



Holland Township School

STUDENT/PARENT HANDBOOK

WWW.HOLLANDSCHOOL.ORG

710 MILFORD-WARREN GLEN RD
MILFORD, NJ

Welcome Message

Welcome to Holland Township School.

Dear Students, Parents, and Staff,

Welcome to Holland Township School. When you enter Holland School be prepared to be kind and calm to ensure that every student is learning in a respectful environment. We believe that being your best is what makes for a great school community. A new school year is a perfect opportunity to open your mind to learn about new things, meet new people and create new and stronger friendships.

At Holland School, we believe that education is not just about acquiring knowledge; it's about nurturing the minds and hearts of our students to become responsible, compassionate, and lifelong learners. Our school is committed to providing a safe, inclusive, and inspiring learning environment where each student can flourish and reach their full potential.

As we embark on this new academic year, we are excited to continue our journey together, creating meaningful experiences and fostering a love for learning. We have an exceptional team of educators and staff who are passionate about their work and dedicated to guiding our students on their educational paths.

Please review the policies and procedures. These procedures will ensure that everyone remains safe and is able to benefit from all the wonderful experiences that Holland Teachers have to offer.

I wish you the best this year and every year at Holland. Although your time here is short, there are many memories to be made. Enjoy each one of them.

Stephanie Snyder
Superintendent

2024-25 School Schedule

Regular Student Day:

Preschool through 8th grade 8:00am - 2:30pm

Student Early Dismissal:

Preschool through 8th grade 8:00am - 12:30pm

Student 90 Minute Delay:

Preschool through 8th grade 9:30am - 2:30pm

School Calendar

[2024-2025 school calendar](#)

Holland General Information

Arrival and Dismissal Guidelines

AM DROP OFF:

Students are permitted to enter the building at 7:45 a.m. (through the South parking lot entrance) as teacher supervision is provided at this time.

- 1. Morning arrival time begins at 7:45 a.m. and ends at 8:00 a.m.**
- 2. All cars pull up to the South parking lot entrance.**
- 3. There will be staff there to supervise students. ALL students must be able to exit the car independently and from the right side only with backpack ready to exit.**
- 4. For safety reasons all parents are to stay in their cars during morning arrival.**
- 5. When signaled, 18 vehicles will unload at a time.**
- 6. Students will enter through the closest door (#20 or #24).**
- 7. Staff will alert vehicles when safe to proceed to campus exit.**
- 8. Please observe the posted speed limit of 15 MPH.**
- 9. Abstain from using the front driveway, as this is a bus only lane.**

PM PICK UP (School Aged Students):

- 1. Pick-up time is 2:25pm**
- 2. If you will be picking up your children at the end of the school day, an email must be sent by the parent/guardian to notesforschool@hollandschool.org and your child's teacher.**
- 3. All cars are to pull up to the South parking lot with a piece of paper clearly marked with the students' names you are picking up that day placed on the front windshield.**
- 4. As parents pull up to the front of the line, a staff member will radio and the student will proceed to the exit and be escorted by staff members to the passenger side of their vehicle.**
- 5. Safety is priority!**
- 6. If a parent is not present to pick up a student by 2:40pm, the student will be placed in Aftercare at parent expense (\$20/day).**

Please observe the posted speed limit of 15 MPH.

PM PICK UP (Preschool Students):

1. Preschool will be dismissed from Door #20
2. Parents will form a queue at the south parking lot door # 20
3. Parents will clearly display last names of students for pick up in the windshield of their vehicle
4. Parents **MUST WAIT** for students to be escorted to vehicle and then assist student into child car seat
5. Cars will be dismissed by staff as **ALL** students in que have been successfully buckled into their car seats, Preschool parents will exit the lot using both the left and right lanes.

PLEASE BE PATIENT and stay alert.

****If you have a school aged child, you will need to rejoin the school aged pick up line AFTER picking up your preschooler****

Early Pick-Up Procedures:

Early pick up is discouraged and should be requested in emergency situations only. In such cases, an email to notesforschool@hollandschool.org and your child's teacher from the parent/guardian is required. Students shall not be permitted to leave school early unless they are met in the school office by a parent/guardian or a person authorized by the parent to act on their behalf. For safety reasons, proper identification is necessary and no exceptions will be made. Children will not be released early to any individual without a note or to someone who is listed in Genesis. Early pick up must be prior to 2:00 p.m. (11:55 p.m. on early dismissal days) due to parking lot restrictions.

