

INDIAN HILL SCHOOL FACULTY HANDBOOK



2020-2021
Mrs. Lisa Vitale,
Principal

Mr. Michael Ferrarese,
Assistant Principal

I. GENERAL INFORMATION

District Administration
65 McCampbell Road
Holmdel, New Jersey

732-946-1800
FAX - 732-946-1875
www.holmdelschools.org

Dr. LeRoy Seitz, Interim Superintendent of Schools
Mr. Jeffrey Charney, Interim Director of Curriculum and Instruction
Mr. Michael Petrizzo, Business Administrator/Board Secretary
Ms. Jessica DeWysockie, Assistant Business Administrator
Ms. Mandie Peart, Director of Human Resources & Compliance
Ms. Meryl Gill, Director of Special Services
Ms. Emily Wright, Supervisor Special Education
Mr. Kenneth Stromsland, Director of Plant, Operations and Maintenance
Ms. Lara Carducci, Director of Community Programs & Student Transportation
Mr. Anthony Gattini, Director of Technology
Mr. Eric Swensen, Director of Student Personnel Services
Mr. Matthew Kudoda, Supervisor of Athletics, Health & Physical Education
Ms. Alicia Farese, Supervisor of Humanities & ESL
Mrs. Alicia Killean, Supervisor of Math & Science
Mrs. Denise Wrubel, Supervisor of Gifted and Talented/Supplemental Programs
Ms. Rebecca Fittipaldi, Supervisor Pre K-3

MEMBERS OF THE BOARD OF EDUCATION

Ms. Victoria Flynn – President
Mr. Michael Sockol – Vice President
Mrs. Eileen Briamonte
Mrs. Jamie Collins
Mr. Brian Foster
Mr. Joseph Hammer
Mr. Peter Reddy
Mrs. Elizabeth Urbanski
Mr. Terence Wall

Indian Hill School Administration
735 Holmdel Road
Holmdel, New Jersey 07733

732-946-1045
FAX 732 -946-7610
www.holmdelschools.org

Mrs. Lisa Vitale - Principal
Mr. Michael Ferrarese – Assistant Principal

Main Office	732-946-1045 prompt 5
CST Office	732-946-4024 or 4025
Guidance Office	732-946-1045 ext 4147
Media Center	732-946-1045 ext 4435
Nurse	732-946-1045 ext 4425
Speech	732-946-1045 ext 4023
Transportation	732-946-1847

INDIAN HILL SCHOOL

FACULTY MANUAL 2020 - 2021

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I. EDUCATIONAL MISSION AND BELIEFS

Holmdel Township Public Schools 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 our students’ efforts to meet and exceed the New Jersey Core Curriculum Content Standards, and to become responsible and resourceful citizens and life-long learners.

INDIAN HILL SCHOOL EDUCATIONAL PHILOSOPHY AND DESIRED ENVIRONMENT FOR LEARNING

The elementary school years, grades 4-6 are critical in establishing a wonderful educational experience for students. No longer in primary school and not yet into adolescence, each student passes through various stages and growth rates of intellectual, physical, social, and emotional development.

The elementary program is sensitive to the needs of the age group. The school provides experiences that foster the development of skills, knowledge, and attitudes through which students become lifelong learners. The environment is dynamic, enriching, and exciting. All members of the Indian Hill educational community work to ensure that students never lose their enthusiasm for learning and hunger to seek knowledge. The educational program will reflect the following concepts:

- The curriculum is flexible and accommodates all levels of ability to reflect both cognitive and affective goals.
- Students are active participants in the learning process.
- Students are provided with opportunities to grow intellectually, emotionally, and socially.
- Students learn to use technology to access, process, and communicate information.
- Enrichment activities are provided to enhance the learning experiences.
- Students are encouraged to develop self-responsibility, self-concept, and self-esteem.
- Teachers and administrators serve as role models for students, encouraging positive attitude and behavior.
- Support services such as guidance, nursing, and special services are accessible and responsive to students' needs.
- Parents play an important role in the learning experience and will be encouraged to be involved in school activities.

OVERVIEW OF THE INDIAN HILL SCHOOL EDUCATIONAL PROGRAM

To achieve the educational goals of the district, to support the district philosophy, and to meet the high expectations of educators, parents, and community residents, the Holmdel Township School District offers a comprehensive program of elementary instruction. This program is designed to promote intellectual growth, develop positive attitudes toward learning, and enhance the self-confidence of learners. The focus of the instructional program includes challenging students, promoting critical thinking and problem solving activities, and ensuring students are active learners in the learning process. The students will utilize technology as an integral part of their instructional program to access, process, and communicate information.

To maintain the quality of our program there is a constant emphasis on staff development, curriculum revision, interdisciplinary learning experiences, and flexible student-based strategies. Every student will be presented with a program of study that includes instruction in literacy, mathematics, science, and social studies. Library skills and computer education support these subjects through an integrated approach. The fine arts and health areas are addressed through the courses of health, physical education, art, and music (chorus, instrumental, general). World languages awareness will be a component of the elementary curriculum beginning in fourth grade. Learning experiences are enhanced and enriched through field trips and special programs.

To achieve success in the elementary educational program, a collaborative effort is essential. Conscientious students, supportive parents, dedicated staff, and motivated educational leaders are a winning combination!

II. GENERAL INFORMATION AND PROCEDURES

TIMEFRAMES FOR INDIAN HILL SCHOOL 2020-2021

Daily Attendance

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

Marking Period Ends

1 st – Nov. 19
2 nd – Feb. 3
3 rd – April 13
4 th – June 23

Report Cards Issued

1 st – Dec. 1
2 nd - Feb. 11
3 rd – April 21
4 th – June 30

REGULAR SCHEDULE

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

EARLY DISMISSAL

<i>HR/Morning Mtg. /Attendance</i>	9:05 - 9:11
Period 1	9:13 - 9:46
Period 2	9:48 -10:21
Period 3	10:23 -10:56
Period 4	10:59 -11:32
Period 5	11:35 -12:08
Period 6	12:10 -12:43
Period 7	12:45 - 1:18
<i>Homeroom-PM</i>	1:20 - 1:25

DELAYED OPENING

11:05 -11:09
11:11 -11:46
11:48 -12:23
12:25 - 1:00
1:03 - 1:38
1:41 - 2:16
2:18 - 2:53
2:55 - 3:30
3:32 - 3:35

