

# The John P. Holland Charter School



## Student/Parent Handbook 2014-2015

Please print this handbook for reference  
during the School Year.

*Dear Student, Parents and Guardians,*

*Welcome to the fourth year of the John P. Holland Charter School. On behalf of myself and the entire staff, we would like to take this opportunity to welcome you to the start of the 2014-2015 school year.*

*As I am sure you are aware a lot of work goes into establishing such a vibrant, energized and inspiring school culture. It will be “our” number one priority to ensure that we continue to bring you a wonderful school experience. Some of the many strategies we will continue to employ to accomplish this priority goal include the following:*

- (1) Personalization and Individualized Instruction;*
- (2) Advocacy and Mentorship;*
- (3) Effective, Positive Communication (Verbal and Non-Verbal);*
- (4) Experiential-, Project Based-, and Service- Learning;*
- (5) Cultivating Kindness, Generosity and Passion;*
- (6) Embracing Respect, Understanding, and Diversity; and*
- (7) Celebrations, Community Events, and Fun.*

*The Student /Parent Handbook includes information that is important for you as parents/guardians to know, as well as important information for the students. We hope that you will take time to review the information that is provided for you, as well as take the opportunity to review and discuss the information with your child. It is hoped that by presenting information, that everyone will understand the rules and expectations here at the school. Please keep this Handbook for reference during the current school year. If you have any questions with regard to the information contained in the Handbook, please do not hesitate to call me.*

*Again, welcome to what promises to be another exciting and productive school year.*

*Sincerely,*

*Christina Scano*

*Christina Scano*

*Founder/Principal*

## TABLE OF CONTENTS

Philosophy of Education	4
Mission Statement, Vision Advocacy & Mentorship	
Learning Philosophy	5
Board of Trustees	5
School Calendar Parent Conferences	7-8
Grading System	9
Attendance Policy	
Absences	10
Tardiness to School	
Arrival at School	11
Dismissal	
Delayed Opening Due to Inclement Weather	12
Unanticipated Early Dismissal	12
Dismissal or Release from School During the Day Recess Notices	
Monthly Calendar	13
Fire Drill/Fire Alarm/ Lock down Drills	
School-Wide School Rules/Code of Conduct	13-17
Homework Guidelines	17
Make-Up Work	18
Textbooks	
Parking	19
Visitors to the Building Right to Know Physical Education Excused Absence from Physical Education Classes	
Dress	20-21
Technology	22-24
Supportive Services	25
Basic Skills Intervention and Referral Services/Child Study Team English as a Second Language (ESL) 504 Accommodation Plan Immunization and Medical Records Threats/Weapons/Violence	
Administration of Medication	26
Health Screenings	26
Emergency Administration of the EPI-Pen School Records Available to Parents	
Board of Trustees Resolution of Equal Opportunity	27
Substance Abuse: Drugs, Alcohol and Tobacco	27
Acceptable Use Policy for Access to Information, Software and Computing	28

## **John P. Holland Charter School Philosophy of Education**

### **Mission Statement**

The mission of the John P. Holland Charter School is to promote student achievement and learning through a rich educational program. This program will prepare students both academically and civically for participation in the world around them. Through a focus on individualized learning, creative teaching techniques, a strong applied arts program, character education, community service and involvement, an emphasis on the use of technology by both teachers and students within, and outside of the classroom, the innovative use of the environment surrounding the school, and a close connection with the community and parents, John P. Holland Charter School will produce academically and civically responsible individuals, while closing the education gap which thwarts the potential of many youth who live in urban communities such as Paterson.

The mission of the John P. Holland Charter School supports our vision of what public school should offer:

- a. A Curriculum that focuses individually upon the learning requirements of all students, identifying and addressing their individual and personal needs.
- b. Leadership that researches, incorporates, and evaluates new and changing teaching techniques to attempt to education new and changing generation of students.
- c. A Curriculum that incorporates the applied arts to increase the employability of our students as well as better prepare them to function civically in society.
- d. A Culture that seeks to build upon the character of the students, correct behavioral issues, refine manners and etiquette, and produce ethical and mature individuals.
- e. A Community Commitment that attempts to involve youth more directly within their community, instilling within them a sense that they are a member of a larger body than just their immediate family, and producing within them a desire to aid and advance this body.
- f. A 21<sup>st</sup> Century Establishment that acquires the latest technology, and trains both staff and students in its use, preparing students for entrance into the technologically advanced world of tomorrow and granting them access to tools which are traditionally unavailable in this district.
- g. Community Investment that attempts to use the resources of the community, state, region, and nation to instruct its students, incorporating these vast resources into the education of its students.
- h. A Partnership that seeks to more fully involves parents and teachers along with administrators in the growth and running of the school.

## **Learning Philosophy**

We believe that:

1. Each student experiences success in school every day.
2. Parents are partners in their child's education.
3. A Personalized Learning Plan is developed for each student.
4. Real-life, relevant experiences are the basis for learning.
5. Students and teachers, together, take responsibility for learning by planning, accomplishing, and assessing work.
6. Technology supports the learning process.
7. Through an enriched, integrated thematic program, students experience the interconnectedness of all curriculum areas.
8. Students develop the ability to evaluate and make appropriate choices regarding behavior.
9. Creativity is fostered and celebrated.
10. Learning styles vary. Learning experiences are designed and presented in a variety of learning modalities.
11. Flexible grouping is practiced to meet the changing needs of individual students.
12. Communication skills are developed through a Language Arts program that includes phonics, reading, writing, and spelling.
13. Instruction in a world language enriches students' understanding of other cultures and extends their language skills.
14. Preparation is meaningful, relevant, and a natural extension of classroom activities.
15. Education is the shared responsibility of the students, home, school, and the community.
16. Multicultural education fosters positive self-regard in one's own culture and positive attitudes toward the cultures of others.
17. Assessment and evaluation procedures and instruments are selected to reflect the program goals and curricular expectations.
18. Through high expectations and hard work there are no limits to individual results.

## **Board of Trustees**

### **John P. Holland Charter School**

A charter school is a public school that operates independently of the local district Board of Education under a Charter granted by the Commissioner. Once the Charter is approved and established, the school is managed by a Board of Trustees with status as a public agent authorized by the State Board of Education to supervise and control the school. The Board of Trustees has all the authority and responsibility of the local Board of Education to oversee the efficient and effective operation and management of the Charter School.

Board of Trustee Meetings are usually held on the second Thursday of each month at the John P. Holland Charter School.

The dates of the meetings will be posted in the main office for the entire year.

## **Parent Conferences**

### **ALL PARENT CONFERENCES MAY BE SCHEDULED AS NEEDED**

The staff is always willing to meet with parents. There is a number of parent teacher conference days scheduled during the school year. These dates follow the issuance of the report card for the marking period. Parents are notified when a conference is desired.

Parents may request an individual teacher conference at any time during the course of the school year. Please contact your child's teacher before hand if you would like to make an appointment to discuss your child's academic progress or other concerns. This allows the teacher time to gather the necessary material and information to prepare for the conference in a professional manner.

