

Student/Parent Handbook 2023 – 2024



PRINCIPAL'S MESSAGE

Dear Village School Families,

Welcome back for another great year! I hope everyone had a very restful summer. We have been busy at Village to ensure a great start for the 2023-24 school year. I know this will be a rewarding year for you and your child! This student handbook provides a great deal of information about the operations here at Village School. Please take time to review our school procedures with your children.

Our staff is committed to providing a safe environment, conducive to our students learning to their potential. We also believe it is important to help our students develop into well rounded individuals who can demonstrate positive character traits. With that in mind, we are proud to offer our children many opportunities inside and outside the classroom where they can demonstrate a great variety of talents, achievements, and ability to socialize within the school community.

We look forward to a wonderful year at Village School. Thank you for partnering with us to ensure the best for our students!

Sincerely,

Tricia Barrett
Principal
Village Elementary School

Alicia Farese
Assistant Principal
Village Elementary School

*****Please note** that school wide email announcements will be sent periodically to keep you informed about timely school information. The email(s) you provided during registration will enable this communication.

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Telephone Directory

Village School

Main Number	732-946-1820
Guidance	Mrs. Barbara-Ext. 5044
Nurse	Ms. Frances Flannelly-Ext. 5049
Main Office	Ext. 5184
Child Study Team	Mrs. Mallory Gallagher-Ext. 4024
	Mr. Eric Salvador - Ext 5136
	Ms. Eileen DelleDonne - Ext 5150
Bus Transportation	Ext. 6020

Channels of Communication

Parents are encouraged to communicate directly with teachers and building-based administrators in order to resolve a problem their child may be experiencing in school. To prevent that frustration, parents can become informed about the "Channels of Communication", or where to begin the communication process regarding their concerns. We

Most parental questions are completely answered by communicating directly with the educator in charge of the class or program. Each situation should first be addressed at the level the initial action was taken, with appeals moving on to the next level on the chain of communication. The easiest way to communicate would be by email. (Email format: first_initiallastname@Holmdelschools.org). A phone call would be the next preferable way to communicate.

On Matters Involving Course Curriculum and Instruction

- | | | |
|---|------------------|--------------------------------|
| 1. Classroom Teacher | | |
| 2. Guidance Counselor/Case Manager | | |
| 3. Curriculum Supervisor | | |
| ○ Supervisor of Literacy & Visual & Performing Arts | Tina Monteleone | tmonteleone@holmdelschools.org |
| ○ Supervisor of Mathematics | Gwendolyn Lotter | glotter@holmdelschools.org |
| ○ Supervisor of Science | Alicia Killean | akillean@holmdelschools.org |
| ○ Supervisor of Gifted and Talented and Supplemental Services | Denise Wrubel | dwrubel@holmdelschools.org |
| ○ Supervisor of Special Services | Kami Goldberg | kgoldberg@holmdelschools.org |
| ○ Supervisor of Athletics, Health and Physical Education | Michael Casale | mcasale@holmdelschools.org |
| 4. Assistant Principal | Alicia Farese | afarese@holmdelschools.org |
| 5. Principal | Tricia Barrett | tbarrett@holmdelschools.org |
| 6. Office of Curriculum & Instruction | Jessica Irwin | jirwin@holmdelschools.org |

On Matters Involving Special Education and Section 504 of the Rehabilitation Act

- 1. Teacher / Case Manager
- 2. Assistant Principal/504 Coordinator
- 3. Principal
- 4. Director of Special Services Amanda Lamoglia alamoglia@holmdelschools.org

On Matters Involving Student Discipline

- 1. Classroom Teacher
- 2. Guidance Counselor/Case Manager
- 3. Assistant Principal
- 4. Principal

On Matters Involving Transportation

- 1. Transportation Coordinator Lara Carducci 732-946-1847, ext. 6020
- 2. School Main Office Paula Ricco, Administrative Assistant
- 3. Assistant Principal
- 4. Principal

On Matters Involving Security

- 1. School Main Office
- 2. Assistant Principal
- 3. Principal
- 4. Director of Safety and Security Ken Stromsland kstromsland@holmdelschools.org

On Matters Relating to Student Mental or Physical Health

- 1. School Nurse (Medical Support) / Counselor (Mental Health Svcs)
- 2. Assistant Principal
- 3. Principal
- 4. Assistant Superintendent (Mental Health Services) Art Howard ahoward@holmdelschools.org
- 5. Director of Support Services (Nurse Services) Amanda Lamoglia alamoglia@holmdelschools.org

To Resolve Matters Only After You Have Followed the Chain of Communication Outlined Above

- 1. Superintendent of Schools Scott Cascone 732-946-1800

District Information for Parents & Students

Mission Statement

The mission of the Holmdel Township School District is to provide a well-rounded and inclusive education that empowers all students to reach their full potential and thrive. We believe that excellence comes from building strong relationships, embracing a positive attitude toward growth, overcoming challenges with determination, and celebrating our unique differences. Through teamwork and cooperation, we aim to create an environment where students can succeed academically as life-long learners and responsible global citizens.

Educational Philosophy

The educational program in the Holmdel Township Public Schools is designed to enable all students to excel academically and personally in an environment that acknowledges their individual needs, develops their unique strengths, and supports them in reaching their full potential.

In support of this program, the Holmdel Township Board of Education and its staff are committed to achieving educational excellence by:

- Providing a challenging academic program that develops students who are effective communicators, independent thinkers, and creative problem solvers;
- Preparing each student to be a life-long learner and to live and to compete in a rapidly changing global community of the twenty-first century;
- Enabling students to participate in a rich educational experience that includes the arts and athletics, as well as other co-curricular activities;
- Encouraging social responsibility, as well as respect for oneself and others; and pursuing an active educational partnership that encourages student commitment, staff dedication, parental involvement, and community support.