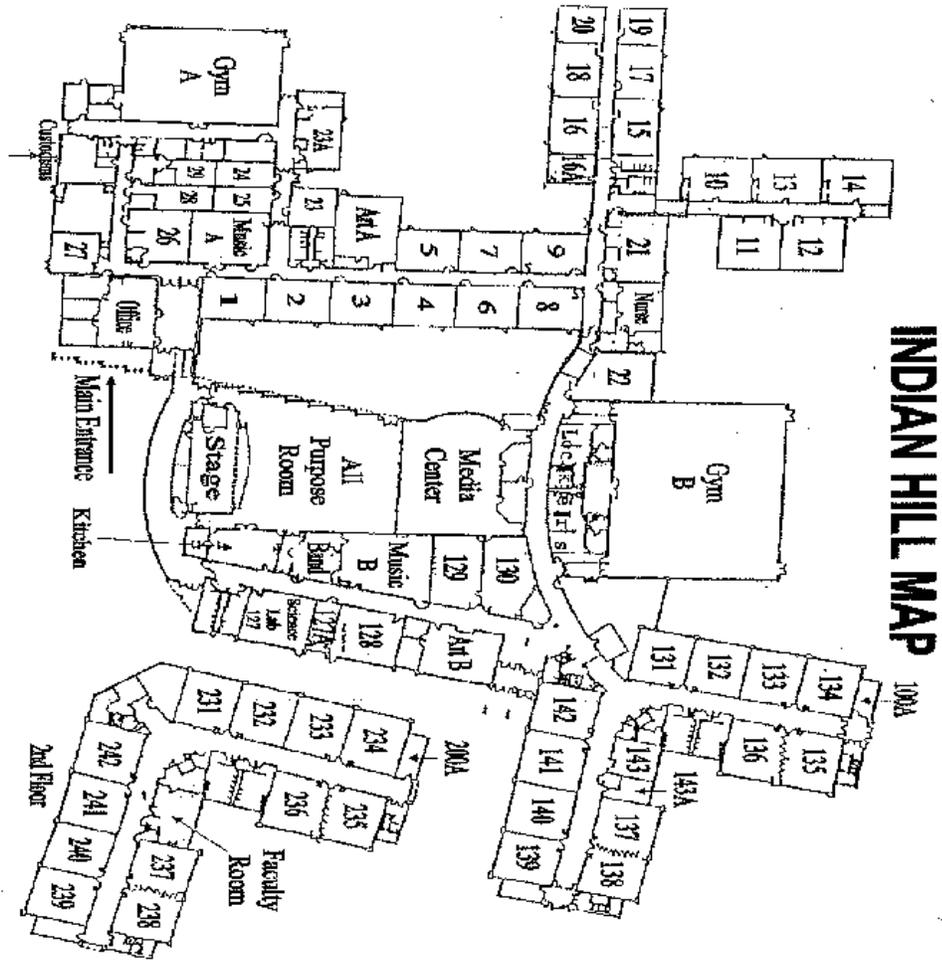
2020-2021
INDIAN HILL SCHOOL STAFF LIST

Lisa Vitale - Principal

Michael Ferrarese – Assistant Principal

GRADE 4	GRADE 5	GRADE 6	SPEC. ED
Bethany Reichwein-Lit/SS	Emily Safranek - Lit/SS	Brianna Brennan – Writing	Jennifer Boenning – 6 ICR/RR
Jenna Atkinson – M/Sci.	Shawn Boehmcke - M/Sci	Beth Catania - Writing	Carolyn Broadhurst – 6 ICR
		Kevin Dillon –SS	Denean Burke – 6 ICR/RR
Jacqueline Stern-Lit/SS	Robyn Archinaco – Lit/SS	Cathleene George - Science	Nicole Clifton-5 ICR/RR
Joy Hartman – M/Sci.	Kailyn DaSilva – M/Sci	Colleen Jasperse– Reading	Susan Croken – 5 ICR/RR
		Jiwon Joung–Math	Daniella DelMauro - 5 ICR/RR
Kelly Ciuffreda-Lit/SS.	Megan Murphy - Lit/SS	Genevieve Kotzas – SS	Janice Esposito - 4 ICR
Erin Damji-M/Sci.	Elizabeth Fitzsimmons – M/Sci.	Katelin Leibner - Math	Stephanie Fisher - 6 ICR
		Kevin McCarthy –Science	Stephanie Fontanella - 4 ICR/RR
Stephanie Gish-Lit/SS	Michael Kelly – Lit/SS	Robin Watts – Reading	Katie Frank - 6 ICR/TTT
Rhiannon Dekker-M/Sci.	Kathy Bradley - M/Sci.		Maria Gabriele - 4 ICR
		<u>SPECIAL ED MONITORS</u>	Allison Griffith - 5 ICR
Rebecca Waddell-Lit/SS	Susan Fullilove – Lit/SS	Robin Anderson	Alison Martignoni - 5 ICR
Erin Damji-M/Sci.	Gregory Jusinski – M/Sci.	Bob Atzingen	Leslie McMahan - 6 ICR
	Jessica Harding TLR Lit/SS	Marni Chodes	Kyleigh Reckage - 5 ICR/RR
<u>LLD</u>	Marcia Vaccarino - Lit/SS	Jackie Dinapoli	Katie Rossitto - 6 ICR
Rachel DeLisa - Gr. 4/5	Tom Woods - M/Sci.	Robin Dreuer	Jessie Tice - 4 ICR/RR
Jennifer Metzinger - Gr. 6		Desiree Fernandez	Kevin Vitale – 4 ICR/RR
		Mary Fulmer	
<u>ART</u>	<u>MEDIA CENTER</u>	Florence McCarthy	
Jill Greco	Lisa McTague	Mary Rothman	<u>STEAMVOYAGERS</u>
Rian Lane-Hryzkanich		Stephanie Seeloch	Meredith Thomas
	<u>LUNCH AIDES</u>	Patty Wagner	
<u>INTERVENTIONIST</u>	Nina Cagnoni	Christine Yuen	<u>SECRETARIES</u>
Nicole Bayers - Math	Linda Calia		Dawn D’Amato, Secretary
Maria Fabiano - Literacy	Eileen Carr	<u>LITERACY COACH</u>	Heidi O’Rourke, Sec/Principal
Jeanne Remuzz - Literacy	Jacqueline Cavanaugh	Shalonda Archibald	Mary Satterfield, Sec/Asst. Prin.
	Jennifer DeMeo		
	Kami DeSilva		<u>SPEECH</u>
<u>CHILD STUDY TEAM</u>	Susan Hersh	<u>MATH COACH</u>	Lisa Buerck
Suzanne McDevitt-Psych	Annette Kolakowski	Taryn Treubig	Erin Gaffney IH/Village
Jaclyn Cameron – LDTC	Nibia Madlanado		
	Timothy McDonnell	<u>MUSIC</u>	
	Antonia Mucci	Trina McCarthy	
<u>CUSTODIANS</u>		Christina Nigro	<u>TECHNOLOGY</u>
Ron Erricksn, Head Cust.			Matthew Schuckert
Mike Graham	<u>BUS MONITORS</u>		
	Linda Calia - PM ONLY	<u>NURSE</u>	<u>TECHNOLOGY COACH</u>
<u>NIGHT SHIFT</u>	Jennifer DeMeo	Barbara Wagner	Tina Monteleone
Frank Carter	Kami DeSilva	<i>Marguerite Dalton TLR</i>	
Anthony Grimaldi	Linda Fernand - PM ONLY	<u>OT/PT</u>	<u>SPANISH</u>
George Oxner	Annette Kolakowski	Claire Swift OT	Cristina Babik
Richard Oxner	Antonia Mucci-PM ONLY	<u>PHYS. ED.</u>	Nicole Donnelly
Scott Mester		Daniel Franke	
	<u>MAINTENANCE</u>	Lauren Jacoby	<u>GUIDANCE</u>
<u>ESL</u>	TBD	Ed Patterson	Stephanie Jennings
Jeannette Malzia		Chris Wagner	

INDIAN HILL MAP



ROOM ASSIGNMENTS 2020-2021

Grade 4

Grade 5

Grade 6

ATKINSON, JENNA	21	ARCHINACO, ROBYN	142	BOENNING, JENNIFER	232
CIUFFREDA, KELLY	10	BOEHMCKE, SHAWN	137	BRENNAN, BRIANNA	239
DAMJI, ERIN	4	BRADLEY, KATHY	141	CATANIA, BETH	236
DEKKER, RHIANNON	7	JESSICA HARDING TLR	132	DILLON, KEVIN	242
GISH, STEPHANIE	14	DASILVA, KAILYN	129	GEORGE, CATHLEEN	Sci. Lab 127
HARTMAN, JOY	15	FITZSIMMONS, ELIZABETH	133	JASPERSE, COLLEEN	238
HECHT, JACLYNN	16	FULLILOVE, SUSAN	135	JIWON JOUNG	237
REICHWEIN, BETHANY	13	JUSINSKI, GREGORY	131	KOTZAS, GENEVIEVE	234
STERN, JACQUELINE	11	KELLY, MICHAEL	140	LEIBNER, KATELIN	241
WADDELL, REBECCA	12	MURPHY, MEGAN	134	MCARTHY, KEVIN	Sci. Lab 128
		SAFRANEK, EMILY	138	WATTS, ROBIN	233
		VACCARINO, MARCIA	132		
		WOODS, TOM	136		

SPECIAL EDUCATION TEACHERS

Carolyn Broadhurst RR/ ICR 127-127	Janice Esposito ICR 10	Allison Griffith RR 134	Jessie Tice RR/ICR 5-15
Denean Burke RR/ICR 240-234	Stephanie Fisher ICR 128-241	Alison Martignoni RR 136	Kevin Vitale RR/ICR 18-16
Nicole Clifton RR/ICR 143-137	Stephanie Fontanella RR/ICR 20-12	Leslie McMahan ICR 236-242	
Susan Croken RR/ICR 133-139	Katie Frank ICR/ITT 234-8	Kyleigh Reckage RR/ICR 231-138	
Daniella DeMauro RR/ICR 235-140	Maria Gabriele ICR 4	Kathleen Rossitto ICR 236-242	

SPECIAL AREA TEACHERS

Intervention Team	Literacy Coach	PT Steinhauser/Stout	6
Nicole Bayers (Math)	- Shalonda Archibald		28
Maria Fabiano (Lit)		Spanish- Cristina Babik	9
Jeanne Remuzzi		Nicole Donnelly	3
Art A - Jillian Greco	LLD	Speech- Erin Gaffney	200A
Art B - Rian Lane-Hryszkanich	Rachel DeLisa Gr. 4 & 5	Speech -Lisa Buerck	23
	Jenn Metzinger Gr. 6		143
4 th Grade Science Lab		Study Hall	TBD
5 th Grade Science Lab	Math Coach - Taryn Treubig		28
		Michelle Reibrech	23A
Matthew Schuckert - IT Office	Media Center - Lisa McTague		
		Technology Coach	28
Conference Room	Music A - Christina Nigro	Tina Monteleone	
	Music B - Trina McCarthy		
ESL- Jeannette Malizia		STEAM/Voyagers	
	Nurse - Barbara Wagner	Meredith Thomas	19
CST - Conference Room	TLR ?		
CST - Suzanne McDevitt		GYM A (old gym)	
LDTC - Jaclyn Cameron	OT Claire Swift	GYM B (new gym)	6

TEAM SCHEDULE

All TEAM meetings will begin at 8:05 a.m.

- **Grade Level TEAM will meet in Conference Room #1 and Main Office Conference Room**
- **Full Special Education Team will meet in the Media Center.**

Tuesday	September 22	Gr. 4
Thursday	September 24	Gr. 5
Tuesday	September 29	G. 6 Sci/SS
Thursday	September 30	Gr. 6 Lit/Math
Thursday	November 12	Gr. 4/Special Ed
Tuesday	November 17	Gr. 5/Special Ed
Tuesday	November 24	Gr. 6 Lit/Math/Special Ed
Monday	November 30	Gr. 6 Sci/SS/Special Ed
Tuesday	January 5	Gr. 4
Tuesday	January 12	Gr. 5
Thursday	January 21	Gr. 6 Lit/Math
Tuesday	January 26	Gr. 6 Sci/SS
Tuesday	March 2	Gr. 4/Special Ed
Monday	March 8	Gr. 5/Special Ed
Tuesday	March 16	Gr. 6 Lit/Math/Special Ed
Thursday	March 25	Gr. 6 Sci/SS/Special Ed
Tuesday	May 4	Gr. 4
Tuesday	May 11	Gr. 5
Tuesday	May 18	Gr. 6 Lit/Math
Thursday	May 20	Gr. 6 Sci/SS

FACULTY MEETING DATES
2020-2021

Tuesday	October 6
Tuesday	December 22
Tuesday	February 2
Tuesday	April 13
Tuesday	June 8

**All staff meetings take place in the Media Center at 8:05 a.m.*

I&RS DATES

2020-2021

III. EDUCATIONAL INFORMATION

ABSENCE/TEACHER

If it becomes necessary for you to be absent from your teaching responsibilities, please logon, <http://www.frontlinek12.com/Products/Aesop.html> or call AESOP, 1-800-942-3767 and follow the voice menu to arrange for a substitute. *Please call as soon as you know you will be absent, to ensure coverage. If you have been approved for a Professional Day it is your responsibility to call in advance to arrange sub coverage.

ACHIEVE PROGRAM

The goal of the Achieve Program is to raise student skills to the Proficient level. The I&RS committee working with the Intervention Team, the Principal, and Director of Special Services are responsible for identifying all eligible students.

AFFIRMATIVE ACTION POLICY

The Holmdel Township Board of Education guarantees to all persons equal access to all categories of employment, retention and advancement in this district, regardless of race, creed, color, national origin, ancestry, age, sex, affectional or sexual orientation, marital status, domestic partnership status, familial status, liability for service in the Armed Forces of the United States, atypical hereditary cellular or blood trait of any individual, nonapplicable disability or because of genetic information or refusal to submit to or make available the results of a genetic test.

