

# PARENT HANDBOOK

2018-2019



## ROCK BROOK SCHOOL

109 Orchard Road  
Skillman, NJ 08558  
(908) 431-9500

[www.ROCK-BROOK.org](http://www.ROCK-BROOK.org)

Mary Caterson  
*Executive Director*

## **PROGRAM**

Rock Brook is dedicated to providing a comprehensive educational program for children between the ages of 3 and 21 with learning and communication differences. Our School utilizes a unique team teaching model that includes a Teacher of the Handicapped or Teacher of Students with Disabilities, Speech/Language Pathologist, and Teaching Assistant who staff each classroom. The individualized program provides intensive speech/language therapy, as well as incorporating therapy-based activities and remediation techniques into all facets of the curriculum. Occupational therapy is provided for all children through individual and group sessions. Physical therapy, physical education, art and music are also available. A school counselor is available to work with students and families.

The Rock Brook School is a New Jersey Department of Education approved school and a non-profit 501c3 organization. We do fundraising throughout the year to supplement programs expenses which tuition does not cover. We accept referrals from parents, school districts and other professionals. We do not discriminate on the basis of race, religion, national origin or sex.

## **MISSION/GOALS**

### **OUR MISSION**

It is the mission of the Rock Brook School to provide the highest quality of services for each child, his/her parents and contracting school districts and agencies. Our efforts focus on returning children to public schools or other educational settings with the skills and confidence they need to perform well.

## GOALS AND OBJECTIVES

The goals of the Rock Brook School program are:

1. To meet the individual needs of each student.
2. To provide a supportive, positive environment.
3. To provide intensive therapeutic and academic remediation.
4. To help each child reach his potential as a fulfilled and self-confident person.

These goals will be met through fulfillment of the following objectives:

1. The goals and objectives of each child's I.E.P. will be addressed consistently and thoroughly in each classroom program. Through the use of ongoing assessments (state testing, classroom measures) to make modifications to classroom program in order to facilitate better student outcomes.
2. Staff members will value each child and create a positive classroom environment.
3. Professional staff members will hold appropriate certification, a Masters Degree and/or license in their discipline when appropriate.
4. A team teaching approach will be used with a Teacher of the Handicapped/Teacher of Students with Disabilities and a Speech Pathologist assigned to each class. Their expertise and dedication will be monitored through ongoing supervision and assessed formally once a year.
5. Parents will be a part of their child's program and will observe, participate in class, communicate with the school and attend a minimum of three conferences per year.
6. Consistent and open communication will be maintained with child study team members and other professionals serving the child.
7. The Director, under the supervision of the Board of Trustees, will employ sound administrative and fiscal procedures.
8. Educational programs and services are provided in full compliance with the Education of the Handicapped Act P.L. 94-142 (and subsequent amendments) and the New Jersey State Code NJAC 6:28.

## HIGH SCHOOL PROGRAM

Rock Brook's secondary program is for students' ages 14- 21 in grades 9<sup>th</sup> and above. It focuses on three main components for success; functional academics, community-based instruction, and self-advocacy/social skills. The mission is to help students attain the skills and knowledge needed to become independent and successful in society through community-based experiences. Community Based Instruction (CBI) is sustained and repeated instruction that takes place **in the community** rather than the school building. The areas of study include career awareness, career exploration and community living. The program provides functional literacy skills, mathematics, personal finance skills, and employability skills to support the transition from traditional school environment to the world of work. More specific components also include self-help skills, independent living skills, vocational skills and leisure skills. Goals and objectives are aligned to the Common Core Standards for English Language Arts and Mathematics including the DLM essential elements and specify examples of related CBI activities. Opportunities to explore college courses/programs are provided on an individualized basis.

For the emphasis on self-advocacy/social skills, the RBS Secondary Program teaches students to regulate and appropriately control their feelings, thoughts and actions. The school counselor will conduct groups as well as individual sessions. Curriculum materials include but are not limited to; Attainment Company's Read to Learn Library with Self-determination readers, connections in the Workplace, Do the Right Thing, Focus on Feelings, and Dynamite Emotions.

Students in the secondary program will also receive speech/language therapy, occupational therapy, and physical therapy on a consultative and/ or individual basis.

## **STATE ASSESSMENT**

States use academic standards to clearly outline content and skills that students should learn and what instruction teachers should be focusing on. Rock Brook School's curriculum and goals currently are aligned to the Common Core State Standards (CCSS) which NJ adopted in June 2010.