Holmdel Board of Education Administration

Village School

67 McCampbell Road
Holmdel, New Jersey 07733-0407
Main Office: (732) 946-1820
Fax: (732) 946-1831

VILLAGE SCHOOL ADMINISTRATION

Mrs. Tricia Barrett, *Principal*

Ms. Alicia Farese, *Assistant Principal*

SCHOOL COUNSELOR

Mrs. Christine Barbara

Ms. Lauren Simione

DISTRICT ADMINISTRATION

Dr. J. Scott Cascone, Superintendent

Mr. Art Howard, Assistant Superintendent

Dr. Jessica Irwin, Director of Curriculum & Instruction

Mr. Michael Petrizzo, Business Administrator/Board Secretary

Ms. Jessica De Wysockie, Assistant Business Administrator/Assistant Board Secretary

DIRECTORS/SUPERVISORS

Ms. Lara Carducci, Director of Community Programs & Student Transportation

Mr. Kenneth Stromsland, Director of Plant, Operations and Maintenance

Mr. Anthony Gattini, Director of Technology

Mrs. Amanda Lamoglia, Director of Special Services

Mr. Michael Casale, Supervisor of Physical Education, Health and Athletics

Mrs. Janine Arciero, Supervisor of Humanities (English, Social Science and ESL)

Mrs. Kami Goldberg, Supervisor of Special Services

Mrs. Alicia Killean, K-12 Supervisor of Science, Technology & Engineering

Mrs. Gwendolyn Lotter, K-12 Supervisor of Mathematics and Business

Mrs. Chantal Simonelli, Supervisor of World Languages

Mr. Sean McCauley, Supervisor of Visual and Performing Arts

Mrs. Denise Wrubel, Supervisor of Gifted & Talented and Supplemental Programs

Mrs. Tina Monteleone, K-5 Supervisor of Humanities & Media Centers

Village School Staff Directory 23-24

PRESCHOOL

Ms. C. Damas
 Ms. D. Kline
 Ms. A. Lawrence
 Ms. L. Naperski
 Ms. L. Umbrino
 Ms. K. Chance

KINDERGARTEN

Ms. M. Gliet
 Ms. M. Deshpande
 Ms. M. Minze
 Ms. N. Muldoon
 Ms. K. Renfroe
 Ms. M. Scarpitta
 Ms. D. Varga
 Ms. R. Waddell

GRADE 1

Ms. R. Baldino
 Ms. L. Barsh
 Ms. J. Dalli
 Ms. K. Fisher
 Ms. E. Kruger
 Ms. R. Monether
 Ms. K. Murphy
 Ms. K. Pugielli
 Ms. L. Simpson

GRADE 2

Ms. A. Allen
 Ms. L. Bradfield
 Mr. M. Braun
 Mr. H. Dangler
 Ms. A. Merla
 Ms. M. McGuinness
 Ms. G. Mirto
 Ms. K. Savare
 Ms. C. Sparacino

GRADE 3

Ms. R. Andrews
 Ms. E. Camillo
 Ms. S. Campbell
 Ms. A. Drzynkowski
 Ms. H. Manochio
 Ms. M. Melo
 Ms. B. Moor
 Ms. C. Muscarella

LLD

Ms. N. DeGennaro
 Ms. J. Rapcienski

MD

Ms. E. McCarthy

SCIENCE/SOCIAL STUDIES

Ms. J. Berardi - Science - K/1
 Ms. M. Cooke - Science-K/1
 Ms. A. Coyle - SS/Science
 Ms. J. Kenney - SS - 2/3
 Ms. R. Kerner - SS - K/1
 Ms. K. Rausch - Science - 2/3
 Ms. F. Renna - SS/Science
 Ms. K. Frothingham - SS/Science

PHYS. ED.

Ms. T. Graham
 Mr. J. Nacarlo
 Ms. B. Semanchick
 Mr. R. Crehan

ART

Ms. K. Glynn
 Ms. K. Smith

MUSIC

Ms. M. Castelli
 Ms. C. Nigro

SPANISH

Ms. C. Babik

SPEECH/LANGUAGE

Ms. B. Anthony
 Ms. L. Bligh
 Ms. K. Grieci
 Ms. A. Seman

ESL

Ms. J. Malizia

GUIDANCE

Ms. C. Barbara
 Ms. L. Simione

NURSE

Ms. F. Flannelly

TECHNOLOGY

Mr. C. Machado

STEAM

Ms. C. Dempsey

LIBRARIAN

Ms. H. Buzzanga

GIFTED & TALENTED

Ms. A. Messina
 Ms. M. Thomas

INTERVENTIONISTS

Ms. E. Fetter
 Ms. E. Rafael
 Ms. A. Sinclair
 Ms. M. Siegel
 Ms. E. Smith

LITERACY COACH

Ms. B. Smith

CHILD STUDY TEAM

Ms. M. Bartlett
 Ms. E. Salvador
 Ms. E. DelleDonne LDTC

OT/PT

Ms. L. Abadiotakis
 Ms. K. Byrne
 Ms. A. Sasala
 Ms. L. Pusz
 Ms. B. Lieberman

SPECIAL ED.

