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**MONROE TOWNSHIP PUBLIC SCHOOLS  
CENTRAL ADMINISTRATION**

Mr. Charles M. Earling, Superintendent

## **HOLLY GLEN MISSION STATEMENT**

**Holly Glen Motto: *BUILDING A BRIDGE TO THE FUTURE***

Holly Glen Elementary School will provide **ALL** children with a positive, challenging, and creative learning experience, which empower them to become responsible and productive citizens. Working together, the children, staff, parents, and community will commit themselves to the development of the whole child.

By using diverse strategies, the children will demonstrate:

- Critical thinking and creative problem solving
- Positive self-expression and self-image
- Exemplary character traits
- Twenty-First Century technology skills
- A desire for lifelong learning

Through their high professional standards, staff and administration will encourage the individual excellence of children with the cooperation and support of their families and community.

## **BYLAWS AND POLICIES**

The Monroe Township Board of Education shall exercise its rule-making power by adopting bylaws, policies and administrative regulations for the organization and operation of the school district.

The Board desires to make the manual of bylaws and policies a useful guide to all members of the Board, administration of this district, all personnel employed by the Board, and the pupils of the district. Therefore, a copy of this manual is located in each district school and in the central administration office building.

### **MONROE TOWNSHIP PUBLIC SCHOOLS** **Mission Statement**

The Monroe Township Public School District, an educational team, is dedicated to the development of the potential and uniqueness of the individual student to become effective participants in an evolving global society.

To accomplish this, the school district, in active collaboration with the community, shall provide:

1. A comprehensive and academically challenging, flexible educational system of vision and innovation.
2. Programs to develop critical thinkers and creative problem solvers.
3. A safe, secure, clean and supportive environment that will inspire the development of values to encourage respect for the individual, enhance ethical behavior and moral courage, as well as promote individual self-esteem, integrity and dignity.
4. The means to maintain and further develop a dedicated and knowledgeable staff that will encourage individual excellence.
5. Opportunities for lifelong learners to grow as contributing members of the community.

The school district will periodically review and assess the goals, expectations and action plans.

Dear Parents and Students:

I want to emphasize our district's commitment to equal educational opportunity and affirmative action. We presently have an affirmative action plan, which is approved by the state.

**Title IX Coordinator - Mr. Charles M. Earling**

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in education programs receiving Federal financial assistance. Athletics are considered an integral part of an institution's education program and are therefore covered by this law. It is the responsibility of the Department of Education, Office for Civil Rights, to assure that athletic programs are operated in a manner that is free from discrimination on the basis of sex.

**504 Officer - Mr. James Henderson**

This 1973 civil rights law prohibits discrimination on the basis of disability in all programs and activities receiving Federal financial assistance. The 504 Officer fields complaints from parents once a 504 Plan has been developed.

James Henderson - 856-629-6400  
Monroe Township Public Schools  
75 E. Academy Street  
Williamstown, NJ 08094

**Affirmative Action Officer -Mr. James Henderson**

The Affirmative Action Officer monitors the district's employment practices and procedures to insure continuing compliance with anti-discrimination laws and regulations.

James Henderson - 856-629-6400  
Monroe Township Public Schools  
75 E. Academy Street  
Williamstown, NJ 08094

If you have a problem or concern, feel free to contact your building principal or the Affirmative Action Officer.

Dear Parents and Holly Glen Students:

It is our pleasure to welcome you to Holly Glen Elementary School for the 2008-2009 School Year. On behalf of the faculty, we're happy to have you as part of the Holly Glen family. We hope this will be a successful and satisfying year for you.

The pages of the handbook are filled with important information regarding school policy and procedures. I suggest that parents and students review the contents together. If you have questions that remain unanswered after reading the handbook, please check the school's web page at [http://www.monroetwp.k12.nj.us.es/holly\\_glen/hollyglen.htm](http://www.monroetwp.k12.nj.us.es/holly_glen/hollyglen.htm). **or** call the school office at 856-728-8706. A complete list of our teaching staff and their telephone extensions are included in this book; their e-mail addresses will be sent home in September and are also located on the school's web page.

We welcome parent participation and support during the school year and solicit your membership in the Holly Glen Home and School Association. Parents, please consider becoming a Parent Volunteer. If you are interested, contact Mrs. Patricia Skalka at school (856-728-8706, ext. 4129) or Mrs. Pamela Rosenberger, President of the Home & School Association (856-875-5880). Working together, we will be able to reach our collective and individual goals. You will find our Mission Statement and School Motto on Page 1 of this handbook, which we believe reflects our vision in education of Holly Glen students. The school's goals for 2008-2009 are posted on our web page for your review.

On behalf of the entire Holly Glen School faculty, we truly believe we are "Building a Bridge to the Future," and look forward to another exciting school year together.

Sincerely,

Thomas R. Myers  
Principal

Dennis M. Spera  
Assistant Principal

## **ARRIVING AT SCHOOL EARLY**

All pupils who walk to school or are transported by car should arrive between 8:40 a.m. and 8:45 a.m. **Students are NOT to arrive to school prior to 8:40 a.m. and will not be permitted in the building prior to 8:40 a.m., as there is no adult supervision. A student is considered late to school after 8:55 a.m. Letters of notification will be sent home to parents/guardians for children who are excessively tardy and/or absent.**

## **ATTENDANCE**

The excused absences are: 1) illness - **only if accompanied with a doctor's note**, 2) death in family, 3) religious holidays, and, 4) quarantine. Pupils absent from school for any reason, except truancy, are responsible for the completion of assignments missed because of their absence.

Students who are truant from school will not be permitted to make up assignments. Students must have a written explanation for their absences on the day they return to school. A doctor's note is required when a student is absent five (5) consecutive days or more.

## **AWARDS**

### **Honor Roll**

Grade 3 and 4 students can qualify for an academic achievement award after each report card distribution. There are three components of the Holly Glen ***Honor Roll*** as listed below:

**Principal's List**: All A's in all subject areas, including all special subject areas.

**Honor Roll**: Any combination of A's and B's. This includes all special subject areas.

**Honorable Mention**: Any combination of A's, B's, and **one** "C" qualifies a student to achieve Honorable Mention. This includes special subject areas as well.

### **Perfect Attendance**

Recognition for Perfect Attendance will be conducted on a **monthly** basis. **Awards for yearlong perfect attendance will no longer be issued.** Students who achieve perfect attendance for each month, **beginning October and ending in May of the school year**, will be recognized. Their names will be submitted for a monthly drawing. The Holly Glen Home and School Association provides a monthly reward to the student whose name is chosen.

## **BREAKFAST PROGRAM**

This year, the Breakfast Program will continue. Our students will be afforded the opportunity to purchase breakfast. More information will be sent home with your child in the beginning of the school year. The Breakfast Program will be available at a cost of \$1.30 per day (reduced price \$.40). Information will be sent home with the students.

## **BUG PROGRAM (Bringing Up Grades)**

The Winslow Kiwanis Club will be supporting the **BUG** program at Holly Glen, just as they support the **Terrific Kid** program. **Bringing Up Grades** is a program designed to provide recognition to students in Grades 1-4, who raise their grades into an acceptable range, maintain or continue to raise them from one grading period to the next, or show overall improvement in several areas. Recognition includes being placed on the Holly Glen's **BUG CLUB** list posted under the **BUG** banner outside of the Main Office, awarded a special certificate signed by the child's teacher, and earn a special **BUG** pin to wear proudly in and outside of school.

The children can earn BUG Club recognition following the second and third marking periods, if they demonstrate continued improvement. Our goal is to motivate all students to try their best and achieve academically. This does not replace the present honor roll system in place for Grades 3 and 4. Students in Grades 3 and 4 may qualify for both.

