

# *South Brunswick Elementary School Parent/Student Handbook*



The Award Winning Public Schools of the Township of South Brunswick, New Jersey

## **Our Seven Elementary Schools:**

Brooks Crossing

Brunswick Acres

Cambridge

Constable

Greenbrook

Indian Fields

Monmouth Junction

## **MISSION OF SOUTH BRUNSWICK SCHOOLS**

Ignite your passion.  
Nurture your potential.  
Embrace your future.

***P.O. Box 181 • Monmouth Junction, NJ 08852 • 732-297-7800***

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**CONTACT INFORMATION**

School	Address	Main Office	Fax	Principal/Assistant Principal
Brooks Crossing and Brooks Crossing at Deans	50 Deans Rhode Hall Road Monmouth Junction, New Jersey 08852	732-821-7478, Ext. 3700	(732) 821-7429	<b>Jaime Maccarone</b> , Principal, Jaime.Maccarone@sbschools.org <b>Aju Mathews</b> , Assistant Principal, Aju.Mathews@sbschools.org
	848 Georges Road Monmouth Junction, New Jersey 08852	(732)-821-7478, Ext. 3777	(732) 940-8430	
Brunswick Acres	41 Kory Drive Kendall Park, New Jersey 08824	(732) 297-6621	(732) 940-2014	<b>Stacey Ta</b> , Principal, Stacey.Ta@sbschools.org <b>Laura Cervino</b> , Assistant Principal, Laura.Cervino@sbschools.org
Cambridge	35 Cambridge Road Kendall Park, New Jersey 08824	(732)-297-2941	(732) 940-2030	<b>Christi Pemberton</b> , Principal Christi.Pemberton@sbschools.org <b>Jaya Maharajh</b> , Assistant Principal Sandra.Burghraef-Fehte@sbschools.org
Constable	29 Constable Road Kendall Park NJ 08824	(732) 297-2488	(732) 297-7807	<b>Cristina Vildostegui-Cerra</b> , Principal Cristina.Vildostegui-Cerra@sbschools.org <b>Dominique Talbot</b> , Assistant Principal Dominique.Talbot@sbschools.org
Greenbrook	23 Roberts Street Kendall Park, New Jersey 08824	(732) 297-2480	(732) 940-2028	<b>Jodi Mahoney</b> , Principal Jodi.Mahoney@sbschools.org <b>Lisa Rogol</b> , Assist. Principal Lisa.Rogol@sbschools.org
Indian Fields and Indian Fields at Dayton	359 Ridge Road Dayton, New Jersey 08810	(732) 329-1043	(732) 274-1234	<b>Peter Rattien</b> , Principal Peter.Rattien@sbschools.org <b>Allison Dubois</b> , Assistant Principal Allison.Dubois@sbschools.org
	310 Georges Road Dayton, New Jersey 08810	(732) 329-1043	(732) 329-1891	
Monmouth Junction	630 Ridge Road Monmouth Junction, New Jersey 08852	(732) 329-6981	(732) 329-1892	<b>Shaun Ruymen</b> , Principal Shaun.Ruymen@sbschools.org

**\*\*\*This Code of Conduct applies to every aspect of our students' educational career, including but not limited to our Summer Programs, Extracurricular Activities, Field Trips, Extended School Year (ESY), etc.**

**CODE OF STUDENT CONDUCT (CSC) 2022-2023**

All schools in the South Brunswick School District share the common mission to foster positive school citizenship. To that end, we embrace the following core values or CARES:

- C Cooperation*
- A Assertion*
- R Responsibility and Respect*
- E Empathy*
- S Self-control*

As students progress through the school system and into the high school, they continue to build upon these basic core values while also emphasizing the values of Honesty, Respect, Kindness, Service, and Responsibility.

Our primary goal is to maintain a safe and caring learning community where all members feel that they belong and are significant. This is supported by the District's proactive, intentional approaches to Character Education—Elementary *Responsive Classroom*, Middle School *Developmental Designs*, and High School *Strive for Five* (Ethics and Excellence)-- which foster social, emotional and academic growth.

