



**Student/Parent Handbook**  
**2017 - 2018**

# VILLAGE SCHOOL - Table of Contents

		<b>Page #</b>
a.	<a href="#"><u>Principal’s Message</u></a> .....	3
b.	<a href="#"><u>District Mission Statement</u></a> .....	4
c.	<a href="#"><u>School District and Board of Education</u></a> .....	5
d.	<a href="#"><u>Village School Staff</u></a> .....	6
e.	<a href="#"><u>Daily Times Schedule</u></a> .....	7
	<a href="#"><u>Affirmative Action</u></a> .....	8
	<a href="#"><u>Arrival of Students</u></a> .....	9
	<a href="#"><u>Attendance (Student Absence)</u></a> .....	9
	<a href="#"><u>Achieve Program (BSIP)</u></a> .....	9
	<a href="#"><u>Bathroom Procedure</u></a> .....	9
	<a href="#"><u>Birthday Acknowledgements</u></a> .....	9
	<a href="#"><u>Bus Transportation Rules and Regulations</u></a> .....	10-11
	<a href="#"><u>Change of Address or Transfer</u></a> .....	11
	<a href="#"><u>Channels of Communication</u></a> .....	11
	<a href="#"><u>Child Abuse</u></a> .....	12
	<a href="#"><u>Children’s Education Services</u></a> .....	12
	<a href="#"><u>Computers</u></a> .....	13
	<a href="#"><u>Conduct/Discipline-Harassment, Intimidation, Bullying</u></a> .....	13-18
	<a href="#"><u>Conferences-Parent/Teacher</u></a> .....	18
	<a href="#"><u>Dismissal Procedures</u></a> .....	18
	<a href="#"><u>Evacuation Drills</u></a> .....	19
	<a href="#"><u>Exclusion from Activities</u></a> .....	19
	<a href="#"><u>Forgotten Articles</u></a> .....	19
	<a href="#"><u>Health Office Procedures/Concerns</u></a> .....	19-22
	<a href="#"><u>Homework Policy</u></a> .....	22-23
	<a href="#"><u>Homework Requests</u></a> .....	23
	<a href="#"><u>Lost and Found</u></a> .....	24
	<a href="#"><u>Lunch</u></a> .....	24
	<a href="#"><u>Nutrition Guidelines</u></a> .....	24
	<a href="#"><u>Parent-School Association (PSA)</u></a> .....	24
	<a href="#"><u>Personal Property</u></a> .....	24
	<a href="#"><u>Prime Time Program</u></a> .....	24
	<a href="#"><u>Religious Holidays</u></a> .....	24
	<a href="#"><u>Report Cards</u></a> .....	25
	<a href="#"><u>Right To Know</u></a> .....	25
	<a href="#"><u>Security System</u></a> .....	25
	<a href="#"><u>Suicide Prevention</u></a> .....	25
	<a href="#"><u>Telephone Alert System</u></a> .....	25
	<a href="#"><u>Voyagers Program (Gifted and Talented)</u></a> .....	25-26

## PRINCIPAL'S MESSAGE

Dear Village School Families,

Welcome back for another great year! I hope everyone had a very restful summer. We have been busy at Village to ensure we are off to a great start for the 2017-18 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. It is always important to make sure everyone is off to a great start.

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,

Mr. Brian Schillaci

\*\*\*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.



## **MISSION STATEMENT**

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

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

**Members of the Board of Education / District Administrators  
HOLMDEL TOWNSHIP PUBLIC SCHOOLS**

**VILLAGE SCHOOL**

67 McCampbell Road  
Holmdel, New Jersey 07733  
Brian Schillaci, Principal  
Jessica Vierschilling, Assistant Principal  
732-946-1820  
732-946-1831 (fax)

**OFFICES OF THE BOARD OF EDUCATION**

65 McCampbell Road  
Holmdel, New Jersey 07733-0407  
(732) 946-1800  
732-946-1875 (fax)

Dr. Robert McGarry, Superintendent of Schools  
Dr. Dineen Seeley, Director of Curriculum and Instruction  
Mr. Michael Petrizzo, Business Administrator/Board Secretary  
Mr. Thomas Duane, Assistant Business Administrator/Assistant Board Secretary  
Ms. Mandie Peart, Human Resources Manager  
Ms. Meryl Gill, Director of Special Services  
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Mr. John Martinez  
Mr. Michael Sockol