Teachers and other staff members will also be available through email and will respond within a 24 hour period to all parent/guardian inquiries. Telephone conversations can also be scheduled before or after the school day so as not to interfere with classroom instruction.

2014

**JOHN P. HOLLAND  
CHARTER SCHOOL  
2014-2015 CALENDAR**

2015  
JANUARY

**SEPTEMBER**

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

**OCTOBER**

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

**NOVEMBER**

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

**DECEMBER**

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

- School Closed
- Half Days 12:30pm Dismissal
- Back to School Nights 4pm-6pm
- Graduation

September

- 1 Labor Day – School Closed
- 2 Opening Day - Staff
- 4 Opening Day **Students Full Day**
- 23 Back-To-School Night 4pm-6pm
- 24 Staff In-Service Day – 1230
- 25 **Dismissal for students**  
Rosh Hashanah – School Closed

OCTOBER

- 3 Eid al-Adha – School Closed
- 13 Columbus Day **School Closed**
- 23 Staff In-Service Day –1230 **Dismissal for Students**

NOVEMBER

- 6-7 **NJEA Convention – School Closed**
- 11 **Veteran’s Day – School Closed**
- 14 1<sup>st</sup> Marking Period Ends
- 18 1<sup>st</sup> Marking Period Report Card Distr.
- 20 Staff In-Service – 1230 **Dismissal for students**
- 26 **Early Dismissal 12:30pm Staff and Students**
- 27-28 **Thanksgiving – School Closed**

DECEMBER

- 18 Staff In-Service - 12:30pm **Dismissal for Students**
- 23 **Early Dismissal 12:30pm Staff/Students**
- 24-31 **Winter Recess – No School**

JANUARY

- 1 New Year’s Day - **School Closed**
- 2 Last Day Winter Recess – **School Closed**
- 15 Staff In-Service – 12:30 **Dismissal for Students**
- 19 Martin Luther King Jr. Birthday Observed –**School Closed**

FEBRUAR

- 4 2<sup>nd</sup> Marking Period Ends
- 10 2<sup>nd</sup> Marking Period Report Card Distr.
- 16 President’s Day **School Closed**
- 19 Staff In-Service – 1230 **Dismissal for Students**

MARCH

- 19 Staff In-Service – 1230 **Dismissal for Students**

APRIL

- 1 **Tricky Tray Dinner**
- 2-10 **Spring Break – School Closed**

- 15 3<sup>rd</sup> Marking Period Ends
- 21 3<sup>rd</sup> Marking Period Report Card Distr
- 23 Staff In-Service - 12:30pm **Dismissal for students**

May

- 14 Staff In-Service - 12:30pm **Dismissal for Students**
- 22 **Early Dismissal 12:30pm Staff/Students**
- 25 **Memorial Day – School Closed**

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

**FEBRUARY**

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27

**MARCH**

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

**APRIL**

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

**MAY**

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

**JUNE**

16 4<sup>th</sup> Marking Period Ends  
 25 Kindergarten Graduation – 9:30am  
 25 8<sup>th</sup> Grade Graduation – 11:30am  
 25 Last day for Students  
 26 Last Day for Staff

**JUNE**

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

**DELAYED OPENING/EARLY DISMISSAL**

The school will implement a delayed opening schedule when either weather or other emergent conditions are imminent. A delayed opening will allow students and district staff to arrive at their school locations in a timely and safe manner. It will also provide the district with additional time to reconsider full closure based on developing weather conditions and the forecast.

Please refer to the Weather Emergency Procedure guidelines.

**EMERGENCY SCHOOL CLOSING ANNOUNCEMENTS**

Information regarding emergency school closings during inclement weather may be obtained by choosing any of the following options:

**INTERNET**

Log onto the John P. Holland Charter School website at: [www.jphcs.org](http://www.jphcs.org)

**TELEVISION STATIONS**

Channel 2 – WCBS  
 Channel 4 – WNBC  
 Channel 12 – News 12 New Jersey

**TELEPHONE**

Parents may also call the school telephone line after 6:30 a.m. on the day in question for a recorded announcement: (973) 345-2212

In the event the District is closed due to inclement weather or other emergencies, specific make-up days have been designated. *See noted make-up days on calendar.* Therefore, plans for last two days of spring break or for the end of June, which cannot be changed, should not be made.

**Summary of Days**

	STAFF	STUDENT S
September	20	18
October	21	21
November	15	15
December	17	17
January	19	19
February	19	19
March	22	22
April	15	15
May	20	20
June	20	19
Total	188	185

**PARCC/NJ ASK TEST ADMINISTRATION/SCHEDULE**

State Assessment dates provided by the New Jersey Department of Education

\*Testing Window – each grade will be assigned specific dates during this time period

<b>PARCC Performance Based (PBA)</b>	3-8	March 2/27
<b>PARCC End-of-Year (EOY)</b>	3-8	April 27 – May 22
<b>NJASK Science</b>	4&8	May 27
<b>NJASK Science (Make-Up)</b>	4&8	May 28



## GRADING SYSTEM

**A = 100 – 90**

**B = 89 – 80**

**C = 79 – 70**

**D = 69 – 60**

**F = 59 – Below**

## STUDENT ACHIEVEMENT RUBRIC

A rubric is a scoring tool used to measure what is important to learn relative to a subject. The purpose of the student achievement rubric below is to provide a common language for discussing student progress as it relates to the objectives of a unit or course.

*Exceeds Standards 90-100 = A*

The student has a complete and detailed understanding of the important information related to the objective derived from the standards. The student can perform the skills or processes important to the objective without significant errors and with fluency. The student understands the key features of the skills or processes necessary to achieve the objective.

*Meets Standards 80-89 = B*

The student has a complete understanding of the important information related to the objective but not in great detail. The student can perform the skills or processes important to the objective without making significant errors. The student understands the key features of the skills or processes.

*Approaching Standards 70-79 = C*

The student has an incomplete understanding of the topic and/or misconceptions about some of the information related to the objective. However the student maintains a basic understanding of the objective. The student makes some significant errors when performing the skills or processes important to the topic but still accomplishes a rough approximation of the skills or processes.

*Below Standards 60-65 = D*

The student has an incomplete understanding of the topic and has misconceptions about most of the information related to the objective. The student is unable to perform the skills or processes necessary to complete the task.

\*Promotion and/or retention for students receiving one or more “D” in a core subject is subject to administration/teacher discretion.

*Significantly Below Standards 59 – 0 = F*

The student fails to attempt the completion of the task. This may be due to an incomplete understanding of the topic and/or misconceptions about the information related to the objective.

\*Promotion and/or retention for students receiving one or more “F” in a core subject is subject to administration/teacher discretion.

## ATTENDANCE POLICY

According to law, (N.J.S.A. 18A:38-25), attendance in school is compulsory for children between the ages of six and sixteen: and according to universally accepted norms, students cannot benefit from the educational program of the school unless attendance is regular and uninterrupted.

