

# Holland School

## STUDENT & PARENT HANDBOOK

*This handbook is provided to keep you informed of policies, procedures, and general information pertaining to our school district.*

*All information presented in this handbook can be found on the district website at: [www.hollandschool.org](http://www.hollandschool.org)*



### HOLLAND TOWNSHIP SCHOOL

710 Milford-Warren Glen Rd.  
Milford, NJ 08848  
Telephone: 908-995-2401

*Stephanie Snyder, Superintendent*  
*Susan Wardell, Principal*

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## AFFIRMATIVE ACTION/EQUAL OPPORTUNITY

The Holland Township School District affirms its responsibility to ensure all students equal educational opportunity and all employees' equal employment opportunities regardless of sex, race, color, religion, national origin, and social or emotional status. The Holland Township School District is an Equal Opportunity/Affirmative Action Institution. In compliance with relevant federal and state civil rights legislation, the system does not discriminate on the basis of sex, race, color, religion, national origin, age or physical capability in the operation of its educational programs or activities (enrollment, access to programs, physical education, counseling, use of facilities and school sponsored extracurricular activities.)

The Holland Township School District shall maintain an instructional and working environment that is free from harassment of any kind. Administrators and supervisors will make it clear to all staff, pupils and vendors that harassment is prohibited.

Any questions regarding Affirmative Action/Equal Opportunity should be addressed to Mr. Brian McCarthy, Affirmative Action Officer, Holland Township School District, 710 Milford-Warren Glen Rd, Milford, NJ 08848, 908-995-2401

## APPEALS PROCESS

It is the intent of the Board of Education, the Administration and the Faculty to ensure the rights of all students. Any parent who questions the application of a consequence may request to discuss the matter with the teacher. If the situation continues to be questioned, the parent may request to discuss the matter with the principal and, in turn, with the superintendent.

## ARRIVAL AND DISMISSAL GUIDELINES

### AM DROP OFF PROCEDURES

Students are permitted to enter the building at 7:50 a.m. (through the South parking lot entrance) as teacher supervision is provided at this time.

1. Morning arrival time begins at 7:50 am and ends at 8:00 am.
2. All cars pull up to the South parking lot entrance.
3. There will be staff there to supervise students, **but ALL students must be able to exit the car independently and from the right side only.**
4. For safety reasons all parents are to stay in their cars during morning arrival.
5. The students must exit the passenger side of the car, carefully close the door and proceed into the entrance of the school.
6. **Please observe the posted speed limit of 15MPH.**
7. **Abstain from using the front driveway, as this is a bus only lane.**

### PM DROP OFF PROCEDURES

1. Pick-up time is 2:30 p.m.
2. All cars are to park in designated parking spots in the South Parking Lot.
3. Parents are to enter the cafeteria door to pick up their children. The door will be unlocked @ 2:30p.m.

4. All students, preschool – 8<sup>th</sup> grade, will be in the gym in grade level and classroom groupings. Parents must locate the children they are transporting and gather them up for departure.
5. Parents and students will then return to their cars using the exit to the parking lot after signing their student out with staff.
6. Safety is our priority!
7. If a parent is not present to pick-up a student by 2:40, the student will be placed in After-Care at parent expense (\$20/day).
8. **Please observe the posted speed limit of 15MPH.**

## EARLY PICK-UP PROCEDURES

**Early pick-up is discouraged and should be requested in emergency situations only.** In such cases, a note from the parent/guardian is required and must be presented to the teacher at the beginning of the school day. 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 not listed in Genesis. **Early pick-up must be prior to 2:00 pm (11:55 pm on early dismissal days) due to parking lot restrictions.**

## ASSESSMENT SCHEDULE

Date	Grade Level	Type of Assessment	Assessment
Sept 8-Sept 18	1-8	ELA	Link-It
	1-8	Math	Link-It
Sept 28-Oct 16	K	ELA and Math	District Designed
Jan 4-Jan 15	K-8	ELA	Link-It
	K-8	Math	Link-It
TBD	3-8	State Assessment	NJSLA
April 27-May 28	K-8	ELA	Link-It
	K-8*	Math	Link-It
	K	ELA and Math	District Designed

\*Assess those students who are reading below level Z.

Parents are encouraged to avoid scheduling appointments or other activities during the weeks listed above.

## BOARD OF EDUCATION

The Holland Township Board of Education consists of nine members who are elected for three-year terms. Three seats are up for election each November.

The Board typically meets on the final Tuesday of each month to conduct business on a predetermined, published schedule unless posted otherwise. Additional special public meetings are scheduled as may be necessary and are advertised in accordance with the New Jersey Open Public Meetings Act.

The Board has four main functions – policy-setting, providing for a program of quality instruction, effective management oversight, and two-way communication. Occasionally, the board serves as a judicial body, hearing and determining such matters as personnel concerns and student disciplinary issues presented by the Superintendent of Schools.

## **PURPOSE OF BOARD MEETINGS**

Board of Education meetings are held in public for the conduct of public business. The public business includes the presentation of reports, discussion of the recommendations of the Superintendent, and the adoption of formal resolutions as set forth in the printed agenda. The Board may enter into executive (closed) session only upon a majority vote of the members present for specific reasons prescribed by law, such as personnel matters, discussion of collective bargaining agreements, pending or anticipated litigation, etc. For a complete list, see N.J.S.A. 10:4-2 to 10:4-6.

## **COMMUNITY ATTENDANCE**

The Board welcomes participation of interested organizations and individuals and will schedule time as appropriate for the public to speak, as set forth in the Agenda. Agenda for Board meetings are available on the district website at [www.hollandschool.org](http://www.hollandschool.org), 24 hours in advance of the scheduled meetings. In general, regular and special meetings of the Board of Education are open to the public and representatives of the media. Effective conduct of the public's business requires that each Board member and the general public adhere to common rules of courtesy and meeting organization.