**DEPARTMENTS**

District Humanities Office	732-946-1874
District Math/Science Office	732-946-1873
Guidance	732-946-1820
Nurse	732-946-1820
Special Services	732-946-1186

**VILLAGE SCHOOL STAFF**Email is represented by first initial, last name, @holmdelschools.org (Ex: Principal Brian Schillaci [bschillaci@holmdelschools.org](mailto:bschillaci@holmdelschools.org))

MD Special Ed. K-3–Mr. Jon Korellis	room	17	Ms. Liz Abadiotakis/Ms. Tara Rusin/		
LLD Special Ed. K-2 – Ms.Jamie Rapcienski	room	19	Ms. Melanie Piccolo	OT	room 20
			Mrs. Christine Barbara	Counselor	room 44
Sp. Ed Pre-School – Ms. Amanda Lawrence	room	18	Ms. Laura Bligh	Speech	room 43
Pre-School- Mrs. Lauren Naperski	room	15	Mrs. Lisa Buerke	Speech	room 115
Pre-School - Ms. Kelly Fisher	room	16	Mrs. Heidi Buzzanga	Librarian 2/3	room 113
			Ms. Amanda Colannino	LDTC	room 34a
K – Mrs. Suzanne Brandman	room	42	Mrs. Voula Constantarakos	Speech	room 46a
K – Mrs. Gail Campbell	room	41	Mrs. Erin Damji	Tech	room 45
K – Mrs. Kara Renfroe	room	37	Mrs. Carol Dempsey	Librarian K/1	room 29
K – Mrs. Deirdre Varga	room	39	Mrs. Erin Fetter	Reading Sp.	room 118
K - Mrs. Jill Kimler	room	40	Mrs. Frances Flannelly	Nurse	room 49
K - Mrs. Nicole Ward	room	38	Ms. Erin Gaffney	Speech	room 115
			Ms. Denise Hughes	Psychologist	room 100
1 – Ms. Madelyn Arecchi	room	24	Mrs. Yasmine Laverne	Basic Skills	room 135
1 – Mrs. Rebecca Baldino (McHugh)	room	32	Mrs. Marjorie Longo	Speech	room 47
1 – Mrs. Randi Kerner	room	26	Mr. Carlos Machado	Tech	room 100
1 – Mrs. Doreen MacFarlane	room	33	Mrs. Jeannette Malizia	ESL	room 117
1 – Mrs. Robyn Monether /Mrs. Christina Damas	room	25	Mrs. Jaime Montana	Art	room 22
1 –Mrs. Kelsey Murphy (Neville)	room	34	Mrs. Tammy Notarcola-Graham	PE	room 51
1 - Mrs. Kristy Pugielli	room	28	Mrs. Laura Oldenski	Soc.Wkr	room 11
1 – Ms. Beth Trahim	room	35	Mrs. Jen Plocinski (Jillian Kosinski)	Art	room 112
1 – Mrs. Marcia Vaccarino (Karatzia)	room	36	Mrs. Erin Rafael	Basic Skills	room 136
1 – Mrs. Jaime McHugh	room	31	Dr. Christie Riso	Music	room 141
1 - Mrs. Megan Neville	room	27	Mrs. Barbara Rosen	Speech	room 47
1 - Mrs. Stephanie Karatzia	room	23	Ms. Haley Scott	Music	room 117
			Mrs. Allison Seman	Speech	room 43
2 - Mrs. Amanda Allen (Givens)	room	109	Mrs. Beth Semanchick	PE	room 51
2 - Mr. Michael Braun	room	108	Ms. Stanzione/Mrs. Swift/Mr.Steinhauser	PT	room 116
2 - Mr. Harry Dangler (Scott)	room	104	Mr. Steve Rogers /Mr. Tom Paul	Custodians	room 46
2 - Mrs. Meghan Ferone (Barry)	room	110	Mrs. Megan Vinciguerra	PE	room 142
2 - Mrs. Jami Kenney	room	103	Mrs. Anne Vetri	World Language	room 111
2 - Mrs. Gina Mirto	room	107			
2 - Mrs. Kyriaki Rausch	room	105	Brian Schillaci	Principal	room 100
2 - Mrs. Kristen Savare / Mrs.Stephanie Fisher	room	101	Jessica Vierschilling	Asst. Principal	room 100
2 – Ms. Melissa Shapter	room	102	Meryl Gill	Dir. of Special Svcs	room 11
2 - Mrs. Ann Marie Barry	room	106	Beth Lieberman/ Fern Litwak	Sp. Svcs	room 11
2 – Mrs. Suzie Givens	room	140	Marie Wagner	Secretary Principal	room 100
2 - Mrs. Carolyn Scott	room	138	Teri Aniello	Secretary Asst. Principal	room 100
			Anne Sullivan	Secretary	room 100
3 - Mrs. Rosette Andrews	room	129			
3 - Ms. Karen Bennett	room	132	Staff Lounge		room 48
3 - Mrs. Annette Brennan	room	126	Faculty Work Room		room 48A
3 - Mrs. Stacey Campbell (Scarpitto)	room	131	K-1 Computer Room		room 21
3 – Mrs. Jennifer DeYoung/Mrs. Moore	room	124	2-3 Computer Room		room 111
3 – Mrs. Alison Drzymkowski (Mellone)	room	125	Literacy Room		room 121
3 – Mrs. Heather Manochio	room	127			
3 – Mrs. Beth Ann Moor (Pasquale)	room	123	K-Wrap-Lara Carducci & Supervisors Room		room 45
3 – Ms. Cecilia Muscarella (Reckage)	room	128	Wrap Around – Marissa Scarpitta		room 119