Transportation:

State law requires that Boards of Education provide transportation for students who reside more than 2 miles from school. To accomplish this task in the most economical manner, **each bus is scheduled for maximum capacity so transfers from one bus to another are not permitted. Likewise, transfers from one bus stop to another are not permitted.**

We strongly encourage children who qualify for bus transportation to ride the bus provided by the district. Children are to be at their bus stop 5 - 10 minutes prior to the established pickup time. **Kindergarten and First Grade students will be returned to Holland School if no one is present at the bus stop to meet them.** If a student is returned to school more than one time, the student will be placed in After Care at parent expense.

Emergency Closings/Delayed Openings/Early Releases:

The Superintendent may be required to close school, delay the opening of school, or release students early in the interest of student safety as a result of extreme weather conditions, the failure of building systems, and additional unexpected emergencies. We will notify families using the automated telephone system, and post a notice on our website/social media page.

Attendance (Absent and Tardy):

Excessive absenteeism and tardiness interferes with your child's learning. You will be notified when your child's absences or tardies become a disruption to the educational process. Additionally, student attendance in an educational program is required by the State of New Jersey.

- All students are expected to arrive no later than 8:00am.
- Parents/Guardians are required to call the school nurse to report absences with the reason for the absence.
- School nurses will contact those parents who fail to report an absence.
- If your child's attendance is not verified by 9:30am, the school nurse will attempt to verify the absence with the contact information provided in Genesis.
- If we do not hear back from a family member, the police may be contacted to ensure that the student is safe

Students absent for three or more consecutive days may request make up/homework to be sent home.

Taking a vacation within the school calendar is discouraged. Classroom assignments and homework WILL NOT be given out ahead of time. Students are expected to complete the work missed during their absence.

Students who are absent may not attend evening school functions, clubs or athletic events. A student must participate in four hours of instruction to be considered present.

Before/After School Care:

We recognize that the departure times are not always a best fit with parent's schedules; therefore, we offer a fee-based after-care program run through the Hunterdon County YMCA which allows parents to pick up students after 2:30pm. Before care services are determined yearly based on family interest.

Birthdays:

In light of past difficulties with students being left out during distribution of birthday party invitations, the following steps must be followed:

- Students must invite ALL CLASSMATES
- Students may not hand out invitations to students in other classrooms
- Students may not hand out invitations during lunch or on the bus
- If a student brings invitations, they must be handed to the teacher for distribution

Parents may celebrate their child's birthday by sending in a non-edible item such as a small toy, pencil, eraser, book, dollar store item, etc. Each grade level has determined its own special birthday celebration as follows:

- ☑ PK - Grade 4: Students may bring in a small non-edible item to share (e.g. small toy, pencil, eraser, book, dollar store item, etc.)

Parents should notify the teacher of non-edible birthday treats coming into the school at least one week in advance.

Clubs:

A variety of after school clubs are offered each semester. Clubs provide after school opportunities for students to explore additional interests in the creative arts, sports, recreation, technology and academics and typically meet for 60 minutes. Parents/Guardians and students will receive club information, including the clubs offered and the possible associated fee, in September via the school webpage and Genesis. Parents are responsible for transportation for clubs and activities.

Grading:

For students in Grades K-4, a standards-based approach is infused to allow parents and students to understand more clearly what is expected of students and how to help them be successful in their learning. It tells us what students have actually learned by measuring a student's progress on grade level standards.

- 4 - Student consistently exceeds grade level standards
- 3 - Student meets grade level standards
- 2 - Student sometimes meets grade level standards
- 1 - Student is not yet meeting grade level standards
- NE - Not Evaluated

Middle school students will receive numeric grades in all content areas.

Distinguished Honor Roll (grades 6-8) - Lowest Numeric Grade 95

Honor Roll (grades 6-8) - Lowest Numeric Grade 89

Parent-Teacher Communication/Conferences:

The most expeditious method to resolve an issue relative to your child's schooling is to contact the classroom teacher. Teachers are the first line of response to resolve school-related issues. The Building Principal then the Superintendent should be contacted if an issue remains unresolved.

