

**Holland Brook School
Parent/Student Handbook
2020-2021**



Leaping into the Future

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HOLLAND BROOK SCHOOL
Paul Nigro, *Principal*

P.O. Box 1500 • 52 Readington Road • Whitehouse Station, NJ 08889 • (908) 823-0454 • fax (908) 349-3021

Dear Holland Brook Families,

Welcome to Holland Brook School and the 2020-2021 school year! Our goal is to work with you in a partnership and to provide a challenging and rewarding education for your children. We are proud of what we have accomplished and believe that education is a cooperative venture between the teacher, child and parent. Our staff makes every effort to ensure that your child's needs are met. Holland Brook School takes pride in being a community of learners.

The information provided in this handbook is intended to create a better understanding of the school and district policies/procedures. It is important that you read through the handbook and become familiar with its contents. We value your input and invite all our families to take an active role in the programs and activities planned throughout the school year.

We hope that this year at Holland Brook School will bring lasting memories of joy, meaningful learning, and the excitement of building together a school community that works to make a difference in the lives of all our children.

Sincerely,

*Paul Nigro,
Principal*

Holland Brook School

Paul Nigro, Principal
52 Readington Road, P.O. Box 1500
Whitehouse Station, New Jersey 08889
Telephone: 908-823-0454
Facsimile: 908-349-3021

Readington Township Public Schools

Board of Education Office
P.O. Box 807
Whitehouse Station, NJ 08889
Telephone: 908-534-2195
Facsimile: 908-349-3042

District Office

Dr. Jonathan Hart, Superintendent
Jason Bohm, Business Administrator/Board Secretary
Staci Beegle, Director of Pupil Personnel Services
Sarah Pauch, Supervisor of Science, Math & Technology
Stacey Brown, Supervisor of Humanities
Anthony Tumolo, Supervisor, SEL & Special Projects

Board of Education

Ray Egbert
Carol Hample
Robyn Mikaelian
Carolyn Podgorski
Andrew Saunders
Anna Shinn, Vice President
Laura Simon, President
Thomas Wallace
Eric Zwerling

Holland Brook School—Staff Directory
Paul Nigro, Principal

Grade 4

Rachel Brodsky
Jen Higdon
Susan Johnson
Kelly Neuberger
Tricia Noonan
Kelly Patterson
Janice Razza

Grade 5

Alissa Buelow
Colleen DiGregorio
Shelly Gass
Ann Haberkern
Michele Krayem
Mary Padavano
Cathy Patrick
Linda Riess
Meryl Vance

Special Area Teachers

Art—Mary Coyle
Innovation & Design—Linda Kovacs
Library—April Berkin
Music—Jessica Richter
Music/Instrumental—Jack Hasselbring, Lori Dribbon,
John Hylkema, Kenneth Cubillas

Physical Education/Health—Carrie Sivo
World Language—Kelly Parks
Discover Lab—Joyce McGibbon
Honors Math—Colleen Ogden

Special Education Staff

Special Education—Gargi Adhikari
Special Education—Julie Karus
Special Education—Lauren Mahoney
Special Education—Linda Rakowitz
Special Education—Michael Roosen
Special Education—Megan Sloan
Special Education—Colleen Villiano
Special Education—Olivia Vliet

Case Manager/LDTC—Sheri Simonetti
English as a Second Language—Lori Gabrielsen
Guidance—Barbara Pauley
Nurse—Nancy Kelly
Speech and Language Therapist—Beth Luque
Case Manager/Psychologist—Robin Wild

Intervention/Enrichment Teachers

Intervention Specialist—Ann Kane
Intervention Specialist—Maria Winter

Enrichment—Joyce McGibbon

Aides

Special Education—Helena Coelho
Special Education—Karen Cooney
Special Education—Jack Kimple
Special Education—Jennifer Percario

Special Education—Anne Rieche
Special Education—Nancy St. Miklosy

Secretary - Jeannie Stepner

Clerical Aide - Debbie Vasnelis

Head Custodian

Jan Derevjanik

Holland Brook School Mission Statement

The Mission for Holland Brook School is to provide a nurturing and challenging environment with high student and staff expectations. Our school community will become life-long learners and foster respect for diversity.