## **BUS TRANSPORTATION**

### **Parent Responsibility**

1. Help the driver stay on schedule by making sure pupils get to their bus stops on time.
2. Do not ask the drivers to stop at places other than the regular bus stop. Drivers are not permitted to do this except by authorization from a school official.
3. Teach your children to be courteous and respectful to the bus driver.
4. Take time to review with your child the school bus rules and regulations Listed below.
5. No child can ride another bus to and from school under any circumstances.
6. ***Parents are NOT permitted to board a school bus at any time.***
7. **Children's behavior should reflect the Five Core Values associated with our Community of Caring program.**

### **Rules and Regulations**

It is a privilege for students to ride school buses. Breaking the rules will result in temporary or permanent loss of this privilege. Parents or guardians of any student who damages the bus shall be liable for the amount of damage to the Board of Education. During any suspension of bus privileges, the student is required to attend school. Transportation to and from school is to be arranged by the child and his/her parents or legal guardians.

## **Rules and Regulations (Continued)**

1. Leave home early enough to arrive at the bus stop on time.
2. While walking to and from the bus stop, do not use the property of others as a short cut.
3. Wait for your bus in a safe place - well off the roadway.
4. Do not damage surrounding property while waiting for the bus.
5. Do not fight or quarrel on the way to or at the bus stop.
6. Do not crowd or push when getting on or off the bus.

## **On the Bus**

Students assigned to a school bus must obey all rules and:

1. Follow the instructions of your school bus driver or bus aide.
2. Go immediately to your **assigned seat, buckle your seatbelt**, and remain seated until the bus stops at your destination.
3. Show respect for the driver at all times.
4. Enter and leave the bus in an orderly manner.
5. Ride only the bus to which they have been assigned.
6. Be and remain seated while the bus is in motion. You may only **stand up when the driver gives permission and the bus has come to a complete stop!**
7. Avoid reckless and boisterous activity at all times, including during waits at pickup points.
8. Talk in a reasonable tone of voice and avoid loud noises.
9. Extend no portion of the body or other object out a bus window.
10. Keep aisles clear at all times.
11. Refrain from bringing animals or bulky, unmanageable projects onto the school bus.
12. Refrain from using obscene or foul language.
13. Refrain from smoking, eating, and drinking on the bus.
14. **Spitting is strictly forbidden.**
15. Disciplinary action will be taken for any student who possesses, uses, or distributes any substance (i.e., over-the-counter medications, prescription medications, etc.).
16. If for any reason a student observes another student in violation of the above listed rules, it is his/her responsibility to inform the driver.
17. **No i-Pods/MP3 players, Walkman, radios, hand-held video games, Cellular Phones, or pagers/beepers are permitted on the bus or in school. These will be taken from the student and will only be returned to a parent.**

## **Bus Discipline and Procedures**

Riding the school bus is a privilege. Breaking the rules may result in temporary or permanent loss of this privilege. The "Four Step Plan for Student Management" is as follows:

## **Bus Discipline and Procedures** (Continued)

**1st Offense:** The Administrator, depending upon the infraction, will have the option of either warning the student or denying the student the privilege of riding the school bus.

**2nd Offense:** May result in the student losing the privilege to ride the school bus. The length of suspension will be determined by the administration/head teacher and based upon the Discipline Policy established by the Board of Education. The administration has the option of warning the student a second time, if the length of time between referrals is substantial and the infraction is a minor one.

**3rd Offense:** Will result in the student losing the privilege of riding the school bus until a face-to-face conference is held. The administrator/head teacher will determine the length of the suspension.

**4th & Subsequent Offenses:** Steps for the third offense will be followed, plus the student may lose the privilege of riding the school bus for the remainder of the school year.

## **BUS/WALKER SAFETY AWARDS**

Beginning in October, our students will be recognized for displaying appropriate behavior and following bus/walker safety rules and regulations. Bus students are nominated by their bus drivers. Walkers are nominated by our teachers who are outside during the arrival/dismissal of our students to and from school. Bus/ Walker Safety Awards will take place on the following dates in the All Purpose Room.

October 25, 2010  
November 22, 2010  
December 20, 2010  
January 24, 2011  
February 22, 2011  
March 28, 2011  
April 26, 2011  
May 16, 2011

## **CAFETERIA SERVICES AND RULES**

Cafeteria services will be provided by Chartwells for all district schools. The computerized register system is in place of the cash registers in the cafeteria. This system will allow Chartwells to better serve your child by eliminating meal tickets, and allow you to prepay for your child's meals, or put money into an account for lunch purchases in the cafeteria. It will allow us to speed our service while protecting the confidentiality of students eligible for free or reduced price meals. A student may purchase a hot meal each day for **\$2.20**.

Your child will be given a special "PIN" number for them to remember by their teacher. Initially, the younger students may bring this number with them to the Cafeteria to

## **CAFETERIA SERVICES AND RULES** (Continued)

make sure they know it. This "PIN" number will be entered on a special keypad located near the register while they are waiting in line. When they reach the register, their "meal account" will be brought up onto a screen (along with their picture when photos are available), and the cashier will then tell them how much money they owe. Students who qualify for free or reduced lunch, or those who have purchased prepaid meals, will automatically have this information available for the cashier to see, thus eliminating the need for a lunch ticket.

You can prepay for lunches at the price of **\$11.00** for five (5) or more meals. There is no minimum or limit to the amount of money you can send in. You also can deposit money into your child's account for a la carte purchases ***on the lunch line only*** such as a hot dog or a pizza slice. **When sending checks, please make them payable to "Monroe Township Schools." Please specify if you are sending in money for prepaid meals or a la carte purchases.** Prices for a la carte items, such as milk, snacks, etc., will be advertised on the monthly menus sent home by Chartwells.

Chartwells has an internet web site set up called **MealpayPlus.com**. (Please see their flyer on page 17A). This site allows you to use your credit card through a server to prepay for lunch. The site is self-explanatory. For those of you with internet access, please feel free to check it out. There is a registration process that you have to go through and you must know your child's lunch number.

**When students do not have money to pay for lunch, the system will also keep track of this. When students have reached three (3) charges, a letter will be sent home.**

If your child forgets his/her "PIN" number, the cashier can access their account by their last name. Unfortunately, this will slow the line, so we will work with students to remember their "PIN" number.

This system with one computerized register is for the **lunch line only**. **The snack line will not have a computerized terminal so students will not need to enter a "PIN" number for snack purchases. Students will continue to pay as they have been for snack line purchases.**

The violation of the following rules and regulations will result in the suspension of cafeteria privileges and/or playground privileges.

- 1. Children's behavior should reflect the five core values associated with our Community of Caring program.**
2. Students are to walk in a straight, quiet line as their teachers escort them from their classroom to the cafeteria for lunch.
3. Students are to enter the cafeteria in an orderly manner by using the entrance assigned to their class.
4. Students who wish to buy lunch are to form a single line and stay in line until they are served.

## **CAFETERIA SERVICES AND RULES** (Continued)

5. Students who wish to buy **milk only** may go directly to the snack line before being seated.
6. Students are to wait at their assigned tables until the teacher or aide gives them permission to deposit their garbage in the receptacles provided.
7. Each student is responsible for cleaning the area where he or she was eating.
8. Students may not take any food and beverages out of the cafeteria.
9. Students should display proper manners at all times and obey the teachers and paraprofessionals.
10. Students should always walk when in the cafeteria.
11. On days of inclement weather, students are to remain in their classrooms and follow instructions of the teacher or aides.
12. Snacks - students will be permitted to purchase a **maximum** of two snacks per day. **New Nutritional Guidelines will be in effect for schools, which will include the offering of more nutritional snacks.**
- 13. Children are prohibited from purchasing a snack for another student.**

## **CALLING THE SCHOOL**

As you know, Monroe Township Schools now have an automated phone system. Our school's phone number remains the same: 728-8706. However, your calls will be answered by an **Automated Attendant**.

Different options will be available when calling the school. You will receive the following recorded message:

"Thank you for calling Holly Glen Elementary School, proud recipient of the 2005-2006 NJ Governor's School of Excellence Award. Your call may be recorded for security purposes."

"For assistance during school hours, please press **"0."**

"If you know your party's extension, you may dial it at any time."

"If you would like to leave a message for a member of our staff, please press **"2."** You will then be prompted to enter the staff member's four digit extension **or** mailbox number followed by the # sign."