Parent-Teacher Conferences will be held in November on an *as needed basis*. The Building Principal will provide additional information relative to conference procedures and times. However, Parents/Guardians are encouraged to communicate with teachers throughout the school year.

Promotion/Retention:

As per BOE Policy 5410, Pupils will be promoted to the next successive grade level when they demonstrate grade level proficiencies as determined by district assessments, observations, report card grades AND when they attend school more than 155 days.

The building principal, with input from appropriate faculty and staff, will make the final recommendation to the Superintendent regarding the promotion or retention of pupils.

Photographing:

Periodically during the school year, school activities, assembly programs and/or special events are photographed or videotaped for educational or publicity purposes. If you DO NOT want your child photographed, please indicate this in Genesis Parent Portal.

School Lunches:

The Holland Township School District remains committed to providing your children with healthy and nutritious foods. The Board of Education has established Policy 8505 School Nutrition (located on the district website) that defines the nutritional parameters of foods that are sold or distributed by the school district. The policy focuses on reducing the amount of sugar and fats served to students. Parents are encouraged to monitor the amount of sugar and fats included in packed lunches and substitute fresh fruits and vegetables for candy and soda.

School lunches will not be served on early release days. Please send your child with a healthy snack.

Student lunches will cost \$3.50. Should students wish to select a hot or cold offering, they will do so in homeroom when the lunch count is taken. The lunch menu is posted on the school website.

Visitors:

Visitors will be permitted with approval from classroom teachers (who will also secure approval with district administration). All visitors are to be buzzed in through the main vestibule, sign-in, secure a Visitor's pass, and be escorted to their destination

Policies and Conduct

The Holland Township School adheres to all policies and regulations adopted by the Board of Education. Please visit [Policies and Regulations](#).

Electronic Policies:

1. Computer and Internet Use: Students will not be allowed to use the computer network and the internet without a signed consent form in Genesis. Consent forms must be signed by the student and parent/guardian. Please refer to Board Policy 2361 Acceptable Use of Computer Networks/Computers and Resources located on the district website.
2. Electronic Devices: Students are discouraged from bringing personal communication devices to school. However, if the parents feel it is necessary for their child(ren) to possess a mobile phone/personal communication device, it is to be turned off during the school day and left in the student's personal backpack/locker.

*Parents should not expect to communicate with their child(ren) during the school day via cell phone, smart watch, or any personal communication device. Parents, please do not put your child(ren) in the position to disobey the teacher/school staff. Please take care of personal matters before the school day begins. Any urgent messages should be phoned or emailed to the main office with Ms. Holzworth (nholz@hollandschool.org) and/or Ms. Regep (lrege@hollandschool.org). The main office phone is 908-995-2401.

*If a student consistently leaves his/her personal communication device turned on, so that it disrupts the learning environment, the device will be confiscated by a staff member and brought to the main office. First offense, parents will be noticed, and the device will be returned to the student after school. Second and subsequent offense(s), parents must pick up the device from the main office. The school is not responsible for lost, stolen or damaged mobile phones/personal communication devices. Please teach your child proper safety and care, so they are not disappointed.

Acceptable Use of Technology:

Any student, staff, or community member seeking to use the technological resources of the district must sign an Acceptable Use of Technology form to ensure that he/she will not attempt to acquire data for purposes not related to the educational goals of the school. This form must be signed by the student's parent/guardian, by staff and community members using the facilities. These terms and conditions supersede all

prior oral or written agreements and understandings. Any student, staff or community member that does not submit a signed Acceptable Use of Technology form will not have access to the computers or related technologies available in the schools. All users are prohibited from the following actions:

- Using technology for illegal activities such as downloading or installing personal, inappropriate or illegal software as outlined in federal or state law.
- Disrupting, vandalizing or gaining unauthorized access to equipment, software, files or the operation of any system and/or violating copyrights or otherwise using the intellectual property of another individual or organization without permission or citation.
- Obtaining or creating pornographic text, graphics, or photographs.
- Using abusive or obscene language to send hate mail, harass another individual, violate the law or school policy.
- Using technology for personal financial or business gain.
- Logging on to any service or sending e-mail using another's identity.
- Developing bulletin boards, chat groups, or email broadcasting.