**New Jersey Statutes states:**

### **18A:38-25. Attendance required of children between six and 16;**

Every parent, guardian or other person having custody and control of a child between the ages of six and 16 years shall cause such child regularly to attend the public schools of the district or a day school in which there is given instruction equivalent to that provided in the public schools for children of similar grades and attainments or to receive equivalent instruction elsewhere than at school.

**Policy 5200 of the John P. Holland Charter School in part states:**

The Board of Trustees requires that the students enrolled in the school attend school regularly in accordance with the laws of the state. The educational program offered by this school is predicated on the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

Attendance at school may be excused when the demonstrated mental or physical condition of the student is such as to interfere with learning or prevent attendance, or by the observance of the student's religion on a day approved by the Board as a religious holiday, or by such circumstances as the Principal may determine constitute good cause.

Prolonged or repeated absences, excused or unexcused, from school or from class, deprive the student of the classroom experience deemed essential to learning and may result in retention at grade level in accordance with policies of this Board. A warning notice shall be given to any student, and to the parent or legal guardian of any minor student, who has been absent more than 18 days in any one school year excluding any absence attributable to disciplinary suspension. Over 20 days of **un-excused absences** in any one school year **will result in the retention of the student.**

## ABSENCES

Parents are asked to call the school main office the morning your child is absent before 8:00 am. 973-345-2212.

Children returning to school after an absence are required to bring a note, written by the parent or guardian, to their classroom teacher. Absent days that are accompanied by a doctor's note will be counted as an **excused absence**. Students absent for more than three (3) days **must also bring a note from their doctor.**

## TARDINESS TO SCHOOL

All Students who are tardy to school are to report to the school office for their tardiness to be recorded and a tardy slip to be issued. Any student arriving after 8:00 am are considered late. Students who arrive to school tardy with a written excuse from their parent/guardian will be considered excused if the stated reason is personal illness, death in the family, or religious holy day, or such other good cause as may be acceptable to the Principal. The decision to assign detention for unexcused tardiness will be determined by the Principal or designee in accordance with Policy Numbers 5200 Attendance and 5600 Student Discipline.

**Every 5 times tardy will count as 1 day absent. Therefore contributing to the 20 days allotted for the year.**

### **ARRIVAL AT SCHOOL**

**UNLESS ATTENDING THE BREAKFAST PROGRAM STUDENTS MAY NOT ARRIVE AT SCHOOL PRIOR TO 7:45 A.M.**

Students who walk to school should use the sidewalks and walk to the right. If there are no sidewalks, walk facing oncoming traffic. When crossing intersections, cross at those places where a crossing guard is present. Avoid “horseplay” so as to prevent injury. We ask that those children walking to school be considerate and respect the property of others.

**AVOID STRANGERS AND REPORT ANY UNUSUAL OCCURRENCES TO YOUR TEACHER OR TO THE OFFICE IMMEDIATELY UPON ARRIVAL AT SCHOOL.**

Students riding a bicycle are to observe the rules of the road and are required by law to wear a helmet. Bicycles should **NOT** be ridden on school grounds during normal school hours for safety reasons. Because of the large number of cars and people in and around the school, students are to walk their bikes on school grounds. Students are to use the bike racks provided and are encouraged to purchase a lock. The school cannot guarantee the security of bicycles ridden to school.

Parents who drive their children or “carpool” to school are to pull over to the curb when dropping off their children so as to ensure the children’s safety and maintain the “flow” of traffic at the beginning of school. Once the child or the children in the carpool have been dropped off, parents are encouraged to depart quickly as a courtesy to others and to alleviate the number of cars.

### **DISMISSAL**

Students are dismissed at 3:30 PM for students not participating in the after school program. Any student that has to be picked-up early should be picked-up by 3PM. **NO STUDENT will be allowed to be picked-up early after 3PM. On half days students will not be allowed to be picked up early after 12:00.**

Once dismissed, students should not re-enter the building unless it is absolutely necessary. Children are to report directly home unless prior arrangements have been made with their parents to do otherwise (ie. Visit a friend’s home).

Kindergarten students are only to be released to school transportation or parent, legal guardian or duly authorized representative. **Any student not picked-up by 3:45PM on full days and 12:45 PM on half days, will be assessed a late fee. The late fee will be for \$15.00 and \$1.00 for every minute there after the child is not picked up. Once the child**

**has accumulated a ½ hour, the proper authorities will be called unless other arrangements were made with the child’s teacher or main office.**

**STUDENTS MAY NOT REMAIN IN THE SCHOOL GROUNDS AT DISMISSAL UNLESS THEY HAVE AN APPOINTMENT WITH A TEACHER OR ARE INVOLVED IN A SCHOOL-SPONSORED ACTIVITY. THEY MUST GO HOME FIRST AND THEN RETURN TO THE SCHOOL GROUNDS WITH AN ADULT.**

#### **DELAYED OPENING DUE TO INCLEMENT WEATHER**

In the event that the opening of school is delayed because of inclement weather, John P. Holland Charter School will open at 10:00 A.M. Parents should pack a light lunch as an abbreviated lunch recess will be scheduled between 12:30 -1:00 P.M. with milk served to those who have ordered it. Dismissal time will be at 3:30 PM. Parents are reminded that their class mothers will call to alert parents that the opening of school has been delayed. Announcements will be made on Channel 12 NJN and Fox News and will be posted on the school web site [www.jphcs.org](http://www.jphcs.org).

Parents may also call the emergency school telephone line at 973-345-2212.

#### **UNANTICIPATED EARLY DISMISSAL**

On occasion during the winter months, weather conditions may necessitate early dismissal. Each parent is asked to complete a form at the beginning of the year which gives instructions as to the arrangements you have made in the event of an early dismissal. The decision to close is usually made by 10:00 A.M. and this information is used by the school and its designated personnel to inform parents in the event of an early closing. **It is important that this information be accurate and kept up to date.** Parents are asked to call the school at its main number.

Students who have brought lunch will be provided with a short break and milk will be served to those students who have ordered it.

**REMEMBER: Please keep phone numbers current so that the school or class mothers can contact you with important information as needed during the school year.**

#### **STUDENT DISMISSAL OR RELEASE FROM SCHOOL DURING THE DAY**

A student will be dismissed from school during regular school hours upon the presentation of a note from the parent or guardian. Students will be released to their parents or person authorized by the parent as stated in the note. Students will **NOT** be released to persons unknown to school personnel or to anyone not listed on the child’s pick-up list unless the individual can substantiate their identification by providing a picture ID as is stated in the note received from the parent or guardian.

**Parents must come into the office to sign out and pick up the child. While this may be inconvenient to some people, it insures your child’s safety, our most important concern.**

#### **RECESS**

Students will be sent outdoors unless weather conditions prevent them from doing so. Please have your child dressed appropriately when they leave for school in the morning.

