

Student/Parent Handbook

2018 – 2019



PRINCIPAL'S MESSAGE

“Do what you can, with what you have, right where you are.”
~ Theodore Roosevelt

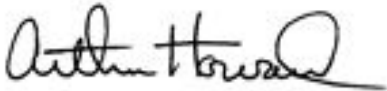
Dear Village School Families,

Welcome back for another great year! I hope everyone had a very restful summer. We have been busy at Village to ensure a great start for the 2018-19 school year. I know this will be a rewarding year for you and your child! This student handbook provides a great deal of information about the operations here at Village School. Please take time to review our school procedures with your children.

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

We look forward to a wonderful year at Village School. Thank you for partnering with us to ensure the best for our students!

Sincerely,



Arthur Howard, Principal
Village Elementary School

*****Please note** that school wide email announcements will be sent periodically to keep you informed about timely school information. The email(s) you provided during registration will enable this communication.

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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
- 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 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.

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](#))

The following information is specific to *Village Elementary School*:

**HOLMDEL TOWNSHIP PUBLIC SCHOOLS
*VILLAGE ELEMENTARY SCHOOL***

67 McCampbell Road
 Holmdel, New Jersey 07733
 Main Office: (732) 946-1820
 Fax: (732) 946-1831

VILLAGE SCHOOL ADMINISTRATION

Arthur Howard, Principal
 Jessica Vierschilling, Assistant Principal

DISTRICT ADMINISTRATION

Dr. Robert McGarry, Superintendent of Schools
 Dr. Dineen Seeley, Director of Curriculum and Instruction
 Mr. Michael Petrizzo, Business Administrator/Board Secretary
 Ms. Danielle Mancuso, Assistant Business Administrator/Assistant Board Secretary
 Ms. Mandie Peart, Director of Human Resources & Compliance
 Ms. Meryl Gill, Director of Special Services
 Mr. Kenneth Stromsland, Director of Plant, Operations and Maintenance

DEPARTMENTS

Athletics Department	732-946-1843
District Humanities Office	732-946-1874
District Math/Science Office	732-946-1873
Guidance Office	732-946-1820
Nurse's Office	732-946-1820
Special Services	732-946-1186
Supplemental Programs/G&T Office	732-946-1832
Technology & Engineering Office	732-946-1832
Visual & Performing Arts Office	732-946-1832
World Languages	732-946-1808

VILLAGE SCHOOL STAFF

Email is represented by first initial, last name, @holmdelschools.org (Ex: Principal Art Howard ahoward@holmdelschools.org)