Students are given digital storage space to save their school related work. This storage space belongs to HTSD and is not guaranteed to be private. Using the space to store non-school related files is a violation of the Acceptable Use of Technology agreement. Messages related to or in support of illegal activities may be reported to the authorities. In the event that there is a violation, the consequences will follow the existing student conduct code. If students use the Internet, computer, email, or any other means to copy another user's material, both or all members will receive the same discipline. It is important that each user safeguard his/her work.

Dress for School:

Students are encouraged to come to school dressed comfortably and for the season. School attire should be neat, clean, appropriate, and in good taste. Parent supervision and guidance is especially important in this matter. A positive self-image is fostered through appropriate dress. Students are expected to dress in a modest manner that is appropriate for school and in accordance with standards of good taste. Dress cannot be disruptive to the school environment. It is anticipated that parent discretion will be appropriately applied in assisting students in choosing clothes for school. Clothing that may be appropriate for students in primary grades may not be appropriate for students in upper elementary and middle school.

Plagiarism/Cheating Policy:

If a student presents someone's words, thoughts or data as their own, they are committing plagiarism - they are stealing. The location of the information is irrelevant: when it comes to plagiarism, information from the internet is equivalent to information from a physical book or journal.

It is also plagiarism to pay a person or internet service for a paper, hand in someone else's paper as your own, or cut and paste text from the internet to your paper without citing the source.

Consequences (Board Regulation 5600 Code of Conduct): Students caught plagiarizing may face either academic or disciplinary negative consequences. Teachers who determine that a paper includes plagiarized material can take academic measures, such as giving a failing grade for the paper. If the instructor decides that disciplinary measures should be taken, the case will be referred to the building administration.

Integrated Pest Management (IPM):

This notice is distributed to comply with the New Jersey School IPM Act. The Holland Township School District has adopted an IPM Plan to comply with this law. IPM is a holistic, preventive approach to managing pests that is explained further in the school's IPM Policy. All schools in New Jersey are required to have an IMP Coordinator to oversee all activities related to IPM and pesticide use at the school. The IPM Coordinator in the Holland Township School District is Eric Carr. The IPM Coordinator maintains the pesticide product label, and the Material Safety Data Sheet (MSDS) of each pesticide product that may be used on school property. The label, the MSDS and the IPM Policy is available for review by a parent, guardian, staff member or student attending the school. Also, the IPM Coordinator is available to parents, guardians and staff members for information and to discuss comments about the IPM activities and pesticide use at the school.

If you have any questions regarding IPM, please address them to the Facilities Manager, Mr. Eric Carr, IPM Coordinator, Holland Township School District, 710 Milford-Warren Glen Rd, Milford, NJ 08848.

Memorandum of Agreement (MOA):

The school district and local police department have a Memorandum of Agreement stating a mutual commitment to work together for the safety of the community. School officials are obligated to contact local police when there is evidence that a student poses a safety risk to themselves or others. Parents will be notified when the police have been contacted and will be offered the opportunity to be present when their child is questioned if at all possible. All incidents that are bias related will be reported to the police.

Right to Know: The New Jersey "Worker and Community Right to Know Act" (N.J.S.A 34:5A-12 et seq.), effective August 28, 1984, establishes a comprehensive system for the disclosure and dissemination of information about hazardous substances in the workplace and the environment. Employers with a Standard Industrial Classification (SIC) code with major group numbers 20-39, 46-49, 51, 75, 76, 80, 82 and all state and local governments are covered by this act.

Pursuant to the Act, the Department of Health has adopted a Workplace Hazardous Substance List (N.J.A.C. 8:59-9), which includes 2,051 substances that pose a threat to the health and safety of employees. The Act also required the State Department of Health to develop a Workplace Survey. Employers are required to report on this survey the substances on the Workplace Hazardous Substance List that are present at its facilities.

We have completed a thorough inspection of our grounds and school building and report to you that all hazardous substances present on school property are appropriately labeled and stored in approved containers.

