

# Holland Brook School Parent/Student Handbook 2024-2025



Home of the Bobcats

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## HOLLAND BROOK SCHOOL

Dr. Jonathan Moss, *Principal*

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

[www.readington.k12.nj.us](http://www.readington.k12.nj.us)

Dear Holland Book Families,

Welcome to Holland Brook School, home of the Bobcats! We are excited to partner with you to provide a challenging and rewarding experience for your child. Our dedicated staff members are highly qualified and committed to meeting the individual needs of every student. As a proud community of learners, we continuously strive to offer the highest quality education possible.

We value your input and strongly encourage all families to take an active role in the programs and activities planned throughout the school year. Our school offers a wide range of clubs to nurture diverse interests and talents, including art, newspaper, innovation & design, digital photography, and web-based broadcasting. Our robust music department features band, chorus, strings, and Samba percussion groups, along with individual and group lessons. Additionally, our building serves as a hub for various community-supported activities such as Boy/Girl Scouts and Girls on the Run, fostering a strong connection between school and community.

Our annual activities are designed to engage and delight students and families alike. Highlights include our walk-a-thon and student-designed t-shirt sale, both of which raise funds for our legendary Field Day—a much-anticipated event that everyone loves. We also host a Bobcat Bingo Family Night, where families can enjoy a fun-filled evening together, and our popular fall and spring Book Fairs, which offer a wide selection of books to encourage a love of reading.

Our student leadership and philanthropic clubs are actively involved in supporting charitable causes. Each year, they organize events such as the St. Jude Children's Research Hospital annual math-a-thon, along with various fundraisers to benefit local food banks and other charity groups. Through these activities, our students learn the importance of community service and develop a sense of responsibility and compassion.

At Holland Brook School, we are committed to building on our many accomplishments and creating a vibrant, supportive environment for all students. Good luck to you and your family as we embark on another exciting school year. I am confident that, together, we will make it a fantastic year filled with growth, learning, and memorable experiences.

Warm regards,

Dr. Moss

**Holland Brook School**

Dr. Jonathan Moss, Principal  
52 Readington Road, P.O. Box 1500  
Whitehouse Station, New Jersey 08889  
Telephone: 908-823-0454  
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**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  
Dr. Stacey Brown, Supervisor of Humanities

**Board of Education**

Dr. Camille Cerciello, President  
Ellen DePinto  
Elizabeth Fiore  
Paolo Lopes  
Michele Mencer  
Randall J. Peach  
Carolyn Podgorski  
Justina Ryan  
Jennifer Wolf, Vice President

# Holland Brook School Staff Directory

Dr. Jonathan Moss, Principal

<p><b><u>Grade 4</u></b> Rachel Brodsky Shelly Gass Jennifer Higdon Amy Majowka Kelly Neuberger Kelly Petersen Melissa Truempy Jessica Weiss</p>	<p><b><u>Grade 5</u></b> Alissa Buelow Patricia Dowden Jaqueline Ganguzza Ann Haberkern Michele Krayem Tricia Noonan Meryl Vance</p>
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## Special Area Teachers

<p>Art—Mary Coyle Innovation &amp; Design—Linda Kovacs Library—April Berkin Music—Darian Hampton Music/Instrumental—Jack Hasselbring, Samantha Lestrangle, Jessica Richter</p>	<p>Physical Education/Health—Carrie Sivo World Language—Kelly Parks Discover Lab—Joyce McGibbon Honors Math—Colleen Ogden</p>
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<p><b><u>Special Education Staff</u></b> Gargi Adhikari Alyssa DeBiasio David deVelder Julie Karus Lauren Mahoney Olivia Orlowski (Krista Pachuta) Caroline Palmieri Maryann Reilly Anne Rieche Michael Roosen Megan Sloan</p>	<p><b><u>Support Staff</u></b> ESL—Lori Gabrielsen School Counselor—Christine Crielly Nurse—Nancy Kelly Speech—Beth Luque Behavior Specialist—Michael Cooney Case Manager/LDTC—Sheri Simonetti Case Manager/Psychologist—Robin Wild</p>
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<p><b><u>Intervention</u></b> Ann Kane Maria Winter</p>	<p><b><u>Enrichment</u></b> Joyce McGibbon</p>
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## Aides

<p>Helena Coelho Renee Delia Maria Durka Jen Fischl</p>	<p>Richard Hopkins Meredith Kane Marianne Schultz Jen Ulloa</p>
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<p><b><u>Office Staff</u></b> Theresa Amster Lindsay Salaj</p>	<p><b><u>Custodians</u></b> Jan Derevjanik Roman Khrunyk</p>
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**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.