Pre-School-Mrs. Lauren Naperski	5015	15	Liz Abadiotakis / Tara Rusin OT	5020	20
Sp. Ed - Mrs. Christina Damas	5016	16	Mrs. Christine Barbara Counselor	5044	44
			Mrs. Barbara Anthony Speech	5115	115
K – Mrs. Suzanne Brandman	5042	42	Ms. Laura Bligh Speech	5043	43
K – Mrs. Gail Campbell (Ward)	5041	41	Mrs. Heidi Buzzanga Librarian x 6032	5113	113
K – Mrs. Kara Renfroe (Kimler)	5037	37	Ms. Lara Carducci Transportation,P/T, K-Wrap	6016	45
K – Mrs. Deirdre Varga	5039	39	Ms. Amanda Colannino TLR-Jennifer Carducci LDTC	5422	34a
K - Mrs. Jill Kimler	5040	40	Mrs. Voula Constantarakos Speech	5046	46a
K - Mrs. Nicole Ward	5038	38	Ms. Paula Ricco Transportation Assistant	6020	45
K- Ms. Amanda Lawrence	5018	18	Mrs. Carol Dempsey Librarian K/1	5029	29
			Mrs. Erin Fetter Reading Sp.	5118	118
1 – Mrs. Rebecca Baldino (McHugh)	5032	32	Ms. Frances Flannelly (5159) Nurse	5049	49
1 – Ms. Kelly Fisher	5026	26	Ms. Erin Gaffney Speech	5115	115
1 – Mrs. Shannon Hunnewell	5024	24	Ms. Mallory Bartlett Psychologist	5424	100
1 – Mrs. Randi Kerner	5035	35	Mrs. Yasmine Laverne Achieve	5135	135
1 – Mrs. Doreen MacFarlane	5033	33	Mrs. Marjorie Longo Speech	5047	47
1 – R. Monether/Lisa Barsh TLR	5025	25	HRH Carlos Machado Tech	5152	100
1 – Mrs. Kelsey Murphy (Neville)	5034	34	Ms. Stephanie Quarto ESL	5030	30
1 – Mrs. Kristy Pugielli	5028	28	Mrs. Jaime Montana Art	5022	22
1 – Vaccarino/S. Karatzia/McCormick(TLR)	5036	36	Mrs. Tammy Graham Gym	5051	51
1 – Mrs. Jaime McHugh	5031	31	Mrs. Laura Oldenski Soc. Worker	5423	11
1 - Mrs. Megan Neville	5027	27	Mrs. Jillian Greco Art	5112	112
1- Ms. Gianna Freda	5023	23	Mrs. Erin Rafael Achieve	5136	136
1- Ms. Jamie Rapcienski	5019	19	Mr. Jeff Rainess Asst. to Enterprise Coordinator	6015	45
			Dr. Christie Riso Music	5141	141
2 - Mrs. Amanda Allen (Givens)	5109	109	Ms. Haley Scott Music	5117	117
2 - Mr. Michael Braun	5108	108	Mrs. Allison Seman Speech	5162	43
2 - Mr. Harry Dangler (Scott)	5104	104	Mrs. Beth Semanchick PE	5051	51
2 - Ferone/M. Van de Leuv TLR (Barry)	5110	110	Ms. Melissa Siegel Excel	5122	122
2 - Ms. Gina Mirto	5107	107	Stanzione-Steinhauser PT	5116	116
2 - Mrs. Jami Kenney	5103	103	Tom Paul Custodial	5146	46
2 - Mrs. Kyriaki Rausch	5105	105	Mrs. Megan Vinciguerra PE	5142	142
2 - K. Savare/S. Fischer	5101	101	Ingrid Geraldo Spanish	5111	111
2 – M. Shapter/R. Maidlow TLR	5102	102	Wrap Around – Marisa Scarpitta	5017	17
2 – Mrs. AnnMarie Barry	5106	106	Wrap Around Melissa Gliet	5019	5019
2 – Mrs. Suzie Givens	5140	140	Staff Lounge	5048	48
2 - Mrs. Carolyn Scott	5138	138	STRIVE	5158	50
2- Ms. Gianna Freda	5023	23	K-1 Computer Room	5021	21
2- Ms. Jamie Rapcienski	5019	19			
3 - Mrs. Rosette Andrews	5129	129	K-1 Library	5029	29
3 - Ms. K. Bennett/ Williamson/Marchi TLR	5132	132	2-3 Library	5113	113
3 - Mrs. Annette Brennan	5126	126	Art Howard Principal	5163	100
3 – Mrs. Stacey Campbell (Scarpitto)	5131	131	Jessica Vierschilling Asst. Principal	5147	100
3 – J. DeYoung/Thompson TLR / B. Wood	5124	124	Meryl Gill Dir. of Special Svcs	5224	11
3 - Mrs. Heather Manochio	5127	127	Beth Lieberman/ Fern Litwak Sp. Svcs	5149	11
3 – A. Drzymkowski/McGuinness TLR. (Mellone)	5125	125	Marie Wagner Sec’y Principal	5184	100
3 - Mrs. Beth Ann Moor (Pasquale)	5123	123	Teri Aniello Sec’y Asst. Principal	5185	100
3 – Ms. Cecilia Muscarella (Reckage)	5128	128	Anne Sullivan Secretary	5183	100
3 - Mrs. Jeanne Remuzzi	5130	130	Denise Wrubel 732-567-1347	4027	I.H.
3 - Ms. Jessica Scarpitto	5121	121			
3 - Mrs. Antonella Mellone	5133	133	Kitchen	5144	142
3 – Ms. Maria Pasquale	5134	134	Conference Room 137	5137	137
				5149	11

DAILY TIME SCHEDULE(S)

Teachers Arrive	8:50 a.m.
Teachers Report to Classrooms	9:05 a.m.
Pupils Report to Classrooms	9:05 a.m.
Dismissal of Pupils	3:35 p.m.
Teachers Depart	3:35 p.m.