BOE Public Sessions will be held at 7:00 pm unless otherwise noted on the following dates: August 25, September 22, October 13, November 24, December 22, January 5.

## **CODE OF ETHICS FOR SCHOOL BOARD MEMBERS [N.J.A.C. 18A:22-24.1]**

A school board member shall abide by the following Code of Ethics for School Board Members:

- a. I will uphold and enforce all laws, rules and regulations of the State Board of Education, and court orders pertaining to schools. Desired changes shall be brought about only through legal and ethical procedures.
- b. I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools that meet the individual needs of all children regardless of their ability, race, creed, sex, or social standing.
- c. I will confine my board action to policy making, planning, and appraisal, and I will help to frame policies and plans only after the board has consulted those who will be affected by them.
- d. I will carry out my responsibility, not to administer the schools, but, together with my fellow board members, to see that the schools are well run.
- e. I will recognize that authority rests with the board of education and will make no personal promises nor take any private action that may compromise the board.
- f. I will refuse to surrender my independent judgment to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.
- g. I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. In all matters, I will provide accurate information and, in concert with my fellow board members, interpret to the staff the aspirations of the community for its school.
- h. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief administrative officer.
- i. I will support and protect school personnel in proper performance of their duties.
- j. I will refer all complaints to the chief administrative officer and will act on the complaints at public meetings only after failure of an administrative solution.

## **CHILD CARE PROGRAMS**

We recognize that the arrival/departure times are not always a best fit with parent schedules; therefore, we offer a fee-based before-care and after-care program run through the Hunterdon County YMCA which allows parents to drop off students prior to 7:50 am and to pick up students after 2:30 pm.

## **CLASS PETS**

Due to potential allergic reactions to various animals the inclusion of pets in the classroom is carefully monitored. Prior to including a pet in the classroom, parents will be notified and asked to identify any potential health issues that the animal might present for his or her child. In turn, parents are not permitted to send in any pets without prior approval from the classroom teacher. Also, we ask that personal pets are not brought onto school grounds during school hours.

## **COMPUTER AND INTERNET USE POLICY**

Students will not be allowed to use the computer network and the Internet without a signed consent form filed in the main office. Consent forms must be signed by the student, parent/guardian, and building principal. Please refer to Board Policy 2361 Acceptable Use of Computer Networks/Computers and Resources located on the district website.

## **CLUBS**

Extra Curricular Clubs will not take place in the Fall. We will re-evaluate for the Winter/Spring.

## **CHILD PROTECTION AND PERMANENCY (CP&P) REPORTING REQUIREMENTS**

N.J.A.C. 9:6-8.10 places the responsibility of reporting suspected cases of child abuse or neglect on district faculty and staff. As such, district personnel will contact CP&P to report suspected cases of abuse or neglect.

## **ELECTRONIC DEVICES**

Students are not permitted to use electronic devices such as cell phones, iPods, music players, electronic games, etc. during the school day or during school sponsored activities. Electronic devices must be kept in cubbies or backpacks and turned off during the instructional day. Students who need to use the phone during the instructional day may ask a teacher to call from the classroom. If a student has out or uses an electronic device during the instructional day, it will be confiscated until the parent comes to school to pick it up. The District is not responsible for lost or stolen electronic devices or other personal items students choose to bring to school.

## **EMERGENCY CLOSINGS/DELAYED OPENINGS/EARLY RELEASES**

The Superintendent may be required to close schools, delay the opening of schools, 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.

## **EMERGENCY RESPONSE PLANS**

In conjunction with the district's Safe Schools Committee and local, county and state agencies, the Holland Township School District has developed a response plan to ensure the safety and well-being of our students and staff members. The

response plans are based on the understanding that our first goal is to move the students to a place of safety, i.e., in the classroom, outside the school facility, or home. In most situations, our preferred response is to get the students home to their families. Additionally, in light of uncertainties surrounding emergencies, decisions may be made at the time in response to the specific nature and location of the emergency. Responses may also be affected by information and direction received from local, county and state agencies.

All emergency messages will be sent to parents via email, radio/TV and our automated phone system. Emergency automated phone messages will be referenced by "This is an emergency message from the Holland Township School District."

## **FAMILY LIFE EDUCATION**

Family Life Education is a shared responsibility among the home, the church, the community, and the schools. The following outline provides an overview of the Family Life Education program that is part of the District's K – 8 Health and Science Curriculum. Any questions concerning Family Life Education should be addressed to the Building Principal.



### **Grades K – 3**

- I. The family unit
- II. People you know and don't know
- III. Growth and change – basic characteristics of all forms of life
- IV. Everyone is responsible for his/her actions and feelings
- V. Appreciation and awareness of individual characteristics
- VI. Peer relationship in aspects of growth and development



### **Grades 4 – 6**

- I. The family unit
- II. Stages of human growth and development
- III. Factors that influence decision making
- IV. Peer relationships; peer pressure
- V. Understanding the emotions of happiness, fear, love, hate, anger, and loneliness
- VI. Child abuse, sexual assault, harassment
- VII. AIDS awareness



### **Grades 7 – 8**

- I. Family structure; social interaction
- II. Growing up emotionally and socially
- III. Human growth and development
- IV. Sexual assault and molestation, sexual harassment, incest
- V. Sexually transmitted diseases
- VI. AIDS awareness
- VII. Building self-esteem

## FIELD TRIPS

Field Trips will not be scheduled for the Fall. We will re-evaluate for the Winter/Spring.

