

School Personnel

Executive Director: Ms. Caterson

Principal: Mrs. Hardgrove (Mrs. H)

LDTC/Supervisor: Mrs. Ferrigno (Mrs. F)

Program Assistant: Mrs. Sherri Leen

School Counselor: Ms. Gosses

Nurses: Nurses Lisa, Robin, Barbara

Welcome

Welcome to a new school year!

This handbook is designed to help you become familiar with the rules of Rock Brook School. This will help you be a respectful and responsible member of our school community.

Please review the handbook with your parents. Your teaching team will also review it during the first few weeks of school.

We are very excited for the year ahead and wish you good luck for a successful school year!

Mrs. Hardgrove
Principal

Homework/ Dress Code

- Your class will assign homework
- No homework is given on Fridays unless there is work that needs to be made up
- Homework should be returned the next day and your class may have a consequence for not doing your homework.



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- Rock Brook School does not allow students to wear hats in school or in the classrooms
 - On occasion throughout the year, there may be a scheduled “hat day” where hats will be allowed, and you will receive a notice for that day
 - If you wear a hat to school or in class and do not take it off after a reminder, then your hat will be taken away and returned at the end of the day.
 - Appropriate footwear must be worn on gym class days. This means close-toed shoes: no heels, no flip flops, no sandals. Sneakers are preferred.



Safety/Playground

- During the school day, please remember to walk in the hallways
- You also need to walk when getting off the bus in the morning and when going to the bus in the afternoon.

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### When on the playground:



- Keep hands, feet, and belongings to yourself
- Take turns and share
- Kicking and throwing of woodchips, sand, and grass are not allowed
- Line up when the teacher says it is time to go back in
- If you do not follow the playground rules, you will receive one warning.
- If you still do not follow rules, you may have to go back inside for the rest of recess or even miss recess the next day.

## Rock Brook School Beliefs

At Rock Brook School, we believe in the six Pillars of Character which includes:

1. **Trustworthiness** which means:  
Be honest • Do the right thing
2. **Respect** which means:  
Treat others with respect • Be tolerant of differences • Use good manners • Be considerate of the feelings of others • Don't threaten, hit or hurt anyone
3. **Responsibility** which means:  
Do what you are supposed to do • Keep on trying! • Always do your best • Use self-control • Think before you act - consider the consequences • Be accountable for your choices
4. **Fairness** which means:  
Play by the rules • Take turns and share • Listen to others • Don't blame others
5. **Caring** which means:  
Be kind • Be compassionate and show you care • Express gratitude • Forgive others • Help people in need
6. **Citizenship** which means:  
Do your share to make your school and community better • Obey laws and rules • Respect authority • Protect the environment

## Rock Brook School Beliefs

(Continued)

We also use the Zones of Regulation to learn how to help you learn to control your emotions, manage your sensory needs and solve problems.

### **How am I feeling?**

|                                                                                 |                                                                                        |
|---------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|
| <b>GREEN ZONE</b><br>Feeling Okay<br>Happy<br>Focused<br>Ready to Learn<br>Calm | <b>YELLOW ZONE</b><br>Loss of Some Control<br>Excited<br>Silly/Wiggly<br>Frustrated    |
| <b>BLUE ZONE</b><br>Sad<br>Moving Slowly<br>Sick<br>Tired                       | <b>RED ZONE</b><br>Out of Control<br>Terrified<br>Yelling/Hitting<br>Mean<br>Mad/Angry |

## Safety Patrol

Some students from the older classes are members of the School Safety Patrol. This is a special privilege for students who have good behavior and follow all the school rules.

Safety Patrollers are responsible for raising and lowering the school flag each morning and afternoon, as well as walking younger students safely to their buses. They also have other jobs assigned by the school counselor.

We will also have Safety Patrol special assistants. This is for younger students who make good choices and show responsible behavior. They can earn, one to two days a week, the job of helping the older safety patrollers perform their jobs!