An affirmative action/equity program shall be a part of every aspect of employment not limited to but including upgrading; demotion or transfer; recruitment or recruitment advertising; renewal or nonrenewal; layoff or termination; rates of pay or other forms of compensation including fringe benefits; employment selection or selection for training and apprenticeships; promotion; or tenure.

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

Inquiries regarding compliance may be directed to TBD, Affirmative Action Officer, at the Board of Education Office, 65 McCampbell Road, Holmdel, NJ 07733 Telephone – (732) 946-1800.

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, and 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.

GRIEVANCE PROCEDURE

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

SEXUAL HARASSMENT

The Holmdel Township Board of Education prohibits sexual harassment of and by staff members and students. Sexual harassment is a violation of state and federal laws. It has been defined by the Equal Employment Opportunity Commission (EEOC) as "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature...when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to 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."

ANECDOTAL NOTES

It is highly recommended that teachers keep anecdotal notes/documentation, with dates and times of any parent contact or atypical student behavior and/or learning problems which may be the basis for referrals, conferences, etc.

ARRIVAL OF STUDENTS

Teachers report at 8:50 a.m. Parents are requested to time the arrival of their children to Indian Hill School between 8:50 a.m. and 9:00 a.m. At that time they may enter the building and report directly to classrooms. Homeroom is 9:05 a.m.

ASSEMBLIES

Assemblies are a regularly scheduled part of the curriculum and, as such, are designed to be educational as well as entertaining experiences. They provide one of the few opportunities in school to learn formal audience behavior. Students must be supervised closely during assemblies at all times. Please help your students adhere to proper behavior during assemblies.

If an assembly is scheduled during a special subject time frame, the special subject teacher will monitor these students in the assembly. The classroom teacher may take his/her prep time during the assembly. He/she should go to the assembly when the prep time is over.

ATTENDANCE/STUDENTS

Taking attendance should be one of the first items of business on your daily agenda. Following is the code, which will be utilized to maintain an accurate attendance record:

Each morning attendance should be posted by 9:30 on your computer. While office personnel will alert the principal of students with excessive absenteeism/tardiness, keep him/her informed of students who may be having problems. Regular attendance ensures the continuity of the educational program. The State Education Law permits legal absences for the following reasons. Also see under inserts in the handbook a more detailed list from the State of pupil absence from school.

- Personal illness
- Death in family
- Religious observance
- Quarantine of family members
- List of Religious Holidays

AUDIO/VISUAL

Please use the following procedures:

1. Staff is requested to sign out videos in the Media Center office.
2. Students are not permitted to move a/v equipment.

AUXILIARY SERVICES

Should you have questions concerning payroll or deductions appearing on checks, call or email Marsha Acquaviva, at (732) 946-1800, ext. 6011. Queries regarding transportation or emergency custodial service may be referred to the office. Repairs or work needed to be performed in the classroom should also be reported to the main office secretaries.

BACK-TO-SCHOOL-NIGHT

Back to school nights are: September ? - Grade 6, September ? - Grade 5, September ? - Grade 4.

1. Each teacher hands out a course outline.
2. The outline for each subject should contain the content, main units, topics, etc.

3. Materials used throughout the year should be easily visible and readily available for parents to look through.
4. Discuss and give information as to what types of projects, assignments, homework, etc. will be required.
5. Do not discuss personal situations. Stick to providing information about the course.
6. Be ready to address questions on challenging students or varied ability levels within the class. Answers could focus on grouping individualized assignments and differentiated instruction.
7. Be ready to address questions concerning homework.
 - A. Frequency
 - B. Usual length of assignments
 - C. Types
8. Address your grading policy based on:
 - A. Assignments
 - B. Homework
 - C. Tests
 - D. Class participation
 - E. Class work

BATHROOM PROCEDURE

Students who use the communal bathrooms are to sign in and sign out as well as record the time when leaving or returning to the classroom. Incidents of vandalism should be reported to the office immediately.

BOOK FAIRS

This year, the Book Fair will tentatively take place from January 4-14. All monies collected during our annual Book Fair will be designated for student/library materials and for classroom use.

BUILDING ENVIRONMENT

Updates on building concerns will be made through Building Council meetings.

BULLETIN BOARDS

Bright and informative bulletin boards provide spark to our school. Teachers in their respective wings should share the responsibility of “dressing” the bulletin boards. Nothing is more pleasant to parents and visitors than to see student work proudly displayed. Please be sure any student work is proofread and finalized before displaying.

BUS RULES AND REGULATIONS

Bus rules and regulations should be reviewed periodically with your students. These rules and regulations can be found in your student handbook.

BUSES

Section 18A:25-2 of the New Jersey Statutes – “A teacher or other person in authority over such pupil shall hold every pupil accountable for disorderly conduct in school, during recess, on the playgrounds of the school, and on the way to and from school. The driver shall be in full charge of the school bus, but if unable to manage any pupil, shall report the unmanageable pupil to the principal of the school, which he attends. A pupil may be excluded from the bus for disciplinary reasons by the principal and his parents shall provide for his transportation to and from school during the period of such exclusion.

CELL PHONES

Cell Phones may not be used by teachers during instructional and/or pupil contact time or in hallways.

CHANGE IN CLASS LOCATION

If you are taking your class to an unscheduled location, please advise the three main office secretaries by email so that we may readily find you or one of your students if necessary.

CHILD ABUSE

The Board of Education has developed very specific policies and procedures for the protection of the health and welfare of its students. These policies and procedures are in strict compliance with current State Code and Law.

Child abuse and neglect is a very unpleasant topic but it does occur. Often, the school is the primary source of possible identification and therefore shares an important role with law enforcement and the Department of Human Services in the investigation of a reported suspected case.

****Advisory****

By law (N.J.S.A. 9:6-8.10 and 18A:36-25) and Department of Education regulations (N.J.A.C. 6A:16-11), any person having reasonable cause to believe that a child has been abused or neglected by a parent or caregiver is required to immediately notify DYFS. After reporting to DYFS, any school district employee, volunteer or intern must inform the principal or other designated school official so that law enforcement authorities can be notified. School personnel play an important role as reporters since they closely observe and interact with children on a daily basis. The name of a reporter is kept confidential and reports to DYFS can be made anonymously. However, the investigator may need to clarify information with the reporter or have additional questions.

If you need help deciding whether to report a specific situation, contact the Child Abuse Hotline at 1-877 NJ ABUSE to speak to a screener.

CHILD STUDY TEAM

What is “Child Study Team” Service?

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 three and twenty one.

Identifying handicapped students and deeming them eligible is the legal responsibility of the Child Study Team of the local school district. The Child Study Team (CST) consists of the School Psychologist, the Learning Disabilities Teacher-Consultant, the School Social Worker, and the Speech/Language Specialist.

How does a child come to be referred to the Child Study Team?

In our District, a child who is exhibiting signs of educational difficulty is to be referred by the classroom teacher to the Intervention and Referral Services Committee (I&RS). If it appears more intensive evaluation is needed or that total special education planning is required to help the child function to their potential, the I&RS Committee will refer the student to the Child Study Team. This will be in consultation with the parent, the teacher, and the counselor where applicable. Parents also have the right to request that their child receive a formal evaluation by the Child Study Team. The classroom teacher may obtain I&RS referral forms from the main office. They are located in the gray file cabinet.

COMMERCIAL FILMS

It is inappropriate to show questionable popular or full length films. It is acceptable to show a film that relates to your curriculum and is a natural extension of educational activities. For your protection, always preview before showing any film during class time.

COMMUNICATION

Open and positive communication with parents is a way to build a strong relationship of trust where the parent is your partner. Parental input can be very beneficial in helping children maximize their potential. As a result, strong communication from the teacher is critical:

- Be sure to voice your concerns and suggestions about a student in an appropriate and timely manner.
- Keep parents informed about their child, both strengths and challenges.
- Communicate honestly with parents about their child’s progress and your concerns.
- When delivering difficult news to a parent, do so in person or over the phone, rather than via email.
- If a parent leaves a telephone message for you, return the call as soon as possible. If you do not get an answer, try at least twice; then send a brief note or email indicating that you tried to return the call and stating the times of day when you are free to accept telephone calls if the parent wants to pursue that vehicle of communication. Be professional and cordial at all times.

CONDUCT

Daily routines should be promptly established so that student energies are directed toward learning. Classroom rules and procedures should be discussed and posted. These rules should address the amount of activity and noise that infringe upon student learning. Indian Hill School children should understand they are responsible to all adult school personnel in the classroom, hallways, bus, playground and lunchroom. In addition, it is important to:

- Begin instruction promptly
- Be consistent, establish regular routines and procedures
- Promote meaningful time on task for the full class time
- Have students seated until the end of the period
- For the safety of our students, it is imperative that when changing classes, all teachers are to supervise student traffic by their doorway or in the halls.

TIPS FOR GOOD CLASSROOM MANAGEMENT

- Have only a few rules. State them clearly on the first day of class. Be sure everyone knows them. Enforce them without emotion or commotion.
- Be fair and consistent when enforcing rules. What you do for one student you should be willing to do for all students.
- Do not engage in power struggles as they are usually a lose/lose situation.
- It is better to be strict with new groups at the beginning. It is easier to loosen up as the school year progresses than it is to tighten up.
- Don't be afraid to acknowledge an error. You are not infallible and students know it.
- Don't discipline the entire class for the misconduct of a few pupils.
- Treat students with respect and accentuate the positives in each of them.
- Communicate progress regularly with students and parents. Make positive parent contacts whenever you can.
- Students should never be disciplined in front of the class.