The ultimate purpose of the Code of Student Conduct is the development of self-discipline and self-regulation. In all of the South Brunswick Schools, we strive to be consistent, firm but fair, and aware of the pride and dignity of every student. We expect students to behave responsibly, to respect the rights and properties of others, and to work cooperatively with all members of the school community. We expect students to follow the code of student conduct and the specific behavioral guidelines established in each class. Students are accountable to all school personnel for their behavior while on school property, at any PTO-sponsored or school-sponsored function, at the bus stop, on a school bus, walking to and from school, on field trips, in the before or after school programs, or off school grounds, when substantial disruption occurs to the orderly operation of the school. This includes but is not limited to behavior when using an electronic device for such things as instruction, shared documents, text messaging, video taping, social media posting, email, blogging, website posting and apps.

When a student commits an offense, the school staff helps the student to see the relationship between the offense and the related core value. When disruptive behavior occurs, developmental and/or age appropriate logical consequences are applied. The student's developmental needs and history of unacceptable behavior, as well as the circumstances of the offense, are taken into consideration when deciding consequences.

## **ELEMENTARY RIGHTS AND RESPONSIBILITIES**

### Cooperation

I have the right to be an active participant in the school community, and the responsibility to do my best work with others.

- *I follow the rules at work and play.*
- *I take turns and share.*
- *I strive to include others and their ideas when at work or play.*

### Assertion

I have the right to have my ideas heard and appreciated by others, and the responsibility to listen to others and deal peacefully in the event of a conflict.

- *I listen to others.*
- *I speak up respectfully for what I believe.*
- *I tell the truth.*
- *I am an up-stander; not a bystander.*

### Responsibility/Respect

I have the right to learn and the responsibility to do my best.

- *I come to school prepared and ready to learn.*
- *I let other students learn.*
- *I am accountable for my choices.*
- *I take care of myself, others and the school environment.*
- *I use technology in agreement with the district's Acceptable Use Policy.*

### Empathy

I have the right to be treated with respect, and the responsibility to respect others.

- *I try to understand the feelings, emotions, and actions of others.*
- *I respect that everyone is different.*
- *I act in a way that respects other people's feelings.*

### Self-control

I have the right to be safe and the responsibility to treat others in a safe manner.

- *I solve problems using appropriate school words and actions.*
- *I think before I act and consider the consequences of my actions.*

### **ELEMENTARY LOGICAL CONSEQUENCES**

The assignment of logical consequences is a classroom and school-wide practice designed to assist children in developing self-discipline. When children break rules, logical consequences help students to fix their mistakes and to learn from them.

Logical consequences help teachers respond to misbehavior, in a developmentally appropriate way, that allows children to fix and learn from their mistakes while preserving their dignity.

These are examples of different types of logical consequences:

- Reparations (You break it; you fix it.)
- Time-out
- Loss of privilege
- Apology- oral and/or written

On occasion, when offenses are repeated, when an infraction is severe (such as vandalism, theft or cheating), or when a student is not learning from logical consequences, additional remediation is necessary. This may include a parent-teacher conference, referral to the counselor, participation in a social group, detention or loss of recess, removal from an area, meeting with a building administrator, or development of a behavior plan. It is up to the teacher/counselor/administrator's discretion to apply remediation based on the incident or pattern of incidents. This could be in the form of restorative justice such as service opportunities.

There are also several situations when the consequence of an in- or out-of-school suspension may be warranted. These include but are not limited to the following: unethical use of technology, trespassing, leaving school grounds without permission, unacceptable language or gestures, endangerment, threats, fighting, theft, vandalism, violation of the Harassment, Intimidation and Bullying (HIB) policy, assault, insubordination (defiance), distribution of tobacco or tobacco products or drugs/alcohol, weapons, false alarms, or arson. Misbehavior of a chronic or a cumulative nature may also lead to suspension.

We ask that parents with concerns regarding behavior, consequences, or the Code of Conduct, start by reaching out to school administrators so that we can assist you in a timely manner.

### **BEHAVIORAL SUPPORTS**

A current list of community and school-based health and social service provider agencies and other resources are available to support a student and a student's family. In addition to outside providers (help lines, referral services, counseling services and crisis services), there is a host of District supports including Student Support Teams in each school (multidisciplinary teams that provide a coordinated system for the identification, planning and delivery of interventions to assist students who are experiencing learning, behavior or health difficulties), Child Study Teams, counselors, and school nurses.