## 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.**

## FORBIDDEN ITEMS

Students may not possess items or substances that are disruptive to the learning environment in school or on the bus. These items include, but are not limited to electronic devices, water pistols, sling shots, sharp objects, trading cards, laser pointers, handheld games. Additionally, possession of anything deemed a weapon, tobacco product, drug, alcohol or any sexually explicit materials will result in parental contact, confiscation, police notification, and disciplinary action.

## GRADING SYSTEM AND REPORTING SCHEDULE

### GENESIS

The Parent Portal of Genesis allows for consistent and ongoing reports of student grades and attendance online in a secure format. Parents/Guardians have access to Genesis and are encouraged to view the Parent Portal regularly. Please contact teachers directly should a question or concern arise regarding your child's academic standing. Your parent log-in is the e-mail address you supplied to the school in June 2012. Please remember to keep the password and login in a secure place.

### PROGRESS REPORTS

Progress reports will be provided at the midpoint of each marking period to the parents of students in grades 1 – 8 who are in danger of failing.



## REPORT CARDS

Report cards for students in grades 1-8 shall be issued quarterly, and for students in kindergarten January, April, and June. Report cards indicate the grade achieved in each subject area for a particular marking period and become part of each student's academic record.

## REPORT CARD KEY

### **4 – Student consistently exceeds grade level standards**

- Consistently exceeds New Jersey Student Learning Standards grade level expectations.
- Consistently goes above and beyond the task.
- Consistently uses higher level thinking and problem solving skills.
- Consistently shows independence, creativity and focus.

### **3 – Student meets grade level standards**

- Consistently meets New Jersey Student Learning Standards grade level expectations.
- Frequently uses higher level thinking and problem-solving skills.

### **2 – Student sometimes meets grade level standards**

- Sometimes meets New Jersey Student Learning Standards grade level expectations.
- Sometimes uses higher level thinking and problem-solving skills.
- Often needs teacher support to complete the task.
- Needs more time and instruction to develop skills.

### **1 – Student is not yet meeting grade level standards**

- Seldom meets New Jersey Student Learning Standards grade level expectations.
- Has difficulty completing task without teacher support.

### **NE – Not Evaluated**

- These standards have not been assessed at this time; however, standards will be assessed before the end of the school year.

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

**Distinguished Honor Roll (grades 5-8) – Lowest Numeric Grade 95**

**Honor Roll (grades 5-8) – Lowest Numeric Grade 89**

## GUM

Gum chewing is prohibited in school.

## HEALTH SERVICES

Certified school nurses are available at school to conduct health screenings, administer medication as permitted, plan and teach health programs, record health and accident information, and monitor the health and well-being of school children. It is imperative that school nurses and parents/guardians work in collaboration to promote the health and safety of our students.

## 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 4-6)
- Adolescence (grades 7-12)

## YEARLY SCREENINGS – STATE MANDATED

Students in prekindergarten through Grade 8 undergo annual state height and weight screenings conducted by school nurses. In addition to height and weight, school nurses conduct additional screenings as indicated below:

❖ Prekindergarten & Kindergarten	vision, hearing, blood pressure
❖ Grades 1 & 3	hearing, blood pressure
❖ Grade 2	vision, hearing, blood pressure
❖ Grade 4	vision, blood pressure
❖ Grade 5	blood pressure, scoliosis
❖ Grade 6	vision, blood pressure
❖ Grade 7	blood pressure, hearing, scoliosis
❖ Grade 8	vision, blood pressure

Boards of Education are required to conduct biennial scoliosis examinations on every pupil between the ages of 10 and 18 in accordance with standards jointly established and promulgated by the Departments of Health and Education. School nurses shall conduct scoliosis examinations and notify parents/guardians of any pupil suspected of having scoliosis.

Any pupil shall be exempt from the examination upon receipt of written request from his or her parents/guardian.

## 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°) for 24 hours and blisters must be crusted over
- 📄 **Common Cold** – Students must be fever free (<100°) for 24 hours, be able to function in the classroom, and nasal discharge must be clear
- 📄 **Diarrhea** – Students must be fever free (<100°) for 24 hours and stools must be normalized
- 📄 **Fever** – Students must be fever free (<100°) for 24 hours
- 📄 **Coxsackie Virus (a.k.a. Hand, Foot, and Mouth Disease)** – Students must be fever free (<100°) for 24 hours and sores must be crusted over
- 📄 **Impetigo** – 24 hours after the start of treatment and 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 and/or dead head 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
- ☑ **H1N1 Influenza A (a.k.a. Swine Flu)** - 7 days after onset of illness or 24 hours after symptoms resolve, whichever is longer.

## 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.***

## INSURANCE

At the beginning of each academic year parents/guardians are given the opportunity to purchase insurance covering any accidental injury to their children on school property, while traveling to and from school, or while on a school-sponsored trip. Prices range from \$26.00 for School time coverage to \$89.00 for 24-Hour coverage.

## INTEGRATED PEST MANAGEMENT (IPM) ANNUAL NOTICE

This notice is distributed to comply with the New Jersey School IPM Act. The Holland Township School District has adopted an IPM Policy and has implemented 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 IPM Coordinator to oversee all activities related to IPM and pesticide use at the school. The IPM Coordinator in the Holland Township School District is Ed Pico, Supervisor of Facilities. 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 IPM activities and pesticide use at the school.

If you have any questions regarding IPM, please address them to Ed Pico, IPM Coordinator, Holland Township School District, 710 Milford-Warren Glen Rd, Milford, NJ 08848.