OFFICE REFERRALS

- As we all know, there are times when a student's individual negative behavior cannot realistically be handled in the classroom. A student's behavior may be such that sincere and reasonable attempts to control or change it fail.
- If this behavior disrupts the educational environment or process, then to gain relief the student should be directed to report to the office. If a routine situation cannot be handled in the classroom and a student is sent to the office for the benefit of you or your class, this is to be considered a serious decision.
- If you do discharge a student, prior to sending someone to the office quickly rethink your intended action - are you overreacting, have you personalized something you should not have, would another remedy be more reasonable or effective?
- When sending a student from class seems the only reasonable option, it must be followed by a brief written statement of the facts (DISCIPLINE REPORT) which determined your decision. This factual information from you allows an administrator to make appropriate judgments. Be careful how you express yourself because a **copy of the Discipline Report** form will be sent to the parent.
- Finally, prior to leaving for the day (day of the incident), **you are to call a parent of the child sent to the office.** Call home, cell, or work, if necessary. This information is readily

available on PowerSchool. In speaking to parents, please only report the behaviors/actions of their child. Do not discuss other students. Remember, parents are entitled to know what is happening in the lives of their children, and you are the sole possessor of the first-hand information in these situations. Also, your phone call may save you and the student from future problems. Parents are still the most effective "behavior modifiers."

CURRICULUM GUIDES

The assistant superintendent shall oversee the development of curriculum guides for every area of study for every grade level. Each guide shall contain objectives for concepts and skills to be taught, scope and sequence, suggested materials and activities designed to achieve all of these, and evaluation criteria intended to assess the extent to which learning objectives have been met.

Teachers shall use the guides as the core of their instructional planning. Teachers are encouraged to participate in the development of curriculum documents. A copy of each guide in use shall be maintained by the teacher of the course or subject area and kept on file in each school office and library as well as in the district's curriculum office. Such guides shall be available for public inspection.

CUSTODIAL SERVICES

If you need custodial services, contact the main office and they will call the Head Custodian for assistance to assist you.

DAILY ATTENDANCE

Teachers Report	8:50 a.m.
A.M. Homeroom	9:05 - 9:15 a.m.
P.M. Homeroom	3:25 - 3:35 p.m.
Dismissal of Pupils	3:35 p.m.
Teachers Depart	3:35 p.m.

**** Teachers must submit the attendance by 9:30 a.m. daily.***

DANGEROUS WEAPONS IN SCHOOLS

Knives, guns, and other objects which may be deemed harmful in any way, are not allowed in school for any reason. This includes toys that are similar in nature to weapons. (Example: water pistol, plastic knives, etc.). Students are not permitted to have laser pointers in school. Violations of this rule must be reported to an administrator immediately.

DELAYED OPENINGS

Under certain circumstances, the schools will have a delayed opening. When this occurs, you will receive a message from the auto-dialer stating we have a delayed opening and how long the delay is.

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

A two-hour delay will be used when a storm has abated or when the extra time would allow for additional melting and less conflict with commuter traffic.

In the event of heavy snow, icy roads, or other hazardous weather conditions, you will receive an automated call from the Superintendent. Information on school closings will also be available on the website and over broadcasts from various news and radio stations.

DEVELOPMENTAL PHYSICAL EDUCATION

Select students will receive Development Physical Education during their lunch/recess period.

DISCIPLINE

The Board of Education strives to ensure the physical and mental health, safety and welfare of all pupils in the school. All students have the right to be protected and taught in an orderly environment conducive to learning. To this end, pupils shall conduct themselves in keeping with their level of maturity and should act respectfully towards others. The Board believes the best discipline is self-imposed and students must learn to accept responsibility for their own behavior and for the consequences of their misbehavior. When students fail to act appropriately, disciplinary action may be taken. No staff member shall administer corporal punishment to a student nor use more force than necessary to:

- A. Quell a disturbance that threatens physical injury to others
- B. Obtain possession of weapons or other dangerous objects
- C. Defend himself/herself
- D. Protect persons property

The authority of any administrator, teacher, or other Board of Education employee shall extend over every pupil in every part of the school property, on school vehicles at any time, and at all school functions, regardless of location, whether or not school is in session or whether he/she has direct responsibility for the pupil. When necessary, pupils shall be turned over to civil and/or law enforcement authorities having jurisdiction for specific violations of the law.

Parents/guardians shall be expected to guide and direct their children toward standards of good conduct in the total school environment, as well as to cooperate with school officials in preventive and corrective disciplinary measures for their children. Principals and teachers shall afford parents/guardians adequate opportunities to work with school staff in helping, supporting, and modifying the behavior of pupils.

DISTRICT POLICIES, PROCEDURES, REGULATIONS

A full set of Board of Education Policies, operating procedures within the school, and other regulations are available on the website and in the library for student consultation any time during regular school hours. Many things governed by policy or extensive regulation are too long to print in a handbook such as this. Therefore, the full letter of the policy or regulation is available in the school library, Principal's office, and Board of Education office.

DOORS LOCKED

Your classroom door must be closed and locked at all times. Classroom doors exiting to the outside must also be closed and locked at all times. Teachers may not open doors to let anyone in the building at any time.

DOOR DECORATIONS

For safety reasons, decorations cannot obstruct the view from the door window. A clear view for entering and leaving the room prevents accidents caused by opening doors.

DRESS

It is requested that everyone dress appropriately for school. Students wearing short shorts and beachwear are not appropriate. Dress which is questionable or seemingly inappropriate should be addressed with the student directly and privately. If a student does not comply, please refer them to the principal, who will confer with the parents whenever necessary.

DRUGS, ALCOHOL, TOBACCO

The Holmdel Township Board of Education recognizes the existing drug and alcohol abuse problem in society and is aware of the vital role played by schools and school personnel in the efforts of the community to control and reduce this problem. The Board believes a preventative and therapeutic approach to the problem is more effective than one which is solely punitive in nature. The Board is committed to establishing a comprehensive district-wide program to address the use of alcohol and controlled dangerous substances by students.

For the purposes of this policy, "drugs" shall mean:

- A. All dangerous controlled substances as so designated and prohibited in New Jersey statutes;
- B. All chemicals which release toxic vapors as defined and prohibited in New Jersey statutes;
- C. All alcoholic beverages;
- D. Any prescription drug, except those for which permission for use in school has been granted pursuant to Board policy.

The Holmdel Township Board of Education prohibits the use, possession, or distribution of any drug by pupils, staff, or others on school property. Reporting/notification procedures:

- In instances involving alcoholic beverages, controlled dangerous substances, or any chemical or chemical compound as identified in N.J.A.C. 6:29-9.3 (a), the following shall apply:
- Any professional staff member to whom it appears that a pupil may be under the influence of alcoholic beverages or other drugs on school property or at a school function shall report the matter as soon as possible to the school nurse or medical inspector and the principal.

In the absence of the principal, his or her designee shall be notified. In instances where the school nurse, medical inspector or the principal are not in attendance, the staff member responsible for the school function shall be immediately notified.

EARLY DISMISSAL

No student will be released on the basis of a non-validated telephone call. The parent or parent designee (responsible adult) will report to the office to sign the child out. If a note for early dismissal is sent and signed by the parent/guardian, the student should be **sent** to the office at that designated time. In the event no note is sent, the office will call for the student after the parent has signed the child out. If a student's note requests a dismissal time between 2:45 p.m. and 3:35 p.m., the student **must** bring this note to the attention of the office so the parents can be called.

Children of estranged parents can only be released upon written request of the court-designated parent or guardian. The school cannot be a party to other arrangements. We **do not** dismiss after 2:45 p.m. for early dismissal.

E-MAIL

Each staff member is expected to check his/her e-mail daily. Parents' requests and communications should be answered as soon as possible and always within 24 hours.

EMERGENCY CALLS

Should you receive an emergency call we will try to get an immediate message to you. Please alert office personnel should you be expecting a call and where you will be. It would be advisable to fill out your emergency cards immediately upon receipt. The school nurse will distribute these.

ENRICHMENT PROGRAMS

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

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

EVALUATION OF SCHEDULE B STAFF

Evaluations of schedule B positions are done once a year by the school principal.

EXCLUSION FROM ACTIVITIES

Parents may submit a written request for exclusion from activities such as physical education for two days or less. A doctor's note, indicating the reason and duration will be required for exclusion for more than two days. The notes should be sent to the school nurse. Please note as well, if a student is absent for more than a half day, they may not attend after-school activities that day.

FIELD TRIPS

A request to take an educational excursion must be completed on the proper form. All field trips must be approved by the Board of Education. Upon approval of the planned trip, the teacher should complete the following tasks:

1. Secure parental approval (permission slips).
2. Notify kitchen personnel in advance of your planned excursion.
3. When excursion form is submitted, notify the office of any admission fees and deadlines.
4. Fill out the necessary papers for transportation and confirm bus/transportation reservation well in advance of the trip.
5. If a student does not accompany the class on a field trip, he/she will be assigned to another class on that grade level. Assignments will be rotated.
6. Students requiring medication while on a field trip may need special arrangements or may need a parent to attend. See school nurse with specifics.

Permission Slips must be submitted by every student leaving the building campus for any approved trip. Permission slips should be distributed to the students at least one week ahead of time. Completed permission slips must be collected and kept. We will not be able to get permission over the phone, as was done in the past. Without a slip, the child stays here.

FORMS

For your convenience, the following forms may be obtained from the Main Office:

1. Mileage Sheets
2. Purchase Orders Forms
3. Course Approval
4. Software Review and Approval Procedures
5. Blue Sheet for class coverage

GRADING

<u>Grade Levels</u>	<u>Marking Period Ends</u>	<u>Report Cards Issued</u>
A+ 96-100		
A 90-95	1 st – Nov. 19	1 st – Dec. 1
B+ 86-89	2 nd – Feb. 3	2 nd – Feb. 11
B 80-85	3 rd – April 13	3 rd – April 21
C 70-75	4 th – June 23	4 th – June 30

C+	76-79
D+	66-69
D	60-65
F	Below – 60

The end of a marking period can be stressful for students AND teachers. With that in mind, please consider your students' commitment to all of their classes and activities and their attempt to balance what you assign for homework and tests during the last two weeks of the marking period. It is recommended that students not be assigned written homework on the night (or two) before a test so that they can devote their time to studying.

Should you need to give a test or collect a paper/project during the last week of the marking period, we ask that you adhere to this schedule:

- 4 days before the MP closes – Open (anyone may test)
- 3 days before the MP closes – Math/Social Sciences/World Languages/PE
- 2 days before the MP closes – English/Science/Electives (Cycles)
- 1 day before the MP closes – Math/Social Sciences/World Languages/PE
- Last day of the MP – English/Science/Electives (Cycles)

Please see the building principal directly if this schedule presents a problem in any way.