Ms. A. Barry
 Ms. K. Bucci
 Ms. M. Fabiano
 Ms. S. Givens
 Ms. S. Karatzia
 Ms. J. Kimler
 Ms. E. McCann
 Ms. J. McHugh
 Ms. L. Mining
 Ms. M. Neville
 Ms. H. Reinhardt
 Ms. N. Rinaldi
 Ms. J. Wylam
SECRETARIES
 Ms. M. Wagner, Sec/Principal
 Ms. A. Sullivan, Sec/Asst. Principal
 Ms. C. DiModica, Secretary

Trimester Period Dates

GRADES K-3 (Trimesters)						
Trimester	End Date	Grades Due	Report Cards	Parent Conferences	Close Portal Access for Parents	Open Portal Access for Parents at 4pm
Trimester 1 9/5 - 12/5	Dec. 5 (60 days)	Dec. 12	Dec. 13		Dec. 5	Dec. 13
Trimester 2 12/6 - 3/11	March 11 (60 days)	March 18	March 19	Jan. 8 - Evening Jan. 9 - Afternoon Jan.10 - Evening/Afternoon Jan.11 - Afternoon	March 11	March 19
Trimester 3 3/12 - 6/18	June 18 (60 days)	June 18*	June 24		June 18	June 24

Bell Schedule

REGULAR SCHEDULE		EARLY DISMISSAL		DELAYED OPENING	
Homeroom	8:55 - 9:13	Homeroom	8:55 - 9:05	Homeroom	11:05 - 11:15
Period 1	9:15 - 10:00	Period 1	9:07 - 9:37	Period 1	11:17 - 11:47
Period 2	10:02 - 10:47	Period 2	9:39 - 10:07	Period 2	11:49 - 12:19
Period 3 Lunch Grade 1	10:49 - 11:34	Period 3 Lunch Grade 1	10:09 - 10:39	Period 3 Lunch Grade 1	12:21 - 12:51
Period 4 Lunch K	11:36 - 12:21	Period 4 Lunch K	10:41 - 11:11	Period 4 Lunch K	12:53 - 1:23
Period 5 Lunch Grade 2	12:23 - 1:08	Period 5 Lunch Grade 2	11:13 - 11:43	Period 5 Lunch Grade 2	1:25 - 1:55
Period 6 Lunch Grade 3	1:10 - 1:55	Period 6 Lunch Grade 3	11:45 - 12:15	Period 6 Lunch Grade 3	1:57 - 2:27
Period 7	1:57 - 2:42	Period 7	12:17 - 12:47	Period 7	2:29 - 2:59
Period 8	2:45 - 3:30	Period 8	12:50 - 1:20	Period 8	3:00 - 3:30

General Information

Attendance

Student Attendance Information

- Attendance Policy and Absence Procedures [\(5200\)](#)
- Make-Up Work [\(5200\)](#)
- Tardiness to School [\(5240\)](#)

Reporting a Student's Absence

It is required that the school be advised via telephone (732) 946-1820 Prompt 1 to report the student's absence or if he/she will be late.

Illness, religious observations, and death in the family are considered reasons for *excused absences* from school. Vacations, visits to relatives, etc. are considered *unexcused absences*. Although parental permission may be granted for such absences, they are still considered unexcused absences. There are key points parents need to take into consideration when a student is taken out of school for recreational purposes. Since these absences are classified as “unexcused absences”, district policy states teachers are not to issue make-up work in advance. It is the student’s responsibility to catch up with all missing assignments when they return. Another major ramification is that it is virtually impossible for a student to replay the lessons and lectures that took place during their absence. Parents need to consider the value of instructional time and should limit the absence of their son/daughter from school for non-valid reasons.

A note must be presented from the student's parent/guardian following each absence. The note should include the child's full name and homeroom, date of absence, and specific reason for the absence. Students who will be absent for more than two weeks consecutively because of illness or accident are entitled to home instruction. Appropriate application forms are available by contacting the school's guidance counselor/case manager. Students who are absent for more than half the school day may not participate in any after-school or evening activities. Perfect attendance awards will be given at the end of the year. These awards are given for 100% attendance (no late arrivals).

HOMework REQUESTS

For short-term illnesses, the teacher will provide the student with the missing assignments upon return. For long-term illnesses or family emergencies, parents should notify the office twenty-four hours in advance of when the work will be picked up. Any absences classified as “unexcused absences”, district policy states teachers are not to issue make-up work in advance.

For additional information please refer to policy/regulation #[2330](#) located on the district’s website.

Building Visitors

Visitors to Our Schools (9150)

In an effort to maintain normalcy and to ensure safety during the school day, any individual who enters the building must have a specific reason for doing so. Any visitations by recent graduates or students from other schools must be approved by administration. Each campus is “secure”; exterior doors are locked at all times; visitors to our school requesting access must do so by ringing the doorbell in the main foyer near the Main Office at Door. **Upon entering and signing in, visitors will be asked to submit a driver’s license or some other form of Photo ID in order to receive a “visitor badge”, which must be clearly visible at all times while in the building.** Upon return of the visitor’s badge to the main office, the photo id will be returned to the visitor.

Forgotten Articles

Oftentimes, students will leave lunches, books, projects, etc. at home in their haste to catch the bus. Many times parents drop by with these forgotten articles. *Please utilize the drop off table in the vestibule of the front entrance. There you can indicate your child’s name, grade, and room number and we will get the item to them at a convenient time during the day.*

Threats of Violence

Threats of Violence In the Holmdel Township Public Schools, it is expected that students, staff, parents, and other visitors will conduct themselves in a manner that contributes to a safe and non-threatening learning environment. Anytime someone makes a threat of violence, immediate disciplinary action will be taken by an administrator consistent with board policy and appropriate to both the maturity of the participants and to the nature of the incident. Pending the outcome of an investigation, such action will include, but not be limited to:

- Notification of Law Enforcement Official(s)
- Notification of the Superintendent of Schools
- Parent notification and conference(s)
- Mandated psychological evaluation by an out-of-district specialist; and Removal from the learning environment.

School Closing Information

In the event of a school closing, delayed opening, or early dismissal due to weather conditions or other circumstances, an announcement will be made in the following ways:

- View the district website at www.holmdelschools.org
- Receive an automated phone broadcast from our School Messenger System. If you have not completed your annual student data validation please update on PowerSchool
- News 12 - NJ television station

Please Note:

- When there is a 2-hour delayed opening, PrimeTime will open from 9am until the 11am start of school.
- Lunch service is not provided at Village and Indian Hill when there is a delayed opening or early dismissal
- Lunch service is provided at HHS/W.R.Satz when there is a delayed opening or early dismissal.