Please understand that cold weather will not necessarily mean that the children will be indoors. **As long as the temperature for the day is 32 degrees or higher the students will go outside.**

During inclement weather days (rain, snow, or under 32 degrees) students will remain indoors. Students are served lunch and then assigned various recreational activities for recess. Students will be supervised by the lunchroom supervisors.

### NOTICES

Notices are sent home to parents for a variety of reasons during the course of the year. This information is sent home regarding special information as it pertains to each of the schools.

***Remember! Check those backpacks for notices!***

### MONTHLY CALENDAR

A calendar of events for the school is issued at the end of the month listing the activities as known for the upcoming month. Parents are encouraged to retain the calendar for reference for those events scheduled during that particular month. Information can also be found at the security table as well as the main entrance.

The calendar will also be posted and updated as needed on the school web site.

### FIRE DRILL/FIRE ALARM/ LOCK DOWN DRILLS

In the event that the fire alarm sounds, everyone **MUST** exit the building, by order of the Paterson Fire Department. In addition, **N.J. statute (18A:41:1) requires that the building principal conduct at least two fire drills each month even in the winter.** All students are to exit and re-enter the building in a quiet and orderly manner so that directions can be given. While not a problem during the fall and spring months, we still must adhere to the law during the colder winter months. Fire drills normally do not exceed two to three minutes at all times of the year.

Lock Down Drills will also be during the year. An announcement will be made over the public address system that “We are now conducting a lock down drill.” Students will be directed by their teacher to sit together on the floor. The teacher will close the classroom door, pull down the shades and turn off the lights. No noise of any kind is permitted during this time. Once the building has been checked in collaboration with the Paterson Police Department, an announcement will be made that the Lock Down is over. In the unlikely event that students would need to be evacuated from the building, the fire alarm would be sounded.

### Code of Conduct

The John P. Holland Charter School strives to maintain a safe learning environment. **Our Code of Conduct is intended to promote a school environment that supports teaching and learning while maintaining student safety.** Expectations apply during the school day and at all school functions on/off school grounds. Any violation of school rules or board policy will be investigated and consequences may be assigned.

Students will:

Treat adults, peers and property with **respect**.

Take **responsibility** for their actions.

**Positive Behavioral Interventions and Support**

The John P. Holland Charter School uses a school-wide process called Positive Behavioral Interventions and Support (PBS). This research-based process focuses on teaching, encouraging, modeling and practicing behaviors and social skills that lead to a successful school experience.

Expected school behaviors, built on the principles of respect and responsibility, are communicated to all students and PBS lessons are taught at least three times a school year. Students who demonstrate positive behaviors at school meet more success in school and are eligible for rewards throughout the school year.

**Reward Program**

Students who exhibit The JPHCS Way are eligible to receive a JPHCS Express to Success Ticket. One half of the ticket can be spent at the school store and the other half can be entered into our weekly/monthly raffles. The school store sells a variety of school appropriate items and raffle prizes range from gift cards to age appropriate merchandise. In addition, each month students on school buses without conduct referrals may be rewarded.

**JPHCS Express to Success**

	<b>INSTRUCTIONAL SETTINGS</b>	<b>HALLWAYS</b>	<b>BUS</b>
<b>I am RESPECTFUL</b>	<ul style="list-style-type: none"> <li>Keep hands, feet and objects to self</li> <li>Use kind words</li> <li>Cooperate with others</li> <li>Listen quietly, watch and learn</li> <li>Raise hand to speak</li> </ul>	<ul style="list-style-type: none"> <li>Keep hands, feet and objects to self</li> <li>Use kind words</li> <li>Cooperate with others</li> <li>Walk quietly on the right hand side</li> <li>Keep hallways neat and clean</li> <li>Keep hands and bodies off walls and displays</li> </ul>	<ul style="list-style-type: none"> <li>Keep hands, feet and objects to self</li> <li>Use kind words</li> <li>Cooperate with others</li> <li>Use a quiet voices</li> </ul>
<b>I am RESPONSIBLE</b>	<ul style="list-style-type: none"> <li>Make good choices</li> <li>Accept consequences</li> <li>Follow directions and classroom rules</li> <li>Use materials properly</li> <li>Come prepared to do your best</li> <li>Work carefully to complete your work</li> </ul>	<ul style="list-style-type: none"> <li>Make good choices</li> <li>Accept consequences</li> <li>Follow directions</li> <li>Walk safely up and down stairs</li> </ul>	<ul style="list-style-type: none"> <li>Make good choices</li> <li>Accept consequences</li> <li>Follow directions and bus rules</li> </ul>

	<b>CAFETERIA</b>	<b>BATHROOMS</b>	<b>PLAYGROUND</b>
<b>I am</b>	<ul style="list-style-type: none"> <li>Keep hands, feet and objects to self</li> <li>Use kind words</li> </ul>	<ul style="list-style-type: none"> <li>Keep hands, feet and objects to self</li> <li>Use kind words</li> </ul>	<ul style="list-style-type: none"> <li>Keep hands, feet and objects to self</li> <li>Use kind words</li> </ul>

<b>RESPECTFUL</b>	<ul style="list-style-type: none"> <li>• Wait quietly in line to be served</li> <li>• Use good table manners</li> <li>• Clean up eating area</li> </ul>	<ul style="list-style-type: none"> <li>• Use quiet voice</li> <li>• Respect privacy</li> <li>• Keep bathroom clean</li> </ul>	<ul style="list-style-type: none"> <li>• Cooperate with others</li> <li>• Share all equipment</li> <li>• Do not misuse sports equipment</li> <li>• No physical contact sports or rough play</li> </ul>
<b>I am RESPONSIBLE</b>	<ul style="list-style-type: none"> <li>• Make good choices</li> <li>• Accept consequences</li> <li>• Follow directions and cafeteria rules</li> <li>• Stay seated/Get up only with permission</li> </ul>	<ul style="list-style-type: none"> <li>• Make good choices</li> <li>• Accept consequences</li> <li>• Follow directions</li> <li>• Flush and wash hands</li> <li>• Report problems to teachers</li> </ul>	<ul style="list-style-type: none"> <li>• Make good choices</li> <li>• Accept consequences</li> <li>• Follow directions</li> </ul>

### **Demerit Policy**

Demerits per incident are as follows:

- 1 Demerit = Teacher and/or Administrative Consequence
- 2 Demerits = Lunch Detention
- 3 Demerits = Saturday Detention
- 4 Demerits = Out-of-School Suspension
- 6 Demerits = Expulsion

Once a student accumulates 6 or more demerits within 30 days prior to a school sponsored outing or event, he/she is automatically ineligible to participate as well as loss of privileges earned for good behavior.

### **BEHAVIOR INFRACTION LEVELS**

This list is not intended to include every example of behavioral infraction. Any staff member may conclude that a behavior qualifies as a level 1 infraction if it interferes with the learning process and/or violates the spirit of Respect and Responsibility at JPHCS. Any administrator may conclude that a behavior not listed below qualifies as a level 2 or 3 infraction. Administrators reserve the right to make decisions regarding disciplinary consequences on a case by case basis.