****Spanish will no longer be graded on a pass/fail basis. A letter grade will be given similar to any other academic class or special subject class.***

GUIDANCE COUNSELOR

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

GUM CHEWING

Gum chewing is prohibited in the school and on the school bus.

HEALTH SERVICES

4th and 6th grade students will receive testing for vision, scoliosis, and blood pressure screening. In the fall, all students will be weighed and measured.

All absentee and Physical Education notes should be forwarded to the health office.

HOMEWORK

One of the most important purposes of schooling is to help students become independent life-long learners. 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 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 time management;
- To increase students' sense of self-worth and self-efficacy;
- To involve the family in a shared learning experience;
- To provide essential practice in developing skills

TAXONOMY OF HOMEWORK

Assignments involving practice help students master specific skills, such as mathematics assignments, and these may be a review and/or should be directly related to that day's lesson.

Assignments involving pre-study help students gain the maximum benefit from future lessons.

Assignments involving extension help teachers assess whether students can transfer specific skills or concepts to new situations. Such assignments involve abstract thinking and are highly desirable although sometimes difficult for students to accomplish.

Assignments involving creativity require students to integrate many skills and concepts in order to produce original responses. The completion of these assignments (e.g. book sharing, dioramas, research projects) may take students several days or even several weeks.

HOMEWORK GUIDELINES

1. Homework assignments should be meaningful and appropriate to the needs of each student and to the Holmdel Township curriculum.
2. Homework should be an integral part of each lesson for which it is assigned. Homework should build on classroom work and it should include the review of previously learned materials when appropriate.
3. Classroom activities and lessons should be building on homework assignments because this reinforces that homework has value.
4. Homework assignments should be carefully planned and explained by the teacher.
5. Homework should be followed-up or reviewed in some way by the teacher and feedback provided to the student.
6. Homework assignments which are considered "long-range," should be periodically checked for progress by the teacher in accordance with previously established timelines.

7. Study skills should be taught in the various disciplines, in order to develop independence within each student and assist students in completing homework assignments.
8. Students of all ability levels will be assigned regular homework. As appropriate, assignments will reflect the range of abilities in a content area.
9. Regardless of the subject, students should be given a specific guiding purpose and instructions for reading and study assignments.

TYPES OF HOMEWORK (may include, but are not limited to)

1. Written assignments and/or drills to reinforce classroom learning;
2. Research assignments using outside information and reference materials;
3. Supplementary reading to gather information or to practice reading skills;
4. Technology utilization to enhance knowledge of a specific subject or topic;
5. Study time to commit facts to memory

TIME ALLOTMENTS AND BOARD HOMEWORK POLICY

The following time allotments for homework should serve as guidelines and reflect the district homework policy. The following guidelines are based upon an "average" student:

Grade 4: 40-50 minutes daily

Grade 5: 50-60 minutes daily

Grade 6: 50-70 minutes daily

- a. Homework will be assigned four days each week.
- b. Homework will not be assigned on weekends unless it is for make-up or to complete a long-range project.
- c. Students will have two days to make-up class work and homework for every day absent from school for illness or other "excused absences." Teachers shall make reasonable accommodations to extend time for students
- d. For students who have an absence from school for reasons other than illness or excused absences (please refer to Policy 5200 and Regulation 5200), homework will be assigned upon the return to school and in general, students will be allowed two days to make up missed work for each one day of absence..
- e. Homework will not be assigned for winter or spring recess periods except to encourage reading.

INFORMATION TECHNOLOGY

The Holmdel Township Board of Education defines *information technology* to be the access to information on district-owned hardware through the use of various media such as voice, video, and data. The Board believes contemporary society presents unique challenges and opportunities for the individual. The proliferation of information technology in daily life must be

accessed and utilized to assist each student in meeting these challenges and taking advantage of the opportunities.

The Board believes an effective educational program incorporates technology as an essential component and reflects current technological advantages in available resources and training.

The Board further believes information technology has a critical impact on the manner through which individuals communicate, access information, resolve issues, and creatively meet individual and collective education needs.

As outlined in Board policy and procedures on student rights and responsibilities, the following rules apply:

Personal Safety

- Users will not post personal contact information about themselves or other people. Personal contact information includes name, address, telephone numbers, home address, etc.
- Users will promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.

Illegal Activities

- Users will not attempt to gain unauthorized access to the District network. This includes attempting to log in through another person's account or access another person's files.
- Users will not make deliberate attempts to disrupt the network performance or destroy data by spreading computer viruses or by any other means.
- Users will not use the District system to engage in any illegal act.

System Security

- Users are responsible for the use of their account. They should take reasonable cautions to prevent others from gaining access to their account.
- Users will immediately tell their teacher or the network engineer if they have identified a possible security problem.

Inappropriate Language

- Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- Restrictions against inappropriate language apply to public messages, private messages, and material posted on web pages.

Unacceptable Activities

Users are not permitted to:

- Send or display offensive messages or pictures;
- Harass, insult, or attack others;
- Intentionally waste limited resources;
- Download songs, games, and other non-curriculum information;
- Use a password other than their own;
- Utilize the network for banking, political lobbying, commercial ventures, gambling, or personal purchases
- Copy or distribute any unauthorized or inappropriate information received on district hardware.

Violations may result in disciplinary action, in a loss of access, and in legal action in accordance with board policy as well as federal and state laws.

INSURANCE

The Holmdel school system offers an optional group student accident insurance program for all students. Forms will be passed out to students to bring to their parent/guardian for completion.

INTERVENTION AND REFERRAL SERVICES COMMITTEE (I&RS)

The classroom teacher or other school staff may request assistance for help with a student who is exhibiting signs of educational difficulty to the Intervention & Referral Services (I&RS). This committee may make suggestions as to appropriate materials and/or instructional techniques for the referring teacher. The objective is to help the teacher effectively meet the needs of a student within the context of the regular classroom program and to avoid, if possible, unwarranted referrals to the Child Study Team for evaluation. Based on the evidence presented in the meeting, the committee may implement an I&RS Action Plan for the student within his/her general education setting, a 504 plan based on the nature of the student's difficulties, or a referral to the Child Study Team. The I&RS committee may also require school testing to help better understand the nature of the student's difficulties, and this would be done in consultation with you and the parent. If you have concerns about a student's academic progress and are considering making an I&RS referral, please take the following steps:

- Communicate your concerns with the student's parents to get an understanding of the child's history.
- Share your concerns with the school counselor and the student's other teachers to develop a clear picture of the student academically.
- Complete all forms in the I&RS packet found in the main office.

LESSON PLANS

All teachers should plan carefully for instruction. Lesson planning for each week or unit should be written out in advance, stating the core curriculum content standards, objective(s), activities/assignments, materials in use, and methods of monitoring progress and assessing students. Such plans should be made available upon request to any supervisor who enters the classroom to observe. Evidence of planning is one of the critical factors in staff evaluation whenever available, and it is the staff member's responsibility to properly plan to fully utilize them. All first-year teachers should electronically turn in lesson plans weekly to their supervisor. All other staff should turn in a lesson plan once a month.

LOCKERS

1. Locker assignments are handled by the homeroom teacher.
2. Locker assignment is a privilege and any abuse of that privilege may result in the suspension or denial of continued use. Loss of locker privilege - misuse of any kind: slamming, hanging on, general abuse, going to locker without permission.
3. No locks are to be placed on the lockers.
4. Locker Visitation:
 - Individually, when necessary, before and/or after a related arts class and the lunch period.
 - Before homeroom
 - At dismissal
 - No lockers are to be visited during class without direct teacher permission.

- Students should share lockers only when necessary.
- Access to any locker, other than the one assigned to a student, is strictly forbidden.
- Students are responsible for the maintenance and cleanliness of the assigned locker.
- Lockers are not to be used for the storage of valuable items.

The lockers are school property and, as such, may be inspected **by an administrator** at any time.

- **Locker decorating for birthdays before school is limited to 2 students per locker.**

LOST AND FOUND

The “Lost and Found” is located in the cafeteria next to the windows.

LUNCH PROGRAM

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

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

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

MAILBOXES

Because of the confidential nature of materials in teacher mailboxes, staff members are requested to pick up their own mail. You should check your mailboxes, particularly upon arrival, at the end of lunch, and at the end of the day. When possible, Indian Hill will be paperless. Please continue to check your email daily for important memos. All memos will be sent via email.

The mailbox for the PLG is the bottom drawer in the cabinet located under the teacher mailboxes. It is clearly labeled for easy drop-off of PLG mail.

MAINTENANCE REQUESTS

Maintenance requests (work orders) are processed through the Main Office. They are put into the computer system and sent directly to Building and Grounds.

MEDIA CENTER

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

Our librarian, Mrs. Lisa McTague can be reached at X4435.

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

MEDICAL ALERTS

The School Nurse will keep you apprised of medical concerns.

MEDICATION FOR STUDENTS

Pupils requiring medication at school must present: (1) a written statement from the family physician which identifies the type, dosage, and purpose of the medication (2) a written statement from the parent giving permission to administer medication prescribed by the family physician. The school physician reserves the right to approve any request from a family physician regarding the administration of medication.

Parents must bring medications to the nurse in the original bottle clearly labeled with the student's name and medication name/dosage.

MORNING MEMO

All teachers must read the morning memo upon arrival at school so they are aware of special events, meetings, and information.

NURSE

Only children who indicate a real illness or discomfort should be sent to the Health Office. Advise students of this fact. Note the students who chronically visit the Nurse and the frequency of visits during class instruction by certain students.

PARENT LIAISON GROUP (P.L.G.)

This organization provides many services in our school. Monthly meetings are held in the Cafetorium at 9:15 a.m. There is an additional parent organization, ARISE, which supports special educational programs in our school. Both of these support groups are an integral part of Indian Hill School and welcome new participants at meetings and events.

PARTIES

Small-scale parties are permitted. Parents should be asked to keep birthday refreshments limited to small snacks. Birthday party invitations are not to be distributed during school. Please inform the office if you are having a party and if you are expecting any guests or items. When planning for parties please consult with the school nurse and be vigilant about any students with allergies in your class.