I. General Information

Mascot and School Colors

Holland Brook School colors are black with gold and the school mascot is the bobcat.

After School Child Care

After school child care is a private arrangement between the parent and the caregiver. The Hunterdon County YMCA provides after school care on site (no morning care). Although the program uses the school building, it is not under the direction of school personnel. Interested parents may contact the YMCA directly for information. If a change in bus transportation is necessary, parents should discuss arrangements directly with the Transportation Director at (908) 534-3835 or (908) 725-2895.

Birthday/Holiday Celebrations

In order to consistently follow District Wellness Policy #8505, outside delivery of food treats for birthdays and holiday celebrations will not be permitted. Classroom teachers will continue to recognize children on their special day but with non-food related activities. Details of our Wellness Policy #8505 may be found on the district's website.

Code of Conduct

The Holland Brook School Code of Conduct is the product of many hours of planning and discussion. It represents the visions, values, and expectations for the behavior of everyone in our school community. There are four guiding principles:

I am responsible.

I am prepared.

I am respectful.

I am safe.

Establishing clear standards is the first step in fostering appropriate behavior. When students understand what is expected of them, they learn to make appropriate choices about how to behave in a variety of situations. In addition, establishing consequences for inappropriate behavior teaches children that they are responsible for their behaviors and the choices they make.

The rules contained in Appendix B deal with safety, emphasize respect for others, and foster good manners. They are all important in maintaining a positive school climate that is conducive to learning.

Teachers and students will develop classroom rules that supplement the general rules listed in Appendix B. Students will be directed to follow all school rules and to successfully choose appropriate behaviors. Consequences for misbehavior will be consistently and fairly administered.

Maintaining appropriate behavior needs to be the cooperative effort of the child, the teacher, the parents, and the administrators. Parent cooperation will increase the effectiveness of this discipline code. We ask that you are supportive of our efforts to provide a safe and pleasant school environment where each child can gain academic knowledge while learning to get along with others as a caring, responsible person. Discuss the rules with your child, and let him or her know that you are not only aware of the rules but that you support them.

Dangerous Articles

Knives, weapons, or other potentially dangerous items are prohibited on school grounds. Please refer to the District Policy – Regulation 5600 – Pupil Discipline/Code of Conduct for further details.

Dressing for School

Students should dress in a neat, clean and safe manner. Physical Education (PE) classes require children to wear sneakers. Be sure to check your child's PE schedule so they bring sneakers on the correct days. Children also go outside daily for recess, weather permitting. PE classes are also held outdoors throughout the year. Parents are asked to see that students dress appropriately for the weather so that they enjoy their time outside.

The following guidelines should be followed:

- All school attire shall be neat, clean, and appropriate;
- Inappropriate attire includes the following examples of unacceptable dress: short shorts or skirts; half, mesh, or net shirts and blouses; hats; tube tops or any other attire inappropriate for school;
- Graphics that are deemed suggestively obscene or offensive on any garment are prohibited;
- Footwear should be safe and appropriate for school;
- Sneakers are mandatory for PE and recess.

Appropriate attire for school trips and school functions may be somewhat different from that deemed acceptable for normal school wear. The Principal/teachers will announce such changes prior to the trip or function.

Parking

The faculty parking lot is reserved for faculty parking and for buses between the hours of 7:00 a.m. and 3:30 p.m. Parents who have business with the school and/or are dropping off or picking up students during school hours must park in the visitors' parking lot (side of building). In order to ensure the safety of the children and the staff, cars may never enter the loading zone. This area is designated as a fire safety zone. During arrival times, parents must use the parent drop off/pick up loop and pull their vehicle forward to the beginning of the drop-off area.

II. Attendance

Attendance Requirements

A child who attends school regularly is assured of the best learning opportunity that the school can provide. Regular school attendance is critical to a child's academic success.

Reporting Absences

When a child is absent, parents should notify the school as soon as possible by leaving a message on the absence report extension (prompt #1) any time, day or night. The message should include the child's name, teacher's name, reason for the absence, and the child's estimated date of return. Parents should call the school each day that a child is absent. Messages are retrieved after 7:50 a.m. on school days. If a child is absent and no call is on record, a member of the school staff will contact parents to confirm the absence. A child returning from an absence of any length must present to the school nurse a written statement, dated and signed by the parent(s) or legal guardian(s), including the reasons for the absence.