## MASK USE

All students and staff are required to wear masks as per the following:

1. In the school building.
2. On the school bus.

Only exceptions:

1. While students are eating lunch or snack.
2. Documented medical condition.

Students will be provided mask breaks in a controlled, socially distant location.

## **MEMORANDUM OF AGREEMENT WITH LOCAL LAW ENFORCEMENT**

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 him/herself 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.

## **MONEY AND VALUABLES**

Excess money and valuables are discouraged on school property. Parents/Guardians will be notified when money is required for special events. Students are responsible for all personal possessions.

## **NEW JERSEY YOUTH HELPLINE**

The New Jersey Youth Helpline, 2NDFLOOR, is a toll-free, anonymous and confidential helpline available 24 hours a day, 7 days a week, 365 days a year to all New Jersey young people, ages 10 to 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](http://www.2NDFLOOR.org) for more information and try the message board.

## **PARENT-TEACHER CONFERENCES**

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

Parent-Teacher Conferences will be held in November via Zoom. The Building Principal will provide additional information relative to conference procedures and times. There will be student led conferences.

## **PARENT-TEACHER ORGANIZATION (PTO)**

The PTO is comprised of parents and teachers that seek to provide personal, educational, and cultural enrichment for all students. The PTO acquires the revenue for various assembly programs, field trips, recreational activities, and additional special school needs via fund raisers that are scheduled throughout the school year. Your involvement in the PTO and support of its programs is necessary for the continued success of the organization and the district.

## PARTIES

### CLASS PARTIES

There will be no class parties for the 2020-2021 school year.

### BIRTHDAY PARTIES

For the 2020-2021 students will not be permitted to bring in invitations from home to distribute to his/her classmates. During a typical school year, we ask parents/guardians to adhere to the following:

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** or **ALL BOYS** or **ALL GIRLS**
- 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 in 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 1:** Students may bring in a small non-edible item to share (e.g. small toy, pencil, eraser, book, dollar store item, etc.)
- 📧 **Grades 2 – 5:** 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.**

## PHOTOGRAPHING AND/OR VIDEOTAPING

Periodically during the school year, school activities, assembly programs and/or special events are videotaped or photographed for educational or publicity purposes. A reporter from the local newspaper may also be contacted to photograph special events. If you **DO NOT** want your child photographed, please send a letter to Mrs. Wardell within the first week of school.

## PROMOTION/RETENTION

Pupils will be promoted to the next successive grade level when they demonstrate grade level proficiencies as determined by standardized tests, teacher-made tests and quizzes, and teacher observations as indicated on grades listed on report cards AND when they attend school more than 155 days.

Students in grades 6-8 may not be considered for advancement if they obtain 65% or less:

- 📧 In two major subject areas (i.e. mathematics, language arts, science, social studies, world languages); OR
- 📧 One major subject area and two minor subject areas (i.e. art, music, physical education, health, technology); OR
- 📧 Four minor subject areas.

**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. In the case of pupils with fewer than 155 days in attendance the building principal will confer with the school nurse and one teacher.**

## **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 2051 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 both school buildings 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 buildings, 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.

## **ASBESTOS**

Holland Township School District buildings have been inspected for asbestos.

## **SCHOOL LUNCHES AND NUTRITION**

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.**

If a student does not have a lunch on a normal school day, they will be permitted to borrow money to purchase a lunch or will be provided food from the cafeteria. No student will be permitted to enter the cafeteria without a lunch.

## **HOT LUNCHES**

The Holland Township School District serves well-balanced hot lunches every day at minimum cost. During the Covid-19 Pandemic, the FDA has waived the requirement for school districts to provide a hot lunch option. In lieu of hot lunches, students will be provided with a boxed lunch.

End of year borrowed lunch balances, which have not been paid by the last day of school, will result in holding the students report card, until balance is paid.

If you are not able to afford lunch for your child please see the forms for application for Free and Reduced Lunch online or contact the school nurse.

## PACKED LUNCHES

Students who bring their own lunches may purchase milk and other items in school and are reminded to pack utensils. District schools do not have the capacity to allow students to warm up their food. **Parents are not permitted to deliver fast food to children during lunch, i.e. Burger King, McDonald's etc.**

## 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 may be necessary to maintain order and discipline and to protect the safety and well-being of the entire school community.

## STUDENT ATTENDANCE AND PUNCTUALITY

**Daily attendance and punctuality are of vital importance to your child's educational progress and are mandated in New Jersey. All students are required to arrive no later than 8:00 am.** Students who arrive after the above-mentioned times are required to report to the main office with a note of explanation which may include a doctor's note.

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

## ABSENCES

Parents/Guardians are required to call the school nurse to report absences. School nurses will contact those parents who fail to report an absence. This practice will allow us to account for every student under our supervision.

### Reporting an Absence

- ❖ **Call the school nurse AND**
- ❖ **State the reason for and the anticipated length of absence.**

**Holland Township School Nurse (7:30 am – 8:30am) 908-995-2401 x 6326**

## CHRONIC ABSENTEEISM AND TARDINESS

The Board of Education, Superintendent, and staff recognize the importance of daily, punctual attendance to a student's academic success. We also recognize that parents/guardians must be an integral part of our efforts and the proposed procedures include parent/guardian involvement at each step.