PERMANENT RECORD FOLDERS

Permanent record folders are kept on file in the office. It is the teacher's responsibility to keep them in order in the file drawer. Staff may remove them from the file to work on them in the main office conference room. Files must be returned to the correct location when finished or by the end of the school day. Permanent record folders must be kept up to date. Test scores and reading records should be included. Since permanent record folders may be viewed by parents through an appointment with an administrator, comments should remain professional and objective and should explain and inform so they may benefit all concerned.

PERSONAL PROPERTY

Please remind students that items of value should remain at home. Game Boys, iPods, or other battery operated or electronic games may not be brought to school. Collectable cards or memorabilia are also prohibited from being in school without permission. The school cannot assume responsibility for loss or damage to personal property brought to school.

PHYSICAL EDUCATION PROGRAM

All students are required to participate in Physical Education.

Class regulations include:

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

PRIME TIME

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

PROFESSIONAL LEAVE PROCEDURES

1. Complete request form for professional leave.
2. Obtain all proper signatures. (Principal/Supervisor)
3. Forward to the Curriculum Office at least two weeks prior to the date of leave.
4. Call or sign on to AESOP to arrange for a substitute. (1-800-942-3767, <http://www.frontlinek12.com/Products/Aesop.html>)

REPORT CARDS

1. Grades and comments should be consistent.
2. Parents should also be contacted prior to report cards if a child's grade is going down.
3. Comments are required for a mark which has gone down.

RESPECT FOR SCHOOL PROPERTY

Students will be assessed fines for misuse or loss of school books, materials, etc.

SAFETY

One safety drill will be performed each month.

BUILDING EVACUATION PROCEDURES LEVEL II

Expectations and Responsibilities:

One of the Administrators will make an announcement that there is a Level II evacuation and then the alarm will sound.

1. Know the outside location for your class or your specific individual designated location (see map). **Maps will also be posted adjacent to the exit of all rooms.**
2. When the alarm sounds, exit from the building quickly and quietly, following the designated fire exit routes posted in each room. **Classroom teachers: be sure to take both your roll book and your red emergency backpack with you;** close windows and turn out the lights in your room before leaving.
3. Proceed with your class to your designated location, where you will take attendance and maintain order.
4. Attendance for each class will be verified by the building administrators.

5. **Do not automatically return to the building when the alarm stops** – wait for verbal clearance, or some other signal, from the administrative staff.

It is important that all students are kept quiet and in a straight line while standing outside. Once we are cleared, we would either evacuate to a different site or proceed back to the complex.

EMERGENCY LOCKDOWN PROCEDURES

Expectations and Responsibilities:

An Emergency Lockdown message will be announced by intercom or other voice communication.

If a situation that may require an Emergency Lockdown is discovered, the individual making the discovery should immediately contact Administration and provide as much information as possible.

Fire evacuation alarms will not be sounded.

1. Lock the classroom and other doors.
2. Close any open windows (if applicable).
3. Turn off lights.
4. Everyone is to remain quiet and not enter hallways.
5. Should the fire alarm sound, do not evacuate the building unless you have firsthand knowledge that there is a fire in the building, or you have been advised by Administration to evacuate the building.
6. Crouch down in areas that are out of sight from door and windows.
7. Students in hallways are to seek shelter in the nearest classroom or restroom.
8. Once you are locked into your classroom, DO NOT OPEN YOUR DOOR until police enter to evacuate.
9. Students in outdoor areas should immediately take cover to their level 2 evacuation areas.
10. Take attendance using the emergency evacuation attendance for and have it ready for collection upon the conclusion of the lockdown.

FIRE DRILLS

One fire drill is scheduled per month. Drills may include classroom, lunch, and assembly situations. Your fire drill exit diagram should be posted in a conspicuous place in your classroom. If teachers are not with their classes when an alarm is sounded they should follow the nearest line of children and leave the building with them. Instruct visitors to do the same. Take a class list or grade book with you. Attendance would be taken during a real fire. If you are in a room, close windows, doors and exit the nearest outside door. Go immediately to the grass area nearest to the door you used. Once you are outside, move to the location of your homeroom's normal fire exit area. Teachers are responsible for knowing that all students on their roster are accounted for and safely out of the building. If you have any questions regarding the whereabouts of a student, report this immediately to the individual in charge during the fire drill, so the student's location can be determined.

SECURE THE BUILDING (REVERSE EVACUATION)

Announcement will be made via school intercom and handheld radio that we are “Securing the Building.” All outside classes are to return to the building **immediately**. **Classroom doors will remain unlocked and the small windows on the classroom door will remain uncovered. Exterior window shades will be closed.** All exterior doors to the building will remain closed and locked. No one will be allowed to enter or exit the building until the situation is resolved and the Holmdel Police give the direction to resume normal operations.

Note: This event **does not impact** normal movement through the buildings – classes will continue as scheduled.

SHELTER IN PLACE – CODE BLUE

Announcement will be made via school intercom that we will go to a SHELTER IN PLACE or CODE BLUE condition. **All students and staff members will remain in their current location with NO MOVEMENT throughout the building until further notice.** Classes outside will be notified via radio that there is a SHELTER IN PLACE condition in progress and will remain outdoors until “Code Blue” is lifted.

CODE RED - Non- Life Threatening Medical Emergency

Notify the main office. State specifically the problem and your location. Nurse or Principal will assess the situation. If needed an announcement will be made via school intercom that we will go to a CODE RED condition.

FIRE EXIT INSTRUCTIONS

If you are in a room – exit the nearest door. If the exit is blocked, proceed to the next clear one. If you are in the hall, exit the nearest outside door. Go immediately to the grass area nearest to the door you used. Once you are outside, move to the location of your homeroom's normal fire exit area. You are to move on the grass only, avoiding any parking areas.

SEARCH AND SEIZURE

School lockers remain the property of the district even when used by pupils. Lockers are subject to administrative search in the interest of school safety, sanitation and discipline, and to search by law enforcement officials on presentation of a proper warrant. Pupils shall be informed of this policy when lockers are assigned. A pupil's person and possessions may be searched **by an administrator only** when there are reasonable grounds to believe that illegal or prohibited substances or objects are present.

SECURITY

Monies for situations other than lunches should be collected by the teacher for safekeeping. At the end of the day, these monies will be put into the office safe. Students should not keep money or other valuables in their desks or coat pockets.

SMOKING REGULATIONS

No smoking is allowed. Staff and visitors must adhere to the regulations.

SOLICITATIONS

The Superintendent of Schools must approve fund raising by any school group.

SPECIAL EDUCATION

SPECIAL EDUCATION AND THE ROLE OF THE GENERAL EDUCATION TEACHER

The general education teacher is a required member of the Individual Education Program (IEP) team if the student is participating or may be considered for participation in the general education environment. Your knowledge of New Jersey's Core Curriculum Standards and the skills and strategies needed for a student to succeed in the classroom is vital information for team consideration.

The following questions and answers are provided to assist you in your active participation in the IEP process. These questions and answers are by no means exhaustive, but are meant to serve as helpful guidelines. The IEP team needs you! Thank you, in advance, for your anticipated cooperation.

What is an IEP?

An IEP is a written, legal, plan developed by the team that specifically describes what special education placement and services are required in order to implement the student's goals/objectives.

Who must be on an IEP team?

The members of the team are: The parent(s), a regular education teacher who is knowledgeable about the student's educational performance or, if there is no such teacher, a teacher who is knowledgeable about the district's programs, the student (when appropriate), at least one member of the Child Study Team who can interpret the instructional implications of evaluation results, the Case Manager, at least one special education teacher(if there is no special education teacher for the student, then a teacher/provider who is knowledgeable about the district's programs), a representative of the district. (This can be one of several prescribed district personnel), other individuals, at the discretion of the parent or school district, who have knowledge or special expertise regarding the student.

Do I have to attend the IEP meeting?

As a required member of the IEP team you will have to attend the meeting if you are currently teaching the student, or if the student may be considered for participation in the general education environment.

Please consult with the student's Case Manager for further details.

How do I prepare for the meeting?

Meet with the Case Manager before the meeting. Share information about the student on a Teacher Input Form. Provide work samples, grades and any other documentation you have concerning the student's performance in your class to the rest of the team at the meeting. Carefully review the current IEP so that you can make possible recommendations for change as well as be able to discuss how you can assist the student in meeting his/her goals.

What is my role in the IEP meeting?

You may not need to be present for the entire meeting but should be prepared to report on the student's progress in your classroom, advise the team on what the state's Core Curriculum Standards are for your grade level/subject and also provide input on what support/accommodations the student requires in order to be successful in the general educational setting. Considerations may be provided for positive behavioral interventions.

Do I have input in the development of goals/objectives?

Yes. Meet with the Case Manager prior to the IEP meeting to discuss a draft of appropriate goals/objectives.

Are IEP goals/objectives standards based?

Yes. Academic IEP goals / objectives should be based on the state's Core Curriculum Standards and appropriate to the student's functional level.

Do I have to sign the IEP?

Yes. If you attend the IEP meeting you must sign the attendance form. This verifies that you were in attendance and participated in the development of the IEP.

Am I responsible for meeting goals/objectives? Do I need to keep records of progress?

Yes, if you are listed on the IEP as the person responsible for implementing goals and objectives.

In an In-Class Support class, this is generally the special education teacher's responsibility.

Who do I see for more support for the student?

Talk immediately to the student's Case Manager.

If I have a student in my class receiving special education services, how can I obtain training/support?

You may discuss your needs with the Case Manager. The IEP provides for supplemental aids /support to school personnel in order to facilitate implementation.

Can I initiate a modification to the IEP? How?

If a change is necessary, contact the Case Manager. An IEP meeting must occur before any change to the IEP can be made. The meeting must be scheduled in a timely manner.

What do I do if a special education student is experiencing behavioral problems in my class?

Immediately contact the Case Manager. Be prepared to write an anecdote of the situation(s). Review the IEP for any behavior intervention plans/strategies.

What is my role in communication with parents?

Communicate with parents of special needs students in the same manner you would with any other parent, unless the IEP specifies particular methods or time frames.