Please refer to the District Web Site at [www.sbschools.org](http://www.sbschools.org) under Department of Student Services for this information or call the main office at the school your child attends for assistance.

### **BOARD OF EDUCATION K-12 POLICIES**

Detailed information regarding the following Board policies is available in the main office of all schools, at the Board of Education Office, and on the District web page at [www.sbschools.org](http://www.sbschools.org). What follows is a synopsis.

#### **ATTENDANCE**

Punctuality and attendance are important habits for students to develop and maintain. In accordance with the laws of the *State*, the South Brunswick School District requires students to attend school regularly to ensure continuity of instruction and classroom participation.

*NJ State Law* requires that we document all days when a student is absent from school. As such, the school will monitor your child's attendance and timely arrival throughout the year. Parents of middle and high school students are also encouraged to

monitor their child's attendance through Genesis Parent Portal. **NOTE: Students who have missed 18 or more days of school, excused or unexcused, will be labeled as "chronically absent" by the State of New Jersey.**

**Excused Absence:** In keeping with the *NJ State Education Code*, we expect that, except in the case of illness (particularly contagious illness, vomiting, or fever), State-recognized religious observances, emergencies such as family illness or death, special educational opportunities (e.g. a required college visit) or as per an individualized education, health or accommodation plan, your child should be in school and arrive on time. To be considered "excused" for these reasons, there **must** be parental/guardian notice to the school with the reason for absence/lateness.

Note: Even if absences have been "excused," letters will be sent home regarding any areas of concern, if there are instances where parents/guardians are permitting excessive absenteeism or late arrivals, or when the number of cumulative absences is high. A total of 18 absences per year are considered to be excessive whether excused or unexcused.

**Unexcused Absence:** On a day when an absence/lateness is for reasons other than those noted above as "excused," the day of absence/lateness is recorded as "unexcused" and will go into your child's permanent record marked as such. Please note that family vacations and other non-educational activities are not included in the list of "excused" absences above. They are considered "unexcused" absences, and should be planned so they do not interfere with school attendance. Parents/guardians must assume full responsibility for all missed academic assignments. Teachers will not provide work in advance of such absences but may provide work upon a student's return.

**Disenrollment Cumulative Absences:** Students who will be on extended trips of ten or more consecutive school days, will be dis-enrolled from school. The parent will assume educational responsibility through parental instruction or enrollment of student in school at their destination. Students who return to District will be required to complete the registration process again.

In addition, in accordance with *NJ Statutes Annotated (NJSA) 18:A* and *NJ Administrative Code (NJAC) 6A*, the following guidelines will be followed when absences are "unexcused."

- For up to 4 cumulative unexcused absences, the school will conduct an investigation including contact with the student's parents to determine cause of absences, will develop an action plan as necessary, and will contact law enforcement and other authorities or agencies as appropriate;
- For between 5 and 9 cumulative unexcused absences, the school will conduct a follow-up investigation including contact with the parents, will evaluate and revise the action plan above to include referrals, consultations or assessments, and will cooperate with law enforcement and other authorities and agencies;
- For cumulative unexcused absences of 10 or more, the student is considered truant. For students between the compulsory school ages, the school district will make mandatory referral to the court program as required by the *NJ Administrative Office of the Courts*. The school will consult with the parents, cooperate with law enforcement and other authorities and agencies, and will proceed in accordance with *NJSA 18:A, Compelling Attendance at School*, and other applicable State and Federal statutes, as required.

A reasonable attempt to notify the parent of an "unexcused" absence will be made. The school will proceed in accordance with the law's provision if a potential missing or abused child situation is detected.

**Unexplained Absence:** Parents/guardians must provide the school with a reason for a child's absence. If the child is not in school and the school office has not received parental/guardian notification as to reason, this absence will be considered "unexplained" and will be marked as "unexcused" in the child's permanent record and the guidelines above will be applied. In the event of "unnotified" absence, the school will make a reasonable attempt to contact the child's parents to determine the reason for the absence prior to the start of the following day.

**Absences during Testing and Instructional Periods:** If a student has an absence during the District or State standardized testing periods as advertised on the District calendar, they will only be able to make-up the test during the scheduled retake period that follows the testing period. This includes end-of-year final exams and math tests at all levels including those that determine placement and acceleration.

Excessive absences may result in an incomplete or not applicable grade on a student's report card. Missing instructional time may limit the teacher's ability to issue a complete grade.