Preschool Time Schedule:

A.M. Session	9:05 a.m. – 11:40 a.m.
P.M. Session	1:00 p.m. – 3:35 p.m.
Full-day Preschool	9:05 a.m. – 2:35 p.m.

Kindergarten Time Schedule:

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

Early Dismissal Days/School Hours:

(The cafeteria is closed on early dismissal days.)

A.M. Preschool/Kindergarten	9:05 a.m.– 11:15 a.m.
P.M. Preschool/Kindergarten	11:15 a.m.– 1:25 p.m.
Full Day Preschool	9:05 a.m. - 12:35 p.m.
Grades 1 – 3	9:05 a.m.– 1:25 p.m.

Delayed Openings:

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

A.M. Preschool/Kindergarten	11:05 a.m.– 1:20 p.m.
P.M. Preschool/Kindergarten	1:20 p.m. – 3:35 p.m.
Full Day Preschool	11:05 a.m. - 2:35 p.m.
Grades 1-3	11:05 a.m.- 3:35 p.m.

Village School Information A-Z

ARRIVAL OF STUDENTS

Parents bringing children to school are requested to arrive to Village School at 9:00 am for the 9:05 am start time. These students will be supervised in the front lobby of the building and sent to classrooms when the bell rings. Students are not to be dropped off here before 8:55 am. For those utilizing the drop off circle near the main entrance, please note that this area is for quick drop offs only, where your child should be prepared to exit your vehicle independently. ***If assistance is needed, please avoid holding up the drop off line by pulling into a nearby parking space where you can attend to your child as necessary.***

ATTENDANCE (Student Absence)

Disabling illness, recovery from accident, required court attendance, religious observations, and death in the family are considered reasons for excused absences from school. *Vacations, visits to relatives, routine medical visits, illnesses, 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 do not need to issue make-up work in advance. It is the student’s responsibility to make up missing assignments when they return. Another point to consider is that although missed work can be assigned, it is very difficult for a student to receive the full benefit of the missed experiences and discussion surrounding the lessons that took place during their absence. Parents are encouraged to carefully consider the value of instructional classroom time and limit absences from school to sickness and other uncontrollable events. A note must be presented from the student's parent/guardian following all absences. 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 office be advised via telephone on the day of a student's absence.** Students who will be absent for more than two weeks consecutively because of illness or accident are entitled to home instruction. Appropriate application forms are available in the main office. Perfect attendance awards will be given at the end of the year. These awards are given for 100% attendance.

For additional information, please refer to policy/regulation [#5200](#), [#5230](#), [#5240](#) located on the district’s website.

BATHROOM PROCEDURE

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

BIRTHDAY ACKNOWLEDGEMENTS

Students may celebrate their birthdays in school under the guidance of the classroom teachers. Celebrations should be no longer than 20 minutes in order to guarantee that all students will have the appropriate amount of daily instructional time. Parents must adhere to the school/district guidelines for appropriate birthday snacks as well as any classroom specific guidelines as directed by the teacher/nurse. **NOTE: Goody bags are not permitted during in class birthday celebrations. Also, birthday invitations cannot be distributed during school unless one is provided for every student in the class.**

BUS/TRANSPORTATION RULES AND REGULATIONS

Teachers will review the rules listed below with their students. Students who disregard safety rules will be subject to appropriate discipline as detailed in this handbook. Parents will be notified of any issued bus incident reports. Continued disregard for the bus rules will result in the suspension or loss of bus privileges. **Monitoring devices may be used on school transportation vehicles transporting pupils to and from curricular and co-curricular activities.**