Regular communication with parents regarding student absences/tardies is critical. The chart below outlines the procedures:

Number of Absences/Tardies	Procedure
Each day absent	A call home in the morning from the school nurse to follow up on reason for absence
5	Letter from office
10	<ul style="list-style-type: none"> <li>Parent/child meeting with administration during which an action plan will be created                             <ul style="list-style-type: none"> <li>Follow-up with written confirmation</li> </ul> </li> </ul>
15	<ul style="list-style-type: none"> <li>Parent/child meeting with Superintendent during which action plan will be reviewed and revised                             <ul style="list-style-type: none"> <li>Follow-up with written confirmation</li> </ul> </li> </ul>
20	Legal steps will be initiated – retention possible

**Action Plan:** an action plan may consist of strategies to be implemented at home to improve attendance and/or consequences. Consequences apply primarily to a tardy situation and will be determined based on the age of the child and the situation, but they may include missing recess, making up time after school (in principal office), or being denied participation in class trips or after school events.

1. A note is required from parent/guardian documenting the reason for the student’s absence upon their return.
2. A note is required from parent/guardian in advance of an early pick-up (except in emergency situations).

### MAKE-UP WORK

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

Pupils absent for any reason must make up assignments, class work, and tests within a reasonable length of time. A reasonable length of time is considered to be within the same number of days missed.

**Please contact the school nurse by 9:00 am to arrange pick up for school work and home work. Work will be available for pick up at 1:00 pm.**

### VACATIONS DURING SCHOOL

Parents/Guardians are asked to avoid family vacations during the school year. Parents/Guardians are required to submit a letter to the Building Principal indicating the reason for and length of absence.

Teachers may provide a list of material to be covered during the absence and will not provide specific detailed work. It is not practical to provide detailed work assignments in the absence of instruction. Students are required to make up all tests and quizzes within 2 weeks of their return to school.

### STUDENT CODE OF CONDUCT

District administration, faculty and staff have the goal of establishing an instructional atmosphere in which children will feel safe, secure, happy, and respected. We believe that all students have the right to learn and all teachers have the right to teach.



Board Regulation 5600 Code of Conduct is located on the district website. The regulation defines the behavioral expectations held for each student attending the Holland Township School District and is reviewed annually by the School Advisory Committee and the Board of Education. The expectations have been developed through dialogue with parents, teachers, and students. The Code of Conduct provides the objectives/rules for the school, the classroom, the cafeteria, recess and the bus and includes rewards, supports, and consequences for students. The expectations are founded in the concept of respect for self and others. The effectiveness of the Code of Conduct is directly related to the support and cooperation of the parents. In situations where disciplinary action is taken, parental support, including attending scheduled meetings, picking up students from detention, etc., is anticipated. This support enables us to work more directly with the student in the school environment. The absence of this support may necessitate the suspension of the student from school.

The Holland Township’s discipline program subscribes to the goals and objectives of Positive Behavioral Supports (PBS). PBS is a process for creating more effective schools by developing research-based, district-wide, and classroom behavior support systems. Our goal is to create a safe and productive learning environment where ***teachers can teach and all students can learn.***

***We expect our students to be ...***

- ... Safe and follow adult directions promptly.
- ... Responsible and come to school on time and prepared to learn.
- ... Respectful and use kind words and actions.

**K – 5<sup>TH</sup> GRADE**

***Warriors WILL be safe, responsible and respectful in all school settings.***

	<b><i>Hallway</i></b>	<b><i>Cafeteria</i></b>	<b><i>Bus</i></b>	<b><i>Classroom</i></b>	<b><i>Playground</i></b>
<b><i>Be Safe</i></b>	<ul style="list-style-type: none"> <li>✓ Walk in single file</li> <li>✓ Stay right</li> </ul>	<ul style="list-style-type: none"> <li>✓ Eat your own food</li> <li>✓ Calm body at all times</li> <li>✓ Remain seated to eat</li> <li>✓ Walk</li> </ul>	<ul style="list-style-type: none"> <li>✓ Back to back</li> <li>✓ Seat to seat</li> <li>✓ Backpack in lap</li> <li>✓ Feet on floor</li> <li>✓ Maintain personal space</li> <li>✓ Seatbelts buckled</li> </ul>	<ul style="list-style-type: none"> <li>✓ Walk</li> <li>✓ Use materials and equipment appropriately</li> </ul>	<ul style="list-style-type: none"> <li>✓ Walk</li> <li>✓ Follow Safety rules</li> <li>✓ Stay within boundaries</li> </ul>

<b>Be Responsible</b>	✓ Go directly to your destination	✓ Be a problem solver	✓ Get on and off the bus carefully	✓ Complete homework	✓ Be a problem solver
	✓ Follow staff's directions	✓ Follow staff's directions	✓ Follow staff's directions	✓ Have appropriate materials	✓ Tell an adult if you see an unsafe choice
<b>Be Respectful</b>	✓ Enjoy student work with your eyes only	✓ Use good manners	✓ Use kind language	✓ Be ready to learn	✓ Line up when given the signal
	✓ Maintain personal space	✓ Raise your hand if you need an adult's help	✓ Whisper or Inside Voice	✓ Follow directions and classroom routines	✓ Follow staff's directions
	✓ Quiet Voice	✓ Wait patiently and quietly in line	✓ Personal electronics in backpacks	✓ Do quality work	
		✓ Maintain personal space		✓ Be a problem solver	
		✓ Clean up your space		✓ Be on time every day	
		✓ Use kind language		✓ Use a GROWTH mindset	
		✓ Inside Voice			
				✓ Maintain personal space	✓ Use kind language
				✓ Clean up after yourself	✓ Clean up after yourself
				✓ Work cooperatively	✓ Use good manners

We have also updated our Code of Conduct which will be utilized when students make poor choices. The following charts outline Code of Conduct infractions and potential consequences:

**Minor – handled by teacher.**

<b>Behavior</b>	<b>Actions Per Marking Period</b>
Inappropriate hallway behavior (i.e. running, talking, screaming, wandering, etc.)	1 <sup>st</sup> Offense: <ul style="list-style-type: none"> <li>Verbal reminder to student of expected behavior.</li> </ul>
Unkind or inappropriate language/gestures directed toward students or adults	2 <sup>nd</sup> Offense: <ul style="list-style-type: none"> <li>Verbal reminder to student of expected behavior</li> </ul>
Ignoring adult directions	

Inappropriate use of materials and equipment including electronic devices	<ul style="list-style-type: none"> <li>Possible teacher/school counselor collaboration to develop action plan.</li> <li>Telephone conference with parent.</li> </ul> 3 <sup>rd</sup> Offense: <ul style="list-style-type: none"> <li>Teacher/school counselor collaboration to develop/revise action plan.</li> <li>Telephone conference with parent.</li> </ul> 4 <sup>th</sup> Offense: <ul style="list-style-type: none"> <li>Teacher/School Counselor/Parent conference with student, if appropriate.</li> <li>Consequence imposed by teacher.</li> </ul> 5 <sup>th</sup> Offense: <ul style="list-style-type: none"> <li>Referral to administration</li> </ul>
Littering	
Unprepared for class (i.e. homework, having all required materials, tardy, etc.)	
Insubordination	

**Major** – require immediate referral to administration.

Behavior	Actions
Dishonesty/Cheating/Plagiarism	<ul style="list-style-type: none"> <li>Administrator/Parent Conference</li> <li>Referral to school counselor</li> <li>Loss of Monthly Incentive</li> <li>Documentation of Behavior in Genesis</li> <li>Possible in school suspension</li> <li>Possible out of school suspension</li> <li>Possible permanent removal from district</li> <li>Possible referral to HTPD and/or DCP&amp;P</li> <li>Possible referral for Truancy Hearing</li> </ul>
Physical altercation/aggression	
Vandalism	
Possession of weapons, illegal substances, tobacco (including smokeless and vaping), alcohol	
Theft	
Non-emergency fire alarm	
Bullying/Cyberbullying/Threats/Sexual Harassment	
Use of technology for inappropriate websites and/or web searches	
Insubordination with verbally aggressive behavior	
Chronic tardiness/absenteeism	

## 6<sup>TH</sup> – 8<sup>TH</sup> GRADE

**Plagiarism:** If you present someone’s words, thoughts or data as your own, you are committing plagiarism – you 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. To avoid plagiarism you must cite the original author every time you:

- Use an author’s exact written or spoken words. In this case, you must also identify the words by enclosing them with quotation marks or indenting the quote on both sides of the margin.
- Paraphrase someone’s written or spoken words
- Use facts provided by someone else that are not common knowledge
- Make significant use of someone’s ideas or theories

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.

## Holland Township School District

### 6<sup>th</sup> – 8<sup>th</sup> Grade Student Code of Conduct

Holland Township School District expects students to behave in a manner that ensures the health, safety, and emotional well being of all students. This code of conduct was developed to establish parameters for the intervention and remediation for student misconduct. Holland Township School staff in grades six through eight utilize a code of conduct point system to identify students who participate in behavior that disrupts the educational process in our school. The following middle school code of conduct classifies misbehavior into 3 levels for students in grades 6, 7, and 8. Each infraction has been assigned a point value and a consequence based on the misconduct. Staff members will issue disciplinary points to students and submit a copy of the form to the principal. The form will then be sent home for parental or guardian signature and be returned to the main office the next school day. Points will accumulate throughout the entire school year.

#### Disciplinary Procedures

- **Level 1:** First and second offense is a warning. Three + offenses equals a detention
- **Level 2:** First offense is a detention. Second offense is a detention with a parent conference. Three + offenses equals multiple detentions or a suspension
- **Level 3:** Serious assigned consequence on a case by case basis.
- **Consequences:** are based on the number of offenses at each level and not total points.
- **Total accumulated points:** result in loss of privileges. See point accumulation policy.

<b>Level 1: (1 point Infractions)</b>	
Students will receive <b>1 point</b> for each infraction at this level. The first and second offense will result in written warnings. The third offense at this level will result in a detention.	
<i><b>Infraction</b></i>	<i><b>Consequences</b></i> <i><b>First Offense: Written Warning</b></i> <i><b>Second Offense: Written Warning</b></i> <i><b>Third Offense: Detention</b></i>
Unauthorized use of electronic devices (e.g., cell phones, electronic games, music playing devices, etc.)	Device Taken. Parents may come to the office to pick up the device. Warning / Warning / Detention
Inappropriate behavior in the cafeteria, on school grounds, or at school events (e.g. assemblies, field trips)	Warning / Warning / Detention
Unacceptable language/gesture	Warning / Warning / Detention
Inappropriate attire (dress code)	Warning / Warning / Detention
Cutting class	Warning / Warning / Detention
Defiance/Disrespect to Staff and or property(minor)	Warning / Warning / Detention
Disruptive behavior (minor)	Warning / Warning / Detention

Inappropriate display of affection (minor)	Warning / Warning / Detention
Bus infraction (minor)	Warning / Warning / Detention

