light switches should immediately turn them OFF; and the last person out the door should close it behind him/her as she/he exits.

Prominently displayed throughout the school are the preferred routes of exit from various areas of the building. However, if your route is blocked, you must seek the shortest route out of the building or respond to instructions from someone in authority. As a last resort, in case of extreme emergency, exit via operable classroom windows, which have been designed for this potential use.

The bell at the conclusion of the fire drill is not a signal to return to the building. All staff and students are to wait for a signal from a school administrator before re-entering the building.

### Emergency Cards

Emergency Forms need to be updated on InfoSnap as soon as possible and updated yearly. InfoSnap can be accessed through the Parent Portal. Please provide two alternate phone numbers of a local adult who is accessible during school hours. Please also notify the office of any change of address or telephone numbers. These emergency phone numbers may be used by the school nurse or school building administrators, if needed for a child to be picked up from school for illness or other reasons.

### Enrichment Programs

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

Beginning in Grade 6, an enrichment level math class is available for students who meet strict criteria annually. Review of eligibility takes place late spring and over the summer for the following year.

### Field Trips

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

### Fire Drills

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

### Fire Exit Instructions

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

### Forgotten Articles

Students will sometimes leave lunches, books, gym clothing, projects, etc. on the kitchen table in their haste to catch the bus. Many times, parents drop by with these forgotten articles. Items delivered to school by parents/family members should be brought into the front vestibule where they may be left on a designated table which will be checked periodically. Our staff will then bring those items into the main office to be given to your child. Please be sure to clearly label any drop off items with your child's name and homeroom.



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

### Fundraising Activities

The Board of Education recognizes the value of having students participate in fundraising activities in order to help the programs, activities and facilities of the school district, or in support of a Board-approved charitable cause. The Board prohibits the collection of money in school or on school property or at any school-sponsored event by a pupil for personal benefit. Collection of money by school organizations approved by the Board shall be approved by the principal. Collections by organizations outside the schools or by students on behalf of such organizations shall be approved by the superintendent. Additionally, the Board prohibits fundraising activities by school-sponsored groups or by outside organizations that encourage or require door-to-door solicitation by students or provide individual prizes or incentives to students or groups of students for fundraising.

### Grading

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

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

		<u>Marking Period Ends</u>	<u>Report Cards</u>
A+	96-100		
A	90-95	1st – Nov. 7	1st – Nov. 19
B+	86-89	2nd – Jan. 24	2nd – Feb. 1
B	80-85	3rd – Mar. 29	3rd – Apr. 8
C	70-75	4th – June 6	4th – June 13
C+	76-79		
D+	66-69		
D	60-65		
F	Below - 60		

### Guidance Services

A Guidance Counselor is available students, staff, and parents at Indian Hill School on a full-time basis. The Holmdel School District is committed to providing a school counseling program that is comprehensive and developmental in nature. The guidance program assists students in acquiring and using life-long learning skills. Strategies are implemented which enhance academics, encourage self-awareness, foster interpersonal communication skills, and impart life-success skills for all students. Mrs. Jennings, the Guidance Counselor, may be reached at (732) 946-1045 X4460.

### Gum Chewing

Careless disposal of gum in drinking fountains and on furniture and floors presents sanitation and cleaning

problems, as well as costly repairs. Therefore, GUM CHEWING IS NOT PERMITTED.

### Hats

The wearing of hats in the building is prohibited as they routinely become the source of distraction in class and about the building. Any hat that is taken because of improper behavior will be returned to the student at the end of the day. In the case of repeated occurrences, the item will be returned to a parent/guardian only.

### Health and Safety

The health and safety of all students, staff, and community members are critically important. Students and staff will comply with safety procedures at all times and in all building localities. Classrooms, labs, shops and locker rooms have established procedures that are to be followed. Where special equipment is used, safety is the first priority. Protective equipment is to be used on a regular basis due to board policy or state code. Safety measures will be observed when using outside facilities. Sidewalks, fields, parking lots and drives will be used appropriately, always with an awareness of vehicular traffic.

The sanitary health of our school community is important. Students need to regularly clean out their lockers and dispose of waste matter in an appropriate way. Litter, trash and garbage are everyone's responsibility. The custodial staff ensures that waste is collected on a regular basis.

### Health Services

Students with health problems are asked 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 student activities at school. In the event of illness or accident, school personnel will give emergency care only. Parents are responsible for any additional care needed.