**Absence and After School/Evening Events:** Please note that except under previously-approved and special circumstances, a student who is absent from school during the day may NOT participate in any after school or evening events. (Note: A student who is absent due to illness may NOT participate.)

**Reporting Absence:** It is a parent's/guardian's responsibility to call the school when a child is going to be absent. The District's voicemail system is operative 24 hours a day and parents are requested to call the school by 8:00 AM (or by 10:00 AM if it is an afternoon absence only). When calling the school to report an absence, please listen to the prompts for the attendance line and give the child's full name, reason for absence and the date(s) of absence. It is District policy that any "unnotified absence" will result in a call from the school. If left "unexplained," the absence will be classified as "unexcused."

**Reporting Lateness:** If a student must report to school late, the parent must escort the student to the office and provide the office staff with the reason for the tardiness. The parent must sign the student in at the main office or the receptionist desk.

**Reporting an Early Sign-out:** Early sign-out from school is discouraged; however, we realize there are times when this will occur. Please send a note in advance to alert us of the need to sign your child out early from school. The parent must come into the main office to sign the student out.

**Readmission after Absence:** A physician's statement explaining a non-communicable absence of *more than five days* is required. The school nurse must receive a written physician explanation if the student has been absent with a communicable disease for *any length* of time. This will serve as evidence of the student being free of the communicable disease.

**Retention or Credit Loss:** Prolonged or repeated absences or lateness, excused or unexcused, from school or class may result in retention or the loss of credit toward graduation.

**Religious Holidays:** A list of the State of New Jersey Approved Religious Holidays is included in the South Brunswick School District Calendar. It can also be found at the NJ Department of Education website at <http://www.state.nj.us/education/>.

#### **ACCEPTABLE USE POLICY (A.U.P.)**

The South Brunswick School District believes that all students should have access to technology tools, resources, and services when they act in a responsible, efficient, courteous and legal manner. Internet access and other online services, available to students and teachers, offer a multitude of global resources. Our goal in providing these services is to enhance the educational development of our students.

We educate students about appropriate online behavior including awareness and response to cyber-bullying and interacting with others on social websites. In addition, we take steps to block access to inappropriate content, monitor safety and security when students use electronic communications, prevent unauthorized access including "hacking," and prevent unauthorized disclosure, use and dissemination of students' personal information.

Acceptable uses of technology are devoted to activities that support and enhance teaching and learning. Use of "technology tools" refers to all digital tools and equipment that are used in South Brunswick classrooms and schools— whether district-owned or privately-owned. Therefore, the A.U.P. also covers students in upper grades who participate in Bring Your Own Device (B.Y.O.D.) at the invitation of their teachers and under the conditions outlined in the B.Y.O.D. Guidelines.

To use any technology in our instructional environment and while on school grounds, students must have an "Acceptable Use Policy: Technology Agreement" on file. All students and their parents/guardians must sign and/or electronically acknowledge this document. The Agreement, which is written in age-appropriate language, covers the following intervals: Kindergarten (which covers K-2), Third Grade (which covers 3-5), Sixth Grade (which covers middle school), and Ninth Grade (which covers high school). Copies of these divisional "A.U.P. Technology Agreements" may be found on the District website, [www.sbschools.org](http://www.sbschools.org), under "Policies."

### **BRING YOUR OWN DEVICE (B.Y.O.D.)**

The B.Y.O.D. Policy applies to students in grades 2-12 only. A student who does B.Y.O.D. must adhere to the Student Code of Conduct, the Acceptable Use Policy, and all applicable Board policies and the guidelines for B.Y.O.D. The use of personal devices by students is optional; students who do not participate in B.Y.O.D. will not be penalized, and alternative modes of participation will be available.

### **BUS CONDUCT**

NJ Statute provides that the bus driver shall be in full charge of the school bus at all times. Infractions deeming the student to be unmanageable can be reported to the school principal by the driver and disciplinary action taken as necessary. Please refer to the *Student Transportation Brochure* [included here](#) for further description of the Rules & Responsibilities. Students are only permitted to ride on their assigned bus. In addition, the Code of Student Conduct, and all regulations herein, also applies to bus behavior, as well as behavior at the bus stop. It also applies to the behavior of walkers to and from school.