Bus transportation is provided for students in accordance with Holmdel Board of Education [Policy # 8600](#). The following rules and regulations are established for the safety of all individuals. Students who are not members of Holmdel Schools, but granted the privilege of riding Holmdel buses, are subject to the same rules and regulations. **Please review these rules with your children periodically.** Good school bus behavior can help avoid accidents, so we ask you to obey the following:

1. **All students being transported to and from school will ride ONLY that bus to which they have been assigned. They are not permitted to ride another bus.**
2. Any offensive act committed by a pupil will be handled as a violation of a school rule and subject to disciplinary action by the Principal or designee ([Section 18A:25-2](#) of the New Jersey Statutes).
3. Bus drivers have been trained in safety rules/regulations pertaining to student transportation. In case of emergency, remain calm, seated and quiet until instructions are given by the driver.
4. Students should step on and off bus quickly and quietly without crowding, pushing or shoving.
5. Students must be on time and ready to be picked up when the bus arrives.
6. 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.
7. 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.
8. During the bus ride, students must **WEAR A SEATBELT, BE SEATED AND REMAIN SEATED** until the bus comes to a complete stop.
9. The throwing of any material is strictly prohibited. Students guilty of this serious offense will be dealt with strict disciplinary action.
10. Eating of food on the school bus is forbidden.
11. Extending arms or heads out of school bus windows is **STRICTLY FORBIDDEN.**
12. Aisles must remain clear at all times. Your body should be appropriately seated (no feet/knees in aisles) and all materials (backpacks, 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.

13. Conversation in normal tones is permissible but loud talking or shouting or the use of profane language will **NOT** be tolerated.
14. Any misbehavior by a student warranting the denial of transportation will result in bus suspension.
15. During the first days of school, students will report to assigned areas for entrance to the building immediately upon arrival. Once they are familiar with their routine, they will wait on the bus until the building's entrance time.
16. 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.
17. Upon departing the bus, students must immediately proceed home. No loitering at the bus stop is permissible.
18. 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.

When children are being dropped off at the end of the school day, a parent, guardian, or assigned responsible adult must be present or the child will not be let off the bus. At the end of the run, the bus will return to the child's stop and, if the parent or responsible adult is there, the child will be released. If no parent/responsible adult is present, the student will be brought back to Village School and placed in our after school 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.

For additional information, please refer to policy/regulation [#8600](#), [#8601](#), [#8613](#), [#8690](#) located on the district website.

Bus evacuation drills will be conducted during the school year.

CHANGE OF ADDRESS OR TRANSFER

Inform the main office if you change your address, phone number, or if you are transferring. If transferring, a note from the parents or guardian is needed in order to obtain the appropriate form from the office. Students or parents/guardians must bring the completed form back to the office.

CHILD ABUSE

The Board of Education has developed very specific policies and procedures for protection of the health and welfare of its students. These policies and procedures are in strict compliance with current State code and law. The school is often the primary source of possible identification of child abuse/neglect, 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 a suspected abuse or neglect incident to an administrator, teacher, counselor, nurse, bus driver, or anyone else working for a Board of Education, this information must be

reported to the Division of Child Protection and Permanency - DCP&P (formerly the Division of Youth and Family Services - DYFS). 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 DCP&P caseworker will contact you directly. The school must cooperate by mandate with DCP&P to the fullest. School officials by Code cannot do an investigation or preliminary investigation. They must report any suspicion of abuse, or if a child makes a claim of abuse. Prevention is the prudent approach. Please recognize that you may make a decision, which could set these procedures in motion.

For additional information please refer to policy/regulation [#8462](#) located on the district website.

CHILDREN’S EDUCATIONAL SERVICES

New Jersey Title 18A, Chapter 46, Special Education law requires each school district to identify all educationally handicapped children eligible for special education between the ages of 3 and 21. Identifying handicapped children and deeming them eligible is the legal responsibility of the Child Study Team of the local school district. The basic Child Study Team (CST) consists of the School Psychologist, the Learning Disabilities Teacher-Consultant, the School Social Worker, and the Speech/Language Specialist.