Our goal is to create an atmosphere that is safe and conducive to learning. The following infractions have been determined to be unsafe, either for the student or those around the student, and/or disruptive to school operations and the education process in general, and/or contrary to law and engaging in them may result in disciplinary consequences for the student.

#### **Level 1 Behavior Infractions:**

- Classroom disruption
- Defiance / non-compliance
- Disrespect
- Irresponsible physical behavior
- Lying / cheating
- Minor physical contact

Non-directed inappropriate language  
Property misuse  
Tardy to class  
Dress Code Violation  
Unprepared for class  
Use of electronic device  
Minor violation of other classroom/school rules

**Level 2 Behavior Infractions:**

Violation of Appropriate Use Policy for Computer  
Bus Infraction  
Cafeteria Infraction  
Class cut / Truancy  
Directed Disrespect / Language  
Horseplay with Injury  
Insubordination  
Major Disruption  
No Show Teacher Detention  
Non-Directed Threat / Intimidation  
Property damage / Theft / Vandalism  
Repeated level 1 infractions Other School Rules/Regulations

**Level 3 Behavior Infractions:**

Alcohol / Drugs / Tobacco  
Arson  
Assault  
Bullying  
Combustible Materials  
Directed threat / intimidation  
Fighting / Altercation  
Gambling  
Harassment: Sexual  
Weapon  
Other Board and School Policies/State Laws

**BOOK-BAGS/PURSES**

Bulky book-bags, backpacks and other carryalls are only to be used to and from school. They are to be kept in the student's classroom during the school day. The school does not guarantee the protection of items in book-bags; therefore, we do not advise the storing of money/valuables in them. Unlawful items or those prohibited by school rules are not permitted. School officials are authorized to search a student's locker/book-bag when there are reasonable grounds for the search.

**GAMBLING/CARD PLAYING**

Games that involve betting with money, such as card games or dice games, are considered gambling and are prohibited.



## **COPYING/PLAGIARISM**

All work assigned to a student is expected to be completed by that student. Copying from another student's work and claiming it as one's own is considered cheating. Using another person's work and copying from published work and claiming it as one's own is plagiarism.

## **WEAPONS**

Any item that is considered a weapon is not allowed at school. Items that are not intended as weapons, such as objects or tools, but may be used to cause harm may be processed as a weapon. BOE policy dictates the disciplinary consequences for weapon offenses. Such offenses shall be considered cause for suspension and/or expulsion

## **DRUGS/ALCOHOL**

Students who are under the influence of, in possession of, or providing/selling drugs are subject to disciplinary action including police notification, suspension or expulsion.

## **SEXUAL HARASSMENT**

All students must be allowed to learn in an environment free from unwelcome sexual harassment. Sexual harassment refers to a wide range of inappropriate and unwanted contact. It can include unwelcome sexual advances, requests for sexual favors, verbal/physical conduct that is sexual in nature, the display or circulation of written materials or pictures degrading to gender, or any conduct of a sexual nature that has an adverse effect on a person's grades or opportunities in school. This behavior may interfere with school performance or create an intimidating or hostile environment. This type of behavior will result in disciplinary action. Any student who feels that he/she has been the target of sexual harassment should report the matter immediately to a school administrator, counselor or teacher who will arrange for a prompt investigation.

## **DETENTION**

Students will be assigned detention for minor infractions (uniform violations, ID's, lateness, disciplinary, electronic/communication devices, not completing community service 7<sup>th</sup>/8<sup>th</sup> grade only, and anything deemed as an infraction by the Principal). Detention will be on Saturday mornings from 8am-10am. Students **MUST BE ON TIME** for detention. Any student reporting for detention after 8am **WILL NOT** be admitted and will have to report for detention the following Saturday. Students **MUST BE in FULL UNIFORM**. Students not reporting for detention for two consecutive Saturday's will be given a **NO PARENT NO SCHOOL NOTICE** and other disciplinary actions may occur.

## **HOMEWORK GUIDELINES**

Homework is assigned to reinforce concepts introduced in the classroom. It is not assigned without purpose or as busy work.

1. To develop a student's study techniques and the ability to complete independent work.
2. To complete independent assignments that is more effectively done in a non-classroom environment.
3. To provide for extra study and reinforcement in an area where a student is experiencing some difficulty.

4. To provide the opportunity for a student to “make-up” work due to absence.

In order to meet these objectives, the following times should be considered as guidelines for the completion of homework:

Grade K	15 minutes per day 5 days a week
Grade 1-2	30 minutes per day 5 days a week
Grade 3-4	45 minutes per day 5 days a week
Grade 5 -8	60 minutes per day 5 days a week

These are considered as general guidelines for the average student. Individual students may require more or less than the designated time allotment. Of course, if the student leaves long term assignments until the night before the assignment is due, that student will have difficulty keeping within the suggested times.

**Please see your child’s teacher if you have any questions, or if there is a great discrepancy between the guidelines and the time it takes your child to actually complete assignments on a regular basis.**

Parents are encouraged to provide a quiet, well illuminated study area and a regularly scheduled homework time. We urge parents to take an interest in your child’s work by asking questions about their assignments, answering your child’s questions, and by reviewing your child’s homework each night. Please be sure your child has all books and assignments with them when they leave for school each morning.

### **Make-Up Work**

When a student is absent from school, it is expected that work missed will be made up in a timely fashion. Parents should request homework be sent home when calling the school to inform us that the child will not be in attendance. If the absence is anticipated to be more than one day’s duration, please inform the school so that the classroom teacher can plan accordingly. **Calls to the school about absence and assignments can be made to the school from 7:00 – 7:45 A.M.** Work can be picked up at the office, or sent home with a sibling or neighbor. Please realize that there are certain periods during the year when large numbers of students are absent from school on any given day and as a result there are large numbers of parents requesting work be sent home. Please be patient during the “cold and flu season” if work is not at the office exactly a 3:00 PM.

Work missed because of absence for vacations can be made up after the student returns to school or during the vacation if requested before the student departs. It is difficult to anticipate the work that will be completed and parents are urged to plan vacation periods as they coincide with the school calendar. It has been our experience that work prepared in advance has not been completed when students are on vacation from school. **It is the responsibility of all students to make-up any work missed due to any absence.**

### **TEXTBOOKS**

Textbooks are issued free of charge to all students. These textbooks are the property of the John P. Holland Charter School. Lost or damaged books will be replaced or repaired at cost to the student. Proper care of textbooks is required. Books are to be kept covered by the student during the year.