Student Registration

InfoSnap

InfoSnap is an online student registration and data validation system. It is a secure and “green” process that allows the district to verify all demographic, emergency, and medical information for students at the start of the new school year. The system will also allow parents/guardians to sign all annual permission forms related to school district policies electronically. In short, this online process replaces all the hard copy student registration and permission forms typically mailed home and returned to school.

Change of Address or Transfer

Inform the main office if you change your address, phone number, or if you are transferring. If transferring, an email to the main office (villagemainoffice@holmdelschools.org) from the parents or guardian is needed in order to obtain the appropriate form from the office. Students or parents/guardians must bring the completed form back to the office.

Personal Property / Lost and Found

We recommend that items of value remain at home. We cannot assume responsibility for loss or damage to personal property, including personally owned musical instruments, gaming systems, electronics, sporting goods, etc. brought to school. **We suggest labeling all personal property your child takes to school (i.e coats, bags, academic items).** This enables the identification of objects found and turned into our lost and found. Parents are also requested to limit the money children bring to school. Students who find lost articles are asked to take them to the main office where they can be claimed by the owner. It is very helpful if parents label students’ school materials, including jackets and sweatshirts, so items can be identified and returned. The Lost and Found is located outside the office for items other than money and jewelry. Items of value should be picked up in the main office. Items such as unclaimed clothing will be donated two times a year. Please make every effort to locate lost items promptly.

Celebrations

Birthday Celebrations

Birthdays are an important part of being a child. Village Elementary School believes every child should be recognized on their birthday or during the month of their birthday. Acknowledgment of students' birthdays will include “Happy Birthday” acknowledgment during Morning Announcements, a Happy Birthday sticker, and a pencil from the main office. We are restricting the distribution of food items allowed for birthday celebrations due to dietary, religious, and health concerns. Families can either purchase food items directly from [Chartwells](#) or use our [Safe Snack/Birthday Celebration list](#). Please consult with your child’s classroom teacher prior to obtaining the Birthday Celebration item as there may be additional severe allergies in your child’s classroom other than peanuts/tree nuts. Birthday invitations cannot be delivered during school hours unless every student in the class is invited. *Goody bags are not allowed to be distributed.*

Class Celebrations

Classroom celebrations must be approved by the administration and classroom teacher and then organized through classroom parent representatives. There will be a limit of three parents/attendees assisting during the celebration. *Food MUST be store-bought with an ingredient list printed on the packaging.* Please remember to submit the list of ingredients to your classroom teacher at least five days prior to the class celebration. Failure to do so may result in the inability to distribute the items to the students during the festivities. Classroom celebration food should follow our [Safe Snack/Birthday Celebration list](#) or be purchased through [Chartwells](#) with the guidance from the classroom teacher. It’s important to ensure the safety of all students, so please make sure to follow this protocol. Thank you for your cooperation!

Lunch & Recess

Cafeteria services are provided for students and teachers through our lunch program. Lunch can be purchased on a daily basis. [Menus](#) are posted online monthly. [Lunch prices](#) are listed on the monthly menu. See the district website for more details pertaining to the school's food service provider: [Chartwells Food Services](#).

Please Note: Food is NOT available for purchase during *half-days* or *delayed openings*. Students must bring their own lunch on these days.

NUTRITION GUIDELINES

Food items of limited nutritional value are not allowed to be given out by anyone on school property during the school day. This includes any classroom celebrations. Snack and beverage items must meet the following nutritional guidelines:

- Contains no more than 8 grams of fat per serving, with the exception of nuts and seeds in their natural form.
- Contains no more than 2 grams of saturated fat per serving
- Does not list "sugar" (in any form) as the first ingredient.

Please be vigilant of classrooms designated as "**Allergy Alert**." Consult the classroom teacher prior to bringing any food items into the classroom.

For additional information please refer to policy/regulation #[8505](#) located on the district's website.

Prime Time

The Prime Time program exists to meet the various needs of parents and their children. The program operates all days the schools are in session. Before and after-school programs are available for children. Parents/guardians interested in signing up or obtaining more information about this program can find more [information on the district website](#) or may contact Lara Carducci, Director of Community Programs and Student Transportation, and 732-946-1800 x6016.

Parent-School Association (PSA)

The PSA is comprised of volunteer parents, administrators, and teachers. The goal of the PSA is to enrich the academic and social environment of Village School. Membership is open to all teachers, staff, and the parents/guardians of students attending Village School. Dues are \$10.00 per family and meetings are held monthly. Fundraisers and special events for the students are planned and coordinated with the school administrators and teachers. All are encouraged to join and be involved in any way possible. Membership information is sent home with all students. Co-Presidents - Holly Farkas and Connie Satawa can be reached at PSAPresident1@gmail.com

Conferences - Parent/Teacher Communication

Parent-teacher conferences are encouraged on an "as needed" basis. As parents, you are encouraged to contact teachers whenever you feel the necessity to do so. Always try to deal as closely with the source of a problem as possible; contact the teacher at the first sign of a problem. If the problem seems more pervasive, then parents may wish to contact their child's [school counselor](#). Parents are encouraged to contact teachers whenever they feel the need to do so. Many times a few moments over the telephone can prevent major concerns from developing. Teachers are likewise encouraged to contact you for the same purpose. A teacher may be contacted in one of two ways. The most expedient is to request a phone call or conference by [contacting the teacher](#) via email. Use the first initial of the teacher's first name, followed by his or her full last **name** [@holmdelschools.org](mailto:jsmith@holmdelschools.org) (i.e. jsmith@holmdelschools.org). You may also call the [main office](#) and the office will notify the teacher to contact you.