Intervention and Referral Service (I&RS): In our district, a child who is exhibiting signs of difficulty in the educational setting is to be referred by the classroom teacher to the Intervention and Referral Services Committee (I&RS). The goal of our committee at Village School is to address any student needs as early as possible. The committee then develops an appropriate action plan through discussion and review of relevant data among all committee members. If it appears that further evaluation is needed, or that special educational planning may be required, I&RS will refer the student to the Child Study Team, in consultation with the full committee (including our Assistant Principal, teacher/staff members, and the parents).

Section 504: Section 504 sets forth that no student with a disability shall, on the basis of said disability, be denied services and access to general education. At Village, these determinations are made by a school-based 504 Committee made up of our Assistant Principal, teachers/staff members, and the parents. If the 504 Committee believes there is “the presence of a physical or mental impairment that substantially limits a major life activity” (such as seeing, hearing, speaking, or learning), the committee then assesses the student and develops a “504 Plan” that describes the impairment/disability and the life activity. The “504 Plan” will also outline the accommodations needed to offer the student equal access to the curriculum in a general education setting.

COMPUTERS

Computer technology is integrated across academic activities to students in grades K through 3. K students have use of computers in their classrooms and in the computer lab. Students in grades 1,2, and 3 have individual technology devices in their classrooms.

CONDUCT/DISCIPLINE GUIDELINES

The discipline guidelines that comprise Village School’s [Code of Conduct](#) have been developed in accordance with the district’s code of conduct (Board Policy [#5600](#)) and represent an age-appropriate interpretation of expected behavior for our 1st, 2nd, and 3rd graders. **Our pre-school and kindergarten students will follow**

guidelines specific to their individual classrooms/teachers, based on developmental needs. There is a clear understanding at Village School that our children are learning and growing in leaps and bounds through their formative years. With that in mind, the Village School staff will focus on modeling and complimenting children for positive behaviors. In the event this kind of reinforcement does not create positive results, we have established the Village School code of conduct guidelines to communicate expectations for rules and consequences at Village School.

The Village School staff and administrators will work together to help all students through the use of the discipline guidelines. Detention takes place during the student's recess time or other preferred, non-academic time of the day and allows time for the student to reflect on the poor choice and plan for appropriate decision-making in the future. **Administrative discretion may be used in determining the appropriate disciplining of a student. Inappropriate behavior may additionally affect student privileges during the year (ex. Field Day). These decisions are determined by building administration.**

At Village School, we put virtues into practice and look for ways to be “Bucket-Fillers” everyday! Teachers will reinforce the code of conduct in these ways with students throughout the year:

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 and Other School Environments

Teachers may approach classroom management in a variety of ways, but will always strive to be firm, fair, and aware of the pride and dignity of every student. Praise for positive behavior will be specific, genuine, and generous. Any criticism or concern will address the child's behavior rather than the child

himself/herself. Rules will be developed to ensure a safe and respectful classroom environment. Our aim is to change behaviors for a lifetime rather than the moment.

Hallways

Keep corridors open to traffic by walking to the right.

Pass through corridors quietly. Be considerate of others in the halls and classrooms.

The bulletin boards throughout the school corridors are used for the display of student work.

Respect the efforts of your fellow students and teachers by not touching bulletin board displays.

Bathrooms

Please keep the bathroom neat and clean at all times.

Speak softly.

Flush the toilets after using them.

Wash hands before returning to class.

Lunchroom

Good table manners are expected at all times.

Raise your hand for all requests.

Stay seated unless given permission to get up.

Walk when moving about the lunchroom.

Quickly become quiet when an adult signals for attention.

Clean all papers and waste from your table and floor area after eating your lunch.

Playground

Respect others at all times.

Follow and respect directions given by adults.

Use playground equipment properly.

Rough play is prohibited.

Be a good sport.

Buses

Stay seated with your seatbelts fastened.

Use quiet voices.

Be respectful of other riders, your driver, and all directions given by driver.

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.

Personal Electronic Devices

Personal electronic devices are prohibited from use during the school day.

Exception: Special permission may be granted by the teacher for educational purposes. Any students who bring personal electronic devices to school do so at their own risk. The district bears no responsibility for any loss of or damage to these personal devices.