Make-Up Work

The parent(s) or legal guardian(s), who anticipate a future absence or anticipate that an absence will be prolonged, should notify the child's teacher, who will assist in the arrangement of make-up work. If

parents request make-up work, assignments can be brought home by siblings or neighbors, or picked up after 2:45 p.m. in the school office. If the illness is expected to be lengthy, parents should indicate this in their absence report message and request that the teacher call them to discuss make-up work.

Returning to School

When the child returns to school after any absence, he or she must bring a note addressed to the nurse and signed by the parent(s)/legal guardian(s) indicating the days of absence and reason. A child returning to school from an absence of any length must present to the school nurse a written statement, dated and signed by the parent(s) or legal guardian(s), of the reasons for the absence. A doctor's note must be submitted to the school nurse for any non-communicable illness of 5 days or more. A process will be established to provide homework assignments for legally excused absences as well as unexcused absences.

Tardiness

Tardiness disrupts the flow of teaching and learning for every child in the class and is particularly difficult for the child arriving late. Children are expected in school no later than 7:40 a.m. Buses unload at 7:35 a.m. and school begins at 7:40 a.m. **If a child arrives to school after 7:45 a.m., a parent or guardian is required to walk the child into the school office and sign the late register log.**

III. School Schedules, Arrival, and Dismissal

Arrival and Dismissal

Morning Arrival: Parents who drive children to school may drop them off at the designated *PARENT DROP OFF AREA* no earlier than 7:25 a.m. **We ask your cooperation in pulling forward all the way to the top of the Parent Drop-Off area.** Students may not arrive at school before 7:25 a.m. because supervision is unavailable. The front doors to HBS are locked and students will not be able to enter the building prior to school hours without parental supervision. Bus drivers arriving early wait for a signal from the staff members on duty before unloading students. Walkers who arrive before 7:25 a.m. must wait outside as well. **Children arriving after 7:50 a.m. are late and must be signed in by his/her parent or guardian.**

Early Student Pick-Up: Family outings and appointments are best scheduled while school is not in session. However, when it is unavoidable, parents are asked to send a note to the child's homeroom teacher indicating the pick-up time and reason. When parents arrive for early pick-up, they are to **report to the office to sign their child out.** The office staff will then notify the child's teacher of the parent's arrival and the student will come to the office to meet the parent. Parents are **NOT** to go directly to their child's classroom, as this will interrupt instruction and is distracting to the teacher and students. Teachers have been instructed to wait for a phone call from the front office prior to releasing students for early pick-up. Special arrangements to have children waiting for pick-up in the main office are prohibited. Every moment a student spends outside of his class is instructional time that is lost.

Please note - early student pick-ups are to be conducted prior to 2:00 p.m. Regular parent pick-up, for transportation home, is called at 2:20. Early student pick-ups between 2:00 and 2:20 are discouraged and should be avoided. At this time of day, the office is extremely busy and the increased traffic in the main office will create significant delays resulting in extended wait times for parents picking up students.

Afternoon Dismissal: The *instructional* day concludes at 2:25 p.m. on regular dismissal days and at 12:10 p.m. on early dismissal days. **If there is a change in a child's regular dismissal pattern, please notify the homeroom teacher in writing that morning.** If the change affects more than one child, each teacher needs a separate note. Phone calls to the office staff about changes in a child's dismissal should be reserved for family emergencies only. Parents should make every effort to call the school **before noon** if a change in assignment is required.

When parents/guardians pick up their child, they should park in the visitors' lot (side parking lot) and proceed in the front door entrance. Parking in front of the building entrance, in or around the fire zone, may result in the school receiving a safety violation. Parents arriving for pick-up prior to 2:20 p.m. need to report to the front office. Those students who turned in parent pick-up notes will be released to the gym no earlier than 2:20 p.m. Parents will be required to sign for the release of their child. Your assistance is requested by following the directions of the staff assigned to the parent pick-up station.

Delayed Openings or School Closings

When inclement weather is severe enough to cause a delayed opening or the closing of school for the day, the District's website, www.readington.k12.nj.us, will provide immediate information. Parents will also receive a phone call from the School Messenger system.