"To hear this week's activities, please press **"7."**

"To leave a message in the general mailbox, please press **"9."**

"Thank you, and have a great day."

A List of Teaching Staff Members and their extensions/mailbox numbers and email addresses are located on the Holly Glen web page.

## **CARE OF SCHOOL PROPERTY**

We are proud of our school and hope you will do your best to share in this pride. Each student is responsible for keeping their school, and the grounds surrounding it, neat and clean. Students are to leave pencils, crayons, markers, pens, or other writing implements in the classroom when they go to the lavatory.

Parents or guardians of any student who damages or destroys any school property shall be liable to the Board of Education for the amount of the damage.

Students should be aware: Teachers and school administration may search their desk area at any time deemed necessary.

## **CHARACTER EDUCATION**

We are proud of our accomplishments that have made in the area of Character Education. We appreciate the support of our parents, students and staff who have helped us achieve "**Honorable Mention**" as a **2007 and 2008 NJ School of Character Award Recipient**.

### **Mission Statement**

We, as a team of educators, will teach our students values each year by means of a core of virtues that will have been reflected on and agreed upon by consensus between home, school and community.

We will teach these core virtues for the express purpose of helping students to live responsibly and to make choices wisely in matters of life and conduct now and in the future. We will teach this core of virtues using curriculum, the school climate and service projects.

We will actively seek and solicit support for our teaching from the family and community recognizing and making them aware of their responsibility in this endeavor.

### **Character Traits**

September/October	Respect
November	Friendship
December	Compassion
January	Responsibility
February	Honesty
March	Perseverance
April	Tolerance
May/June	Citizenship

These traits will be integrated with others in the development of the *Five Core Values*, a new philosophy/program as of September 2004. As part of a grant we received from the state, all of the elementary schools have entered into a joint venture to promote Character Education. Due to the efforts of staff and administration, we have selected a **Community of Caring** to help us with this process.

## **CHARACTER EDUCATION – *Mission Statement* (Continued)**

All who work or volunteer at Holly Glen, as well as children, will model the characteristics of good citizenship to include respect, responsibility and integrity.

In the *Community of Caring Schools*, the *Five Core Values of Caring, Respect, Responsibility, Trust and Family* are woven into every aspect of school life. Everyone models these values, and students are provided many opportunities to explore them throughout the curriculum. Students are part of service activities, and student forums as well, where they are given a voice and opportunity to learn to make responsible decisions. Family and community involvement is an important focus, and parents are fully included in every aspect of the program.

When we care for people, we want good things for them. We want them to be safe, to be happy to develop to their fullest potential, to succeed, to flourish. We want to help them want to help them and support them, and the more we care for the, the more we are willing to do for them. A caring community then is simply a group of people who are concerned about each other and who want to help each other. That said, we want to stress that the *Community of Caring* is not value neutral. In fact, we think value neutrality is impossible; everyone stands for something.

## **CHEWING GUM**

Chewing gum is prohibited at all times in and around the school, on the school bus, on field trips, or at any school function. Students caught chewing gum may receive discipline consequences.

## **DISCIPLINE POLICY**

Discipline is everyone's responsibility. Any disciplinary action taken by a school official is intended to effect a favorable change in student behavior. We try to provide an atmosphere that is conducive to learning and one which encourages proper conduct.

It shall be the responsibility of each teacher to enforce the rules of the school at all times. The initial counseling or disciplinary action shall be his or her duty. When a student is sent to the office, the administrator in charge or head teacher will enforce established penalties after an investigation of the offense. When an office referral is made, parents **will be contacted by the referring teacher** to inform the parents of the specific incident warranting the referral.

A written record of any student sent to the office will be maintained. A telephone call and/or letter will notify parents if their child demonstrates inappropriate behavior or conduct. The disciplinary action shall include one or a combination of the following: 1) Counseling; 2) Parent Conference; 3) Detention (lunch/recess time or after school); 4) Demerits; and, 5) Out-of-School Suspension.

Demerits are given for repeated referrals to the office for minor offenses or immediately upon the first referral for the more serious offenses. Parents will be notified of all

## **DISCIPLINE POLICY** (Continued)

demerits issued. The accumulation of four (4) demerits within a given marking period will lead to a suspension from school for up to three (3) days. **Good conduct for a 30-day period will result in the elimination of one (1) demerit. Severe disciplinary situations can warrant an automatic suspension.**

### **Rules of Conduct**

All students are bound by law, policies of the Board of Education, and the administrative regulations of this school district. In addition, students shall not

- a. Be insubordinate to teachers or other school staff members or disregard their instructions or demonstrate lack of respect for their authority;
- b. Create disorder or disruptions on school premises;
- c. Use, threaten, or incite the use of physical force against other students, staff members, or visitors to the school;
- d. Steal, damage, or deface the property of other students, staff members, or the district;
- e. Engage in the sexual harassment of students or staff members;
- f. Violate codes of conduct adopted for organizations of students;
- g. Possess or use weapons or any implement intended to harm others;
- h. Use foul, abusive, derogatory, or demeaning language, including racial and ethnic remarks;
- i. Convey information about other students or staff members known to be false; falsify an excuse or any school document (see ***Grading*** heading);
- j. Act so recklessly as to endanger the safety of others;
- k. Procure the property of others by threat or intimidation;
- l. Enter school premises or any specific portion of the premises without permission and without authority;
- m. Vandalize school property, real or personal;
- n. Create litter on school property;
- o. Spit on others;
- p. Be truant from school or class;
- q. Persistently refuse to complete homework and other assignments;
- r. Engage in illegal gambling;
- s. Smoke on school premises;
- t. Set fire to or cause a fire in any way on school premises;
- u. Possess or explode a firecracker or other explosive device on school premises;
- v. Sound or cause to be sounded a false alarm for fire, bomb, or other condition or circumstance hazardous to others;
- w. Possess, use, or distribute a substance in violation of Policy No. 5530;
- x. Join a secret society prohibited by law; or
- y. Engage in any other activity expressly prohibited by a school staff member in authority.
- z. **Children's behavior should reflect the Five Core Values associated with our Community of Caring program.**

The attached pages are the entire Student Code of Conduct for grades K - 4.

## **DISCIPLINE POLICY** (Continued)

***Harassment, Intimidation or Bullying, and Hazing* is prohibited at ALL times.** A safe and civil environment in school is necessary for students to learn and achieve high academic standards; harassment, intimidation or bullying, like other disruptive or violent behaviors is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment.

***Harassment, Intimidation or Bullying, and Hazing* is prohibited at ALL times.** A safe and civil environment in school is necessary for students to learn and achieve high academic standards; harassment, intimidation or bullying, like other disruptive or violent behaviors is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment.

"Harassment, intimidation or bullying" means any gesture or written, verbal or physical act that takes place on school property, at any school-sponsored function or on a school bus and that:

- a. Is motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or,
- b. By any other distinguishing characteristic; and,
- c. A reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a student or damaging the student's property, or placing a student in reasonable fear of harm to his person or damage to his property; or
- d. Has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

Any person with any information regarding actual and/or planned hazing and/or information regarding acts of harassment, intimidation, or bullying of a student by any school employee or other students must report the information to the school Administration or Head Teacher.

In the event the Building Administration or Head Teacher determines, after a preliminary investigation, that hazing and/or harassment, intimidation, or bullying behavior may have been present, the parent(s) or legal guardian(s) of all involved students will be notified.

Upon the conclusion of the investigation, the Building Administration/Head Teacher shall make a determination whether hazing and/or harassing, intimidating, or bullying behavior was present.

If the Building Administration/Head Teacher determines the behavior has occurred, the school district administrators and staff shall take reasonable, age-appropriate and

## **Harassment** (Continued)

effective corrective action, including steps tailored to the specific situation. Appropriate steps will be taken to end the hazing and/or harassment, intimidation, or bullying such as counseling, warning, and/or disciplinary action, as specified in student and/or staff discipline policies and regulations. These steps will be based on the severity of the behavior or any record of prior incidents or both. A series of escalating consequences may be necessary if the initial steps are ineffective in stopping the harassment.