**Students must report to the school nurse if ill. Calling home from cell phones or smart watches is prohibited.**

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

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

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

Students With a Fever – Students who are home ill and have a fever or leave school earlier due to illness and fever are not permitted to return to school until the temperature is under 100.0 without the use of medication. Any student over 100.0 will also be sent home and must be picked up immediately by a parent or adult on the child's emergency card.

Before any medication may be administered, the Board requires the written request of the parent/guardian who will give permission for such administration and relieve the Board and its employees of liability for administration of medication. Any medications, including OTC ones (Advil, Tylenol) cannot be given without a doctor's order.

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

### Emergencies

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

### Student Emergency Cards

At the beginning of each school year the parent/guardian is requested to update a student emergency form/card on InfoSnap which can be accessed through the Parent Portal. It is extremely important for the child's welfare that at least **TWO** people be designated as alternates who are available. It is important that emergency telephone numbers be kept up-to-date. Please notify the school immediately of any changes. In the event of illness, parents will need to make arrangements to pick up their child at the discretion of the school nurse.

### Sports Packet Information

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

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

### Homework

Home study is a necessary part of each pupil's educational program. Each student is expected to spend time working at home, in addition to scheduled class instruction, in order to achieve satisfactory work. Some

assignments are long range in nature and require planned study time for their completion. Planned study eliminates the necessity of spending too much time in completing an assignment the day before it is due.

### Homework Requests

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

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

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

### Instrumental Lessons

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

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

### Insurance

The Holmdel school system offers an optional group student accident insurance program for all students. Forms will be available on InfoSnap, which can be accessed through the Parent Portal. All students who are interested in purchasing this insurance must return a completed enrollment form.

### Interim Progress Reports

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

### Intervention & Referral Services Committee (I&RS)

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

### Lavatories

A system of “signing out” is used during all times of the day, whether the students are in class, at a special program, or during lunch/recess. This system will help ensure our lavatories are being treated properly by all students. Any damages done to the lavatories will be considered to be “vandalism” and will be addressed as such under the Code of Conduct.

### Library Media Center

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

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

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

The Media Center also has an inventory of Nook e-devices that may be borrowed by students. Due to the cost of the device, parents are required to sign a consent form in order for this item to be borrowed. This consent form can be found on InfoSnap on the Parent Portal.

### Lockers

1. Locker assignments are handled by the homeroom teacher.
2. Locker assignment is a privilege and any abuse of that privilege may result in the suspension or denial of continued use. Loss of locker privilege - misuse of any kind: slamming, hanging on, general abuse, going to locker without permission.
3. No locks are to be placed on the lockers at this time. Discussion for 6<sup>th</sup> grade to have locks is currently ongoing and a decision will be made in the near future.
4. Locker Visitation:
  - Individually, when necessary, before and/or after a related arts class and the lunch period.
  - Before homeroom
  - At dismissal
  - No lockers are to be visited during class without direct teacher permission.
  - Students should share lockers only when necessary.
  - Access to any locker, other than the one assigned to a student, is strictly forbidden.
  - Students are responsible for the maintenance and cleanliness of the assigned locker.
  - Lockers are not to be used for the storage of valuable items.
  - The lockers are school property and, as such, may be inspected by any staff member at any time.

### Lost and Found

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

## Lunch Program

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

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

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

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

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

## Lunchtime/Recess Rules

ALL STUDENTS ARE TO FOLLOW THEIR INDIVIDUAL SCHEDULE. THEY ARE NOT TO CHANGE THEIR SCHEDULE WITHOUT ADULT PERMISSION. NO ONE IS ALLOWED IN THE HALLWAY WITHOUT PERMISSION.

## Lunchroom

1. Eat lunch first. Do not change tables for any reason without permission.
2. Each student is responsible for cleaning up his/her own trash.
3. Get bathroom permission from a supervisor. She will record your name and time. Report back to her when you return.
4. Get permission to go to the school store.
5. Popping of paper bags and/or milk cartons or the throwing of food around the lunchroom will result in disciplinary action.
6. The lunch period is over only when your table is dismissed by the lunch supervisors.
7. A table will be designated as the "Allergy Table". It is essential that students seated at this table bring food items that are free of the known allergens of those students (i.e. nuts, dairy, etc).