<b>Level 2:</b> <b>(2 point Infractions)</b>	
Students will receive <b>2 points</b> for each infraction at this level. The first offense at the level will result in detention. The second offense will result in additional detention and parent conference. Three or more violations will result in an multiple detentions/suspensions.	
<b><i>Infraction</i></b>	<b><i>Consequences</i></b> <b><i>First Offense: Detention</i></b> <b><i>Second Offense: Detention/multiple detentions/suspension</i></b> <b><i>Third Offense: Additional-multiple detentions/suspensions</i></b>
Vulgar or Profane acts	Detention / Multiple Detentions / Suspension
Cutting detention/assigned lunch study	Missed detention rescheduled. Additional detention added
Forgery	Detention / Multiple Detentions / Suspension
Plagiarism (academic dishonesty)	Loss of credit / Detention / Multiple Detentions / Suspension
Cheating	Loss of credit / Detention / Multiple Detentions / Suspension
Lying to a staff member	Detention / Multiple Detentions / Suspension
Violating technology policy	Loss of privileges. Restitutions for damages. Detention / Multiple Detentions / Suspension
Inappropriate physical contact	Detention / Multiple Detentions / Suspension
Threatening a student or staff	Detention / Multiple Detentions / Suspension
Disruptive behavior (major)	Detention / Multiple Detentions / Suspension
Disrespect/ Defiance/Insubordination (major)	Detention / Multiple Detentions / Suspension
Inappropriate display of affection (major)	Detention / Multiple Detentions / Suspension
Bus infraction (major)	Detention / Multiple Detentions / Bus Suspension

**Level 3:  
(3 Point Infractions)**

Students will receive **3 points** for each infraction at this level. Offenses at this level are serious and have been assigned specific consequences on a case by case basis.

<i>Infraction</i>	<i>Consequence</i>
Extreme Physical contact/use of force (pushing, throwing objects, etc.)	Suspension and/or Restitution
Stealing	Suspension and/or Restitution
Fighting	Suspension and/or Restitution
Vandalism (including defacing student work)	Restitution /Detention/ Suspension
Harassment, intimidation or bullying (HIB) by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, disability or any other distinguishing characteristic	Handled at administrative level. Consequence may include but not limited to, counseling, character education classes, ISS and/or disciplinary action as determined by administration. Possible referral to I&RS team for behavior plan and police notification.
Violent threat towards any individual or group	Suspension
Dating Violence	Suspension / Restitution or discipline action determine by administration. Possible policer notification.
Terroristic Threat	Suspension
Possession and/or use of alcohol, tobacco, vaping and or other drugs	See Policy 5530
Possession and/or use of a weapon	See Policy 8467
Use of electronic recording device inappropriately to record, capture or transmit any audio, video or images	See Policy 5516

**Points Accumulation Policy**

Students will accumulate points throughout the entire year. An accumulation of points will result in the loss of specific privileges Students can choose to reduce their points through the Point Reduction Program.

**Accumulated Points: Parent Contact/Conference will be issued beginning with the 4-6 point category and beyond**

**4-6 points:** Students will lose all of the following privileges:

- Restricted enrichment of activities (may not participate in chorus, band, dance, theater, and art during enrichment)
- Restricted lunch/recess privileges (no use of equipment)
- Loss of participation in class parties

**7-9 points:** Students will lose all of the following privileges:

- Loss of all privileges at previous level
- Loss of recess (sit out- while outside)
- Loss of attendance at school dances
- Loss of participation of any extra curricular activities

(Clubs such as: Sports, band/chorus, student council, drama club, yearbook etc.)

**10 points or more:** Students will lose all of the following privileges:

- Loss of all privileges at previous levels
- Loss of attendance on all field trips. Such as:
  - 6th grade Sandy Hook trip
  - 7th grade Fairview Lakes trip
  - 8th grade overnight trip
- 8th grade dance
- 8th grade graduation

### Warrior Pride Program

Students who have zero points at the end of each calendar month may choose from set rewards as created by their grade level team of teachers.

Suggestions include:

- Free choice Friday (enrichment)
- Outside (enrichment)
- Homework pass

## REMOTE/VIRTUAL LEARNING CODE OF CONDUCT

This Code of Conduct remains valid and applicable during times of remote and virtual instruction implemented as a result of natural disaster, public health emergency or any other emergency conditions. During any period of remote and virtual instruction, a student's violation of any of the expectations and standards contained in this Code shall result in disciplinary action according to the schedules set forth above, to the extent possible. Should such disciplinary action be deemed impracticable during times of remote and virtual instruction, the disciplinary action will be modified as appropriate.

For example, should a student be found disruptive during times of interactive remote and virtual instruction, the student's participation in interactive lessons will be limited so that the student's verbal and visual participation is prohibited. Such action shall ensure that the student continues to have access to instruction but is prevented from unnecessarily disrupting the instruction offered to all other participating students. Students may also be prohibited from participating in group discussion sessions and limited only to those periods of interactive lessons. Should the above measures prove insufficient, due to continued violations or the severity of a particular infraction, the student may be suspended from participation in any virtual or remote instruction and discussion for a period of days as outlined in the schedule set forth in this policy and regulation.

Parents/guardians shall be notified by e-mail of an initial minor disciplinary infraction(s). Should a student engage in repeated infractions or an infraction be deemed significant enough to warrant the student's partial or total suspension from participation in remote instruction, the Principal or designee shall conduct a telephone conference with the parents/guardians, teacher and student to discuss the violation and its consequences.

In recognition of the challenges faced by both students and staff during times of remote and virtual instruction, the District retains discretion to modify and apply the Code as necessary as a result of changing technological advances and strategies during such times.

## STUDENT SCHEDULES

### STUDENTS – FULL DAY

<u>Preschool</u>	8:30 am – 2:15 pm
<u>AM Preschool</u>	8:30 am- 11:00 am
<u>PM Preschool</u>	11:45 am- 2:15 pm
<u>Grades K-8</u>	8:00 am – 2:30 pm

### STUDENTS – EARLY RELEASE

<u>Kindergarten through 8<sup>th</sup> grade</u>	8:00 am – 12:00 pm
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### STUDENTS – 90 MINUTE DELAY

<u>Kindergarten through 8<sup>th</sup> grade</u>	9:30 am – 2:30 pm
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## STUDENT DRESS CODE

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.