## **DISMISSAL PROCEDURES**

Any child(ren) dismissed from school for any reason other than normal bus dismissal (until construction is finished we will utilize a greeter to sign children in/out) must follow the procedures below:

1. All children must be dismissed from the main office. At no time will parents be permitted to pick up their child(ren) directly from their classroom unless authorized by office personnel.
2. Parents may be required to supply the office personnel with identification.
3. No child will be dismissed from the classroom until guardianship has been verified.
4. Parents must sign their child(ren) out in the "Sign-Out Book" located in the main office.
5. Please do not interrupt bus dismissal by requesting outside paraprofessionals or personnel to dismiss your child(ren).
6. At dismissal time, after you have signed your child out, please go to the Parent Waiting Area to wait for your child(ren).
7. As a courtesy, we appreciate parents notifying the teacher/main office (in writing) that you will be signing your child out of school early.
8. If someone other than parent/guardian or emergency contact(s) is authorized to pick-up your child(ren), please notify the main office with the pertinent information. Identification must be provided prior to signing the child(ren) out from school.
9. If you are picking your child(ren) up from school, **we recommend you wait until dismissal time, as we want to maximize classroom instructional time and minimize classroom disruption.**

## **DISMISSAL PROCEDURES** (Continued)

10. **Dismissal begins at 3:30 p.m. Please be prompt in picking up your child from school.** On occasion, we have had some students sitting in the main office as late as 4:00 p.m. or later. We realize there may be times parents run late, get caught in traffic, etc. If this does occur, please call the school at 728-8706, ext. 4000 or 4001 to notify our office staff if you are going to be late in picking up your child. **The safety and well being of our students is our main concern.**

### **Early Dismissal**

Please do not schedule any event or appointment during the school day. Unless an emergency occurs, your child is expected to attend school for a full day, every day as required by NJ State Law.

If an early dismissal is necessary, parents should report to the main office to sign our and receive your child. Office personnel will notify the teacher to send the student to the office. **Please do not request your child be sent to the office to wait prior to your arrival to the school.**

**UNDER NO CIRCUMSTANCES will any adult be permitted to go to the classroom to pick up a child.** If you should happen to go to the classroom, the teacher will ask you to report to the office and will not turn any child over to any adult unless notified by the office. This practice is part of our safety procedures for the children of Holly Glen School.

### **DRESS CODE POLICY FOR STUDENTS**

In an attempt to maintain and support a thorough and efficient system of education and to avoid the disruption of the educational process; and, in an attempt to protect pupil health, safety, and welfare, students and parents are required to select appropriate attire for the school atmosphere. **Any mode of dress that is a disruption to the full function of the learning process is prohibited.**

The Board of Education authorizes the Administration to enforce school regulations prohibiting student dress or grooming practices, which affect the educational program of the schools. The following standards will be enforced:

1. Clothing must be clean, non-offensive and tear-free. No frayed or tattered clothing. This includes items purchased with holes and/or frayed areas.
2. No shirt or blouse should be opened beyond midpoint of the chest. Shirts with a sexual message or picture or any article of clothing that depicts drugs, alcohol, tobacco or weapons is prohibited. **Gang-related clothing/accessories are prohibited.** Shirts/blouses/tops must: have sleeves; reach to or extend below

## **DRESS CODE POLICY FOR STUDENTS** (Continued)

2. the top of the student's skirt or pants, and cannot be transparent. **Tops having "spaghetti straps" are PROHIBITED.**
3. Please work with us at school by having your children wear appropriate clothing. Many students have been wearing clothing with inappropriate sayings on them (i.e., Parents for Sale, Buy One Get One, Forgot My Homework-Blame My Sister, etc.). These sayings, although funny in the right setting, do not belong in school. They show a lack of respect and compassion for others. Help us to promote our Character Education program by not permitting your child to wear these items. Parents may be contacted to bring a change of clothing or sent to the Nurse's Office for a change of clothing.
4. **Undershirts, tank tops, midriff, tube, or halter tops are NOT to be worn as an outer garment.** Undergarments should be worn but not visible. Clothing that shows or displays undergarments is not acceptable.
5. Skirts/dresses/shorts must: reach to a length that is equal to or lower than fingertip length; not be biker shorts or of a similar nature or made of spandex material; shorts may be worn the entire school year.
6. Hair must be kept clean. Pin curlers and other hair curling devices, hair net and **bandannas** are prohibited. Hats/caps may not be worn inside school except when entering or leaving the building (exceptions if part of a school a school spirit day or special events).
7. Footwear must be worn on school premises at all times. Bare feet, slippers, **"flip-flops"**, cleated shoes, **heelys** and footwear intended for the beach are prohibited. **Any footwear deemed "unsafe" will be prohibited.**
8. Any type of clothing, apparel, or accessory which indicates that the student student has membership in/or affiliation with a gang is prohibited.
9. Sunglasses may not be worn in the building.
10. Jewelry such as spiked collars, bracelets or chains that may be used as a weapon are prohibited. During physical education class and at recess, children will not be permitted to wear jewelry. Students may be asked to remove jewelry during these classes at the discretion of the teacher or paraprofessional. Items that are misplaced or lost **are not the responsibility** of the adult(s) in charge.
11. Specialized areas such as physical education classes may have special dress requirements for reasons of safety. Students will be advised of these rules of dress prior to their participation in these areas.

## **DRESS CODE POLICY FOR STUDENTS** (Continued)

12. The elementary school administration reserves the right to make the final decision of what violates the school's dress code. The school administration also has authority to determine if certain modes of dress that may come into style will be permitted in school. We appreciate your cooperation in seeing that all children are dressed appropriately for an elementary school atmosphere.

## **ELECTRONIC DEVICES**

**No i-Pods/MP3 Players, walkman, radios, hand-held video games, cellular phones, or pagers/beepers are permitted on the bus or in school. These will be taken from the student and will only be returned to a parent.**

## **ENGLISH LANGUAGE LEARNERS PROGRAM (ELL)**

Holly Glen School is the magnet school for all English as Second Language students in the district. The goals of the ELL program are for students to be able to communicate in social settings, to use English to achieve academically in all content areas, and to use English in socially and cultural appropriate ways.

The students are in a daily pull-out program with a focus on teaching English through the content area. The reading program is supported in a small-group setting. Students who are in grades 1-4 are able to participate in the ELL Homework Club, which meets once a week for an hour after school. Parents will be notified when this will begin.

Students are screened for entry into the program through the WAPT test to determine eligibility. Parents have the right to refuse or accept ELL services. For more details or any of our ELL services contact Mrs. Judy Tucker at: [jtucker@monroetwp.k12.nj.us](mailto:jtucker@monroetwp.k12.nj.us).

## **EMERGENCY PROCEDURES**

### **Fire and Lock-Down Drills**

The purpose of a fire drill is to practice evacuating the building or locking-down as quickly, orderly and safely as possible. Beginning this school year, we will be having at least one fire drill and one lock down drill every month.

18A: 41-1. Every principal of a school of two or more rooms, or of a school of one room, when located above the first story of a building, shall have at least one fire drill and one school security drill each month within the school hours, including any summer months during which the school is open for instructional programs, and shall require all teachers of all schools, whether occupying buildings of one or more stories, to keep all doors and exits of their respective rooms and buildings unlocked during the school hours, except during an emergency lockdown for an emergency lockdown drill. Where school buildings have been provided fire escapes, they shall be used by a part or all of the pupils performing in every fire drill.