## **II. 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 respectful.  
I am prepared.  
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.
- Graphics that are deemed suggestively obscene or offensive on any garment are prohibited.
- Shoes must be worn at all times and should be safe for the school environment (footwear with backs must be worn at all times) Sneakers are mandatory for PE.
- When the body is standing straight, clothing must cover the chest, back, torso, stomach, and lower extremities from armpit to armpit to mid-thigh.
- No pajamas or pajama-type clothing.
- Hoods, hats, and bandanas should be removed upon entering the building, except in the case of medically fragile students or religious exemption.
- Tops must have a strap at all times, unless permission is granted by the Principal or designee for a special event.

- Clothing must cover all undergarments. No underwear or undergarments may be visible at any time. Clothing may not be see-thru.
- The Dress Code applies during school hours, at school-sponsored or organized activities and on trips. In addition, some restrictions on attire may be prescribed for participation or implemented for reasons of safety and will be communicated prior to the event.

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.

### III. 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.

The Readington Township Board of Education's Attendance Policy #5200 reflects the district's concern for the thorough and efficient education of each pupil. A pupil must be in attendance for 160 or more days. If a student misses more than 10% of the school year, they are considered chronically absent and a team will be assembled at the end of the year to ensure that your child has met the instructional program requirements for their grade level.

Please note that stated excused absences allowed by New Jersey Statute are not included for the purposes of calculating a student's absentee rate. These include:

- Religious observance (N.J.A.C. 6A:32-8.3(h));
- "Take Our Children to Work Day" or other rule issued by the Commissioner;
- Participation in observance of Veterans Day (N.J.S.A. 18A: 36-13.2) or district board of election membership activities (N.J.S.A. 18A: 36-33); or
- The closure of a busing district that prevents a student from having transportation to the receiving school.

Absences listed below are calculated when reviewing chronic absenteeism. These include:

- The pupil's illness supported by notification to the school by student's parent/guardian;
- The pupil's required attendance in court;
- Requirements of a pupil's individual health care plan;
- Requirements of the pupil's Individual Education Program (IEP);
- The pupil's suspension from school;
- A death or critical illness in the pupil's immediate family supported by notification to the school by student's parent/guardian;
- Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day;
- An absence considered excused by the Commissioner of Education and/or a New Jersey Department of Education Rule (e.g. religious holiday);

- An absence for a reason not listed above, but deemed excused by the Principal upon a written request by the student's parent/guardian stating the reason for the absence and requesting permission for the absence to be considered excused.

Absences listed below are calculated when reviewing chronic absenteeism. These absences may also be counted towards truancy from school in accordance with NJ Statutes Annotated (NJSA) 18:A and NJ Administrative Code (NJAC) 6A . These include:

- Family travel unrelated to the instructional program
- Performance of household or babysitting duties
- Other daytime activities unrelated to the school program

### **Reporting Absences**

When a child is absent, parents should notify the school as soon as possible by emailing [hbsattendance@readington.k12.nj.us](mailto:hbsattendance@readington.k12.nj.us) or by leaving a message on the absence report extension (908) 823-0454 (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 7:40 a.m., a parent or guardian is required to walk the child into the school office and sign the late register log.**

## IV. 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 7:30 a.m. must wait outside as well. **Children arriving after 7:40 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 and remain in the vestibule to wait for their child.** The office staff will then notify the child's teacher and the student will come to the front to meet the parent.

**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 2:30 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.

### 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](http://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 2 hours. 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.

<u><b>Regular Schedule</b></u> 7:35 a.m. - Student Arrival 7:40 a.m. - School Begins 2:30 p.m. - Student Dismissal	<u><b>Delayed Opening Schedule</b></u> 9:35 a.m. - Student Arrival 9:40 a.m. - School Begins 2:30 p.m. - Student Dismissal
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**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.

**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. Lunch will be served on early dismissal days.

<u><b>Regular Schedule</b></u> 7:35 a.m. - Student Arrival 7:40 a.m. - School Begins 2:30 p.m. - Student Dismissal	<u><b>Early Dismissal Schedule</b></u> 7:35 a.m. - Student Arrival 7:40 a.m. - School Begins 12:10 p.m. - Student Dismissal
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**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 7:30 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.

**V. 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.

## **VI. Home/School Connection**

### **Back-To-School Night**

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.

### **Parent Organizations**

**Home and 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 and spring. 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.

## **VII. Lunch Program**

### **Lunch Schedules**

Lunch periods are twenty (20) minutes long and students eat in the cafeteria. Recess is scheduled each day for twenty (20) 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, Maschio's, 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 Priced Lunches**

At the beginning of the school year, the district sends home information about free and reduced priced 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.

## **VIII. 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 Chromebooks available for each student and all computers provide access to the Internet and educational software.

### **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.

### **School Counselor**

A full-time school 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 counselor also consults with teachers and the Principal with regard to student behavior. The counselor works with classroom teachers in developing age-appropriate supports.

### **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 Center**

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 weekly as a class, but have other individual and small group opportunities for research and enrichment. Students may borrow books 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.

### **Spanish**

A certified Spanish 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 Spanish 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. **Cell phones are kept in backpacks during school day either off or silenced.**
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.