Emergency Delayed Opening

Because of emergency situations affecting the school or the district, it may be necessary at times to delay the start of the school day by 120 minutes. Plan ahead for delayed openings and anticipate that they most often happen in the winter because buses cannot negotiate the roads safely. Announcements for delayed openings are made via the School Messenger system, and the district website.

The Delayed Opening Schedule is as follows:

	<i>Delayed Opening Time</i>	<i>Dismissal Time</i>
<i>Grades 4-5</i>	9:35 a.m.	2:25 p.m.

Emergency Early Dismissal

Occasionally it becomes necessary, once school is in session, to close before the regular dismissal time. In these cases, the aforementioned sources of information will be utilized. Circumstances for which early dismissal may be required include flooding, lack of heat or water, extremely high temperatures, and sudden or worsening storms.

If inclement weather is predicted during the school day, it is imperative that parents plan ahead and arrange for appropriate childcare. It is also critical that parents discuss such plans with their children and alert their employers to expect a call from the school. Parents should have a safety plan in place and a nearby neighbor/location for their child to go to in case they are not able to be at home in time. All students will be sent home on the bus unless the school receives a note or phone call stating different plans.

Regular Schedule

7:30 a.m. Student Arrival
7:35 a.m. School Begins
2:25 p.m. Dismissal

Early Dismissal Schedule

There are a number of days in each school year when students are dismissed after four hours of instruction and the calendar lists these dates. Early dismissal days occur the days before Thanksgiving, Winter Break, and Spring Break. The district also dismisses early for Parent Conference dates and staff development days. During conferences and on staff development days, teachers are in the district working with their colleagues or meeting with parents after students leave. **Lunch is not served on early dismissal days.**

The Early Dismissal Schedule is as follows:

	<i>School Begins</i>	<i>Dismissal Time</i>
<i>Grades 4-5</i>	7:35 a.m.	12:10 p.m.

Walkers

Students who walk to and from school must use pathways and avoid walking in the road. Parents should impress upon their child the importance of not taking rides from or talking with strangers. Walkers may not arrive before 7:25 a.m. and are to go home promptly after dismissal. In case of an emergency closing, parents are asked to plan ahead and decide where their children are to go in the event the school closes early and no one is home.

IV. Health and Safety

Emergency Contact Information

At the beginning of each year, parents should review the demographic information listed in Genesis for their child(ren). Please be sure to include the emergency phone numbers of at least two local relatives and or friends.

Health Services

Each school in our district has a full-time certified school nurse who is also a licensed Registered Nurse. The nurse's responsibilities include maintaining student health records and providing emergency assistance when students are ill or injured. Parents should keep children at home who are running a fever or who have contagious diseases until it is medically appropriate to return to school. Parents are encouraged to contact the school nurse with questions regarding a child's return to school.

If a student is too ill to stay in school or needs medical attention, the nurse or another member of the staff will contact a parent to pick up the child. If a parent is not available, the emergency information listed in Genesis will be used as authorization to send a child to the hospital if a parent or guardian cannot be contacted. Emergency information must contain the phone number of a local relative/friend. Information and forms can be found on the Health Office's webpage.

Medication in School

New Jersey State Law requires all medicine, including prescription and over-the-counter (OTC), must be accompanied by written permission from parent and physician.

For a student to receive any medicine, including pain relievers such as Acetaminophen or Ibuprofen, the nurse must receive written permission from the **PHYSICIAN AND PARENT**. The over-the-counter (OTC) form should be completed and returned to the Health Office. There are separate forms for prescription medication and for self-administration of inhalers and Epinephrine Auto Injectors, which are also available from the nurse and located on the Health Office webpage.

OTC medication shall be brought to school in the original sealed container and labeled with the child's name. All medication is to be taken home by the parent when it is no longer needed or at the end of the school year.

Prescription medication shall be brought to school by the parent, unless other arrangements have been made with the nurse. The medicine must be in the original prescription container, labeled with the name of the student, medication, dosage, and name of the physician.

V. Home/School Connection

Back-To-School Night – September 17, 2020 (WILL BE HELD VIRTUALLY)

Early in the school year, parents are invited to attend Back-to-School Night. The purpose of this evening session is to give parents an opportunity to meet the school staff, and to hear a presentation from their child's teacher regarding curriculum expectations and goals. The evening does not offer time for individual conferences but provides parents with a general overview of what the teacher has planned for the year. It also gives parents an opportunity to hear about and to sign up for volunteer opportunities in the school.

