



STUDENT  
HANDBOOK  
2017 - 2018

Rock Brook School  
109 Orchard Road  
Skillman, NJ 08558  
(908) 431-9500  
[www.rock-brook.org](http://www.rock-brook.org)

Revised June 2017

## 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, Pam  
& Cindy

## 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

# Rock Brook School Beliefs

Our school offers a cooperative and nurturing environment that meets the needs of our students and their families through education and a variety of individualized supports. Each student is challenged and motivated to reach his or her full potential.

To support our mission, we believe that the RBS Community will:

- Provide a supportive environment for academic and personal growth that encourages independence, self-reliance and self-worth
- To celebrate and honor each child's ability & unique qualities
- To develop confidence and pride in accomplishments and see learning as a life-long process
- Encourage participation in one's community as a social, civic and personal responsibility



**ROCK BROOK**  
Educational & Outreach Programs



# 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.



~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.

~Students are also encouraged to wear sneakers on gym class days.



~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!



~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 reward you for following the classroom rules

~In class, you earn tokens or money at the end of an activity



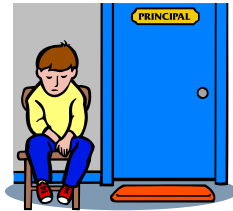
~Depending on your class, you may have a chance to have a reward during the day, at the end of the day or end of the week

~If you do not follow the class rules or make good choices, then you may not earn for that activity

## Safety/Playground

~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

~If you continue to not make good choices in the hallway, then you will have to go to the Principal's office or to the Student break room so you are not disrupting students who are working in their classes



~Consequences for not following school rules can include:

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

~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:

1- Keep hands, feet, and belongings to yourself

2- Take turns and share

3- Kicking and throwing of woodchips, sand, and grass are not allowed

4- 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.



## 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

Six Pillars of character.

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 monitor the hallways for safe behavior during dismissal.

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!

## In-School Suspension

As a consequence for not following school rules, Rock Brook School has 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

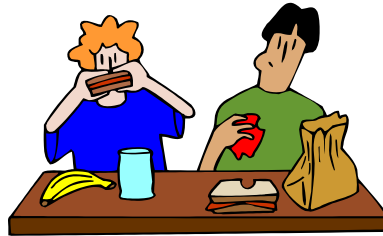
~During in-school suspension, you are not allowed in your classroom or able to participate in activities like recess

~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:

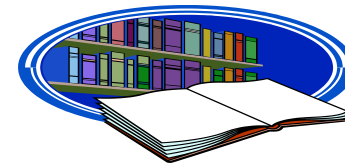
- use good manners (“please”, “thank you”)
- use a quiet tone of voice
- when finished eating, clean up after yourself
- ask for help if you need it
- be kind to your friends.

~If you do not follow the rules, you receive 1 warning and then do not earn tokens or money for lunchtime as per your class plan

~If you continue to not follow the rules, you will have to sit in the hallway to finish your lunch.

## Library Time

Library will be once a week during the school year. You will be able to check out one book for the week and return it the next week.



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## Friendship Clubs

During the school year we will have Friday clubs. You will choose one or two peers to play with and an activity that you can all do together. You will be with the same group and activity for at least two weeks and then you will need to pick a new activity.

We encourage students to participate in all clubs.





## Technology/Electronics

~Computers, laptops, iPads, and other electronics are used in school during lessons, therapy, and clubs 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.

~If electronics are brought to school, they need to be left in your locker, cubby, or book bag throughout the day



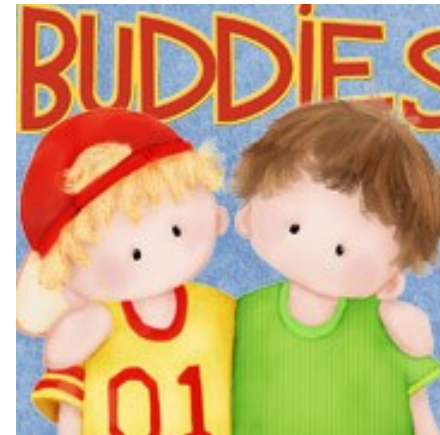
~Your teachers will let you know if you can use it at recess time or to show your classmates.

## Social Skills/ Buddies Program

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!

We have a special buddies program where older students can be a “buddy” to younger students here at school. If you are friendly, like to meet new friends, and are a good role model, please let the school counselor know that you’d like to sign up for the Buddies Program.



## 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 Fall we participate in a school wide food drive to collect food for hungry families in our area. Other times during the year we may have a book collection for needy children, or a bake sale to earn money to buy supplies for our soldiers in the military, or collect supplies for the Princeton SAVE.



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.

## 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.

~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.