As per regulation set by NJ Department of Education, those students who attend Rock Brook School and are in Grades 3-11 are required to participate in the state assessment either through the general Computer- Based test (currently known as PARCC) or alternate Computer- Based test (DLM) for English language arts/Literacy and math. For Grade 5, 8 and High School Biology, will also participate in science assessments using the Next Generation Science Standards State Assessment. Testing is required to meet graduation requirement. Rock Brook School is an accredited site for administering the state required assessments and has a Test Coordinator who oversees all requirements for the assessment as well as training for the staff.

Determining which state assessment is appropriate for the student is discussed during the IEP meeting with the parents, teaching team and district. Appropriate accommodations for taking the assessments are also determined and put into the IEP.

## **CURRICULUM**

### **Reading**

Reading instruction is a research-based multi-sensory, balanced literacy approach. We utilize a variety of techniques and methods designed to meet the needs of the individual child. Available for use by the staff is Project Read, which is a multi-sensory phonemic awareness approach. Additional programs include the Scott Foresman Reading Program, Reading Milestones, Edmark, high frequency sight words such as (Dolch), children's

literature, and various skill building supplemental materials published by Steck-Vaughn, Educational Publishing Services, Attainment Company and SRA. We also utilize digital learning websites.

### **Math**

Math instruction is also a multi-sensory approach. We follow the scope and sequence of skills from the Saxon Math and Silver Burdett Ginn math program. In addition, we utilize hands-on techniques and Touch Math to supplement instruction of computational skills as well as digital learning websites. The language of math is stressed during math lessons as well as with the speech pathologist during language groups and sessions.

### **Social Studies and Science**

Social Studies and Science instruction is organized in thematic units that are taught in a team approach by the teacher and the speech pathologist. We utilize Common Core State Standards (CCSS) to identify the skill sets to be addressed. For Science and Social Studies instruction the units and topics are chosen from a variety of materials including teacher made materials. For Science instruction, the units and topics can be chosen from the SRA and Scott Foresman Science texts appropriate to the corresponding grade level. Social Studies units can be taken from Everyday Learning – Storypath: A Social Studies Journey, Steck-Vaughn, Scholastic and News 2 You. These topics are presented in a multi-sensory approach with opportunities for hands-on experience and vocabulary suited to the language processing levels of the child.

### **Social Skills/Counseling**

Social Skills are an important part of our everyday program. The School Counselor does large group social skills lessons for each class, and the teaching teams reinforce these skills during direct intervention speech sessions and other classroom activities. We have an articulated curriculum describing the scope of skills we believe important for the differing developmental levels of the classrooms. Each class offers opportunities for practice with social skills during organized play and other classroom activities. Our School Counselor meets with students individually and in small groups to work on

emotional and behavioral challenges. The School Counselor also meets with family members and coordinates family support groups and information sessions. Sibling and Grandparent Visitation Days are events that the school enjoys yearly.

### **Behavior and Motivation Management**

Rock Brook staff and administration collaborate to develop overall motivation and management programs for each class. If a child is not experiencing success utilizing the classroom plan, we may initiate a personalized approach to increase the child's productivity. This may include personalized reinforcement scales, increased attention to classroom techniques designed to aid in transitions and maintaining greater focus and the development of an individual behavior and/or motivation plan. The individualized plans are developed in conjunction with parental input. We expect your help and collaboration when addressing your child's behavioral and emotional needs. Working together increases your child's self-esteem, social relationships and ability to learn. Rock Brook utilizes the Safety Care Program for behavioral crisis situations. More description is available in the Behavior Policy and Procedure Handout.

#### **SAMPLE - INCIDENT REPORT FORM**

Instructions:

1. An Incident Report Form must be filled out if any physical injury or property damage occurs. Two forms are to be filled in if necessary. For instance: 1 form for student who caused the injury and 1 form for person injured.
2. All Incident Forms must be filled out on the day of the accident/incident and returned to the Director or if Director is not available, the Principal or Supervisor.
3. The nurse should be consulted for all incidents if she is on site before turning in the incident report.
4. Director (or Principal) will check the form and determine if calls or referrals are necessary. A copy will be made and added to student's behavior management file if appropriate.
5. Form will be filed in Incident/Injury Notebook in the Principal's Office.
6. In the case of serious accident or injury the Director will notify the Board of Trustees and State Department of Education.