### **DRESS CODE**

The wearing of clothing bearing obscene writing or promoting indecent or unacceptable behavior, whether stated or implied, will not be permitted. In all such cases, students wearing inappropriate items will be asked to remove or replace them. When it is determined that students are in violation of these guidelines, they will be sent to the nurse's office and provided with temporary clothing for the remainder of the school day.

No student is permitted to wear a hat or any other head covering in school, unless required to do so by religious custom or medical condition.

Since students at the elementary level have recess every day, students should wear sneakers or other safe footwear (no flip-flops) to school daily. In addition, students should dress for the weather, since recess occurs throughout all seasons of the school year.

### **DUE PROCESS**

Parents and students have procedural due process rights under the Fourteenth Amendment with respect to discipline that involves the possibility of serious sanction and consequences such as suspension or expulsion. Specific procedures are posted on our District Website at [www.sbschools.org](http://www.sbschools.org) and are available upon request at the main office of the school that your child attends.

### **ELECTRONIC COMMUNICATIONS POLICIES**

*Policies #3283/#4283: "Electronic Communications Between Teachers / Support Staff Members and Students."*

These two policies (teacher and support staff) protect students from receiving or exchanging any improper or inappropriate electronic communications with any members of the staff. Students may not communicate with a staff member through anything other than the district email system, district telephones, and district-sponsored or district-approved (e.g. Edmodo) social media sites and web pages. Likewise, a staff member may not use or provide a personal email address to communicate with students, may not use a personal phone to communicate with students, is prohibited from text messaging communications with students, and prohibited from communicating with any student through a personal social networking website or other personal Internet-based website. A staff member may not offer or accept "friend" requests. Note: Under special circumstances (e.g. field trips, sports team events, club activities), a staff member may receive permission from the principal to use a personal device or personal media site for the purpose of communicating emergency/information notification in a timely manner.

### **EMERGENCY & GRADE LEVEL PARENT EMAIL NOTIFICATION**

South Brunswick School District offers a variety of e-mail notification services including Board meeting agendas/highlights and individual grade level e-mailings to parents to keep them informed of information pertaining to their child's particular grade. An Emergency Email Notification keeps subscribers informed of emergency closings or delayed openings or other instances where parents may be required to take action (school evacuation due to power outage, etc.). Signing up is simple. Visit [www.sbschools.org](http://www.sbschools.org) for instructions.

### **HARASSMENT, INTIMIDATION, AND BULLYING (H.I.B.) POLICY**



It is the intent of the NJ Legislature in its January 2011 enactment of the new Harassment, Intimidation, and Bullying (HIB) Law to strengthen the standards and procedures for preventing, reporting, investigating, and responding to incidents of HIB of students that occur in school and off school premises.

The District prohibits all acts of harassment, intimidation or bullying. HIB is defined as any gesture, written, verbal or physical act or any electronic communication (that is, transmitted by an electronic device) whether it be a single incident or a series of incidents that:

- Is reasonably perceived as being motivated by either any actual or perceived characteristic such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability or by any other distinguishing characteristic; and
- Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds that **substantially disrupts or interferes with the orderly operation of the school or the rights of other students**; and that
- A reasonable person should know, under the circumstances, that the act will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to person or damage to property; or
- Has the effect of insulting or demeaning any student or group of students, or
- Creates a **hostile educational environment** for the student by interfering with a student's education or by **severely or pervasively** causing physical or emotional harm to the student.

A HIB complaint will be investigated promptly within the defined timeline and in adherence with the procedures set forth in the District HIB Policy. This policy can be accessed in full on the District web page at [www.sbschools.org](http://www.sbschools.org) along with contact information for the District's Anti Bullying Coordinator and each school's Anti Bullying Specialist.

The consequences for a student who commits an act of harassment, intimidation, or bullying may vary depending on whether it is the first act of harassment, intimidation, or bullying by a student, the second act, or third or subsequent acts. If it is the third or subsequent act of harassment, intimidation, or bullying by a student, the Principal, in consultation with appropriate school staff, shall develop an individual student intervention plan which shall be approved by the Superintendent or designee, and may require the student, accompanied by a parent, to complete in a satisfactory manner a class or training program to reduce harassment, intimidation, or bullying behavior.