Emergency Information

Safety Drills

Evacuation Drills

Evacuation drills are a necessary exercise to ensure the safety of everyone in the building in the event of an unexpected emergency. All evacuation drills will be conducted at frequent intervals to insure familiarity with emergency exit procedures. Only Level II evacuation drills and lockdown drills will be announced. Therefore, any other fire signal that is sounded should be presumed to be a real fire/emergency. Please be mindful of the following points:

- DON'T DELAY to collect possessions - leave them.
- WALK -- do not run to the appropriate exit in a single file.
- Students should remain with their assigned teacher and report directly to their designated area. (These areas are located on the gym fields on the side of the building.)
- KEEP QUIET AND BE ATTENTIVE - someone may have to give you special instructions.
- GET AWAY FROM BUILDING and remain quiet UNTIL YOU ARE FURTHER DIRECTED.

The most important thing in a fire/emergency is to get out of the building effectively and efficiently. If possible but without risk to life, students nearest the windows should immediately close any open windows while the rest of the class begins to exit; the student nearest the light switches should immediately turn them OFF; and the last person out the door should close it behind him/her as she/he exits.

Prominently displayed throughout the school are the preferred routes of exit from various areas of the building. However, if your route is blocked, you must seek the shortest route out of the building or respond to instructions from someone in authority. As a last resort, in case of extreme emergency, exit via operable classroom 22 windows, which have been designed for this potential use. The bell at the conclusion of the fire drill is not a signal to return to the building. All staff and students are to wait for a signal from a school administrator before re-entering the building.

Fire Drills

Fire drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible. The teacher in each classroom will give the students instructions.

Fire Exit Instructions

If you are in the hall, exit the nearest outside door. Go immediately to the grass area nearest to the door you used. Once you are outside, move to the location of your homeroom's normal fire exit area. You are to move on the grass only, avoiding any parking areas. Report to the teacher at your homeroom location.

Arrival/Dismissal Procedures

Morning Drop-Off Procedures

- ***Students may begin to arrive at 8:50 am.*** There is no supervision prior to that time.
- Early morning child care is available through [Prime Time](#).
- We request notifying the main office [via email](#) or updating the [Schoolpass app](#) if you need to pick up your child early prior to dismissal. We require notification indicating the date and time for early dismissal. Parents must report to the main office in order to sign their child out for early dismissal. ***Students will not be called to the office prior to parent/guardian arrival.***
- For your child's safety, we will only release children to parents or the parent's designee who is a responsible adult. ***Students will not be released to minors under 18 years old, even if they are siblings.***
- Early dismissals should be reserved for those appointments which cannot be scheduled outside of school hours. Students can only be dismissed early until 2:45PM. ***There is no dismissal between 2:45 and 3:30.***
- Students are not permitted to take a different bus other than their assigned bus.

Afternoon Dismissal Procedures

- All students being picked up at regular dismissal must report to the new gym, where they will be met and supervised.
- If a child is not picked up by 3:45, they will be sent to our [Prime Time](#) program and fees may apply.
- We cannot hold buses in order to accommodate a change of pick up

Preschool Arrival/Dismissal Information

- Schedule: 9:15 a.m. - 2:35 p.m.
- Early Dismissal Schedule: 9:15 a.m. - 12:51 p.m.
- Delay Opening Schedule: 11:25 a.m. - 2:35 p.m.

Arrival of Students

- Click [HERE](#) for detailed arrival/dismissal instructions.
- Parents bringing children to school are requested to arrive at Village School by *8:45 am for the 8:55 am start time. These students will be supervised in the front lobby of the building and sent to classrooms when the bell rings. Students are not to be dropped off here before 8:45 am. For those utilizing the drop off circle near the main entrance, please note that this area is for quick drop offs only, where your child should be prepared to exit your vehicle independently. ***If assistance is needed, please avoid holding up the drop off line by pulling into a nearby parking space where you can attend to your child as necessary.***

Dismissal Procedures

Parents who would like to pick-up their child(ren) are asked to write a note FOR THE OFFICE or [email](mailto:villagemainoffice@holmdelschools.org) the main office at villagemainoffice@holmdelschools.org, making us aware of your daily plans. The note should include the teacher's name, grade level, and your child's FULL NAME. Please DO NOT EMAIL YOUR TEACHER about dismissal plans as the teacher may be out or may not check email prior to dismissal.

1. Students who are being picked up will be dismissed at **3:28 p.m.**
2. Village staff members will be stationed outside the main office with clipboards and sign-out sheets.
3. Parents picking up students will sign out your child at Door 1 and wait in the 2/3 gym for students to arrive. Security doors will open for parents to arrive at 3:15pm. Please do not arrive prior to this time. Students will be called down for pick up at 3:28pm. When your child(ren) arrives you may exit the back of the gym to the parking lot.
4. If you need to pick up your child(ren) early, **you MUST arrive prior to the last period (2:40pm). Otherwise, you will need to wait until the regular 3:35 p.m. dismissal time.**

Guardian Information/Resources

InfoSnap

InfoSnap is an online student registration and data validation system. It is a secure and “green” process that allows the district to verify all demographic, emergency, and medical information for students at the start of the new school year. The system will also allow parents/guardians to sign all annual permission forms related to school district policies electronically. In short, this online process replaces all the hard copy student registration and permission forms typically mailed home and returned to school.

PowerSchool Student Management System

Parents and Students may access individual student attendance and academic information through the PowerSchool Portal. Information and directions are fully described on the district website which may be accessed through the link above.

Parent Resources

The District website has a full listing with links to resources for parents.

Communication with your child during the school day

Parental/guardian communications with their child should take place only when there is a family emergency and via the main office or guidance phone numbers, ***NOT via cell phone or smart watch.***

Academic Information

[Holmdel School District Grading Guidelines](#)

[Academic Assessment Calendar](#)

Course Placement

Placement for students is done with careful consideration of the whole child. This is done with a team of professionals that work together to determine where a student will thrive in their learning environment.