The New Jersey State Department of Health requires that each Board of Education notify parents/guardians of any activity in the school building, which would involve the use of a hazardous substance. In order to comply with that requirement in the event that such a situation would exist, the Holland Township Board of Education will post such notice on the bulletin board in the front lobby of the school and will also make printed information on the substance in question available to all parents/guardians.

The Holland Township School District building has been inspected for asbestos.

Search and Seizure: We wish to provide students with a safe environment in which to learn. Toward that end, school administration retains the right to conduct searches of desks, lockers, or other property, including property owned by students on school grounds. School lockers remain the property of the district even when used by students. Inspections and searches may be conducted as often as necessary to maintain order and discipline and to protect the safety and well-being of the entire school community.

Health Office:

Food Allergies: Since students with food allergies do not have to eat a food product to have an allergic reaction it is imperative that faculty members, staff members, and parents comply with district food allergy guidelines. Life threatening reactions can also occur from smelling or inadvertently touching an item which was touched by another student who has consumed an allergic food. To prevent the accidental contact with allergic products in the classrooms, the following food allergy guidelines will be followed.

Food Allergy Guidelines

1. *Party food items must be store bought, provided in the original container, and include a list of ingredients. All other items will be returned to parents. Food items, for which sugar is the first ingredient, may not be served at parties.*
2. *Party foods containing allergens will be returned to parents.*

3. *The Building Principal and the School Nurse will determine whether an allergy free area will be maintained in each classroom during parties.*
4. *Teachers are required to complete a form prior to parties to be sent home to the parents of students with food allergies.*
5. *The School Nurse will notify teachers and send home letters in the beginning of the school year identifying allergens in each classroom.*

Physical Exams: Physical examinations are mandated by the State of New Jersey upon enrolling your child into school. It is also very important to have additional check-ups during each developmental stage your child goes through, such as: Early childhood (preschool-grade 3,) Pre-adolescence (grades 5-6,) Adolescence (grades 7-12)

Yearly Screening: Students in PreK through Grade 8 undergo annual state height, weight, and blood pressure screenings conducted by the school nurses. In addition, school nurses conduct additional screenings: vision (PK, K, 2, 4, 6, and 8th grade), hearing (PK, K, 1, 2, 3, and 7th grade) and scoliosis (grade 5 & 7).

Contagious Illness Guidelines: The following guidelines were approved by the school physician with the intent to provide information relative to students return to school following illness. A note from a medical doctor indicating a child is able to return to school is required in certain situations. The school nurse will notify parents/guardians if such a note is required. A student must be fever free for 24 hours from the time he or she is diagnosed, or 24 hours from the time the student was sent home from the school nurse on the previous day.

- ☑ Chicken Pox - Students must be fever free (<100.4°) for 24 hours and blisters must be crusted over.
- ☑ Common Cold - Students must be fever free (<100.4°) for 24 hours and be able to function in the classroom.
- ☑ Diarrhea - Students must be fever free (<100.4°) for 24 hours and stools must be normalized.
- ☑ Vomit - Students must be vomit and fever free (<100.4°) for 24 hours before returning to school.
- ☑ Fever - Students must be fever free (<100.4°) for 24 hours without the use of fever reducing medications.
- ☑ Coxsackie Virus (a.k.a. Hand, Foot, and Mouth Disease) - Students must be fever free (<100.4°) for 24 hours and sores must be crusted over.
- ☑ Impetigo - 24 hours after the start of treatment of the affected area must be covered.
- ☑ Lice - A student who is found to have active head lice will not be permitted to attend school until there are no active lice in the student's hair, proof of treatment has been provided to the nurse, and until all live lice are removed from the student's hair as confirmed by an examination by the School Nurse.
- ☑ Conjunctivitis (a.k.a. Pink Eye) - 24 hours after the start of eye drop treatment.
- ☑ Ringworm - After the start of treatment and lesions must be covered
- ☑ Scabies - 24 hours after the start of treatment

- ☑ Strep Throat - 24 hours after the start of treatment
- ☑ Influenza - Students must be fever free (<100.4°) for 24 hours and be able to function in the classroom.
- ☑ COVID-19- We will follow the CDC and Department of Health Guidelines and Recommendations.

Administration of Medication: The Nursing Practices Act of New Jersey prohibits nurses from giving prescription or over-the-counter medication without a doctor's order. Parents/Guardians are required to submit information and medication as indicated below.