## **FAMILY NIGHT DATES**

Holly Glen and the District Elementary Schools practice **Family Nights** on a monthly basis. The dates for Holly Glen Family Nights are listed below:

**September 24, 2010**

**February 24, 2011**

**October 19, 2010**

**March 29, 2011**

**November 18, 2010**

**April 14, 2011**

**December 22, 2010**

**May 18, 2011**

**January 12, 2011**

**June 7, 2011**

**Family Night** is one special evening a month dedicated to creating time just for children and their families. Our goal is that you take advantage of this evening and spend some family time together. The place and activity are not important; but, the time that you spend with your family is! The Holly Glen Home & School Association has also planned activities on some of these nights to encourage quality family time. **No homework will be assigned on these nights!**

## **\*GRADING/ACADEMIC DISHONESTY**

A student who has cheated on a test or assignment, plagiarized material, falsified sources, refused to submit assignments, or otherwise indulged in academic dishonesty or negligence may suffer a reduced grade by virtue of the disqualified work. In no other instance may a student's grade be lowered as a direct penalty for misconduct. (Refer to Discipline Policy - "Cheating/Forgery").

## **HEALTH SERVICES**

The NJ Department of Education informs parents/guardians of the importance of periodic physical examinations of your children during their school years. You are **NOT** required to submit any of the information to the school because your child is already enrolled.

In compliance with NJ State Law N.J.A.C. 6A:16-22 & 18A:40-4, each student must now obtain a physical examination upon entry into the school district. The District Board of Education must also notify parents/guardians of the importance of obtaining subsequent examinations at least once during each of the student's developmental stages:

- > Early Childhood (Pre-School through Grade 3)
- > Pre-Adolescence (Grades 4 through 6)
- > Adolescence (Grades 7 through 12)

The purpose of these physicals is to insure that the learning potential of each student is not diminished by a remediable physical disability, that the student is able to participate in the school program, and that the school community is protected from the spread of communicable disease.

## **HEALTH SERVICES** (Continued)

If your child is feeling ill, or shows signs of illness **prior** to coming to school (i.e., fever, runny nose, sore throat, nausea/vomiting, to name a few examples), please keep your child at home. This is important, as it is difficult to reach parents to pick up their children once school is in session. **\*Refer to the attached guidelines.**

Students who need the nurse must have a referral slip from a teacher or an aide. If the nurse is out, the student should go to the main office. The nurse is not permitted to diagnose any illness or prescribe medicine. **If it is necessary for your child to take any medicine during school hours, including “over the counter” medicines (i.e., cough drops), have your doctor write the nurse a note. Please bring the doctor’s note to school with the medication to be administered.**

Children should **never** transport any type of medication. Parents are to bring any medication directly to the school nurse. Students who have permission to self-medicate in writing from their doctor in school may also self-medicate on a field trip. We encourage parents of students who suffer from asthma or other potentially life threatening illnesses to accompany their child on field trips. When this is not possible, a student may self-medicate under the following conditions:

1. All medication to be self-administered by a student must be kept in the student’s possession.
2. Students must secure their medication in such a manner that the medication will not be available to other students.
3. Students are to self-medicate under the supervision of the teacher who: has been trained by the school nurse in the proper administration of medication; and has charge of the student while on the field trip.
4. Students who self-medicate are to report each administration of medication and any side effects to a teacher, coach, or the individual in charge of the student during school administration.

**Head lice** outbreaks are common among school children and even the cleanest hair can become infested. Head lice can be transmitted child to child by sharing combs and hats, but can also be obtained from upholstered seats in movie theaters and from public phones.

Head lice should be suspected when there is intense itching and scratching of the scalp. Lice eggs look like dandruff, but cannot be easily removed. If your child has head lice, do the following **at once**:

1. Purchase a product that will quickly kill the lice and their eggs. Several safe, non-prescription products are available at your local drug store, or consult your child’s physician.
2. Sterilize all personal clothing and bedding of your child in hot water (at least 130 degrees F.) or by dry cleaning. Vacuum surfaces that cannot be washed.
3. Thoroughly wash combs and brushes in hot water to disinfect.
4. Purchase a fine-toothed comb to help remove the eggs.
5. **Contact the school nurse, before your child returns to school.**

**HEALTH SERVICES** (Continued)

Students are checked yearly for height and weight. Vision and hearing screenings are required at certain grade levels as per the Department of Education's School Health Service Guidelines. Further, students referred by teacher or parent request, will also be tested. Scoliosis testing is required on a Education's School biennial basis for ages 10-18. Parents may decline any testing of their child, in writing.

**Nutrition**

Please see the letter on **Page 31a** regarding School Nutrition and Wellness Policy.



## HOLLY GLEN SCHOOL

### Office of the School Nurse

Below are some guidelines to follow if your child is sick or sent home from school with an illness. Hopefully, if everyone follows the guidelines, we can reduce the spread of any germs and your child will be healthy and ready to grow and learn.

#### **WHEN SHOULD I KEEP MY CHILD HOME FROM SCHOOL**

Everyday we have children who are absent or sent home from school with various illnesses. Please remember to follow these guidelines in determining when your child is healthy enough to return to school:

- \* Students should be “**fever free**” (less than 100.0F) **for a full 24 hours before returning to school. This is fever-free without the aide of medication.**
- \* Students should be able to tolerate foods/fluids for a **full 24 hours** following a “stomach bug” with vomiting and/or diarrhea and be **symptom free for 24 hours.**
- \* Students diagnosed with a strep infection should have **24 hours** of antibiotic and should feel well before returning to school.

**The common cold:** Since transmission of the common cold typically occurs before symptoms develop, it is not necessary to exclude children with a mild disease. However, a child with a **fever, fatigue, constant coughing, lack of appetite or inability to concentrate on school activities should be allowed to remain home.**

Having sick children come to school only to be sent home shortly after arrival makes the child uncomfortable, inconveniences the parent, and exposes other children in the school who then become sick also. Take some time to observe your child to make sure they are free from these nasty germs that are going around. When children feel well and are healthy, they enjoy school more and learn better.

Plenty of rest, a nutritious diet and **good hand washing** are our best defenses against spreading illnesses. Please reinforce this with your children. Thank you.

## **HEALTH SERVICES (Continued)**

### **REQUIRED IMMUNIZATION**

### **EXPLANATION**

#### **Diphtheria/Pertussis/Tetanus**

A minimum of four (4) doses of DPT are required. One (1) dose must have been administered on or after the 4<sup>th</sup> birthday.

#### **Polio**

A minimum of three (3) doses of Oral Polio Vaccine is required. One (1) dose must have been administered on or after the 4<sup>th</sup> birthday.

#### **Measles**

Two (2) doses of Measles Vaccine are required. To meet this requirement both doses must be administered on or after the 1<sup>st</sup> birthday with a minimum of thirty (30) days between vaccinations. Vaccines received before the 1<sup>st</sup> birthday do not qualify as one of the two required.

#### **Mumps**

One (1) dose of Mumps Vaccine administered on or after the 1<sup>st</sup> birthday.

#### **Rubella**

One (1) dose of Rubella Vaccine administered on or before the 1<sup>st</sup> birthday.

#### **Tuberculin Testing**

Tuberculin screening date(s) requested – Not required

#### **Hepatitis B**

Kindergarten/Grade 1 Students - Every child born on or after January 1, 1996 entering Kindergarten or 1<sup>st</sup> Grade, whichever is first, must have received three (3) doses of the Hepatitis B Vaccine.

#### **Chicken Pox (Varicella)**

Every child born on or after January 1, 1998 shall have received one dose of varicella vaccine, administered on or after the 1<sup>st</sup> birthday, prior to school entrance for the first time into Kindergarten or 1<sup>st</sup> Grade. Children who present either document laboratory evidence, a physician's statement, or a parental statement of previous varicella disease, shall not be required to receive varicella vaccine.

The Gloucester County Health Department in Turnersville operates an Immunization Clinic for school age children. These immunizations will be administered to your child free of charge if you do not have health insurance that covers these services. For more information call (856) 262-4100.

## **HEALTH SERVICES** (Continued)

### **Topic 3F: Scoliosis Screening**

**Revised March 2002**

Scoliosis is a lateral curvature of the spine most commonly detected during the adolescent growth period. It is estimated that between 5% and 10% of school children have such a curvature to varying degrees. However, only about 2% of these curvatures are significant. If someone else in the family has scoliosis, the likelihood of incidence is much higher - approximately 20%. The effect of scoliosis depends upon its severity, how early it is detected, and how promptly it is treated.