How is placement determined?

Once the IEP goals/objectives are developed, the IEP team discusses the least restrictive environment (LRE) in which these goals may be implemented. The general education classroom is always given consideration but may not always be appropriate. The team has to agree as to what level of support is necessary in order for the student to succeed in the general education classroom.

How do I obtain the information I need at the beginning of the year, regarding a student in my class who is receiving special education services?

Please follow district/school procedures re: access and review of students' IEP'S. See the Case Manager(s) for further details.

How can I obtain information regarding special education eligibility?

Please talk to any member of your school's Child Study Team.

The coordinated effort between general education and special education staff ensures that all students in Holmdel's Public School District receive a quality education. Your active participation in the IEP process helps to define these opportunities for our students with special needs.

SPECIAL SUBJECT CLASSES

In order to provide maximum instructional time for special subjects, classroom teachers are requested to bring their students to related arts promptly. Related arts teachers are expected to bring the students back to homeroom promptly at 3:28 from 7th period. Homeroom teachers are responsible for dismissing their own students.

STUDENT ASSISTANCE COUNSELOR

The student assistance counselor is employed by the Holmdel School District to help students with any personal and/or family problems that fall outside of the normal academic counseling services provided by the school. In addition to personal and/or family problems, the student assistance counselor is specially trained to assess, intervene, and refer students who have problems in daily living due to drug and/or alcohol abuse. The student assistance counselor provides support services for students who come from homes where chemical dependency is a problem. All counseling services are strictly confidential and in particular, confidentiality for drug and alcohol counseling is protected by Federal Government Regulation 42CFR. Students may be referred to the student assistance counselor by teachers, parents, peers, and self-referrals. Students and parents are encouraged to seek the services of the counselor. Parents can access the student assistance counselor by telephoning the main office and asking to speak with the student assistance counselor about their concerns.

STUDENT LUNCH

Lunch prices will be listed on the monthly menu. Be aware of students eligible for free or reduced price lunch. Encourage a respectful relationship between your students and their lunch supervisor.

LUNCHROOM RULES AND PLAYGROUND BEHAVIOR

1. Students will line up by classroom or by tables at the discretion of the supervisor on duty.
2. Talking should be at indoor volume, no shouting.
3. Students are expected to use good manners toward cafeteria staff and at their lunch tables.

4. Students should patiently wait their turn with no pushing or crowding.
5. After eating lunch, students should check the area assigned to them disposing of all trash into the proper receptacles.
6. Popping of paper bags and/or milk cartons or the throwing of food, etc. around the lunchroom will result in disciplinary action by the principal.
7. Playing of rough or dangerous games at recess is prohibited.
8. Eating of any food on the playground is prohibited.
9. Standing on or in any way abusing playground/lunchroom equipment is prohibited.
10. Running on the blacktop is prohibited.
11. Playing of football/softball will be allowed in certain designated areas of the field, away from the building. This type of activity will not take place on the blacktop. Tackle football is never permitted.
12. Students may not bring items such as Frisbees, roller blades, ball toys, skateboards, etc. to school. Non-compliance of this rule will result in confiscation of personal property.
13. Trading cards of any kind are not allowed in school.

LUNCH SUPERVISORS

Lunch/recess supervisors are designated to a specific class. Sometimes one lunch/recess supervisor will cover two classes at once. This supervisor remains with your class during lunch and recess. Help your students develop a positive relationship with this supervisor and work closely with them to make lunch recess safe and enjoyable.

STUDENT PLANNERS

With regard to the use of student planners, please employ the following strategies:

1. Please monitor that all students take the planner home each night with their assignments, especially until routines are established. You may do this yourself, or assign students a study-buddy to remind each other.
2. Please ensure that all students are writing their homework assignments and long-term project assignments in their planners within the appropriate subject area. Please post assignments

daily for students to record. It is recommended that you also use an online homework site to communicate with families.

3. Call students' attention to the study skills guide area. It is an excellent resource. Encourage them to use the monthly goals/long-range planning section as needed.

Please ensure that you review these important organizational strategies for use of the student planner with your class during the first days of school.

SUBSTITUTE TEACHER FOLDERS

The following material shall be included in your sub folder:

1. Teacher schedule
2. Class lists (where necessary, these may be adjusted to reflect math groups.)
3. Pertinent information on "special students"
 - A. Physical problems
 - B. Discipline problems
 - C. Lists of students assigned to speech, resource, BSI learning center, etc.
 - D. Particular student health concerns/medical problems
4. Completed form for the substitute: (Substitute Report)
5. Completed Fire Drill Instructions
6. Attendance directions
7. Duties of a substitute teacher
8. School Handbook
9. Lesson plan for the day. This should be updated monthly and should be general in nature. It is recommended that you avoid asking a substitute to "continue" your plan of instruction. Instead prepare a general "review type" lesson that will promote student success.

SUPERVISION OF STUDENTS

Children must be supervised at all times, including in the hallways. Please do not leave your students unattended in your classroom. Children are to sign out and sign in when leaving/returning to the classroom. Accident Reports of students require the signature of the supervising adult.

SUPPLY REQUEST FORM

Please submit your supply requests to the head custodian. It can be placed in his mailbox.

TARDINESS

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

TELEPHONES

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

TEST/EXAMINATION RETURN POLICY

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

Regulations

The following exceptions to Policy 5121 test paper return clause shall be in effect:

- State Tests
 - Criterion tests for placement in honors courses
 - Other exceptions are recommended by the superintendent and approved by the Board.
 - However, these documents must be available for student or parent/guardian review in an appropriate and convenient fashion as determined by the school principal.
-
- ***There are no retakes for assessments in any content area for the purpose of grade enhancement.***

TESTING

NJSLA Testing for Grade 4, 5 & 6 – May 4-8. NJSLA Science for 5th Grade - May 13 & 14.

VISITORS TO OUR SCHOOL

Friends, relatives, and former students are encouraged ***not*** to visit our school during the academic day so as not to disrupt learning. Parents or community members who need to be here for a specific purpose should receive permission from an appropriate administrator or teacher. Visitors must sign in at the main office and leave identification. A visitor's pass is required to be worn at all times while in the building.

Voyagers/Gifted and Talented Services

The district Gifted and Talented services were developed to meet the needs of students who have been identified as in need of additional support to maintain their growth and achievement. The identification process takes place in the spring of each school year. (**For the 2020-2021 school year, the screening and identification process will begin in October.**) The process uses multiple criteria including the results of standardized achievement tests, an aptitude assessment, teacher recommendation, and parent inventory. Given the combination of the multiple measures, children who demonstrated exceptional potential may be included in the program. Each year, students are reassessed for potential inclusion in G&T programs. For more information please visit the [G&T Services website](#).

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

WeTip

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

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

Holmdel Township Public Schools is working with We Tip to provide the students and community the security and comfort of knowing that there are options when reporting crimes. Information on this service may be found on the Holmdel School's website – www.holmdelschools.org.

IV. ADDENDUMS

NEW JERSEY GENDER EQUITY NOTICE

Right to be Free of Gender Inequity or Bias in Pay, Compensation, Benefits or Other Terms and Conditions of Employment

New Jersey and federal laws prohibit employers from discriminating against an individual with respect to his/her pay, compensation, benefits, or terms, conditions or privileges of employment because of the individual's sex.

FEDERAL LAW

Title VII of the Civil Rights Act of 1964 prohibits employment discrimination based on, among other things, an individual's sex. Title VII claims must be filed with the United States Equal Employment Opportunity Commission (EEOC) before they can be brought in court. Remedies under Title VII may include an order restraining unlawful discrimination, back pay, and compensatory and punitive damages. The Equal Pay Act of 1963 (EPA) prohibits discrimination in compensation based on sex. EPA claims can be filed either with the EEOC or directly with the court. Remedies under the EPA may include the amount of the salary or wages due from the employer, plus an additional equal amount as liquidated damages. Please be mindful that in order for a disparity in compensation based on sex to be actionable under the EPA, it must be for equal work on jobs the performance of which requires equal skill, effort, and responsibility, and which are performed under similar working conditions. There are strict time limits for filing charges of employment discrimination. For further information, contact the EEOC at 800-669-4000 or at www.eeoc.gov.

NEW JERSEY LAW

The New Jersey Law Against Discrimination (LAD) prohibits employment discrimination based on, among other things, an individual's sex. LAD claims can be filed with the New Jersey Division on Civil Rights (NJDCR) or directly in court. Remedies under the LAD may include an order restraining unlawful discrimination, back pay, and compensatory and punitive damages. Another State law, N.J.S.A. 34:11-56.1 et seq., prohibits discrimination in the rate or method of payment of wages to an employee because of his or her sex. Claims under this wage discrimination law may be filed with the New Jersey Department of Labor and Workforce Development (NJDLWD) or directly in court. Remedies under this law may include the full amount of the salary or wages owed, plus an additional equal amount as liquidated damages. Please be mindful that under the State wage discrimination law a differential in pay between employees based on a reasonable factor or factors other than sex shall not constitute discrimination. There are strict time limits for filing charges of employment discrimination. For more information regarding LAD claims, contact the NJDCR at 609-292-4605 or at www.njcivilrights.gov. For information concerning N.J.S.A. 34:11-56.1 et seq., contact the Division of Wage and Hour Compliance within the NJDLWD at 609-292-2305 or at <http://lwd.state.nj.us>.

AD-290 (1/14)

This notice must be conspicuously displayed.



Derecho a estar exento de desigualdad o discriminación de género con respecto al pago, la remuneración, los beneficios o cualquier otro término o condición de empleo

Las leyes de New Jersey y federales prohíben a los empleadores discriminar contra cualquier persona con respecto a su pago, remuneración, beneficios o cualquier otro término, condición o privilegio de empleo debido a su género.