3 – Mrs. Jeanne Remuzzi	room	130	Wrap Around - Melissa Gliet	room	120
3 – Mrs. Antonella Mellone	room	133			
3 – Ms. Maria Pasquale	room	134			
3 – Ms. Kyleigh Reckage	room	139			
3 – Ms. Jessica Scarpitto	room	121			

## DAILY TIME SCHEDULE

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 - School will dismiss two hours earlier for grades K – 3. Please note the special PreK/Kindergarten schedule as follows:**

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

(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.

## **AFFIRMATIVE ACTION / EQUAL OPPORTUNITY POLICIES**

The Holmdel Township Public Schools will undertake whatever affirmative action is necessary to provide equal employment opportunity without regard to race, creed, color, sex, marital status, national origin, and to ensure that all personnel actions such as recruitment, selection, placement, training, promotions, transfers, terminations, disciplinary actions and all benefits and compensations are equally applied. The Holmdel Township Board of Education affirms its responsibility to ensure all students in the public schools of this township equal educational opportunity regardless of race, color, creed, religion, sex, ancestry, national origin or social or economic status. Lack of English language skills will not be a deterrent to admission to any program. No otherwise qualified handicapped individuals shall, solely by reason of their handicap, be denied the benefits of or subjected to discrimination in any activity. The school system's Affirmative Action Plans for Employment/Contract Practices and School/Classroom Practices are on file in the Principal's office of each school and in the Superintendent's office.

*For additional information, please refer to policy/regulation [#2260](#), [#5750](#), [#5755](#) located on the district website.*

**Affirmative Action Officer:** Dr. Dineen Seeley  
Administrative Office  
65 McCampbell Road  
Holmdel, New Jersey 07733

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

*For additional information, please refer to policy/regulation [#5710](#) located on the district's website.*

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

*For additional information, please refer to policy/regulation [#5751](#) located on the district's website.*



## **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, 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.*

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

The State Department of Education identifies specific minimum levels of proficiency (MLP) in reading, writing, and math for grades 3-9. The district has established its MLPs for K - 3. These MLPs are used to identify those students eligible to participate in the Achieve Program (BSI). Any child who fails to meet the MLP will receive an invitation into this supplemental program.

The Achieve Program teachers and administration are responsible for identifying all eligible students. This may also include a child who exceeds the MLP but is identified through the Intervention and Referral Services (I&RS) process as being in need of this academic support.

## **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 are to follow the school/district guidelines for appropriate birthday snacks as well as any classroom specific guidelines as directed by the teacher/nurse. **NOTE: 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.