## Technology/Electronics

~Computers, laptops, Chromebooks, iPads, and other electronics are used in school during lessons, therapy, and are the property of the school.



~Students can not take home iPads or electronics.

~You signed an Internet User Agreement that means computers are used only for appropriate educational activities as per your teacher's directions.

~If electronics are brought to school, (including cell phones) they need to be left in your locker, cubby, or book bag throughout the day.

~Your teachers will let you know if you can use it at recess time or to show your classmates.



~During Technology Class you need to follow the Tech teacher's directions.

## Rock Brook School rules include:

1. Listen and follow teachers directions
2. Show respect; use kind words with classmates and teachers
3. Use an indoor voice in the school
4. Keep hands, feet, and objects to yourself
5. Always try your best!

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- ◆ Each class has their own class wide system that will be shared with you at the beginning of the year.
- ◆ Classroom plans are positive and provide earning time for you when following the classroom rules and completing your work.
- ◆ In class, you may earn tokens, checkmarks or happy faces at the end of an activity.
- ◆ Depending on your class, you may have a chance to have earning times during the day, at the end of the day or end of the week. Earning systems are set by your teachers.
- ◆ If you do not follow the class rules or make good choices, and show unexpected behavior, then you may not earn for that activity.

- ◆ If you are not making good choices and are disrupting the class, then you may have to leave the class and sit in the hallway or other consequences.
- ◆ If you continue to not make good choices in the hallway, and have unexpected behavior then you may have to go to the Principal's office or to another space so you are not disrupting students who are working in their classes.
- ◆ You are also encouraged to ask for a break from class if you need it. Breaks can include going to the sensory room, taking a walk, and getting a drink of water.



Consequences for not following school rules could include:

- A. writing an apology letter
- B. cleaning up/repairing anything damaged
- C. In-school suspension
- D. Phone call and meeting with you parents

Community Trips

- ~Throughout the school year, we will continue to go on trips into the community to enhance the learning experience.
- ~If you have not been making good choices in school, you may not be allowed to go on the field trip.
- ~Community trips are for students who have expected behavior in school.
- ~Your teachers will report your behavior to Mrs. Hardgrove and then a decision will be made.
- ~While on a field trip, your teacher will assign you to an adult or trip “buddy”
- ~You need to listen to your teachers at all times.
- ~While on the bus to and from a field trip the rules include:

- Keeping hands, feet, and belongings to yourself
- Keeping the bus clean
- Using a quiet tone of voice



~On the bus, the driver may assign seats if necessary.

Community Service Projects

Rock Brook students and staff care about other people, so each year we try to help members of our community who are in need.

Each school year we participate in various community service projects which can include food drives and bake sales to earn money to buy supplies for the Princeton SAVE animal shelter.



Please show you care by helping contribute to these community service projects and let Mrs. Hardgrove know if there is a project you would like to do.

In-School Suspension

As a consequence for not following school rules, Rock Brook School may give you an in-school suspension.

- ◆ You will have a 1/2 day in-school suspension if you curse, threaten, destroy items, bully, or hurt someone.
- ◆ Mrs. Hardgrove, the school counselor, and your teachers will have a meeting to discuss the behavior.
- ◆ Mrs. Hardgrove will decide if a suspension is necessary and let you and your parents know.
- ◆ During in-school suspension, you are not allowed in your classroom or able to participate in activities like recess.
- ◆ Work will be given and writing apology letters, cleaning, or other consequences.



Lunch Room

We will continue to use the lunch room during the school year except on scheduled art days.



Lunch is a fun time to talk with friends from your class and other classes

Lunch room rules include:

- use good manners (“please”, “thank you”)
- use a quiet tone of voice
- when finished eating, clean up after yourself (throw out your garbage, wipe off the table)
- ask for help if you need it
- be kind to your friends

Social Skills

During the school year, the school counselor will have social skills groups with the whole class and also have small groups.

At Rock Brook School, we like to see students be friends with their classmates, and students in other classes too!