Date of Report: \_\_\_\_\_

1. Information

Name \_\_\_\_\_ Age \_\_\_\_\_

Address \_\_\_\_\_ Home Phone \_\_\_\_\_

\_\_\_\_ Student      \_\_\_\_ Employee      \_\_\_\_ Visitor

Date \_\_\_\_\_ Time \_\_\_\_\_ Location \_\_\_\_\_

Informant \_\_\_\_\_

2. Description of Incident:

3. Nature of Injury

Bite:  
Bruising: (as a result of) kick/hit/fall  
Other:

4. Property Damage: Yes \_\_\_\_ No \_\_\_\_

Description:

5. Cause of Incident/Injury:

Name of Witness:

6. First Aid: Treatment/No Treatment:

Seen by Nurse: \_\_\_ Yes \_\_\_ No Signature\_\_\_\_\_

Nurse Remarks:\_\_\_\_\_

The information below is to be completed by administration.

7. Assessment/Recommendations:

8. Follow-Up:

Parent notified: Called/In writing

Witness interviewed:

Other Follow-Up:

9. Subsequent Follow-Up/Action:

Any Further Explanation:

Date Received \_\_\_\_\_

Director Signature \_\_\_\_\_

Principal/Supervisor Signature \_\_\_\_\_

## **Occupational Therapy**

Occupational Therapy is an integral part of the program. The students receive direct service OT sessions with the therapist based on the IEP recommendations. The treatment plans include fine motor, gross motor and sensory integration as indicated for the individual child. The OT staff also oversees the handwriting program school-wide. Handwriting instruction is based on various programs including the Handwriting Without Tears. The OT staff provides large group in-class instruction as well as attention to fine motor during direct service sessions. Keyboarding and activities of daily living are also included as part of the curriculum.

## **Speech and Language**

Each classroom has a speech pathologist assigned to the teaching team. Speech and language services are integrated into the classroom curriculum and schedule, as well as the speech pathologist providing direct service intervention to each child based on the recommendations of their IEP. The speech pathologist and teacher consult and plan



together to provide an organized, consistent program for the class in all of the curriculum areas. The speech pathologist provides large group language lessons for the class daily, focusing on social skills and the thematic units of the classroom.

## **Technology**

We strive to stay current with technology at Rock Brook School. Every classroom has a Smartboard and iPads for instruction and therapy. Individual laptops, Chromebooks and other devices are also available. Many of our students have district purchased communication devices, including iPads. Agreements are signed between parents and school districts regarding maintenance and care of this equipment. We utilize a variety of software programs and applications and we welcome any suggestions that you might have. Many of our students utilize their own personal communications systems for speaking and classroom activities. We do take pictures of staff and students at the school that are on devices to help with communicative interactions and facilitate speech. The OT staff also works on technology goals and will determine keyboarding or software activities for individual students. Specific instruction for technology skills is provided and is being included in IEP goals. The Technology Room is used for direct instruction and individual projects.

### **Rock Brook School Internet Use Agreement**

Internet access is now available to students and teachers at Rock Brook School. The following agreement must be read by the pupil and his/her parent(s) or legal guardian(s). By signing the Parent Packet Permissions, I and my parent or legal guardian state that we have discussed the rights and responsibilities contained herein and I agree to abide by the restrictions contained in this agreement.

#### **Internet Terms and Conditions**

1. Acceptable Use – The purpose of the Internet is to support research and education by providing access to unique resources and the opportunity for collaborative work. The following list addresses what is considered acceptable use:
  - Computers, the computer network and the Internet shall be used for educational purposes.
  - Students will be given classroom email accounts to use to send email for instructional and educational purposes.

The following list addresses what is not considered acceptable use:

- Computers, the computer network and the Internet shall not be used to transmit threatening, obscene, discriminatory or harassing material in any form.
  - Students will not disrupt computers, the computer network and the Internet services by any unauthorized personal action.
  - Students will not attempt to gain access or access any computer sites or files for which they do not have authorization.
  - Students will not copy information in any form to which individuals or organizations hold copyright without specific written permission from those individuals or organizations.
  - Students will not install copyrighted software for use on computers.
  - Transmission of any material in violation of any state, federal, or international law, or regulation is prohibited. This includes but is not limited to copyrighted material, threatening or sexually explicit material or material protected by trade secret.
  - Students will not engage in game playing on the Internet unless authorized to do so for educational purposes.
  - Students will not retrieve or send personal email using their home email addresses. Students will be given classroom email accounts to use.
2. Network Etiquette – You are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following: be polite; use appropriate language; keep your personal address or phone numbers of students or colleagues private; note that email is not guaranteed to be private; and messages relating to or in support of illegal activities may be reported to the authorities.
- Students will not engage in other activities that do not advance the educational purposes for which the computer network/computers/Internet are provided.
  - Students will not reveal personal addresses, phone numbers, social security numbers or other identifying personal information.
  - Students will not swear, be abusive or use vulgarities or any other inappropriate language in communications to others.
3. Privileges – The use of the Internet is a privilege, not a right, and inappropriate use may result in the following:
- Use of computer network/Internet only under direct supervision.
  - Suspension of computer, computer network and Internet privileges.
  - Revocation of computer, computer network and the Internet privileges.