### **CHANNELS OF COMMUNICATION**

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

**For Academic Concerns:**

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

**For Athletic Concerns:**

Coach  
Director of Athletics  
Principal  
Superintendent  
Board of Education

**CHILD ABUSE**

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 - CP&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 CP&P caseworker will contact you directly. The school must cooperate by mandate with CP&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/1 students have use of computers in their classrooms and in the computer lab. Students in grades 2/3 have individual technology devices in their classrooms.

## **CONDUCT/DISCIPLINE/HARRASSMENT, INTIMIDATION & BULLYING (HIB)**

**At Village School, we put virtues into practice and look for ways to be “Bucket-Fillers” everyday!**

### **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.

### CONDUCT/DISCIPLINE GUIDELINES

The discipline guidelines below 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 following guidelines for rules and consequences at Village School.

The Village School staff and administrators will work together to help all students through the use of the discipline guidelines. 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. Class Trips, Field Day, etc.). These decisions are determined by building administration.**

#### ACADEMIC CONDUCT

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

#### BUS CONDUCT

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

**VANDALISM**

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

**PERSONAL BEHAVIOR**

<b>TYPE OF STUDENT BEHAVIOR</b>	<b>1<sup>ST</sup> TIME</b>	<b>2<sup>ND</sup> TIME</b>	<b>3<sup>RD</sup> TIME</b>
Harassment, Intimidation, and Bullying (HIB)	Pursuant to Law and Board Policy <a href="#">#5512</a>		
Inappropriate cell phone/ Camera/electronics use in school/on bus	<ul style="list-style-type: none"> <li>•Warning</li> </ul>	<ul style="list-style-type: none"> <li>•Confiscate and parent pick-up</li> <li>1-day detention</li> </ul>	<ul style="list-style-type: none"> <li>•Prohibited Further Use</li> <li>•2-day detention</li> </ul>
Possessing inappropriate item in school Ex. Weapon replica/toy	<ul style="list-style-type: none"> <li>• Warning</li> </ul>	<ul style="list-style-type: none"> <li>•Confiscate and parent pick up</li> <li>1-day detention</li> </ul>	<ul style="list-style-type: none"> <li>•Confiscate and parent pick-up</li> <li>• 2-day detention</li> </ul>
Wearing hat in school	<ul style="list-style-type: none"> <li>•Warning</li> </ul>	<ul style="list-style-type: none"> <li>•Warning</li> <li>•Notify parent</li> </ul>	<ul style="list-style-type: none"> <li>•Notify parent</li> <li>• 1-day detention</li> </ul>
Eating/Drinking/Gum when and where Prohibited	<ul style="list-style-type: none"> <li>•Warning</li> </ul>	<ul style="list-style-type: none"> <li>•Warning</li> <li>•Notify parent</li> </ul>	<ul style="list-style-type: none"> <li>•Notify parent</li> <li>•1-day detention</li> </ul>
Failing to get parent signature	Teacher/Administrative discretion		
Disrupting class	Teacher/Administrative discretion		
Forged Signatures	<ul style="list-style-type: none"> <li>• Notify parent</li> <li>•1-day detention</li> </ul>	<ul style="list-style-type: none"> <li>• Notify parent</li> <li>•2-day detention</li> </ul>	<ul style="list-style-type: none"> <li>• Conference with parent, student, teacher, and administrator</li> <li>•3-day detention</li> </ul>
Lying to authority	<ul style="list-style-type: none"> <li>• Notify parent</li> </ul>	<ul style="list-style-type: none"> <li>•Parent conference with student, teacher, counselor</li> <li>•1-day detention</li> </ul>	<ul style="list-style-type: none"> <li>•Parent conference with student, teacher, administrator, counselor</li> <li>•3-day detention</li> </ul>
Disrespecting authority/ Showing willful	<ul style="list-style-type: none"> <li>•Warning</li> <li>•Notify Teacher</li> </ul>	<ul style="list-style-type: none"> <li>•Student conference with teacher</li> </ul>	<ul style="list-style-type: none"> <li>•Conference with parent, student, and administration</li> </ul>