If a text is lost or deemed unusable, the following assessment scale will be used to determine the student’s remuneration:

<b>New Book</b>	<b>Full school price</b>
<b>Good Condition</b>	<b>60% school price to replace</b>
<b>Fair Condition</b>	<b>40% school price to replace</b>
<b>Poor Condition</b>	<b>20% school price to replace</b>

*Incidental markings in texts will be assessed by the classroom teacher at the end of the year.*

### **PARKING**

Parents are reminded that the “**No Parking Zones**” are reserved for school buses and cars displaying handicapped plates and staff. Parents picking up their children must pull over to the curb on a space available basis. **DOUBLE PARKING IN THE STREET IS PROHIBITED. Under no circumstances, should parents stop their vehicles and direct their child to cross over to the car, thus stopping the flow of traffic.** To ease congestion in and around the school, car pools are encouraged. On those nice days, walking is an excellent aerobic exercise.

### **VISITORS TO THE BUILDING**

**ALL VISITORS MUST REPORT TO THE SECURITY DESK WHEN ENTERING THE BUILDING. THIS INCLUDES BEFORE, DURING AND AFTER SCHOOL. UNDER NO CIRCUMSTANCES ARE PARENTS TO GO DIRECTLY TO THE CLASSROOM WITHOUT FIRST INFORMING THE MAIN OFFICE.**

The safety and security of all students is the utmost concern here at the school. The school doors will be locked between the hours 8:05AM and 3:30 PM. Access to the school will be limited to the main entrance and all visitors will have to “Buzz” the office in order to gain access to the school. School personnel have been directed to allow only those who have identified themselves through the closed monitoring system. **All visitors (including parents) MUST REPORT TO THE MAIN OFFICE AND SIGN IN**

### **RIGHT TO KNOW**

Each school maintains Right to Know information as mandated by the federal government. A poster indicating parents’ and employees’ Right to Know is posted in the main office. Additional information is kept in the main office of each school. Any parent wishing to review this information should come to the main office and request to see it. The district is responsible to provide parents with 48 hours notice prior to the commencement of construction or activities involving the use of hazardous substances.

### **PHYSICAL EDUCATION**

We advise students to refrain from wearing jewelry, watches, necklaces, etc. on days when they are scheduled to participate in physical education classes. Aside from it being unsafe during play, it can be misplaced, forgotten or lost when it is removed. **Students are required to appropriate athletic shoes for all physical education activities. Students wearing footwear that could cause an injury will not be permitted to participate in that day’s activities.**

## EXCUSED ABSENCE FROM PHYSICAL EDUCATION CLASSES

Students bringing a doctor's note to excuse them from physical education class must bring the note to the main office or school nurse. Written in the note should be the reason for the excuse and the duration for which the child is to be excused from participation. If the duration is not stated in the note, a second note will be required before the child is able to participate in physical education class. Students who exhibit systems of an injury, which could result in further injury, and who DO NOT have a note, will be excluded from participation in physical education.

### DRESS CODE

#### School Uniform

##### Girls

- **MUST** be uniform Navy Blue Pants **ONLY** (Dockers, French Toast, Co-Ed, Landsend) **NO Jeans, Leggings, Jeggins, Cargo Pants.**
- Light blue oxford dress shirt only (long sleeve and/or short sleeve) w/logo. **NO POLO SHIRTS. Mandatory**
- School Plaid Tie (Long Tie can be purchased at Landsend, snap cross girls tie can be purchased at the school store **ONLY**) **Mandatory**
- Blazer (Navy) with logo Optional
- Vest (Navy) with logo optional
- Cardigan (Navy) with logo optional
- Gym Sweat Pants w/ logo and T-shirt w/logo (**Mandatory**)
- Gym Shorts w/logo (optional) can only be worn **for the months of September, May, and June with gym sneakers (All WHITE or All BLACK there should be NO OTHER COLOR on the sneakers)** every day.
- All White or All Black Sneakers. There should be **NO OTHER COLORS ON THE SNEAKERS** (sneakers can only be worn on gym days with exception to the months of September, May, and June when gym uniforms can be worn every day. If regular uniform is worn then **SHOES MUST BE WORN**)
- Blue or Black rubber bottom shoes. There should be **NO OTHER COLORS ON THE SHOES.** (No Boots of any kind)
- Optional Fleece Jacket

##### Boys

- **MUST** be uniform Navy Blue Pants **ONLY** (Dockers, French Toast, Co-Ed, Landsend) ) **NO Jeans or Cargo Pants.**
- Light blue oxford dress shirt only (long sleeve and/or short sleeve) w/logo. **NO POLO SHIRTS.**
- School Plaid Tie (**Mandatory**)
- Vest (Navy) with logo optional
- Cardigan (Navy) with logo (optional)

- Blazer (Navy) with logo (Optional)
  - Gym Sweat Pants w/ logo and T-shirt w/logo (**Mandatory**)
  - Gym Shorts w/logo (optional) can only be worn **for the months of September, May, and June with gym sneakers (All WHITE or All BLACK there should be NO OTHER COLOR on the sneakers)** every day.
  - All White or All Black Sneakers. There should be **NO OTHER COLORS ON THE SNEAKERS** (sneakers can only be worn on gym days with exception to the months of September, May, and June when gym uniforms can be worn every day. If regular uniform is worn then **SHOES MUST BE WORN**)
  - Blue or Black rubber bottom shoes. There should be **NO OTHER COLORS ON THE SHOES.** (No Boots of any kind)
  - Optional Fleece Jacket
1. Uniforms should be neat and clean.
  2. **Uniform shirts should be tucked in pants at all times.**
  3. **Belts must be worn.**
  4. Uniforms may not be worn inside out or backwards.
  5. Thermals, hats, caps, curlers, headscarves, bandanas, doo-rags, sweatbands, chains, sunglasses, gloves, hoodies, jackets and coats are not to be worn during school hours.
  6. Pants should be worn at the waist and not sag. Belts must be worn with all pants. Pants should also not fit too snugly.
  7. P.E. uniforms are only permitted in P.E classes.
  8. Uniforms with rips, tears, holes or frayed edges are considered inappropriate for school.
  9. **Shoes must be worn at all times except for gym days.** Proper dress does not include slippers or flip-flops.
  10. Undergarments must not be exposed.
  11. Hair, face and body paint are inappropriate for school.
  12. Jewelry and accessories should be appropriate for school and not cause undue attention or pose a safety risk.
    - a. Only stud earrings will be allowed and the limit of 2 per ear.
    - b. No other visible piercing will be permitted such as tongue rings, facial piercing, etc.
    - c. All necklaces must be tucked in their shirt and not be visible.
  13. No make-up should be re-applied at school (all make-up confiscated will be discarded and not given back). Make-up should be appropriate for school and not cause undue attention.
  14. Extreme hairstyles are not permitted (faux-hawks should be kept low, inch or less)
  15. Street clothing (jeans, shorts, sweats, slickers, etc) cannot be worn under the uniform.

### **Technology**

The John P. Holland Charter School is committed to the effective use of technology to enhance both the quality of student learning and the staff efficiency of school operations. It also recognizes that safeguards must be established to ensure the protection of our students. Safeguards also protect the school's investment in the hardware and software, ensure the benefits of technology and prevent negative side

effects.