For additional information please refer to policy [#2363](#), located on the district's website.

CONFERENCES - PARENT/TEACHER

Parent-teacher conferences are encouraged on an "as needed" basis. As parents, you are encouraged to contact teachers whenever you feel the necessity to do so. Many times a few moments over the telephone can prevent major concerns from developing. Teachers are likewise encouraged to contact you for the same purpose. A teacher may be contacted in one of two ways. The most expeditious is to send an e-mail or note, through your child, to a teacher requesting a phone call or conference time. You may also call the main office and the office will notify the teacher to contact you.

DISMISSAL PROCEDURES

1. Parents who would like to pick-up their child(ren) are asked to write a note FOR THE OFFICE, making us aware of your daily plans. The note should include the teacher's name, grade level, and your child's FULL NAME. Please DO NOT EMAIL YOUR TEACHER about dismissal plans as the teacher may be out or may not check email prior to dismissal.
2. Students who are being picked up will be dismissed at **3:28 p.m.**
3. Village staff members will be stationed outside the gym with clipboards and sign-out sheets.
4. Parents picking up students will wait in the 2/3 gym for students to arrive. Security doors will open for parents to arrive at 3:15pm. Please to not arrive prior to this time. Students will be called down for pick up at 3:28pm. When your child(ren) arrive you may exit the back of the gym to the parking lot.
5. If you need to pick up your child(ren) early, **you MUST arrive prior to the last period (2:40pm). Otherwise, you will need to wait until the regular 3:35 p.m. dismissal time.**

EVACUATION DRILLS

- **Fire Drills**

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

- **Other Drills**

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

EXCLUSION FROM ACTIVITIES

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

FORGOTTEN ARTICLES

Oftentimes, students will leave lunches, books, projects, etc. at home in their haste to catch the bus. Many times parents drop by with these forgotten articles. *Please utilize the drop off table in the vestibule of the front entrance. There you can indicate your child's name, grade, and room number and we will get the item to them at a convenient time during the day.*

HEALTH OFFICE PROCEDURES / CONCERNS

Parents/Guardians of students with health concerns should contact the school nurse at the beginning of the school term or when such a concern arises. Special problems include vision, hearing, diabetes, epilepsy, food allergies, recent surgery, medication, or anything that might impact students at school.

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.

Management of Life-Threatening Allergies

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

Parents must:

- Advise the principal and school nurse about the student's severe allergy;
- Provide and keep emergency contact information current;
- Assist the principal and school nurse by asking the student's medical doctor to complete the Severe Allergy Alert Form.
- Provide the school nurse with a case containing at least one unexpired injector or other medication as prescribed by a physician and, if the student is approved for self-administration of medication, that the student has the case or medication readily available, while at school on field trips or at other school events and activities (all medication should be in its original labeled container);
- Check expiration dates of medication and injectors and replace them as necessary;
- Provide medically-approved snacks and lunches for the student
- Update Chartwell Food Services with any food allergies. Detailed information for this process is available on the Village School website at: [Chartwell Food Services Letter to Parents](#)

Students must:

- Eat only foods brought from home unless authorized by the parents in writing;
- Wash their hands before eating;
- Learn to recognize symptoms of a severe allergic reaction;
- Promptly inform a teacher or an adult as soon as accidental ingestion or exposure to an allergen occurs or symptoms of a severe allergic reaction appear;

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

The School Nurse must:

- Consult with and advise the parents of the student with severe allergies as well as the school community, of school-specific procedures regarding severe allergies, and administration of medication at school;
- Request and ensure that the parents and primary physician sign the authorization to administer medication;
- Advise all staff members of students who have potentially life-threatening allergies as soon as possible;
- Request the consent of the parent to post the student's picture and the Severe Allergy Alert Form to the teacher's planning book, field trip packet and display student's picture and emergency care plan in the lunchroom;
- Ensure that an Action Allergy Alert Form is developed for each student with severe allergies in cooperation with the parents/guardians, the student's physician and where the nurse deems it necessary, other staff or consultant;
- Ensure that appropriate medication is taken on field trips;
- Follow school policies for reducing risk in classrooms and common areas