LEYES FEDERALES

El Título VII de la Ley de Derechos Civiles de 1964 prohíbe la discriminación laboral debido al género de la persona, entre otras cosas. Las reclamaciones acordes al Título VII deben ser presentadas ante la Comisión de Igualdad de Oportunidades en el Empleo de los Estados Unidos (EEOC, por sus siglas en inglés) antes de que puedan ser presentadas ante un tribunal. Entre los recursos legales conforme al Título VII están: una orden que prohíba los actos ilícitos de discriminación, que se pague remuneración con carácter retroactivo, y que se pague por daños compensatorios y punitivos. La Ley de Igualdad Salarial de 1963 (EPA, por sus siglas en inglés) prohíbe la discriminación con respecto a la remuneración basado en el género de la persona. Las reclamaciones acordes a EPA se pueden presentar ya sea ante la EEOC o directamente antes los tribunales. Entre los recursos legales conforme a EPA están: la retribución de las sumas de salarios o sueldos que el empleador deba, además de una suma adicional equivalente por daños y perjuicios liquidados. Se le ruega tener en cuenta que para que una reclamación por desigualdad de remuneración basado en el género proceda conforme a la EPA, tiene que ser por el mismo tipo de trabajo en empleos en los que su rendimiento exija las mismas destrezas, el mismo esfuerzo y las mismas responsabilidades, las cuales se realizan en las mismas condiciones de trabajo. Existen estrictos límites en cuanto al plazo de tiempo del que se dispone para presentar reclamaciones por discriminación laboral. Para mayor información, comuníquese con la EEOC, llamando al 800-669-4000 o en www.eeoc.gov.

LEYES DE NEW JERSEY

La Ley contra la Discriminación en New Jersey (LAD, por sus siglas en inglés) prohíbe la discriminación laboral debido al género de la persona, entre otras cosas. Las reclamaciones conforme a LAD se pueden presentar a la División de Derechos Civiles de New Jersey (NJDCR, por sus siglas en inglés) o directamente ante los tribunales. Entre los recursos legales conforme a LAD están: una orden que prohíba los actos ilícitos de discriminación, que se pague remuneración con carácter retroactivo, y que se pague por daños compensatorios y punitivos. Otra ley estatal, N.J.S.A. 34:11-56.1 y siguientes, también prohíbe la discriminación respecto a la tasa salarial o el método de pago de salarios al empleado debido a su género. Las reclamaciones conforme a esta ley contra la discriminación con respecto a los salarios se pueden presentar ante el Departamento de Trabajo y Desarrollo de la Fuerza Laboral de New Jersey (NJDLWD, por sus siglas en inglés) o directamente antes los tribunales. Entre los recursos legales conforme a esta ley están: la retribución de las sumas de salarios o sueldos que le deben, además de una suma adicional equivalente por daños y perjuicios liquidados. Se le ruega tenga en cuenta que conforme a la ley estatal contra la discriminación con respecto a los salarios, no se considera discriminación el hecho de que exista un diferencial salarial entre los empleados basado en otros factores razonables que no sean el género de la persona. Existen estrictos límites en cuanto al plazo de tiempo del que se dispone para presentar reclamaciones por discriminación laboral. Para mayor información relacionada con las reclamaciones conforme a LAD, comuníquese con NJDCR, llamando al 609-292-4605 o en www.njcivilrights.gov. Para obtener información acerca de N.J.S.A. 34:11-56.1 y siguientes, comuníquese con la División de Cumplimiento de Horarios y Salarios (DWHC), del NJDLWD, llamando al 609-292-2305 o en <http://lwd.state.nj.us>.

AD-290S (1/14)

Este aviso se debe exponer a la vista de todos.



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WHISTLEBLOWER

La Ley de protección al empleado consciente

“Ley de protección del denunciante”

Acciones de represalia del empleador; protección de las acciones del empleado

1. La ley de New Jersey prohíbe que los empleadores tomen medidas de represalia contra todo empleado que haga lo siguiente:
 - a. Divulgue o amenace con divulgar, ya sea a un supervisor o a una agencia pública toda actividad, directriz o norma del empleador o de cualquier otro empleador con el que exista una relación de negocios y que el empleado tiene motivos fundados para pensar que violan alguna ley, o en el caso de un trabajador licenciado o certificado de la salud y que tiene motivos fundados para pensar que se trata de una manera inadecuada de atención al paciente;
 - b. Facilite información o preste testimonio ante cualquier agencia pública que conduzca una investigación, audiencia o indagación sobre la violación de alguna ley, regla o reglamento que el empleador o algún otro empleador con el que exista una relación de negocios; o en el caso de un trabajador licenciado o certificado de la salud que facilite información o preste testimonio ante cualquier agencia pública que conduzca una investigación, audiencia o indagación sobre la calidad de la atención al paciente; o
 - c. Ofrezca información concierne al engaño o la tergiversación con accionistas, inversionistas, usuarios, pacientes, clientes, empleados, ex empleados, retirados o pensionados del empleador o de cualquier agencia gubernamental.
 - d. Ofrezca información con respecto a toda actividad que se pueda percibir como delictiva o fraudulenta, toda directiva o práctica engañosa o de tergiversación que el empleado tenga motivos fundados para pensar que pudieran estar a accionistas, inversionistas, usuarios, pacientes, clientes, empleados, ex empleados, retirados o pensionados del empleador o de cualquier agencia gubernamental.
 - e. Se opone o se niega a participar en alguna actividad, directriz o práctica que el empleado tiene motivos fundados para pensar que:
 - (1) viola alguna ley, o regla o reglamento que dicta la ley o en el caso de un empleado licenciado o certificado en cuidado de la salud que tiene motivos fundados para pensar que constituya atención inadecuada al paciente;
 - (2) es fraudulenta o delictiva; o
 - (3) es incompatible con algún mandato establecido por las directrices públicas relacionadas con la salud pública, la seguridad o el bienestar o la protección del medio ambiente, Artículo 34:19-3 de las Leyes comentadas de New Jersey de protección del empleado consciente (N.J.S.A., por sus siglas en inglés)
2. No se puede acoger a la protección contra la represalia, cuando se hace una divulgación a un organismo público, a no ser que el empleado le informe al empleador de tal actividad, política o norma a través de un aviso por escrito y le haya dado al empleador una oportunidad razonable para corregir tal actividad, política o norma. Sin embargo, no es necesaria la divulgación en los casos en que el empleado tenga indicios razonables para creer que un supervisor o más de un supervisor del empleador tienen conocimiento de tal actividad, política o norma o en los casos en los que el empleado teme que tal divulgación pueda traer como consecuencia daños físicos a su persona siempre y cuando la naturaleza de la situación sea la de una situación de emergencia.

Información del Contacto

Su empleador ha designado a la siguiente persona para recibir notificaciones de acuerdo al párrafo 2, de la ley (N.J.S.A. 34:19-4):

Nombre: Michael Peitzzo, CPA, Business Administration/Board Secretary

Dirección: 85 McCampbell Road, Holmdel NJ 07733

Número de teléfono: 332-346-1360 ext. 8018

Este aviso se debe exponer a la vista de todos.

Anualmente, patronos con 10 o más empleados, deberán distribuir notificación de esta ley a todos sus empleados. Si necesita este documento en algún otro idioma que no sea inglés o español, sírvase llamar al (609) 292-7832.



Conscientious Employee Protection Act "Whistleblower Act"

Employer retaliatory action; protected employee actions; employee responsibilities

1. New Jersey law prohibits an employer from taking any retaliatory action against an employee because the employee does any of the following:
 - a. Discloses, or threatens to disclose, to a supervisor or to a public body an activity, policy or practice of the employer or another employer, with whom there is a business relationship, that the employee reasonably believes is in violation of a law, or a rule or regulation issued under the law, or, in the case of an employee who is a licensed or certified health care professional, reasonably believes constitutes improper quality of patient care;
 - b. Provides information to, or testifies before, any public body conducting an investigation, hearing or inquiry into any violation of law, or a rule or regulation issued under the law by the employer or another employer, with whom there is a business relationship, or, in the case of an employee who is a licensed or certified health care professional, provides information to, or testifies before, any public body conducting an investigation, hearing or inquiry into quality of patient care; or
 - c. Provides information involving deception of, or misrepresentation to, any shareholder, investor, client, patient, customer, employee, former employee, retiree or pensioner of the employer or any governmental entity.
 - d. Provides information regarding any perceived criminal or fraudulent activity, policy or practice of deception or misrepresentation which the employee reasonably believes may defraud any shareholder, investor, client, patient, customer, employee, former employee, retiree or pensioner of the employer or any governmental entity.
 - e. Objects to, or refuses to participate in, any activity, policy or practice which the employee reasonably believes:
 - (1) is in violation of a law, or a rule or regulation issued under the law or, if the employee is a licensed or certified health care professional, constitutes improper quality of patient care;
 - (2) is fraudulent or criminal; or
 - (3) is incompatible with a clear mandate of public policy concerning the public health, safety or welfare or protection of the environment. N.J.S.A. 34:19-3.
2. The protection against retaliation, when a disclosure is made to a public body, does not apply unless the employee has brought the activity, policy or practice to the attention of a supervisor of the employee by written notice and given the employer a reasonable opportunity to correct the activity, policy or practice. However, disclosure is not required where the employee reasonably believes that the activity, policy or practice is known to one or more supervisors of the employer or where the employee fears physical harm as a result of the disclosure, provided that the situation is emergency in nature.

CONTACT INFORMATION

Your employer has designated the following contact person to receive written notifications, pursuant to paragraph 2 above (N.J.S.A. 34:19-4):
Name: Michael Petrizzo, CPA, Business Administrator/Board Secretary
Address: 65 McCampbell Road, Holmdel, NJ 07733
Telephone Number: 732-946-1800 ext. 6018

This notice must be conspicuously displayed.

Once each year, employers with 10 or more employees must distribute notice of this law to their employees. If you need this document in a language other than English or Spanish, please call (809) 292-7832.

AD-870 (8/11)



DISCLAIMER

DISCLAIMER OF EMPLOYMENT CONTRACT

The Holmdel Township Board of Education reserves the right to terminate an individual's employment in accordance with union contracts and/or the statutes and regulations of the State of New Jersey. No representative(s) of the district jointly or unilaterally, have the authority to make any verbal assurances, or to offer any employment contract, to any individual, which is inconsistent with Policy No. 1620 Administrative Employment Contracts, 3124 Teaching Staff Employment Contracts or 4124 Support Staff Employment Contracts. This handbook does not constitute an employee contract.