Students are responsible for exhibiting good behavior as they use computers at school. Computer files, including e-mail, are not private. The use of the school computers and networks, computer software, data files, Internet access, and intellectual property is a privilege and is intended for educational purposes only. The privilege may be revoked or other disciplinary action taken for violation of any of the following rules.

Students may NOT:

- Share computer account IDs and passwords except when authorized.
- Create, copy, receive, or use data, language, or graphics that are obscene, abusive, or otherwise inappropriate at school.
- Access, change, or delete computer programs, data files or electronic mail without expressed permission.
- Remove or destroy the school's computer hardware or peripherals (printers, monitors, modems, cables, connectors, etc.)
- Remove or destroy computer software or data files owned by the school or other persons.
- Violate or attempt to violate the security of the computer/network systems.
- Take unauthorized actions that deny access to, disrupt, or destroy the service of the computer/network systems.
- Make unauthorized or unlawful installation of personal computer software on the school's computers or the computer networks, including, but not limited to, games, virus programs, and applications software.
- Use computers, computer networks, or computer peripherals (printers, monitors, modems, etc.) to commit a forgery or to create a forged instrument.
- Use computers, computer networks, computer software, and data files or intellectual property in any unauthorized way.

It is the policy of The John P. Holland Charter School to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254 (h)].

The provisions of this policy and associated guidelines and agreements are subordinate to school, local, state and federal law. The John P. Holland Charter School has the duty to investigate any suspected violations of this policy.

**Definitions** - Key terms are defined in the Children's Internet Protection Act.

#### Access to Inappropriate Material

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research of other lawful purposes.

#### Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of The John P. Holland Charter School's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking', and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

#### Supervision and Monitoring

It shall be the responsibility of all the members of The John P. Holland Charter School staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet Protection Act. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the designated representatives.

#### No Expectation of Privacy

Given valid reason, John P. Holland Charter School may at any time and without notice to or consent from users, obtain access to all information, conveyed or stored anywhere on any of the school's electronic systems, including telephone calls and electronic mail messages, even if the information has been password protected or encrypted. John P. Holland Charter School may use the information so obtained for any legal purpose, including disclosure to third parties, subject only to applicable law, but otherwise in the sole discretion of the school. The school may exercise an investigation triggered by indications of impropriety or as necessary to locate substantive information that is not more readily available by some other less intrusive means.

Copies of N.J. State Law, John P. Holland Charter School Board Policies and Administrative Procedures are available in school offices on request.

Further information on any of these regulations can be obtained by contacting any of the school administrators

In addition School Policy #8480 specifically prohibits the use of any all paging devices and School Policy #8481 specifically prohibits the use of any all cell phones, iPods, walkie talkies, PDA's and any similar electronic device.

## **SUPPORTIVE SERVICES**

Our school recognizes that each child has a unique pattern of growth and development. It is our goal that each child moves on with a feeling of security in his/her ability to learn, and to interact successfully with his/her peers. To meet the individual needs of each youngster, we offer a variety of supportive services in the following areas:

### **BASIC SKILLS**

Those children at the school in need of additional support in reading, language arts, and/or math receive specialized instruction from a certified teacher working in collaboration with the classroom teacher. This assistance is designed to aid the student who needs additional help with a particular skill or concept.

### **INTERVENTION AND REFERRAL SERVICES/CHILD STUDY TEAM**

Parents and/or teachers may ask the Intervention and Referral Services Committee (I&RS) for help in dealing with a child who is having difficulties with an academic area, work habits and/or social and behavioral problems. The Intervention and Referral Services Committee is composed of members of the professional staff, the Principal and a member of the Child Study Team. Once a child has been referred to I&RS, the parent is informed, and a meeting takes place to focus on a particular goal and decide on a plan of action. Subsequent follow up meetings are held to determine the progress that has been made and determine a future course of action.

In similar fashion, teachers and/or parents may ask the Child Study Team to suggest ways for them to help their children in the academic, social, or behavioral area after all means have been exhausted in the regular education setting. Parents are welcome to discuss their concerns confidentially with the principal or any member of the team. Parents may request an evaluation of their child for special education service after all means available in the regular education setting have been exhausted.

### **ENGLISH AS A SECOND LANGUAGE (ESL)**

Children whose native language is not English receive daily instruction in reading and language skills from a professional trained in this area.

### **504 Accommodation Plan**

Students with special needs not specifically covered under special education statutes may be eligible for a 504 Accommodation Plan as prescribed by the Individuals with Disabilities Act. Such areas covered under this law include students with food allergies, hyperactivity disorders, temporary physical impairments, etc. The parents and school personnel work collaboratively to devise a plan to be followed while the child is in school. This plan is distributed to all school personnel who need to be aware of the child's limitation and is updated on an annual basis.

### **IMMUNIZATION AND MEDICAL RECORDS**

NJ State Statute requires that all students immunizations be accurate and up-to-date before they can be admitted or attend school. Specific questions regarding immunizations should be directed to the school nurse.

### **THREATS/WEAPONS/VIOLENCE**



Unfortunately, the violent tragedies that have occurred in schools recently underscore the importance of investigating these threats. The John P. Holland Charter School Policy **PROHIBITS** students from bringing weapons to school.

The following procedures will be followed where cases of threats are made, and/or students are reported for bringing objects that pose a danger to anyone at school:

1. The Principal will conduct an investigation with written account from all parties involved. Any evidence, e.g., e-mail, pictures, notes, items, etc. will be collected
2. The Principal will report such incidents to the Board of Trustees.
3. The parents of the accused student will be notified and a conference held.
4. The police department will be notified and they will file a report.
5. The student making the threat or bringing objects that pose a danger will meet with the school psychologist with a possible referral for a psychiatric evaluation if the counselor feels that the student poses a danger to themselves or others.

Detention, in/out of school suspension, and/or other disciplinary consequences will be imposed.

### **ADMINISTRATION OF MEDICATION**

In order to avoid any possible misuse or misapplication of medications, the following procedures have been established for your child's safety and health:

- A. Students will not be permitted to carry medications to or from school under any circumstances. They will not be permitted to keep or consume any medications which have not been cleared through all steps of this procedure.

#### **B. ONLY MEDICATIONS WHICH MUST BE ADMINISTERED DURING SCHOOL HOURS ARE PERMITTED IN THE BUILDING.**

- A. Parents must personally deliver any type of medication to be taken by their child during school hours; all medicines delivered by the parent to the school nurse shall be completely and properly labeled, and accompanied by a note from the physician. Medications should be in the original pharmacy container and labeled with the following information:

**The child's name**

**The physician's name**

**Pharmacy medication number**

**Expiration date of the medication, if any**

**Name of medication**

**Complete directions for the proper administration of the medication**

- A. Upon receipt of a child's medication, the school nurse will complete a form containing all pertinent information regarding the medication and its proper administration. The parent will be required to sign the form. A copy is attached at the end of this handbook.
- A. Over-the-counter medications, **INCLUDING ITEMS SUCH AS THROAT LOZENGES AND COUGH DROPS** will be dispensed **only** under the supervision of the nurse upon receipt of **PRIOR WRITTEN PERMISSION FROM THE**

## **CHILD'S PARENT OR GUARDIAN, AND A NOTE FROM THE PHYSICIAN.**

### **HEALTH SCREENINGS**

Parents should be aware that the nurse conducts health screenings throughout the year. These screenings include the following:

Vision and Hearing    Blood Pressure    Height and Weight

Students ten years of age and over are screened for scoliosis with written parental consent. Parents who have questions or concerns regarding these screenings should address them to the school nurse.