Communication with Teachers

The successful partnership between home and school will provide the best educational experience for your child. We urge you to contact the classroom teacher by e-mail or phone with any questions or concerns you may have.

Homeroom Parents

Each class has one or more homeroom parents who help the teacher with special projects, field trips, and celebrations. The HSA or the school may call upon homeroom parents to help with other activities during the year as well. Homeroom parents volunteer to work in the classroom under the direction of the teacher and provide the teacher with invaluable and appreciated support.

Homework

Homework is designed to reinforce skills and concepts and to help students develop study habits and independence. Parents are asked to provide their child with a quiet place to work and to establish a routine for ensuring that homework is completed. The handbook Appendix C contains general *Homework Tips*, which may be of additional help.

Open House – Wednesday, September 2, 2020 - 2:00-2:30 p.m.

This year the Open House will be virtual and your child's teacher will send you a link to log in.

Parent Organizations

Home/School Association (HSA): The Home/School Association is a district level parent group, which supports the efforts of the staff and the Board of Education. Parents are encouraged to join the HSA at the beginning of each school year and to become involved in its various events. The HSA, through its fundraisers, provides programs that extend what is delivered through district funds. HSA funds also support the library and help with the funding of other school projects. Parents are encouraged to volunteer and to support fundraising efforts.

Parent/Teacher Conferences

Formal Parent/Teacher conferences are scheduled in the fall (November 2, 3, 4) and spring (March 11 & 12). A fifteen-minute conference with each parent is designed to provide the teacher and the parent with an opportunity to exchange information and discuss the student's academic, social, and emotional progress. The teacher shares student work and discusses any issues which may impact the child's success in school. It is an opportunity for parents to gain insights about their child's progress and to share information. If needed, additional conferences can be scheduled with the child's teacher at any mutually agreed upon time during the school year.

Report Cards

Report cards are available in Genesis four times each year. The purpose of report cards is to share student progress with parents. If parents have questions about their child's progress, it is not necessary for them to wait until report cards are available before contacting the teacher. Teachers will arrange a mutually convenient time to discuss the student's work and will contact parents in advance of report card availability if there is cause for concern.

Volunteers

Parents are encouraged to volunteer both at school and for the HSA. For safety and insurance reasons, young children may not accompany parents when they volunteer. All parent volunteers are **required** to sign in at the main office and **wear an identification badge**. This year, contact the Main Office to inquire about volunteering due to the current situation with COVID-19. There will be restrictions, masks are required, and limited access to the building is being enforced until further notice.

VI. Lunch Program

Lunch Schedules

Lunch periods are thirty (30) minutes long and students eat in the cafeteria. Recess is scheduled each day for thirty (30) minutes. Recess offers a transition to the afternoon work session, the opportunity to foster friendships and build social skills, and a time for additional physical exercise. Students in the same grade are outside together, weather permitting, and are supervised by the classroom teachers at that grade level. All playground rules are in effect during recess time. Refer to *Playground Rules* under Appendix B for additional information.

Bringing Lunch From Home

Parents may have children bring lunch from home on any school day. For safety reason, **drinks in glass containers** are not permitted. Children who bring lunch from home may purchase milk or juice as well as a snack.

Menus and Lunch Purchases

A private company, under contract to the Board, operates the lunch program for the district. Employees of the company prepare lunch on-site and menu items are governed by state regulations. At the beginning of each school year, parents receive information about lunch prices and standard menu choices. Students may choose between milk or juice when they purchase lunch. Parents are encouraged to review menu choices with their children and the monthly menus can be found on the district website.

Free and Reduced Price Lunches

At the beginning of the school year, the district sends home information about free and reduced price lunches. Eligible families are asked to complete the requested income information, sign the form, and return to school. The information, which the family provides, determines a child's eligibility for a reduced price or free lunch and will be kept in strictest confidence.

VII. School Services and Special Programs

Academic Intervention

Intervention programs in language arts and/or mathematics offer small group instruction to those students identified as needing additional support in either or both of those areas. Delivered in a small-group setting and/or teacher classroom, these programs offer reinforcement as well as advanced preparation in mathematics and/or language arts. Identification includes teacher recommendation, standardized test scores, classroom assessments, and optional parent referral. Progress reports are sent home each marking period.