The Principal must:

- Ensure that all members of the school community have appropriate information about severe allergies, including information on allergies, anaphylaxis and safety procedures;
- Advise the school bus driver and aides to recognize the signs of the student's severe allergies;
- With the consent of the parent/guardian, ensure that the classroom teacher and the student's classmates are provided with information on severe allergies in a manner that is appropriate for the age and maturity level of the students. Strategies to reduce teasing and bullying must be incorporated in this information.
- Ensure an emergency response protocol is developed for the school including collection and storage of injectors, education of all parties, procedures to be followed, location of the medication, photographs of students, field trip and lunchroom procedures are readily known;
- Any injectors provided by parents/guardians, and, which are not in the student's possession, are appropriately stored in a secured area of the Nurse's Office; the principal is aware of the location, and has access to these injectors.

The Classroom Teacher(s) must:

- Assist the school nurse to facilitate communication with other parents/guardians, instructing them to avoid allergenic foods and substances for classroom events;
- Leave information about students with severe allergies in an organized, prominent and accessible format for substitute teachers.
- Consult with parent/guardian of students with allergies to formulate a "safe snack" list for classroom celebrations.

The Lunchroom Supervisor must:

- Know the school's emergency response protocol;
- Encourage students not to share or trade food;
- Encourage the student with severe food allergies to eat only what they bring from home.

For additional information, please refer to policy/regulation #5331.

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. No medication will be administered without medical authorization.

For authorized medication:

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

All medications whether prescribed or across the counter shall be administered by the school nurse, the parent/guardian or the pupil himself/herself where the pupil’s physician so permits and/or the school nurse is present.

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

All medications shall be brought to school by the parent/guardian and shall be picked up at the end of the school year or the end of the period of medication, whichever is earlier; A student may self-administer medication for asthma or other life-threatening illnesses if it has been authorized by the medical provider.

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

Emergency Forms need to be updated on InfoSnap when registering your child 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 additional information please refer to policy/regulation #5330 located on the district’s website.

Illness

Your cooperation in helping us to provide a safe and healthy school environment for your child is needed and appreciated. If your child has any of the following symptoms, please do not send him/her to school.

- **Influenza:** Children who have a combination of any flu like symptoms should be kept home 24 hours without any anti-fever medicine. These symptoms include fever, cough (deep croupy cough), sore throat, runny/stuffy nose, body aches, headache, chills, fatigue, diarrhea, and/or vomiting.
- **Fever:** A temperature of or above 100.4 degrees may be an indication of illness and the child will be sent home. Children who have fevers upon awakening in the morning or who may have had a fever during the night should not be sent to school. Children should be fever free for at least 24 hours without Tylenol, Advil, or any other anti-fever medicine before being sent back to school. If sent home from school with fever the 24 hour rule applies.
- **Diarrhea** - Children are not to come to school if they have diarrhea. The child's physician should be consulted if diarrhea persists. Should diarrhea occur in school, the parent will be notified and requested to pick up their child from school. The child should remain home until there are no further episodes of diarrhea for 24 hours.
- **Vomiting** - Children are not to come to school if they are experiencing vomiting. Whenever a child has the combination of vomiting and diarrhea, a physician should be consulted. The child should remain home for 24 hours without diarrhea or vomiting before returning to school.
- **Conjunctivitis (Pink Eye)** - Sometimes whites of the eyes are red, eyelids are red and irritated, and sometimes the lids and lashes are crusted. This is a common, contagious condition that clears up easily with medication for 24 hours. Students can return to school if eyes have no redness or drainage.
- **Rash/Skin Lesions** - If suspicious rash or lesion is present the child is to be excluded from school until a physician's note allows the student to return or rash/lesion disappears or heals.
- **Impetigo** - Sores, some with crusts or scabs usually on the face around the nose and mouth. The contagious condition requires medication. The child must be cleared by a physician and will require a doctor's note upon return to school.
- **Lice** - In the event the child has head lice, he/she will be sent home from school immediately. It is recommended the pediatrician be consulted. Information on cleansing procedure is available from the School Nurse. Prior to being readmitted 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. The child will be rechecked 7 days after treatment.
- **Ringworm** - Ringworm of the scalp and/or body requires treatment by a physician and requires a doctor's note stating the child is under treatment and may return to school.
- **Ear/Nose (Purulent) Drainage** - If the discharge is thick, yellow, green, excessive, or uncontrollable the child should remain home. The child will be readmitted to school after receiving clearance from the doctor.