#### **MEDIA AND WEB NON-CONSENT FORMS**

Annually, South Brunswick School District sends parent/guardians information about federal and state laws as it pertains to the "personally identifiable information" of students and their rights when it comes to the school district using a child's name/likeness in the media, district sponsored publications or on its website. These forms can be found online at [http://www.sbschools.org/our\\_schools/policies/consent\\_forms.php](http://www.sbschools.org/our_schools/policies/consent_forms.php). If a parent/guardian does not want their child's name and/or photograph to appear in the local newspapers, district's sponsored publications or on the district's website, they must sign and return the related form to the school's grade level office. Permission may be rescinded at any point during the school year by sending a note to the building principal. This will take effect upon receipt of the school. For further details, contact the main office.

#### **MEMORANDUM OF AGREEMENT**

In New Jersey, there is a uniform Memorandum of Agreement (MOA) between school districts and law enforcement officials. The MOA, which is approved by the NJ Department of Law and Public Safety and the NJ Department of Education, documents the commitment for schools and law enforcement agencies to work together as equal partners to enforce the law on school grounds. The MOA also details how schools are to report suspected incidents involving alcohol or drugs, weapons, child abuse, hazing, harassment, intimidation and bullying, or problems that compromise school security or safety. School administrators use the MOA to determine their course of action when faced with matters that rise to this level.

#### **NUTRITION**

South Brunswick School District contracts its school dining services through Chartwells Dining Service which provides school lunch options in compliance with the State-mandated Nutrition Policy. Due to the growing number of students who have been diagnosed with peanut allergies, which can be fatal to some, Chartwells School Dining Services no longer serves items that are peanut-based or use foods prepared with peanut-based products in any of our cafeterias. While this change does not impact

“packed” lunches, breakfasts, or snacks, we ask that you be mindful of the existence of food allergies among children and discourage sharing of snacks.

**PUBLIC COMPLAINTS AND INQUIRIES**

Policy provides a forum for members of the community to resolve any misunderstandings between the public and the school district regarding school personnel, district operations or instructional materials. Resolution is initially attempted through discussion between the involved parties and generally takes place at the classroom or school level.

**RECORDING POLICY**

The taking or sharing of pictures and/or video during school hours is prohibited unless required for an academic task and under the direction of a staff member. Students may not use devices to record, transmit, or post photographic images or video of a person or persons on campus or school transportation during school activities or school hours, unless otherwise allowed by a staff member.

**SCHOOL SAFETY PROCEDURES**

School Safety: All district schools conduct drills and have plans in place to keep students, staff and community members visiting the school safe and secure. Among such safeguards are the following: Bus evacuation drills (twice a year); fire drills (once a month); lockdown and other state mandated drills (once a month).

School Security: All district schools have camera and buzzer entry systems which restrict visitors’ access to the buildings. School security guards are on site at the middle school to assist with student and staff safety. To ensure the safety of our students, staff and community, the district also has an identification (ID) card system for all district staff. Unless exigent circumstances exist, parents are required to make an appointment prior to arriving to speak with a staff member. This will ensure the staff members availability. Visitors are issued temporary ID badges upon sign in at the reception desk. Requiring visitors to present identification cards will help us to distinguish persons in our school and enhance safety.

**SOCIAL MEDIA**

The district and its schools will maintain Web pages, Facebook pages and Twitter accounts. Expanding Internet presence and utilizing social media sites will allow building and central administration to share information at any moment, thereby allowing the community to access this information via commonly used platforms.

**WEAPONS, DANGEROUS INSTRUMENTS AND VERBAL THREATS**

Board of Education Policy regarding Weapons and Dangerous Instruments and State Law states that “any item known to be a weapon or any item used in such a way as to intimidate or physically hurt another person is prohibited from being on school property.” In addition, the Board Policy prohibits all imitation weapons and “the Board reserves the right to initiate and impose disciplinary action for conduct involving weapons.” It is essential that our students learn early that threatening language is not acceptable. Expressions like the following will not be tolerated: “I’m going to shoot you. I’m going to bring a gun to school and shoot you. I’d like to kill you.” Verbal comments, written notes, and gestures along these lines will be taken seriously and dealt with accordingly. The school may have to consider police involvement in such instances.