Gifted & Talented Services

K-2 aged youngsters who demonstrate the need for academic enrichment are provided this support for the duration of the school year through differentiated instructional experiences co-planned by their classroom teacher and in consultation with the Gifted & Talented teacher. Third grade students may be additionally identified for participation in the “pullout” program. This “pullout” segment takes place once a week with a teacher who guides the students to develop divergent thinking skills and problem solving strategies. Formal identification includes use of multiple criteria including the input of results of standardized achievement assessments, the Naglieri Test of Non-Verbal Ability, classroom performance, teacher and parent input. Given the combination of the multiple measures, children who demonstrate exceptional potential may be included in the program and are notified early in the school year of their 3rd grade experience. From 3rd grade on, students are assessed for potential inclusion in the Voyagers Program.

Curriculum and Instruction

[Curriculum and Instruction Webpage](#)

The C&I Webpage includes all of the Board approved curricula within the content areas listed below:

- Health and Physical Education
- Humanities
- Mathematics and Science
- World Languages
- Technology
- Visual and Performing Arts

Promotion-Retention (5410)

A teacher who determines that a pupil's progress may not be sufficient to meet promotion standards shall notify the parent(s) or legal guardian(s) and the pupil and offer immediate consultation to the pupil's parent(s) or legal guardian(s). Every effort shall be made to remediate a pupil's deficiencies before retention is recommended. The parent(s) or legal guardian(s) and, where appropriate, the pupil shall be notified of the possibility of the pupil's retention at grade level in advance and, whenever feasible, no later than eight weeks prior to the end of the school year.

School attendance shall be a factor in the determination of a pupil's promotion or retention. Only extenuating circumstances should permit the promotion of a pupil who has been in attendance fewer than one hundred forty-four days during the school year.

Student Services

Child Find

If your child is experiencing physical, sensory, emotional, communication, cognitive, or social difficulties, the services of the Child Study Team are available to students ages three through five and six through twenty-one years. Please contact the Office of Special Services at 732-946-1186 x2466.

Intervention and Referral Services/Student Support Teams

Multi-tiered System of Supports (MTSS) Flow Chart

Intervention and Referral Services (I&RS)/Student Support Teams are designed to assist students who are experiencing learning, behavior, or health difficulties and to assist staff in addressing these needs. The I&RS team meets regularly throughout the year to partner with teachers and families to address these concerns within the general education program with an emphasis on early identification and intervention. If a student's classroom teacher plans to meet with the I&RS team, s/he communicates this with a student's parents. Parents always receive notes from these meetings and are invited to attend when appropriate.

Section 504

[Section 504](#) prohibits discrimination against students with disabilities, including both students and staff members. It protects all students with disabilities, defined as those having any physical or mental impairment that substantially limits one or more major life activities. Section 504 covers students who meet this definition, even if they do not need to be in a special education program.

Child Study Team (CST)

The Special Education department is responsible for the educational programs of all identified and classified disabled children in the district, as well as evaluating children who are believed to be in need of special education programs. The child study team makes recommendations for placement and services. If you have any questions, please contact Amanda Lamoglia, Director of Special Services at. [Special Services Reference Manual](#)

Children's Educational Services

New Jersey Title 18A, Chapter 46, Special Education law requires each school district to identify all educationally handicapped children eligible for special education between the ages of 3 and 21. Identifying handicapped children and deeming them eligible is the legal responsibility of the Child Study Team of the local school district. The basic Child Study Team (CST) consists of the School Psychologist, the Learning Disabilities Teacher-Consultant, the School Social Worker, and the Speech/Language Specialist.

Student Programs

A variety of programs are available to meet the unique needs of individual students.

- Supplemental Services Provides supplemental programming for identified students that are in danger of meeting Minimum Levels of Proficiency in reading, writing or mathematics. Students are often identified through the Intervention and Referral Services (I&RS)
- [Guidance Services](#)
- [Special Education Services](#)
- [Gifted and Talented Services](#)

Health Services

Students with health problems are asked to report to the school nurse at the beginning of the school term or when such a problem arises. Special problems include vision, hearing, diabetes, epilepsy, rheumatic fever, recent surgery, medication, or anything that might limit student activities at school. In the event of illness or accident, school personnel will give emergency care only. Parents are responsible for any additional care needed. **Students must report to the school nurse if ill. Calling home from cell phones or smart watches is prohibited.**

Immunizations

- Health Examinations and Immunizations ([5320](#))

Immunizations for certain communicable diseases are required by State law for every child entering and attending school. To assure continued protection, these immunizations must be renewed at certain intervals. When notified of any immunization requirements, your prompt action will assure your child's uninterrupted school attendance. Hepatitis B immunizations are required for all students entering Pre-Kindergarten, Kindergarten, first grade, and sixth grade.

Medications

- Administering Medication(s) (Policy [5330](#))

The administration of medication to a pupil during school hours will be permitted only when failure to take such medicine would jeopardize the health of the pupil, or the pupil would not be able to attend school if the medicine were not made available to him/her during school hours. For the purpose of this policy, "medication" shall include all medicines contained with the **Physician's Desk Reference for Prescription and Non-Prescription Medication** for the particular pupil, including emergency medication in the event of a bee sting, anaphylaxis, etc.

Before any medication may be administered, the Board requires the written request of the parent/guardian who will give permission for such administration and relieve the Board and its employees of liability for the administration of medication. Any medications, including OTC ones (Advil, Tylenol) cannot be given without a doctor's order.

- Name of medication;
- Purpose of the medication;
- The dosage;
- The time at which or the special circumstance under which medication shall be administered;
- The length of time for which medication is prescribed;
- The possible side effects of the medication;
- All medications whether prescribed or over the counter shall be administered by the school nurse, the parent/guardian, or the pupil himself/herself where the pupil's physician so permits and/or the school nurse is present;
- Medications shall be securely stored and kept in the original labeled container;
- The school nurse shall maintain a record of the name of the pupil to whom medication may be administered, the prescribing physician, the dosage, timing of medication, and a notation of each instance of administration;

- All medications shall be brought to school by the parent/guardian or adult pupil and shall be picked up at the end of the school year or the end of the period of medication, whichever is earlier;
- A student may self-administer medication for asthma or other life-threatening illnesses.