disobedience	•Teacher discretion	•Teacher will notify parent •2 -day detention	•3-day detention
Not reporting/returning to class OR Leaving class without permission	•Teacher discretion according to class rules •Notify parent and administration	•Administrator meets with student • Notify parent • 2-day detention	•Conference with parent, student, and administration •3-day detention
Running in halls	•Warning	•Warning • Student conference with teacher	•1-day detention
Teasing/name calling	Teacher/Administrative discretion		
Using profanity	•Notify parent • 1-day detention	• Notify parent •2-day detention	• Notify parent •Meet with counselor •3-day detention
Stealing/Theft	•Conference with student/parent •Restitution/return item •1-day detention	• Notify parent •Meet with counselor •Restitution/return item •2-day detention	• Notify parent •Possible police involvement •Restitution/return item •3-day detention
Leaving school grounds without permission	Notify Parent and Police		

### **VIOLENCE**

<b>TYPE OF STUDENT BEHAVIOR</b>	<b>1<sup>ST</sup> TIME</b>	<b>2<sup>ND</sup> TIME</b>	<b>3<sup>RD</sup> TIME</b>
Endangering safety of others/self physically (Ex. Pushing, Tripping, Hitting, Kicking)	•Meet with School Counselor • Notify parent •1-day detention	•Conference with student and parent •2-day detention	• Conference with parent, student, and administration •3-day detention or 1-day suspension (grade 3)
Threat/Intimidation (not meeting HIB criteria)	•Teacher conference with student •Notify parent and administration •1-day detention	•Conference with student •Notify parent and administration •2-day detention	• Conference with parent, student, and administration • 3-day detention
Fighting	•Meet with counselor • Notify parent and administration • 3-day detention	•Meet with counselor • Conference with parent, student, and administration • 1-day suspension	•Meet with counselor • Conference with parent, student, and administration • 2-day suspension
Aggressively touching a	• Conference with	•Conference with parent,	•Conference with parent,

staff member	parent, student, and administration • 1-day suspension	student, and administration • 2-day suspension	student, and administration • 3-day suspension
Causing a false alarm	• Notify parent, police, and counselor • 1-day detention	• Notify parent and police • Conference with parent, student, and administration • Meet with counselor • 2-day detention	• Notify parent and police • Conference with parent, student, and administration • 3-day detention
Possessing inappropriate potentially dangerous item in school	• Confiscate and parent pick-up	• Confiscate and parent pick-up • Contact police • Conference with parent, student, and administration • 1-day suspension	• Confiscate • Contact Police • Conference with parent, student, and administration • 2-day suspension
Possessing/using weapons	Pursuant to Law and Board Policy <a href="#">#5613</a>		

### **SUBSTANCE ABUSE**

TYPE OF STUDENT BEHAVIOR	1 <sup>ST</sup> TIME	2 <sup>ND</sup> TIME	3 <sup>RD</sup> TIME
Possessing drugs/alcohol	Pursuant to Law and Board Policy <a href="#">#5530</a>		

*For additional information please refer to policy/regulation [#5600](#) and policy/regulation [#8461](#), located on the district's website.*

### **Harassment, intimidation, bullying, and hazing**

A safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment, intimidation, bullying or hazing, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. Since students learn by example, school administrators, faculty, staff, and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, bullying or hazing. Students and staff should report all incidents of harassment, intimidation, bullying or hazing to school officials. School administrators will investigate each case and determine appropriate discipline. In some cases, police may be notified and criminal charges could be filed. In addition, students should be aware that incidents of cyber bullying will be taken seriously and investigated by school administration.

*For additional information please refer to policy/regulation [#5512](#), 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.

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

### **DISMISSAL PROCEDURES**

1. Parents who would like to pick-up their child(ren) are asked to write a note 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 come directly to the main office with the article. Indicate your child's name, grade, and room number and we will get the item to them at a convenient time during the day.*

## **HEALTH OFFICE PROCEDURES / CONCERNS**

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.

**Lice/Nits - Pediculosis** - Any child found with Pediculosis (lice/nits) will be sent home from school immediately. It is recommended the pediatrician be consulted. Information on cleansing procedure is available from the School Nurse. Prior to being re-admitted to school, the parent is to bring the child to the School Nurse. She will examine to make sure that treatment has been given. Even after treatment, nits (eggs) can remain. Recheck child 7 days after treatment.