Medication Guidelines

- ❖ Doctor's Order on file;
- ❖ Administration of Medication form on file; AND
- ❖ Parent/Guardian must deliver medication to the school nurse in the original container.
- ❖ *Parents/Guardians must pick up all medication on the last day of school from the School Nurse. Remaining medication will be discarded.*

New Jersey Youth Helpline: The New Jersey Youth Helpline, 2ND FLOOR, is a toll-free, anonymous and confidential helpline available 24 hours a day, 7 days a week, 365 days a year to all NJ young people aged 10-24. Youth can call 2NDFLOOR at 1-888-222-2228 to speak with professionals and trained volunteers who listen attentively, non-judgmentally and compassionately to issues and problems they are facing. Visit www.2NDFLOOR.org for more information and try the message board.

Student Support Services

Gifted Education: The Holland Township School District Gifted and Talented Program believes that a student is gifted all of the time and not only during times when access to a special program can be acquired. Our program follows a "push-in" approach where enrichment experiences take place within the general classroom. These experiences may include whole group instruction, small group work, and one-on-one conferencing.

Students with demonstrated high ability in mathematics are afforded honors level programs in grades 6-8.

English Language Learners: Student's whose primary language is not English will be provided support during regular school hours.

Guidance Counselors: The Guidance Office provides additional support to ensure that each student has a safe, positive, and affirming learning experience. Some of the services provided by the Guidance Office include:

- ☑ Individual and Group Counseling.
- ☑ Conflict Resolution Meetings.
- ☑ Behavioral Intervention Support.
- ☑ Character Education & Anti-Aggression Programs.
- ☑ Guidance Classes.
- ☑ Safe Reporting System through StopIt.

Intervention and Referral Services(I&RS): The I&RS team is an interdisciplinary group of professional staff members created to provide teachers and students with systematic strategies for receiving help with school related difficulties. The group is intended to identify, intervene and monitor the progress of children who may need support beyond that typically provided by a classroom teacher. Students are referred by staff members or parents. I&RS plans are developed to target specific goal areas for each student with a calendarized assessment for the attainment of each goal.

Section 504: Section 504 of the Rehabilitation Act prohibits discrimination against persons with a disability in any program receiving federal funds. The Act defines a person with a disability as anyone who:

- ☑ Has a mental or physical impairment which substantially limits one or more major life activity (major life activities include activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working);
- ☑ Has a record of such impairment; and
- ☑ Is regarded as having such an impairment;

The purpose of the 504 Committee is to guarantee that an identified child is receiving an education comparable to that provided to the non-disabled student. The committee will formulate reasonable accommodations outlined in an accommodation plan, and will review this plan annually and tri-annually. The 504 Committee consists of a member of the administration, a member of the Child Study Team and/or school counselor, the school nurse, parent and a teacher.

Special Education: In accordance with N.J.A.C. 6A:14, the Holland Township School District provides a program of supports and services to those students eligible for special education and related services. The district employs special education teachers, an occupational therapist, a physical therapist, two speech and language specialists, paraprofessionals, and child study team members, including a school psychologist, a school social worker, a board certified behavior analyst and a learning disabilities teacher-consultant.

CHILD STUDY TEAM (CST)

The CST consists of a school psychologist, learning disabilities teacher-consultant, behaviorist, and a school social worker. CST members are responsible for the identification, evaluation, and determination of eligibility for students referred for special education and related services. Each CST member is assigned case management responsibilities as follows:

- ☑ Coordinate the development, monitoring and evaluation of the effectiveness of the IEP;
- ☑ Facilitate communication between home and school; and
- ☑ Coordinate the annual review and reevaluation process.

INDIVIDUALIZED EDUCATION PLAN (IEP) TEAM

Required members of the IEP team consist of the CST case manager, parent/guardian, one general education teacher, and one special education teacher. The IEP team is required to review and develop the student's educational program annually. For this reason, it is vitally important that parents/guardians attend IEP meetings as scheduled. The IEP meeting is not meant to be a parent/teacher conference. It is designed to plan your child's program for a one year period. Any questions/concerns regarding your child's academic or functional performance in a given course should be discussed with his or her teacher immediately. Do not wait until the IEP meeting.