## Recess

1. All students must go outside unless they have a pass to stay indoors.
2. Do not use classroom exterior doors for entry onto the playground unless guided by the lunch supervisors.

3. If a particular game causes problems, students will not be permitted to play that game the following day.
4. Lunch Supervisors will line up the classes. Wait for permission to go inside before entering the building.
5. Students should respect proper hallway behavior when entering back into the building after recess.

#### Money Collection and/or Exchange

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

#### Nondiscrimination/Affirmative Action

The Holmdel Township Board of Education guarantees to all persons equal access to all categories of employment, retention and advancement in this district, regardless of race, creed, color, national origin, ancestry, age, sex, affectional or sexual orientation, marital status, domestic partnership status, familial status, liability for service in the Armed Forces of the United States, atypical hereditary cellular or blood trait of any individual, 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 and apprenticeships; promotion; or tenure.

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

#### Parent Liaison Group (PLG)

Parents are encouraged to become active in the P.L.G. This organization provides many services in our school. Meetings are held monthly at 9:30 AM; dates will be posted by the P.L.G. There is an additional parent organization, ARISE, which supports special educational programs in our school. Both of these support groups are an integral part of Indian Hill School and welcome new participants at meetings and events. The administrators at Indian Hill School encourage all parents to join and be involved, in any way possible.

#### Parties

Students may not pass out birthday party invitations in school.

#### Personal Property

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

#### Physical Education Program

All students are required to participate in physical education.  
Class regulations include:

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

### Prime Time

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

### Search and Seizure

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

A pupil's person and possessions may be searched by school officials when there are reasonable grounds to believe illegal or prohibited substances or objects are present.

### Student Records

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

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

- A. Pupil records shall contain only such information as is relevant to the education of the pupil and is objectively based on the personal observations or knowledge of certified school personnel who originate them.
- B. All anecdotal information and assessment reports collected on a pupil shall be dated and signed by the originator.
- C. Records for an individual pupil shall be maintained in a central file at the school attended by the pupil. When maintained in a different location, a notation is required.
- D. "Mandated" are those pupil records, which the schools have been directed to compile by NJ statute, regulation, or authorized administrative directive.
  1. Personal data which identifies each pupil enrolled in the school district:
    - a. Pupil's name
    - b. Address
    - c. Date of Birth
    - d. Name of Parents
    - e. Citizenship
    - f. Sex
  2. Record of daily attendance
  3. Description of pupil progress, grade level, or other program assignments
  4. History and status of physical health compiled in accordance with State regulations



5. Records pursuant to rules and regulations governing students with individual education plans.
6. All other records required by the State Board of Education

E. "Permitted" are those pupil records which the district Board of Education has authorized by resolution and adopted at a regular public meeting to be collected. The superintendent shall authorize annually that certified personnel review records to determine educational relevance and destroy data no longer descriptive of the pupil or educational situation.

### Substitute Teachers

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

### Tardiness

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

### Telephones

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

### Test/Examination Return Policy

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

### Regulations

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

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

### Testing

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

MAP-The Measures of Academic Progress (MAP) assessment is aligned with NJ Student Learning Standards. It is an adaptive measure of student learning levels and growth, administered individually on a computer throughout the school year.

### Threats of Violence

In the Holmdel Township Public Schools, it is expected that students, staff, parents, and other visitors will conduct themselves in a manner that contributes to a safe and non-threatening learning environment. Anytime someone makes a threat of violence, immediate disciplinary action will be taken by an administrator consistent with board policy and appropriate to both the maturity of the participants and to the nature of the incident.

Pending the outcome of an investigation, such action will include, but not be limited to:

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

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

### 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 recommendation, and parent inventory. Given the combination of the multiple measures, children who demonstrate exceptional potential may be included in the program. A formal parent permission slip is sent home at the start of the school year to the parents of identified youngsters. Each year, students are assessed for potential inclusion in the Voyagers Program.

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

### WeTip

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

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

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

### Work Habits/Supplies

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

1. Always be prepared for class with a pen and pencil.
2. Have a separate "assignment pad", "planner", or specifically marked portion of your binder for homework.
3. Use the proper heading on all written work:

NAME

HOMEROOM NUMBER

DATE

SUBJECT

PAGE NUMBER

4. Always be prepared with a recreational reading book to make good use of spare time.
5. Read and study all sections of this handbook.