Art

Each child participates in art class once a week. Parents are asked to provide an old shirt or similar covering to protect clothing during class.

Computers & Technology

There are also multiple laptop carts available for checkout and two full computer labs. Students receive instruction from their homeroom teacher. All computers provide access to the Internet and educational software. Keyboarding is taught in both fourth and fifth grade.

Extra-Curricular Clubs

Holland Brook School offers teacher-sponsored clubs and activities to interested students after school. Students are provided an opportunity to sign up for a club of their choice. Participants are selected on a first-come, first-served basis or via a lottery if necessary due to high enrollment. Participants are notified of acceptance into the club by the advisor, and report to the club on the designated day and time. Children enrolled in the YMCA After Care Program will report to that program immediately following the end of their club activity.

Gifted and Talented

Our Gifted and Talented program offers identified students a small-group setting within which to explore challenging and theme-based concepts. They are provided with opportunities to conduct research, work collaboratively with peers, solve challenging problems, prepare and present to an audience, and explore and debate essential questions. Identification includes teacher recommendation, standardized test scores, classroom assessments, and optional parent referral.

Guidance

A full-time guidance counselor is available to assist student, parents, and teachers when additional support or counseling is required. The counselor can provide individual counseling or small group activities for children experiencing school or family difficulties. Parents give the counselor permission to initiate individual or group counseling activities. The guidance counselor also consults with teachers and the Principal with regard to student behavior. The counselor works with classroom teachers in developing age-appropriate substance abuse prevention and social skills programs.

Intervention and Referral Services (I&RS)

The I&RS committee works to assist teachers with students who are having academic, social, or emotional difficulties. If a teacher requests the help of the committee, he or she will contact the child's parents to discuss the matter. The teacher will then share his or her concerns with the I&RS committee. The committee reviews the information presented by the teacher and will make recommendations to help meet the child's needs.

Library Media

One of the hallmarks of a strong academic program and a good school is its library. The library program is critical to developing literacy skills and teaches the love of literature. Students visit the library once a week as a class, but have other individual and small group opportunities for research and enrichment. Students may borrow one book at a time for recreational reading. If they are involved in a classroom research project, they may borrow additional books for classroom use. Our Librarian/Media Specialist also serves as a literacy and technology resource to the students and teachers.

Music

All students receive weekly instruction in music. In addition, the music teacher prepares all students to perform in a musical production. The focus of the music program is to teach students the enjoyment of music and singing, to integrate music into the curriculum, and to provide exposure to cultural diversity through song. Instrumental music and individual music lessons are available to all interested students.

Physical Education (PE)/Health

The physical education program puts an emphasis on demonstrating a variety of movement skills, movement concepts, game and cooperative activity strategies, and sportsmanship. There will be a strict adherence to all rules and safety concerns during all activities.

Students are graded on their effort in all aspects of the physical education class. These aspects include: safety, following directions, cooperation with classmates and teachers, having a positive attitude, and displaying positive interactions with classmates in all activities.

Students are required to dress appropriately on days when physical education is scheduled. In addition, students should:

- Wear appropriate athletic sneakers that can be secured properly (no platform soles, no slip-ons);
- Wear loose comfortable clothing that can be considered "play clothes";
- Be prepared with a jacket, sweater, or sweatshirt for those cool days when students go outside;
- Provide a note first thing in the morning to the Health Office from a doctor or parent if requesting an excused class due to illness or injury.

Special Education Services

The district has a variety of programs to assist students who require special education: self-contained special education classes, resource centers, in-class support, occupational therapy, physical therapy, speech and language therapy, etc. Contact the Pupil Services Department at (908) 534-2195, extension 2955, with any questions or concerns regarding special education programs.

Special Events

Throughout the year, children and parents will have many opportunities to participate in a variety of special events. Teachers invite parents to various activities at each grade level. The HSA sponsors many events for children and parents as well. Information about special events will be posted on our website under Virtual Backpack.

World Language

A certified world language teacher is available to teach Spanish to our students. The course is a general introductory course and serves as a foundation for middle school language instruction. The world language teacher serves as a consultant to classroom teachers at these grade levels.