Rock Brook School administrators, and their designees, may deny, revoke or suspend access privileges at any time as required. Staff intervention strategies such as teacher/student conferences, auxiliary staff/student intervention, and teacher/parent contacts are to be made for violations of the acceptable use policy. All illegal activities will be reported to the authorities. Administrators may use any or all of the following staff intervention strategies and disciplinary actions:

- Teacher/Parent Conference
- Administrator/Parent Conference
- Conferences with Sending District Case Manager

- Modified behavioral contracts
  - Confiscation of inappropriate items
  - Restitution/Restoration
  - Denial of participation in class and/or school activities
  - Other appropriate disciplinary action
4. Vandalism – Vandalism will result in cancelation of privileges.
5. Security – Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet or network, you must notify the computer teacher, homeroom teacher or a school administrator.

Because the school provides, through connection to the Internet, in-school access to other computer systems around the world, students and their parent(s) or legal guardian(s) understand that Rock Brook School has no control over content. Students and their parents/guardians are advised that some systems may contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, biased or other illegal material. Rock Brook School does not condone the use of such materials and does not permit usage of such materials in the school environment. Rock Brook School has taken precautions to restrict access to controversial materials. However, it is impossible to control all materials. We firmly believe that the valuable information available on the Internet far outweighs the possibility that users may see material that is not consistent with educational goals of the school.

Rock Brook School makes no warranties of any kind, whether expressed or implied, for the service it is providing. Rock Brook School will not be responsible for any damages you suffer.

By signing the parent packet agreement all signatories agree that Rock Brook School shall not be held liable for the use of the school computer network and the Internet, and that all users will abide by the terms addressed above.

Student

I understand and will abide by the above Internet Use Agreement. Should I commit any violation, my access privileges may be revoked and I may face school disciplinary action.

Parent

As the parent or guardian of this student, I have read the Internet Use Agreement. I understand that this access is designed for educational purposes. Rock Brook School has taken precautions to eliminate controversial material. However, I also recognize it is impossible for Rock Brook School to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to issue an account for my child and certify that the information contained on this form is correct.

Teacher

I have read the Internet Use Agreement and agree to promote this agreement with the student. Because the student may use the network for individual work or in the context of another

class, I cannot be held responsible for the student use of the network. As the teacher, I do agree to instruct the student on acceptable use of the network and proper network etiquette.

## COMMUNICATION

Rock Brook Staff will communicate frequently with parents either through a notebook, e-mail or phone communication. We need you to do the same – include comments or concerns, insights, things that you want to share about home experiences with us, and medical or health updates. This collaborative communication is an important part of our program. For children with communication difficulties and most particularly augmentative devices, we rely on your participation. Each class, office and administrative staff member has an e-mail. We will send informative mass e-mails about school events and post information on our website.

E-mail may be a fast and convenient way for you to send messages, but this may not be the case for many of the staff. We will answer e-mails as promptly as we can; obviously our focus during the school day is the program and the students. E-mail is a quick way to send a message, but it is not necessarily the best way to get a quick reply.

When using e-mail at RBS:

1. A signed permission for us to communicate via e-mail will be on file (listed in your RBS Permission Slip Form).
2. Please send only non-vital messages, for example do not use e-mail to inform a teacher that your child is not to go home on the bus as the teacher may not read it in a timely fashion.  
Please call the main office in that situation.
3. Your child's academic progress, learning expectations or behavioral issues are best addressed through a telephone conversation or by scheduling a personal conference with staff.

4. Please remember that e-mail is not necessarily confidential. Confidential information should be conveyed by phone or personal contact.
5. For all medical or health concerns, please contact our nurses by phone.

Rock Brook maintains email accounts for staff to facilitate parent/teacher communication and internal staff communication. Rock Brook School reserves the right to block or filter email messages to staff that are not directly related to school business or to the school's educational mission.