By law, every NJ Board of Education must provide scoliosis screening of every student between the ages of 10 and 18. The goal of this mass-screening program is early identification, because curvatures can often be controlled if detected early. Students diagnosed with scoliosis should be under the care and supervision of a family healthcare provider or clinic. Referral to an orthopedist or orthopedic clinic may also be indicated.

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#### **Authorization**

N.J.A.C. 6A:16-2.2(f); N.J.S.A. 18A:40-4.3 to 4.5 & A-1183 Pamphlet Law 2000c.126 9-21-00

Every Board of Education must provide the biennial examination of every student between the ages of 10 and 18.

#### **PROTOCOL**

Screenings must be conducted by a school physician, school nurse, Physical Education Instructor, or other school personnel properly trained in the screening process.

#### **The role of the school nurse:**

1. Prior to the screening, inform parents/guardians in a written communication that is understandable to them that all students aged 10-18 will be screened for scoliosis.

Any student must be exempt from the examination upon the written request of a parent/guardian.

2. Conduct the screening using the Scoliosis Screening Technique:

- \*Explain the procedure to the student to reduce the student's anxiety.
- \*Screen each student for scoliosis individually in a well-lit private area.
- \*Have the student stand with his/her exposed back to screener.
- \*Check for the following:
  - \* unequal shoulder levels
  - \* symmetry of scapulae
  - \* symmetry of flanks
  - \* uneven or greater crease at one side of waist
  - unequal distance between and the elbow when both arms are hanging straight down from the shoulder.
- \*Have student faced the screener and bend 90 degrees at the waist, feet together, knees straight, and arms hanging in front with palms together.
- \*The screener may sit facing student to check the following:
  - \* a rib hump (one side of upper back higher than the other)
  - \* hump in both upper and lower back
  - \* levels of the back on both sides of the spine

## **HOLLY GLEN HOME & SCHOOL ASSOCIATION**

Our staff and the **Home & School Association** of Holly Glen School work together for the benefit of the students. Volunteers for various activities are always welcomed.

The meeting dates are given on the school calendar page in the front of this booklet. Annual dues are \$5.00. Each parent is encouraged to join the **Home & School Association**, attend its meetings, and support its fundraisers.

The Officers for the 2010-2011 school year are: **President**, Rosa Gariffo (phone 856-262-7949 or email: [scorp1574@comcast.net](mailto:scorp1574@comcast.net)); **Vice- President**, Tracey Pinsky; **Secretary**, Rochelle Wroniuk; and **Co-Treasurers**, Dave Ferrara and Fran Ferrara. Meetings are held in the school Library at 7:15 p.m. (Please check the Activity Calendar for specific dates). Babysitting for preschool and school-aged children is available.

## **HOME STUDY HABITS**

1. Provide the children with a place of their own in which to study. There should be proper lighting, a table or desk, and a comfortable chair.
2. Set a time for homework to be done and be available to assist.
3. Encourage your child to use reference books and the library.
4. Set high standards for neatness, form, and accuracy.
5. Let your child see you selecting, reading, and enjoying books.

## **Homework Tips for Parents**

Homework can have many benefits for young children. It can improve remembering and understanding of schoolwork. Homework can help students develop study skills that will be of value even after they leave school. It can teach them that learning takes place anywhere, not just in the classroom. Homework can benefit children in more general ways as well. It can foster positive character traits such as independence and responsibility. Homework can teach children how to manage time.

Homework assignments typically have one or more purposes. The most common purpose is to have students practice material already presented in class. **Practice** homework is meant to reinforce learning and help the student master specific skills. **Preparation** homework introduces material that will be presented in future lessons. These assignments aim to help students learn new material better when it is covered in class. **Extension** homework asks students to apply skills they already have to new situations. **Integration** homework requires the student to apply many different skills to a single task, such as book reports, science projects or creative writing.

Parent involvement can be used to speed up a child's learning. Homework can involve parents in the school process. It can enhance parents' appreciation of education. It can give them an opportunity to express positive attitudes about the value of success in school. When parents are involved with their child's homework, communication between the school and family can improve. It can clarify for parents what is expected of students. It can give parents a first hand idea of what students are learning and how well their child is doing in school.

### **Homework Tips for Parents** (Continued)

Research shows that if a child is having difficulty with homework, parents should become involved by paying close attention. If a child is doing well in school, parents should consider shifting their efforts to providing support for their child's own choices about how to do homework. Parents should avoid interfering in the independent completion of assignments.

### **HOMEWORK REQUESTS/HOMEWORK MAKE-UP**

When your child is absent from school and you wish to obtain homework, **please contact your child's teacher before school begins at 728-8706. You will be prompted to enter the teacher's four-digit extension or mailbox number followed by the # sign.** This will allow the teacher to have work ready for pick-up between 3:00 p.m. and 4:00 p.m. Messages and homework updates will be available for parents. The homework will be placed in a bin labeled "Homework" outside the main office. You may also e-mail the teacher with your request as well.

**For each day the child is absent, he/she has one day to make-up the work. For example: if a student is absent two days, he/she has two days to make up the work.**

### **INTEGRATED PEST MANAGEMENT (IPM)**

Holly Glen Elementary School follows all IPM protocols for treating pests in and around the building. Methods of treating any pest problems always begin with non-chemical remedies. Specific information regarding IPM practices is located in the main office, or can be discussed by contacting Dave Sullivan, Director of Operations at the central administration building: 856-629-6400 extension 1010.

### **KINDERGARTEN STUDENTS**

Each Kindergarten student must be received by an adult at his/her designated bus stop each day. If an adult is not present at the bus stop, the child will be returned to school. Every attempt will be made to contact the parent to pick up their child at school. If all attempts have been exhausted, the administration will be contacting the Monroe Township Police Department.

### **LATENESS TO SCHOOL**

Students arriving late to school must first report to the main office upon their arrival. A late pass will be issued to the student before he/she is permitted to proceed to the classroom. An excused lateness will be given if the student has a doctor's note **ONLY**. All other lateness will be considered unexcused.

The following is the policy for excessive student lateness to school:

State Statute (18A:38-25, 26) as well as school district policies and regulations state that children must attend school regularly and on time. We will, therefore, be closely monitoring your child's lateness. The following district procedure will be strictly adhered to:

## **LATENESS TO SCHOOL** (Continued)

1. When a student is late to school three times during a month, a letter is sent and a demerit is issued.
2. If a student accumulates **four late demerits, (which equals 12 lateness's to school)**, the student will be suspended from school for one day.
3. A student that is not late for 30 days following the issuance of a late demerit will have the demerit removed.

Being on time for school attendance promotes a strong work ethic necessary for success in the world of employment. Encourage your child to be on time for school to ensure a successful academic career.

## **LOST AND FOUND**

All articles found on school property should be brought to the Nurse's Office. All unclaimed articles will be disposed of at the end of the school year.

## **MANDATED HIGHLY QUALIFIED TEACHERS**

Please see **Page 37c** for a letter to Parents/Guardians from the District's Superintendent of Schools.

## **PARENT INVOLVEMENT POLICY**

Monroe Township Public Schools involve parents in the decision-making process to plan and implement a parental involvement program and activities to help improve student academic achievement and school performance. Our parent involvement policy is available on our district website. Research shows that children do better in school when parents talk often with teachers and become involved in the school. Parents who participate in school activities and events will have added opportunities to communicate with teachers. Becoming involved with parent-teacher organizations (PTO, PTA, the Holly Glen Home and School and Booster Clubs) gives the teacher and parent the possibility to interact outside the classroom. Additionally parents may "sign-up" to become a parent volunteer. Parents can volunteer **up to four hours per week**. If you are interested in volunteering to assist in a classroom at Holly Glen, please contact Mrs. Patricia Skalka. The parent volunteer meeting will take place on September 27, 2010.