Handbook Appendices

Appendix A

Administering Medication to Students

New Jersey State Law requires all medicine, including prescription and over-the-counter (OTC), must be accompanied by written permission from parent and physician. When a child is required to take medication during school hours, the certified school nurse will administer the medication according to the following procedure:

1. Prescription medicines in the original prescription container appropriately labeled by the pharmacy will be required and must include:
 - a. Child's name
 - b. Name of medication and dosage
 - c. Name of physician prescribing medication
2. Over-the-counter medications, in the original container may be administered to children with written permission from the parent/guardian and physician.
3. The school nurse will:
 - a. Keep medication in a locked cabinet
 - b. Keep a record of the administration of medication
4. The parent/guardian of the child must assume responsibility for informing the school nurse of any change in the child's health status or change in the medication order.

5. Students with asthma and other potentially life-threatening illnesses are permitted to have in possession prescribed medication in accordance with New Jersey Law 18A:40-12.3 if the following criteria have been met:
 - a. The parent/guardian must submit written authorization for self-administration of medication.
 - b. The child's physician must certify in writing that the pupil has asthma or other life-threatening illness.
 - c. The physician must additionally certify in writing that the pupil is capable of self-administration and has been instructed in the proper method of self-administration.
 - d. The parent/guardian assumes full responsibility for any injury resulting from self-administration.
 - e. The parent/guardian shall sign a statement acknowledging that the district shall incur no liability as a result of any injury arising from the self-administration of medication by the pupil, and that the parent/guardian shall indemnify and hold harmless the district and its employees or agents against any claims arising out of the self-administration of medication.
 - f. Permission to self-medicate must be renewed annually.
6. The school district retains the discretion to reject requests for administration of medicines and self-administration.
7. If a student is going on a field trip and requires medication, the following procedures will be followed:
 - a. Teachers must present a list of students going on field trips to the school nurse.
 - b. Students with asthma or other potentially life-threatening illnesses will be permitted to carry and self-administer their prescribed medication if the criteria outlined in #6 and #7 of this policy have been met.
 - c. Students with other non-life threatening conditions may be permitted to carry and self-administer their prescription or nonprescription medication if the relevant criteria outlined in #6 (a,c,d,e, & f) and #7 of this policy have been met.
 - d. When advised in writing by the child's physician that it is acceptable for the medication time to be adjusted for before or after the trip, or omitted for that day, this procedure will be followed.
 - e. When the medication must be administered on time, the parent/guardian may accompany the student on the trip or meet the trip to administer the medication at the desired time.
 - f. In the event the child's parent/guardian cannot accompany the student on the field trip, the parent may grant permission to permit another parent or non-district caregiver to administer the medication (oral communication from parent/guardian to nurse).
 - g. If no other alternatives are possible, the school nurse will arrange for a substitute nurse to either accompany the students on the field trip or perform the school nurse's regular duties at school thereby permitting the school nurse to go on the field trip.

Appendix B

Code of Conduct

General School Rules

1. The Board of Education prohibits acts of harassment, intimidation or bullying of any student. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe environment; and since pupils learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying.
2. **Physical aggression is not allowed.** This includes such behaviors as fighting, pushing, shoving, hitting, slapping, kicking or spitting.
3. **Making threats will not be tolerated.** In the event that a student threatens the life of another student, Board policy requires that the incident be reported to the Readington Township Police Department.
4. **Politeness and respect for others is expected at all times and in all situations,** including classrooms, the cafeteria, the halls, on the playground, in assemblies and school activities. Defiance, disrespect, teasing, bullying, and disruption of learning and school wide events will not be tolerated.
5. **Profanity in any form is not allowed.** Students are expected to use non-offensive language, both oral and written. Profane gestures are not permitted.
6. **Hats are not to be worn in the building by anyone,** unless the specific purpose is of a medical, religious or celebratory nature.
7. **All property should be treated with respect.** Damaging or stealing school property or property belonging to students, teachers and others will not be tolerated. It is the responsibility of the parent to pay for the repair or replacement of damaged or missing property.
8. **Excessive noise or disorderly conduct in the halls or the lavatories is not permitted.** Students should walk about the building in an orderly fashion with concern for the learning environment of others.
9. **Students are not allowed out of classes or special areas without a teacher's permission.**
10. **The selling and/or trading of objects and goods of any kind are not permitted.**
11. **Chewing gum is not permitted.**
12. **Calculators and spell checkers are allowed with teacher permission.**
13. **The use of roller blades and skateboard are not permitted on school property. These items should not be brought to school.**