During the course of the school year, there are four conferences/formal report periods. Formal I.E.P. conferences occur throughout the school year and then progress reports in November, February and late spring. A brief progress report is also generated at the conclusion of the Extended School Year program.

Parents are invited to visit and observe at Rock Brook any time. We urge you to set up a formal observation time with your classroom teaching team at least once during the school year. We would appreciate your letting us know ahead of time when you will be coming. Grandparents and Sibling Visitation days are also scheduled during the school year.

## **PET /ANIMAL POLICY**

We do like animals at Rock Brook School. Therefore, it is important that we have accurate information about pet allergies or any concerns. Animal programs include a Humane Education program through SAVE, the local animal shelter. If your student participates in the SAVE program you will have a separate permission slip and information about that program's activities. From time to time various staff members bring in animals for the students to experience which can include their pets or farm animals, such as goats. If you have any questions about other animals who visit RBS, please contact Mary Caterson, Director.

## **THINGS YOUR CHILD WILL NEED**

Please send your child with these things:

1. A lunch and a snack. Please provide a washable lunch box.
2. A backpack to carry home artwork, assignments, notebook and other goodies.  
(To be returned to school each morning)
3. A complete change of clothing in a bag marked with your child's name that may be kept at school in case of emergency.
4. Glue sticks, pencils, crayons, colored pencils, and scissors.

The teaching team may ask you to send in other specific supplies needed by your child at the beginning of the school year.

We really appreciate it if you can provide healthy, nutritious snacks and lunches. It seems that the children are able to do better in school when sugar and junk foods are kept to a minimum.

**Please Note:** Please make sure to notify us if your child is on a **special diet** (gluten free, kosher, diabetic, etc.) so we may inform staff. It is school policy to give parent provided foods only to those students. If there is a special occasion or event, we will notify families and ask them to send in something that they would like their child to eat. Also we will keep some extra parent provided food at school to have available as needed.

In addition, please make sure your child comes to school dressed in clothes and shoes that will be comfortable for movement and learning.

## **TRANSPORTATION**

Your school district is responsible for transporting your child to Rock Brook. If your child is absent or you have made other arrangements for their pick-up or drop-off,

**it is your responsibility to notify the bus company.** If arrangements have been made for your child to go home with another child on their bus, please verify this with the bus companies and let your child's teachers know your plans. In addition, please remind the drivers of all school vacations, closings and early dismissal.

Sometimes difficulties arise on the bus. Rock Brook is happy to work with you and the bus company to resolve any problems. You are urged to contact your transportation company with any concerns.

### **EMERGENCY CLOSINGS**

In the event of inclement weather (snow, icy roads) the message will be changed on the school phone to indicate a delayed opening or school closing. Please remember that our children come from many different communities in the Central New Jersey area, and we tend to err on the side of caution when it comes to winter weather.

Rock Brook School is also subscribed to parentReach, the Emergency Notification Service created for schools. This service will enable us to immediately contact each of you in the event of:

- *School Closings – Weather Related*
- *Snow/Weather Delay*
- *Unexpected Early Dismissal*
- *Unexpected Emergency*

How does parentReach Work? A staff member will call into parentReach and record an informational message or emergency notification. The broadcast will begin immediately and will contact the name and numbers on our RBS list. If the system detects a busy line, it will call back for up to ten times at three minute intervals. It will deliver the message when it connects to a live person or an answering machine.

If you miss a call and would like to hear the message again you can call the parentReach Hotline at 1-770-406-5581. Then you input the RBS Site Identifier: 6896

Our school closings are also announced over the radio on WKXW 101.5/FM. You can also check online at NJ1015.com.

Should the weather necessitate an early school closing, you will be notified.

## **ABSENCES**

**You are required to call the school office before the start of classes if your child will be absent from school and, if they are sick, the nature of his/her illness.** Please furnish the staff member in the main office with information regarding your child's symptoms. Please keep your child home if they have a cold, fever or other viral symptoms. In order to insure the safety of all our children, you will be contacted at home or work to determine the location of your child if we have not heard from you. We are required to report to the school district in writing when a child is absent 5 consecutive days or 13 nonconsecutive days in a month.

- **If we don't hear from you, we are required to call you and document your child's absence.**

## **ILLNESS/CONTAGIOUS DISEASE/HOSPITALIZATION**

If your child should become ill at school, you (or the emergency contact designated on your emergency form) will be contacted by the school nurse. When contacted, you or your designee will be requested to furnish transportation home for your child. For communicable/contagious diseases, a physician's note will be required for re-admittance. (Child must be fever free for at least 24 hours prior to re-admittance.)