## **PARKING LOT PROCEDURES**

**WE NEED YOUR HELP!** The safety of our children is **ALWAYS** our first concern. Because of the volume of traffic during arrival and dismissal, our parking lot has become hazardous. It is very important you follow the guidelines listed below when using our parking lot for **ANY** reason:

1. **Please park your car in ANY NON-DESIGNATED SPOT LOCATED IN THE PARKING LOT ADJACENT TO THE MAIN ENTRANCE AREA. DO NOT PARK ALONG THE CURBING!**
2. **Do not block the driving area in any way while waiting for your child to be dismissed.**
3. You **MUST** meet your child at the sidewalk and escort him/her to **your car. Children are not to be unescorted at any time!**
4. **Parking along the bus-loading zone is prohibited.**

## **PARKING LOT PROCEDURES** (Continued)

If the above guidelines are not strictly followed, the Monroe Township Police Department will be notified. At that time, those cars violating the rules may be ticketed. Thank you in advance for your cooperation.

## **PHYSICAL EDUCATION**

**Children must wear sneakers for physical education class. They will not be allowed to participate without sneakers. Heelys are not acceptable with or without rollers!** Also, children should **NOT** wear jewelry on days which they have physical education class. If any jewelry, or other items are worn which could compromise the safety or physical movement of a student, the item(s) will be removed. **School personnel will not be responsible for articles that are missing or lost.** Please refer to the letter sent home in September for further details regarding this and the grading procedures.

## **PLAYGROUND – Outside Recess**

On days when students are permitted to go outdoors, the following rules must be obeyed:

1. Walk at all times to and from the playground.
2. Play in the assigned areas of the playground.
3. Fighting, pushing, tackling, and throwing rocks or sand are not permitted.
4. Baseballs (hard balls) are not permitted on the playground.
5. Students **may not** go into the wooded area or leave the school grounds.
6. No radios, headphones, or hand-held electronic games are permitted in school at any time.
7. At the conclusion of the playground period (recess), a teacher or an aide will blow a whistle. At that time, all students are to walk in an orderly manner to their class line.
8. When using the walking path, students must **walk** at all times unless directed by the adults in charge. Kicking the stones is strictly prohibited.

## **Indoor Recess**

In the event of inclement weather, students will receive a 20-minute recess in their respective or assigned classroom. During indoor recess, the following rules are in effect:

1. Students are to remain in their assigned seats unless permission to leave is granted by the paraprofessional on duty.
2. No balls (of any type) are permitted during indoor recess.
3. Normal conversation is permitted; yelling and/or screaming is not.
4. To make indoor recess a pleasurable experience, the H.S.A. has purchased games for children, which will be made available to the students during every indoor recess.
5. Children's behavior should reflect the Core Values associated with our Character Education Program.

## **RULES FOR HOLLY GLEN SCHOOL PLAYGROUND EQUIPMENT**

The large playground equipment is designed for children 7-12 years old. A second piece of playground equipment is located outside of the Kindergarten rooms. This is designed for children ages 4-8. When playing on the playground equipment, the following rules will be followed:

1. Metal surfaces may be hot.
2. Use equipment only when dry.
3. Take your time.
4. Be cautious and courteous.
5. Go DOWN slide feet first.
6. Clothing - Hoods and tie strings **should not** be worn. Wear proper footwear.
7. **Children must have adult supervision!**

## **PROMOTION AND RETENTION**

The Board of Education recognizes that each child develops and grows in a unique pattern and that students should be placed in the educational setting most appropriate to their social, physical, and educational needs. Each student enrolled in this district shall be moved forward in a continuous program of learning in harmony with his/her own development.

Standards for student promotion shall be related to the New Jersey Core Curriculum content standards (NJCCCS) and district goals and objectives and to the accomplishments of students. A student in the elementary grades will be promoted to the next succeeding grade level when he/she has completed the requirements at the presently assigned grade; has achieved the instructional objectives set for the present grade; has demonstrated the proficiencies required for movement into the educational program of the next grade; and has demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade.

Promotion policies and procedures will be provided to parent(s) or legal guardian(s) as appropriate. Parent(s) or legal guardian(s) and students shall be regularly informed during the school year of the student's progress toward meeting promotion standards. A teacher who determines that a student's progress may not be sufficient to meet promotion standards shall notify the parent(s) or legal guardian(s) and the student and offer immediate consultation to the student's parent(s) or legal guardian(s). Every effort shall be made to remediate a student's deficiencies before retention is recommended.

### **Procedures for Student Promotion**

1. Parent(s) or legal guardian(s) and students will be provided a minimum of four reports each year as to a student's progress towards meeting promotion standards.

## **Procedures for Student Promotion (continued)**

2. Teachers who determine that a student's progress may not be sufficient to meet promotion standards shall notify the parent(s) or legal guardian(s) of the student and offer consultation with parents or legal guardians.
3. The parent(s) or legal guardian(s) and where appropriate the student will be notified no later than **four weeks prior to the end of the year** when the possibility of a student not being promoted is determined.
4. Attendance shall be a factor in the determination of a student's promotion or retention. Only extenuating circumstances should permit the promotion of an elementary student fewer than 160 days during the school year.
5. Classroom teachers shall provide input to the Principal who makes the final decision concerning the promotion or retention of each student.
6. Parent(s) or legal guardian(s) may appeal a promotion/retention decision to the Superintendent whose decision is final.

## **PUBLIC TELEPHONE**

Students are **not** permitted to use the public telephone during school hours unless they receive permission from the office.

## **SCHOOL SAFETY PATROL**

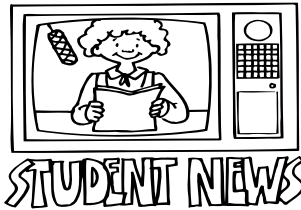
Members are selected from fourth grade classrooms. The Safety Patrol members remind the students of the safety rules and will perform many tasks throughout the year. These boys and girls will exemplify the Five Core Values we integrate as a ***Community of Caring*** School. Selection among applicants will be made on the basis of the applicant's demonstrated sense of responsibility, good citizenship, leadership capacity, maturity, and academic proficiency.

Members of the Safety Patrol must attend a training program before they may assume duties. Safety Patrol members shall serve for one year. A member may be removed from the Safety Patrol for: 1) violation of school rules; 2) inability to maintain academic success; or, 3) failure to maintain the high standard of conduct expected of school Safety Patrol members.

Members of the school Safety Patrol may be assigned to control and direct student traffic on school premises grounds, on school buses, on sidewalks, and paths adjacent to a street or roadway.

## **SCHOOL CLOSINGS**

The school will **not be responsible** for pupils after **emergency dismissal**. Parents who are **not home** during school hours should **make arrangements for their children in advance of such emergencies**. **Code number 811** will be announced on **KYW News Radio Station 1060** in the event of school closing due to snow. Also, our district web site, **www.monroetwp.k12.nj.us**, will also advertise school closing information or **KYW1060.com**. And on TV: **KYW-3, WPVI-6, NBC-10**. School closing information will also be communicated through the **Global Connect Notification System**; an automated system that will place a call to your primary telephone number.



## **SCHOOL HOURS**

<b><u>Grades 1 -4 and Special Education</u></b>	<b>8:55 a.m. - 3:30 p.m.</b>
<b><u>Kindergarten - A.M. Session</u></b>	<b>8:55 a.m. - 11:25 a.m.</b>
<b><u>Kindergarten - P.M. Session</u></b>	<b>1:00 p.m. - 3:30 p.m.</b>
<b><u>P. D. D. Preschool Session</u></b>	<b>8:55 a.m. - 2:00 p.m.</b>

**In the event of a delayed opening, school will begin 10:40 a.m. to 3:30 p.m. for Grades 1 through 4 and Special Education. The AM session of Kindergarten will be cancelled, and will have to be made up. Parents will be notified as to the make-up dates. The Just Kids program will also be cancelled.**

## **SCHOOL SUPPLIES FOR THE START OF SCHOOL**

Please refer to the list of school supplies for each grade level on the next page.