14. **Knives, weapons, or other potentially dangerous items (such as fireworks, matches, and lighters, etc.) are prohibited on school grounds.** District policy requires the building Principal to contact the **Superintendent** and the **police** if a child brings such an item to school and suspension may occur.
15. **Animals are not to be brought to school without the permission of the Principal.**

Lunchtime Rules

1. Students are expected to remain seated during lunchtime.
2. Proper table manners are expected. Students are expected to keep their eating area clean and to be mindful of proper public eating behaviors.
3. Talking with friends is encouraged but quiet will be needed in the event of an emergency, to facilitate cleanup, to receive important announcements, and while lining up.
4. Students are expected to walk in the cafeteria at all times.
5. Students must not take food or drink out of the lunchroom.
6. Portable electronic devices are not allowed for use during lunch periods.

Playground Rules

1. Rules of fair play and sportsmanship must be followed. If students are unable to resolve a conflict, the help of a teacher should be sought.
2. Students are to remain in the designated play areas.
3. Equipment must be used for its intended purpose and in a safe manner. The school is not responsible for the loss or damage of personal property.
4. Games involving physical contact are not allowed. Safety is a priority.

Bus Rules

1. Students must obey the instructions of the bus driver as well as follow general school rules.
2. All rules of safety must be followed at all times. While riding the bus, students must refrain from the following: eating or drinking, moving about the bus, fighting, yelling, or damaging the bus.
3. Multiple disciplinary reports may result in the loss of bus riding privileges.

School Trips

1. Students are expected to follow all school rules while on class trips.

Appendix C

Homework Tips

1. Set up a quiet study area with needed supplies and adequate light. No TV—no music—no telephone. Whenever possible, keep the study area off limits to brothers and sisters during homework time.
2. A regular time each day should be established for homework and review.
3. Find out what homework your child has been assigned.
4. Go over homework assignments. Be sure your child understands.
5. Please review homework guidelines established by your child's teacher.
6. Try to be available during the study time.
7. Make sure that your child stays focused on the homework assignment.
8. Give your child help only if a real effort has been made to do the work assigned.
9. Encourage neatness and praise effort.
10. Please notify the teacher if your child spends an excessive amount of time completing assignments or if any other difficulty is experienced.

Important Homework Supplies – refer to HBS Website under Supplies Tab

Appendix D

September 2019

Dear Parent/Guardian:

The Every Student Succeeds Act (ESSA) was passed by the United States Congress and signed into law on December 10, 2015. The ESSA replaces the No Child Left Behind Act (NCLB) and is the latest reauthorization of the Elementary and Secondary Education Act (ESEA).

Although NCLB was designed to make changes in teaching and learning in order to increase students' academic achievement, the Highly Qualified Teacher (HQT) provision under NCLB was eliminated from the ESSA. Despite this fact, all educators in New Jersey are still required to hold the appropriate state certificate/license for their given position.

Under the ESSA, all schools receiving Title I funds must inform parents of their right to ask schools about the professional qualifications of their child's teachers and paraprofessionals. Our school receives Title I funding and we are happy to share this information with you upon your request.

New Jersey has some of the most qualified teachers in the country, and we are extremely proud of the quality of the teaching staff at Holland Brook School. All of our teachers have college degrees and many have advanced degrees. In addition, every teacher continues learning through professional development activities, and our teachers are evaluated each year to make sure their teaching skills remain at the highest possible level.

I encourage you to support your child's education and communicate with your child's teacher(s) on a regular basis. For more information on ESSA, and the role of parents, please visit the United States Department of Education's website at www.ed.gov/essa.

By partnering, families and educators can provide your child with the best education possible.

Sincerely,

Paul Nigro
Principal

Click this link for the Board policy:

<https://www.straussesmay.com/seportal/Public/DistrictPolicy.aspx?policyid=2415.04&id=37d8e690941c43af807ea9f3d328f8de>