Management of Life-Threatening Allergies

The Holmdel Township Board of Education acknowledges that it is difficult, if not impossible, to completely avoid all allergy-causing foods or other life-threatening allergens because they can be hidden or accidentally introduced. Therefore, the Holmdel Township Board of Education does not support a ban on any particular allergen. School employees should cooperate to form a safety net around those children at risk for a life-threatening allergic condition. While the school nurse is ultimately responsible for planning the coordination and management of students who have life-threatening allergies, each stakeholder shares in the responsibility of minimizing their risk of exposure to potentially life-threatening allergens.

Parents must:

- Advise the principal and school nurse about the student's severe allergy;
- Provide and keep emergency contact information current;
- Assist the principal and school nurse by asking the student's medical doctor to complete the Severe Allergy Alert Form.
- Provide the school nurse with a case containing at least one unexpired injector or other medication as prescribed by a physician and, if the student is approved for self-administration of medication, that the student has the case or medication readily available, while at school on field trips or at other school events and activities (all medication should be in its original labeled container);
- Check expiration dates of medication and injectors and replace them as necessary;
- Provide medically-approved snacks and lunches for the student
- Update Chartwell Food Services with any food allergies. Detailed information for this process is available on the Village School website at: [Chartwell Food Services](#)

Lice/Nits-Pediculosis

Any child found with Pediculosis (lice/nits) will be dismissed from school immediately. It is recommended the pediatrician or family doctor be consulted. Information on the cleansing procedure is available from the School Nurse. Prior to being readmitted to school, the parent is to bring the child to the School Nurse. She will examine to make sure treatment has been given. Even after treatment, nits (eggs) can remain. Recheck your child for seven days after treatment.

Students With a Fever

Students who are home ill and have a fever or leave school earlier due to illness and fever are not permitted to return to school until the temperature is under 100.0 without the use of medication. Any student over 100.0 will also be sent home and must be picked up immediately by a parent or adult on the child's emergency card.

Emergencies

In cases of medical emergencies, the district will call the nearest ambulance service and make every effort to immediately contact the parent/guardian in order to facilitate necessary care.

Student Emergency Cards

At the beginning of each school year, the parent/guardian is requested to update a student emergency form/card on [InfoSnap](#) which can be accessed through the Parent Portal. It is extremely important for the child's welfare that at least **TWO** people be designated as alternates who are available. It is important that emergency telephone numbers be kept up-to-date. Please notify the school immediately of any changes. In the event of illness, parents will need to make arrangements to pick up their child at the discretion of the school nurse.

Illegal Substances

Illegal Substances In accordance with applicable New Jersey statutes the Board of Education prohibits the use, possession or distribution of any drug or chemical by students, staff, or others. For the purposes of this policy, "drugs" shall mean:

- All dangerous controlled substances as so designated and prohibited in New Jersey statutes.
- All chemicals that release toxic vapors as defined and prohibited in New Jersey Statutes.
- All alcoholic beverages.
- All anabolic steroids.
- Any prescription drugs, except those for which permission for use in school have been granted pursuant 27 to Board policy.

Board policy dictates that students are not permitted to smoke at any time in school buildings, or anywhere within school boundaries, on school buses, or when on a school-sponsored trip or activity off school premises. Use and/or possession of tobacco-related products in any form (including e-cigarettes or vapes) is prohibited; violation of this policy will result in disciplinary consequences in accordance with the student code of conduct. Additionally, use and/or possession of tobacco-related products in any form (including e-cigarettes or vapes) by *anyone* at any school function or on school grounds under Board of Education jurisdiction is prohibited.

Guidance Services

District Information

School Counselors

As fully as possible the Guidance Services Program will provide the information needed by students and parents/guardians to make informed decisions. The Holmdel Guidance Services Staff is committed to providing high-quality personal services in an atmosphere of trust and support. Therefore students are encouraged to seek assistance from their counselors.

It is the goal of the Holmdel Guidance Services Program to:

- be available for counseling and assistance for all students.
- help students discover their social and academic abilities, interests, and potential
- assist students with course selection and academic planning.
- maintain accurate student records including test scores, grades, and educational history.
- interpret the guidance services program to parents/guardians and the community.
- be proactive in identifying and providing services to special needs populations including, but not limited to, gifted and talented, at-risk, special education, limited English proficient, and disaffected.

Student Assistance Counselor

The Student Assistance Counselor is employed by the Holmdel Township School District to help students with any problems and/or issues that fall outside of the normal academic counseling services provided by the school. In addition, the student assistance counselor is trained to assess and intervene with students who have problems due to drug, substance, and/or alcohol abuse. All counseling services are strictly confidential and are protected by Federal Government Regulations. Students may be referred to the student assistance counselor by teachers or parents. Students may also refer themselves. Support groups for students who come from chemically dependent families, for those experiencing problems due to divorce/separation, and for students involved in substance-abuse recovery are typically offered by the Student Assistance Counselor. Short-term group work, such as the development of coping and decision-making skills, and the improvement of self-esteem will be facilitated as needed. Other needs may be referred to available clinics and or agencies.

Student Assistance Helpline

The Monmouth County's Youth Hotline, The 2nd Floor, is a place for you to call any day from 9am to 12 midnight. It's free and it's safe. It's your call. 1-888-222-2228. This toll-free hotline consists of volunteer staff to assist you with daily life challenges. Such topics that teens contact the helpline for are to discuss peer and family relationships, communication issues, bullying challenges, self-esteem, and self-image concerns. You can talk about whatever is on your mind, which can help you feel better. Sometimes it's easier to speak with someone you don't know. They won't tell anyone you called, unless you want them to speak to someone for you, or you or someone else is in danger.