## **SECURITY SYSTEM**

A security system is in place to provide additional security for your children. The school now has a system where all visitors need to identify themselves before they will be permitted to enter the school. Visitors wishing to gain access to the school building will be required to use an exterior call button by the main entrance to notify the office staff that they would like to enter the building. The visitor's image will be projected on a T.V. monitor located in the office. The office personnel and visitors will be able to communicate via an audio system located at the main entrance. If the visitor's request to enter the building is legitimate, the staff members will unlock the door and allow the visitor to enter the building and report to the office. **All visitors will be required to visit the office and acquire a visitor's pass in order to visit any area of the building. No one is permitted to walk directly to a classroom without this pass.**

## **SHORTENED DAYS OF SCHOOL**

On Shortened Days of School, our dismissal time is **1:20 p.m. for Grades 1-4 AM and PM Kindergarten will attend the AM session (with the exception of Parent-Teacher Conferences): 8:55 to 11:25 a.m.** Listed below are Shortened Day dates:

October 29, 2010  
November 24, 2010  
November 17 - 23, 2010 (Parent-Teacher Conferences)  
December 23, 2010  
April 27, 2011  
April 13 - 15, 2011 (Optional Parent-Teacher Conferences)  
June 7, 2011  
LAST 5 DAYS OF SCHOOL

**PLEASE NOTE:** During Parent-Teacher Conference dates, Preschool and Kindergarten AM & PM will attend their regularly scheduled sessions: 8:55 to 11:25 a.m. and 1:00 to 3:30 p.m. Grades 1-4 and P. D. D. preschool will be dismissed at 1:20 p.m. Please refer to the District School Calendar, as well as the monthly newsletters that are sent home for conference dates.

## **SPECIAL DAYS OF OBSERVANCE**

<b><u>Holiday</u></b>	<b><u>Day of Observance</u></b>	<b><u>Date of Holiday</u></b>
Commodore Barry Day	September 13, 2010	September 13
Columbus Day	October 10, 2010	October 11
Veterans' Day	November 11, 2010	November 11
Thanksgiving Day	November 25, 2010	November 25
Martin Luther King, Jr. Day	January 13, 2011	January 17
Lincoln's Birthday	February 11, 2011	February 12
Washington's Birthday	February 22, 2011	February 22
Arbor Day	April 29, 2011	April 29
Decoration or Memorial Day	May 26, 2011	May 30
Flag Day	June 14, 2011	June 14

## **STUDENT COUNCIL**

Members are selected each year from fourth grade classrooms. Student Council members represent the entire student body and are involved in service projects, which reinforce the Five Core Values of our Character Education Program, assist with School Spirit days, Parent and Grandparent Visitation Days.

### **STUDENT COUNCIL (continued)**

Selection will be made on the basis of the following: 1) demonstrates sense of responsibility; 2) good citizenship; 3) leadership capacity; 4) maturity; and, 5) academic proficiency. The requirements to maintain membership in Student Council are as follows: 1) positive attitude; 2) productive participation; 3) excused absences; 4) must maintain at least a "C" average in **all** subject areas.

### **STUDENT PASSES**

All students should have a hall pass, lavatory pass, or a note from the teacher whenever they leave the classroom during school hours.

### **STUDENT REGISTRATION**

All new entrants to the school district will be conducted by appointment only. All parents should contact the Maple Grove Administration Building to set up an appointment for registration at 856-629-6400 ext. 1001.

### **SUBSTANCE ABUSE POLICY**

All staff members shall be alert to signs of substance abuse by students and shall respond to those signs in accordance with administrative regulations. Any staff member to whom it appears that a student may be under the influence of a substance other than anabolic steroids on school property or at a school function, shall report the matter as soon as possible to:

1. The Principal (or, in the Principal's absence, to a person designated by the Principal) and
2. The school nurse or the school physician
3. If neither the school nurse or school physician is available, the staff member responsible for the function shall be notified.

The Principal or his/her designee shall immediately notify the student's parent(s) or legal guardian(s) and the Superintendent.

The Principal must arrange for an immediate medical examination of the student:

1. By a doctor selected by the parent(s) or legal guardian(s) or,
2. If the parent(s) or legal guardian(s) doctor is not immediately available, by the school physician.
3. If neither the parent(s) or legal guardian(s) doctor nor the school physician is immediately available, the student shall be taken to the emergency room of the nearest hospital for examination and diagnosis.

## **SUBSTANCE ABUSE POLICY (continued)**

The student may be accompanied by the student's parent(s) or legal guardian(s) if possible and will be accompanied by a member of the school staff appointed by the Principal.

4. An examination conducted by a physician other than the school physician or the emergency room of the nearest hospital shall not be at the district expense. Treatment will not be at Board expense.

If there is a positive determination from the medical examination of the student indicating the alcohol or drug use interferes with the student's physical or mental ability to perform in school:

1. The student will be returned to the care of the parent(s) or legal guardian(s) as soon as possible; and
2. Attendance at school will not resume until a medical report verifies the student's alcohol or drug use no longer interferes with the student's physical or mental ability to attend school.

## **TERRIFIC KID PROGRAM**

In the 1999-2000 school year, Holly Glen School initiated the **Terrific Kid Program**, which is sponsored by the **Kiwanis Club of Winslow**. Students are selected monthly to receive this award and are honored each month for consistently demonstrating the following ***(children can only earn this award once per school year)***: completes assignments, follows school rules, is honest, works hard, tries his/her best in all school activities, is responsible, is a friend to others, is considerate of others, demonstrates a positive attitude, is respectful of theirs and school property, and is consistently on time to school. As a result of their fine performance, the **Terrific Kids** are presented a certificate, a sticker, a bumper sticker, and an article (with a photograph) is submitted to the Gloucester County Times, the Sentinel and the web page. Students' photographs and names are also posted on a special school bulletin board located by the All Purpose Room.

This program has been received with enthusiasm and serves to booster children's self-esteem. The acronym **T-E-R-R-I-F-I-C** represents:

<b>T</b>	-	<b>Thoughtful</b>
<b>E</b>	-	<b>Enthusiastic</b>
<b>R</b>	-	<b>Respectful</b>
<b>R</b>	-	<b>Responsible</b>
<b>I</b>	-	<b>Influential</b>
<b>F</b>	-	<b>Friendly</b>
<b>I</b>	-	<b>Impeccable</b>
<b>C</b>	-	<b>Caring</b>

## **TERRIFIC KID PROGRAM (continued)**

The names of the students receiving **Terrific Kid** honors will be announced on HGTV one day prior to having their photograph taken. This program will begin in **October through May**. Dates for **Terrific Kid** presentations are noted on the school's monthly calendar (usually the last Wednesday of each month). Parents are encouraged to attend the presentations to take photographs and congratulate their child. A special thank you is extended to the Kiwanis Club of Winslow for their support of this fine program.

## **TEXTBOOKS**

**All textbooks must be covered. PLEASE DO NOT USE ANY ADHESIVE-BACKED PAPER TO COVER ANY TEXTBOOKS.** The student's name should be written in pencil on the front cover. Keep all books neat and clean. Do not write or draw in them. Other students have to use these books, too. If a student loses or damages a book, he or she must pay to have it replaced.

## **TOYS/ELECTRONIC EQUIPMENT**

**Toys, electronic equipment (i.e., cell phones, hand-held video/electronic games, iPods/MP3 players, pagers, beepers, etc), and trading cards are prohibited from being brought to school. Any items, which could interfere with learning or deemed a "distraction" are prohibited from school.**

## **VISITORS**

All visitors who enter the building must use the main entrance. A visitor's pass will be issued to all parents (or any visitor) coming to school to meet with a teacher, bringing lunch, homework, etc., to a student. This procedure will make school administration and staff aware of all visitors and continue to provide a secure environment for everyone.

## **WALKERS**

When walking to and from school, students are subject to school rules and regulations. Students are to follow the directions of the Safety Patrol, teachers on duty, and the Crossing Guard. Please walk on the sidewalk and cross at the corners. Please do not use private property as a short cut while walking to and from school. Walkers waiting for pick up are to report to the designated area, outside of the main office. There are two benches where your child can sit while waiting for pick up.

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