- **Streptococcal Infection** - Caused by Group A-Beta Hemolytic; Incubation period is 1-3 days and communicability is 10-21 days (untreated). Child can return to school after a minimum of 24 hours after antibiotic therapy and a physician's note.

In the event of any contagious illnesses in your child's class, the parent/guardian will be notified via "kid mail".

Injury

- Please provide the Nurse immediately with a doctor's note if your child will have any physical limitations (gym, recess). Once the restrictions are lifted, a doctor's note must be provided stating when your child may return to gym or recess.

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.

For additional information please refer to policy/regulation #[2330](#) located on the district's website.

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 & RECESS

Cafeteria services are provided for students and teachers through our lunch program. Lunches can be purchased on a daily basis. Menus are posted online monthly. Lunch prices are listed on the monthly menu. See the district website for more details pertaining to the school's food service provider: [Chartwell's Food Services](#).

Please Note: Food is not available for purchase during *half-days* or *delayed openings*. Students must bring their own lunch on these days.

NUTRITION GUIDELINES

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

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

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

For additional information please refer to policy/regulation #[8505](#) located on the district's website.

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 \$10.00 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 any way possible. Membership information is sent home with all students.

PERSONAL PROPERTY

Students must keep all items of value at home. The school cannot assume responsibility for damaged, lost, or stolen items. iPods, DS's, etc. are discouraged from being brought to school or used on the bus.

PRIME TIME PROGRAM

Village School houses a before-and-after school child care program. For more information on registering your child, please contact the Director, Lara Carducci, at lcarducci@holmdelschools.org. Registration forms are also available online at www.holmdelschools.org and in the Village School main office.

RELIGIOUS HOLIDAYS – (see approved district calendar: www.holmdelschools.org)

REPORT CARDS: Report cards will be issued as follows:

<u>Quarter</u>	<u>Marking Period Ends</u>	<u>Report Cards Go Home</u>
1	November 7 th	November 19 th
2	January 24 th	February 1 st
3	March 29 th	April 8 th
4	June 6 th	June 13 th

SUICIDE PREVENTION

The Board of Education recognizes that depression and self-destruction are problems of increasing severity among children and adolescents. A pupil under severe stress cannot benefit fully from the educational program and may pose a threat to himself or herself or others. School personnel will be alert to the pupil who exhibits behavioral warning signs of potential self-destruction or who threatens or attempts suicide. Any such signs, or the report of such signs from another pupil or staff member, will be taken with the utmost seriousness and will be reported immediately to the Building Principal, who shall notify the pupil's parent(s) or legal guardian(s) and other professional staff members in accordance with administrative regulations. Additionally, teaching staff members will receive training in suicide prevention, provided by a licensed healthcare professional with experience in mental health issues, in each professional development period. The instruction in suicide prevention shall include information on the relationship between the risk of suicide and incidents of harassment, intimidation, and bullying and information on reducing the risk of suicide in pupils who are members of communities identified as having members at high risk of suicide.

For addl. info, please refer to policy/reg. # [5350](#).

TELEPHONE ALERT SYSTEM

The district utilizes an alert system to notify families of school closings and other high priority information according to the contact data in our school records that you enter into Infosnap upon registration. Please be sure to notify the office of any changes in your address, phone numbers, or emails.

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 standardized achievement assessments, the Naglieri Test of Non-Verbal Ability, classroom performance, and teacher and parent input. Given the combination of the multiple measures, children who demonstrate exceptional potential may be included in the program and are notified early in the school year of their 3rd grade experience. From 3rd grade on, 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 teacher who guides the students to develop divergent thinking skills and problem solving strategies. The “pullout” segment takes place once a week and begins around the 1st week in October.