### **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**

Students should stay home if they have:

- A fever greater than 100 degrees. The student must remain home until he/she is fever-free for 24 hours without the use of medication (Motrin, Tylenol, etc)
- More than one episode of loose stool (diarrhea)
- Vomited

- Were diagnosed with a contagious disease (strep throat, conjunctivitis, unexplained rash). The parent/guardian must provide a note from the doctor stating when the child can return to school.
- Flu-like symptoms (cough, fever, body aches) The parent must contact their medical provider for clarification of illness.

**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 POLICY**

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

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

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

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

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

### **Time Allotments**

The following time allotments for homework should serve as guidelines for staff, students, and parents at Village School. It must be kept in mind that the length of homework assignments may vary from night to night

and at different parts of the year, depending upon the curriculum as well as upon the skills and abilities of students. The following guidelines are based upon the time it would be expected to take the majority of students to complete their pencil/paper type of homework. Please note that independent reading time may also be encouraged to benefit your child's emerging literacy skills.

**KINDERGARTEN:** at the discretion of the teacher

**GRADE 1:** 15 – 20 minutes daily

**GRADE 2:** 15 – 20 minutes daily

**GRADE 3:** 30 – 40 minutes daily

1. Homework will be assigned four days each week.
2. Homework will not be assigned on weekends unless it is for make-up or to complete a long-range project.
3. Students will have two days to make-up classwork and homework for every day absent from school for illness or other "excused absences".
4. For students who have an absence from school for reasons other than illness or excused absences (i.e., family vacation, parent/guardian business trip, cultural trip), homework will be assigned upon the return to school and the student will have one calendar week to complete the assignments.
5. Homework will not be assigned for winter or spring recess periods except to encourage reading, or complete a long-range project.

*Study Hall* – On occasion, a student may have difficulty completing a homework or classwork assignment in a timely manner. Study hall is an option available during a student's recess time in order to complete work. Recognizing the importance of a student's recess time, students will go to study hall only when deemed necessary by their teacher and not as a solution to address chronic concerns over work completion.

### **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**

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](#).

**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, game boys, 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](mailto:lcarducci@holmdelschools.org). Registration forms are also available online at [www.holmdelschools.org](http://www.holmdelschools.org) and in the Village School main office.

**RELIGIOUS HOLIDAYS** – (see approved district calendar: [www.holmdelschools.org](http://www.holmdelschools.org))

**REPORT CARDS:** Report cards will be issued as follows:

<b><u>Quarter</u></b>	<b><u>Marking Period Ends</u></b>	<b><u>Report Cards Go Home</u></b>
1	November 8 <sup>th</sup>	November 20 <sup>th</sup>
2	January 24 <sup>th</sup>	February 1 <sup>st</sup>
3	March 29 <sup>th</sup>	April 16 <sup>th</sup>
4	June 12 <sup>th</sup>	June 19 <sup>th</sup>

### **RIGHT TO KNOW**

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

### **SECURITY SYSTEM**

A security system is in place to provide additional security for your children. The school has a system where all visitors need to identify themselves before they will be permitted to enter the school. Visitors wishing to gain access to the school building will be required to use an exterior call button by the main entrance to notify the office staff that they would like to enter the building. The office personnel will be able to communicate via an audio/visual system located at the main entrance. If the visitor's request to enter is legitimate, a staff member will unlock the door and allow the visitor to enter the building and report to the office.

**All visitors are required to enter the main office, leave their driver's license to acquire a visitor's pass, and then be permitted to visit an internal area of the building. No one is able to walk directly to a classroom without obtaining a pass.**

### **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 health care professional with experience in mental health issues, in each professional development period. The instruction in suicide prevention shall include information on the relationship between the risk of suicide and incidents of harassment, intimidation, and bullying and information on reducing the risk of suicide in pupils who are members of communities identified as having members at high risk of suicide.

*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 3<sup>rd</sup> grade experience. From 3<sup>rd</sup> 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 1<sup>st</sup> week in October.

***\*\*For additional information about specific Board policies/regulations [#2464](#).\*\****