If your child is hospitalized or absent for 5 consecutive days or more, a physician's note is required to return to school.



## **ILLNESS**

### **IF YOUR CHILD DEVELOPS:**

Fever (100 degrees or above)  
Headache  
Coughing (constant or heavy)  
Nasal discharge  
Sniffles, reddened eyes  
Conjunctivitis (pink eye)  
Redness in eye, crust, discharge or pus  
Spots or rashes  
Sore throat or trouble swallowing  
Infected skin patches – crusty, bright yellow, dry or gummy areas of skin  
Headache and stiff neck  
Vomiting  
Diarrhea  
Unusual behavior. . .fussy, cranky, tired, crying  
general discomfort  
Itching of body or scalp, or scratching of scalp

### **THEN KEEP HIM HOME UNTIL:**

**ALL SYMPTOMS DISAPPEAR**

**OR**

**Your physician decides the child can return without danger to himself or to the other children and staff at the school.**

Parents will be notified in the event of an outbreak of a communicable disease.

One of our nurses is at school every day. The Nurse can dispense medication but **Staff is not allowed to give any medicine of any kind.** A packet of information and forms from the Nurse will be sent separately. For your child's safety it is important we know what medications your child is taking. Please let us know if your child is on any medication. Several staff are trained in first aid and CPR techniques. There are established emergency medical procedures that staff can follow should a situation arise. If you need medication given at school, it needs to be sent into school in its original container, and we also need a prescription from the physician for any medication (including over the

counter medications) that are to be given to your child. Please contact the office if this needs to occur on a regular basis.

## **HOMEWORK POLICY**

Homework may be assigned to reinforce and strengthen skills. It is more frequently assigned in the older classes.

Homework is also viewed as an additional step in building independence and responsibility in your child. We appreciate your working with us to make this another positive school experience.

## **CONSULTING SERVICES**

Specialists such as psychologists, psychiatrists, behavior consultants are utilized as needed.

## **PARENT TRAINING**

Rock Brook provides a support group for parents who commit to attending on a regular basis. Interested parents meet to share and discuss issues of concern. These sessions can take place during the day or in the evening. Speakers on specific topics are also provided at parent request or program need. Parent training occurs through classroom and therapy activities, or during specific group evening training sessions. Often individual parent training and consultation occurs at school regarding communication, academic or behavioral issues. Home visits for support of specific skills observation or training also occur as needed.

Rock Brook regularly forwards to its parent e-mail list information about speakers and training opportunities in other settings and through other agencies. Often parents provide us with information that we forward to other families.

## **SPECIAL EVENTS**

Fundraising and special events take place at Rock Brook School. Staff, parents and Board Committees work together on these events. They include our Mother's Day Plant Sale, Family Night and the Annual Rock Brook School Celebration Fundraiser.

Community trips occur on a regular basis both during the 10-month school year and the summer Extended School Year Program. The trips provide support to the curriculum, social and communication opportunities, and exposure and experience to community locations and activities. They are important to promote self confidence, knowledge and life skills. Due to the high staff student ratios, parent chaperones are not usually required.

## **SAFETY AND SECURITY**

Rock Brook follows the guidelines of N.J.A.C. 6A:16-5.1 with complete policies and procedures to respond to emergencies and crises. There are many components to providing a safe facility and program for our staff and students. This ranges from prevention and intervention to preparedness efforts. As required, the school performs monthly security drills which include, bomb threats, shelter in place, active shooter and evacuation drills. Should the school need to be evacuated to an alternative site, we would go to the New Horizons Montessori School at 12 Vreeland Drive in Montgomery NJ which is located right off of Route 518 near the intersection of Route 206. In addition to the security drills, the school also continues to conduct monthly fire drills.

## **PUPIL RECORDS 6:3 2.2 – GENERAL CONSIDERATIONS**

We need to inform you of your rights as parents or guardians to have access to your child's school records. Applicable State and Federal laws about pupil records are

available on request. We will make every effort to notify parents in the language of the parent or guardian.

### **CONCLUDING COMMENTS**

Please feel free to call the office and speak to Mary Caterson, Executive Director, Katie Hardgrove, Principal, or Sherri Leen, Program Assistant if you have any questions or concerns. We are happy to help whenever we can!