**The following is considered inappropriate for school and discipline remains at the discretion of the administration:**

- Clothing, pins, stickers, banners, jewelry or masks with inappropriate or suggestive language. This includes any attire condoning/advertising alcohol and tobacco products, or which is offensive to ordinary taste, obscene or immoral, gun or weapon-related, gang related, may have multiple interpretations, or promotes a counter culture inconsistent with a public school.
- Clothing which draws attention to the private physical characteristics of the individual:
  - Half-shirts or low cut shirts, see-through blouses, any type of shirt or blouse where any part of a midriff is showing, spaghetti straps, tube tops and any other blouse/shirt deemed inappropriate by the administration. Tank tops/muscle shirts may only be worn under or over another shirt.
  - Shorts, pants and skirts worn lower than the hip line. Any clothing that exposes undergarments or anatomy.
  - Dresses, skirts and shorts that are shorter than extended fingers with arms at side.
  - Spandex, tights, leggings must be covered by skirts or shorts of required three inch above the knee
- Jewelry or chains that are determined by school officials to be noisy, distracting or potentially dangerous (this includes choker chains & watch and wallet chains and any items with spikes) or clothing displaying similar accessories.
- Hats, handkerchiefs, bandanas, and other headwear. Exceptions may be granted based on medical or religious reasons.
- Unlaced or untied sneakers or shoes, heels of shoes that are higher than 3 inches, cleated footwear, shoes with holes or black-soled hiking boots.
- Pajamas and lounge wear.
- Excessively baggy clothing.
- Cut-off clothing, clothing with holes not properly tailored or seamed
- Outerwear in the classrooms: overcoats, heavy jackets, , hats, caps, headscarves, sunglasses
- Bare feet

While student dress will be monitored at all grade levels, older students found to be dressed in an unacceptable manner will be provided with the opportunity to call home and have other clothing brought to school or to wear alternative clothing provided by the school nurse.

## 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. For this reason, teachers utilize the Renzulli Schoolwide Enrichment Model to provide enrichment activities for students.

The model fosters a love of learning where a student's interests and abilities can be explored. In order to support this philosophy, classroom teachers work to differentiate instruction according to content, process, and product. Heterogeneous classrooms with clusters of students of like ability permit educational experiences matching each individual's learning needs and style. 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 and/or language arts are afforded honors level programs in grades 6-8. Gifted students are able to absorb abstract concepts, organize them more effectively, and apply them more appropriately. Utilizing Bloom's Taxonomy as a guide, teachers design lessons that focus on higher level critical thinking skills that include analysis, synthesis and evaluation. Additionally, teachers facilitate instruction encouraging students to "discover" information while completing assignments or projects that go beyond grade level curriculum expectations.

### ENGLISH LANGUAGE LEARNERS (ELL)

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. Interpersonal and/or emotional difficulties can often negatively impact a student's ability to succeed at school. In these circumstances, counseling is available as needed. Parents are encouraged to contact the Guidance Office when their child has a special need.
-  Conflict Resolution Meetings. Student conflict is viewed as learning opportunities for students to acquire the necessary skills to prevent and/or solve future conflict. They, in turn, become role models for their peers.
-  Behavioral Intervention Support. Behavioral intervention can be highly effective in modifying student behavior. Guidance is available in the development of intervention plans.
-  Character Education & Anti-Aggression Programs. Character Education and Anti-Aggression activities are designed to help students learn and practice positive social skills to interact with one another and with their community, creating an environment that promotes, values, and observes integrity of character.

- 📌 Guidance Classes. The Holland Township School offers In-class discussion seminars that are provided up to four times each year on issues such as anger control, conflict resolution, tattling, safety, cheating, stealing, and physical, verbal, and social bullying.
- 📌 Safe Reporting System. When students are faced with a bullying situation in the Holland Township District, they are encouraged to communicate with a teacher, counselor, administrator, or parent. Sometimes, however, fear can stand in the way of the student asking for help. For this reason, a bully box is available for students to report incidents of aggression.
- 📌 Middle School students are encouraged to call the guidance counselor @995-2401, ext. 6317. This number is available via voice mail 24 hours for students who are uncomfortable reporting a concern during school hours. Quick, effective, and private responses to these reports empower students to rid their environment of “bully-like” behavior.

## INTERVENTION AND REFERRAL SERVICES (I&RS) TEAMS

I&RS Teams function in each school under the direction of the School Principal and are designed to assist students experiencing academic and/or social/emotional difficulty. Parents/Guardians will be notified when their child is referred for assistance.

## SECTION 504 COMMITTEE

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, and a learning disabilities teacher-consultant. In addition, the district contracts with a board certified behavior analyst and an inclusion specialist to assist district faculty and staff.

## CHILD STUDY TEAM (CST)

The CST consists of a school psychologist, learning disabilities teacher-consultant 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.

### **CST CASE MANAGEMENT ASSIGNMENTS**

- ✎ PK – Grade 4 Lauren Aversa., School Psychologist
- ✎ Grades 5 – 8 Sarah Chittenden, Social Worker

### **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.

## **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 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. You may elect to have your kindergarten child exit the bus without a parent/guardian/designee present by writing a note to Mrs. Wardell.

## **VISITORS**

Visitors will not be permitted in the building during School Hours.

## **WEBSITE**

The district website provides pertinent, school-related information. Our website will be the primary method by which to obtain district and school information. We have included virtual backpacks, blogs, news updates, and a calendar to provide real time information. Please visit our website at [www.hollandschool.org](http://www.hollandschool.org).