STOPit

STOPit is a mobile app and web-based platform developed by STOPit Solutions. It is primarily used as a reporting and intervention tool to address and prevent various issues, such as bullying, harassment, and inappropriate conduct. The app allows individuals to submit anonymous reports about incidents they witness or experience, promoting a safe and confidential way to share concerns. The platform serves as a valuable resource for our district in our effort to foster a culture of accountability, deter negative behaviors, and create safer environments for everyone involved.

Lifelines: Suicide Prevention

Lifelines Suicide Prevention is a comprehensive program designed to educate and equip our staff with the necessary knowledge and skills to recognize the warning signs of suicide and take appropriate action. The goals of this training are to raise awareness, reduce the stigma associated with suicide, and to provide resources for supporting individuals who may be at risk of suicide. By implementing this program, our district is taking a proactive step towards creating a supportive and caring environment for the well-being of all students.

Child Abuse

The Board of Education has developed very specific policies and procedures for protection of the health and welfare of its students. These policies and procedures are in strict compliance with current State code and law. The school is often the primary source of possible identification of child abuse/neglect, and therefore shares an important role with law enforcement and the Department of Human Services in the investigation of a reported, suspected case.

****Advisory**** The law requires that if a child reports or describes a suspected abuse or neglect incident to an administrator, teacher, counselor, nurse, bus driver, or anyone else working for a Board of Education, this information must be reported to the Division of Child Protection and Permanency - DCP&P (formerly the Division of Youth and Family Services - DYFS). An investigative caseworker will interview the child. This is usually done at the school and in the presence of a school official. **You will not be notified by the school.** The DCP&P caseworker will contact you directly. The school must cooperate by mandate with DCP&P to the fullest. School officials by Code cannot do an investigation or preliminary investigation. They must report any suspicion of abuse, or if a child makes a claim of abuse. Prevention is the prudent approach. Please recognize that you may make a decision, which could set these procedures in motion.

For additional information please refer to policy/regulation [#8462](#) located on the district website.

The Village School staff and administrators will work together to help all students through the use of the discipline guidelines. Detention takes place during the student's recess time or other preferred, non-academic time of the day and allows time for the student to reflect on the poor choice and plan for appropriate decision-making in the future. **Administrative discretion may be used in determining the appropriate disciplining of a student. Inappropriate behavior may additionally affect student privileges during the year (ex. Field Day). These decisions are determined by building administration.**

PBIS (Positive Behavioral Interventions and Supports)

The goal of the PBIS (Positive Behavioral Interventions and Supports) committee is to foster the development of well-rounded individuals who exemplify the six pillars of character: trustworthiness, respect, responsibility, fairness, caring, and citizenship. We strive to create an inclusive and nurturing environment that promotes the growth of each student's character, academics, and personal potential. By working together to create a tiered-framework to support all students, the PBIS team is committed to creating a positive, equitable and safe learning environment where everyone thrives.



Expectations	Rules
Be RESPECTFUL	<ul style="list-style-type: none"> • Use appropriate language • Follow directions and raise your hand • Treat others the way you want to be treated • Be mindful of personal space
Live RESPONSIBLY	<ul style="list-style-type: none"> • Actively participate in all tasks/assignments • Arrive to class on time and stay on task • Follow school rules and procedures at all times • Clean up after oneself
Uphold FAIRNESS	<ul style="list-style-type: none"> • Be open-minded • Listen to others • Treat everyone equally • Play by the rules
Embrace CITIZENSHIP	<ul style="list-style-type: none"> • Make choices that support the learning environment • Work to make the school community better • Display good character • Cooperate

Nondiscriminatory/Affirmative Action

The Affirmative Action Officer for the Holmdel Township Board of Education is:

Arthur Howard
Holmdel Township Board of Education
65 McCampbell Road
Holmdel, NJ 07733
732-946-1800 ext. 6026

The school system's Affirmative Action Grievance Procedure for Employment/Contract Practices and School/Classroom Practices is on file in the principal's office of each school and in the superintendent's office.

Affirmative Action - Equal Opportunity Non-discrimination (5750)

The District Affirmative Action Officer is Arthur Howard, 65 McCampbell Road, Holmdel, NJ 07733, 732-946-1800. The school system's Affirmative Action Grievance Procedure for Employment/Contract Practices and School/Classroom Practices is on file in the principal's office of each school and in the superintendent's office.

Code of Conduct

Code of Student Conduct (5500 and 5600)/Discipline Guidelines

Policies and Regulations 5500 (Expectations of Students) and 5600 (Student Discipline/Code of Conduct) are reviewed and approved annually by the Board of Education. These policies and regulations outline students' rights and responsibilities, behavioral expectations, appropriate dress for school, internet and email usage, as well as the use of cell phones and other communication devices. It also communicates the process, along with behavioral expectations, for detention, as well as in-school (ISS) and out-of-school (OSS) suspensions. Finally, these policies and regulations also identify the various levels of student conduct infractions (and possible consequences), highlight the district's attendance policy and HIB policy, and share information about the district's student counseling services.

Village School Code of Conduct

The discipline guidelines that comprise Village School's [Code of Conduct](#) have been developed in accordance with the district's code of conduct (Board Policy [#5600](#)) and represent an age-appropriate interpretation of expected behavior for our k-3 students. **Our pre-school students will follow guidelines specific to their individual classrooms/teachers, based on developmental needs.** There is a clear understanding at Village School that our children are learning and growing in leaps and bounds through their formative years. With that in mind, the Village School staff will focus on modeling and complimenting children for positive behaviors. In the event this kind of reinforcement does not create positive results, we have established the Village School code of conduct guidelines to communicate expectations for rules and consequences at Village School.