### **EMERGENCY ADMINISTRATION OF THE EPI-PEN DURING THE SCHOOL DAY**

Parents who have a child that has an allergy that could result in anaphylaxis in the event of an attack, and whose child will be unable to self-medicate in the event of an attack, must complete a *Request for Emergency Administration of the Epi-Pen During the School Day* form available in the school office. The parent then gives the school nurse, or their designee, their consent to administer epinephrine, via epi-pen to the student in the event of such a situation. Parents who have questions with regard to this procedure are encouraged to call the school nurse.

**Copies of the Request for the Administration of Medication Form and the Emergency Administration of the EPI-Pen during the School Day can be obtained from the school nurse.**

The following information is sent to inform all parent, guardians and students of regulations and procedures relative to the availability of pupil records, equal educational opportunity and substance abuse.

### **SCHOOL RECORDS AVAILABLE TO PARENTS**

Schools maintain data relative to the education of each pupil. The required records and additional information such as grades, standardized test results, health statistics, attendance, etc. are available to the parents and adult students. Arrangement for access can be made by contacting the school.

Federal and State legislation regarding pupils' records provides certain rights to parents. These rights include provisions for the maintenance, security, conditions of access and the right to appeal parts of the records.

Educational, occupational and military recruiters have access to student information directory pursuant to statutes. Any adult pupil or parent may request in writing to the superintendent to be excused from participating in all recruitment programs or having their name appear in student information directories for recruitment purposes.

Copies of the complete law and details regarding local procedures are available in the school offices upon request.

### **BOARD OF Trustees RESOLUTION OF EQUAL OPPORTUNITY**

Consistent with Federal and State requirements on non-discrimination, the John P. Holland Charter School hereby affirms its responsibility to continue to provide all students with equal educational opportunity and all employees equal employment opportunity regardless of race,

sexual orientation, color, creed, religion, sex, ancestry national origin, social or economic status and non-applicable handicap.

**SUBSTANCE ABUSE: DRUGS, ALCOHOL AND TOBACCO**

The John P. Holland Charter School recognizes that misuse of drugs, alcohol and tobacco is a serious problem. Therefore, it has approved curriculum to inform students of the dangers of use of these substances and administrative procedures for evaluation and treatment of students suspected of being under the influence of alcoholic beverages or a controlled substance.

**Please return to the Main Office the first week of school.**  
**Acceptable Use Policy for Access to Information, Software, and Computing**

As a user of *John P. Holland Charter School's* computing facilities and equipment, I agree to the following rules and provisions:

I will only use the computer account provided to me and will take the responsibility to protect my account from unauthorized access. I will not give my personal password to anyone and will take steps to prevent others from learning my password. If I become aware of attempts to violate or bypass security mechanisms, I will promptly report such attempts to my teacher or administrator.

I will respect the privacy of information stored in John P. Holland Charter School's computing facilities. I will not acquire or modify, in any way, information that belongs to another person nor will I attempt to access restricted portions of the network or operating system.

I will only use the software to which I have been granted express rights by the school administration.

I will not copy unauthorized software onto the local drive or onto the network drive.

I agree to abide by any patent, copyright, or license restrictions that may relate to the use of the computing facilities, products, programs or documentation. I agree not to copy, disclose, modify, or transfer any such materials that I did not create without the express consent of the original owner or copyright holder. I agree not to use John P. Holland Charter School's computing facilities or equipment to violate the terms of any software license agreement, or any applicable local, state, or federal laws.

I agree not to use John P. Holland Charter School's computing facilities or equipment for any purpose other than that for which it was intended.

The use of the district's Internet connection and E-mail is a privilege, not a right. Good judgment should be used to access only information having sound educational value. I understand that accessing inappropriate materials will result in the cancellation of my network account.

I understand that violation of any provision of this agreement will result in punitive action that may include suspension from school, and removal from present courses that require use of the system resulting in a failing grade for these courses. Criminal charges may be sought, if appropriate.

This agreement remains in force as long as I make use of John P. Holland Charter School's computing facilities, equipment or services.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Parent or Guardian Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent or Guardian Signature

**Please return to the Main Office the first week of school.**

**Parental/Guardian Consent Form**

We are sending you this parental consent form to both inform you and to request permission for your child's photo/image and personally identifiable information to be published on the district and/or school's web site.

**As you are aware, there are potential dangers associated with the posting of personally identifiable information on a web site since global access to the Internet does not allow us to control who may access such information. These dangers have always existed; however, we as schools do want to celebrate your child and his/her work. The law requires that we ask for your permission to use information about your child.**

Pursuant to law, we will not release any personally identifiable information without prior written consent from you as parent or guardian. Personally identifiable information includes student names, photo or image, residential addresses, e-mail address, phone numbers and locations and times of class trips.

If you, as the parent or guardian, wish to rescind this agreement, you may do so at any time in writing by sending a letter to the principal of your child's school and such rescission will take effect upon receipt by the school.

**Check one of the following choices:**

- I/We GRANT permission for this student's photo/image and name to be published on the school and/or district's public Internet site.
- I/We DO NOT GRANT permission for photo/image that includes this student to be published on the school and or district's public Internet site.

Student's Name: (please print) \_\_\_\_\_ Student's Grade: \_\_\_\_\_

Print name of Parent/Guardian: (print) \_\_\_\_\_

Signature of Parent/Guardian: (sign) \_\_\_\_\_

Relation to Student: \_\_\_\_\_

Date: \_\_\_\_\_

**Please return to the Main Office the first week of school.**

The handbook has been compiled for the benefit of both parents and students. In order to be properly informed, please review carefully with your student each section. Discuss, and stress the importance of abiding by the rules established for the efficient operation of the school community.

Please sign the acknowledgement form and return within the first week of commencement of the school year (one for each student) to the homeroom teacher. Failure to return the acknowledgement provided below signed by all parents or guardians with parental rights may cause the student to be suspended until received. Please keep the handbook for constant reference during the year.

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Acknowledgement

Parent – Student Handbook 2013-2014

We have carefully read the Parent – Student Handbook. We have discussed its importance with our child and agree to abide by the rules, regulations and policies contained therein. We acknowledge that these rules, regulations and policies are subject to change and agree to be bound thereby upon written notification.

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Student's Signature

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Parent's/Guardian's Signature

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Student's Printed Name

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Parent's/Guardian's Printed Name

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Teacher

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Grade

Date