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**SCHEDULES**

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SCHOOL	Before School	First Bell	Late Bell	2 Hour Delay	Early Release	Regular Dismissal
Brooks Crossing	7:00 am @ BC	9:00 am	9:10 am	11:00 am	1:40 PM	3:35 PM

Brooks Crossing at Deans		9:05 am	9:15 am	11:05 am	1:45 pm	3:40 pm
Brunswick Acres	7:00 am	9:00 am	9:10 am	11:00 am	1:40 PM	3:35 PM
Cambridge	7:00 am	9:00 am	9:10 am	11:00 am	1:40 PM	3:35 PM
Constable	7:00 am	9:00 am	9:10 am	11:00 am	1:40 PM	3:35 PM
Greenbrook	7:00 am	9:00 am	9:10am	11:00 am	1:40 PM	3:35 PM
Indian Fields		9:00 am	9:10 am	11:00 am	1:40 pm	3:35 PM
Indian Fields at Dayton	7:00 am @IF	9:05 am	9:15 am	11:05 am	1:45 pm	3:40 pm
Monmouth Jct.	7:00 am	9:00 am	9:10 am	11:00 am	1:40 pm	3:35 pm

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**ARRIVAL/DISMISSAL OF STUDENTS**

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For the safety and security of your child(ren), no student should ever be dropped off and left unattended without an adult present, who you know will accept responsibility for your child's safe entrance into school. Please follow the specific guidelines including traffic patterns for your designated school and refer to the information below for specific procedures for each school.

**Dogs at Dismissal:** In addition, some of our students are very afraid of animals, specifically dogs. Please **do not bring your dogs** to the waiting area. Stay at the sidewalk with your pet if you bring one. Thank you for helping our children exit the building calmly.

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**ATTENDANCE**

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- *See Code of Conduct*

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**BEFORE AND AFTER SCHOOL CARE**

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For working parents, before and/or after school care is available via Champions. For more information, log on to the Champions website at <https://www.discoverchampions.com/>

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**BIRTHDAY RECOGNITION**

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We love to recognize children's birthdays. However, **NO FOOD, BALLOONS or GOODY BAGS** are permitted for these celebrations. If you would like your child's birthday to be recognized, please reach out to your child's teacher at least one week in advance. Your child's teacher will share the way(s) in which birthdays will be recognized in class. Most often this will be a read

aloud book your child has chosen, a morning meeting activity of your child's choice, or a free-choice activity of your child's choice.

Invitations to birthday celebrations are not to be distributed at school.

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### **BUS TRANSPORTATION**

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If a child is assigned to ride the bus to school, the Transportation Department at the Board of Education will notify the parents/guardians at the beginning of the year as to when and where the child will be picked up. For information regarding bus transportation, please call the Transportation Department at (732) 297-7800. Student conduct at the home bus stop is the parent's/guardian's responsibility. NJ Statute 18A:25-2 provides that the driver shall be in full charge of the school bus at all times. Infractions deeming the student to be unmanageable can be reported to the school principal by the driver and disciplinary action taken as necessary. In addition, the Code of Student Conduct applies to bus behavior as well as behavior at the bus stop and on school field trips. It also applies to the behavior of walkers to and from school.

***Bus Regulations:***

- Follow the instructions of the drivers
- Follow posted bus rules
- Stay in your seat. Students may be given assigned seats on the bus.
- Face forward and wear your seat belt
- Keep hands and head inside the windows
- Do not damage the bus and help keep it clean. Follow all school rules as it relates to student conduct, harassment, and bullying.
- Cross only in front of the bus so the driver can see you
- Under no circumstance will an unauthorized person be allowed on the bus.
- Children are not allowed to ride any bus to which they are not assigned.

If you must change your child's routine and DO NOT want your child to ride the bus home, please send a note to your child's teacher or call the Main Office.

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### **CARE OF PROPERTY**

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Students are responsible for their library and classroom books and materials and will be charged for their replacement if they are lost or damaged.

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### **CELL PHONES & SMART WATCHES**

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Cell phone use and the use of smart watches in schools by elementary school students is not permitted. This includes smart watches, message-enabled fit bits, and "kid" models of smart watches such as VTech watches. Any watch that allows students to play games and/or communicate with others is not allowed to be used during the school day. If absolutely necessary, students are able to bring a cell phone or smart watch to school. However, students must have the phone and/or smart watch turned off in his/her backpack during the school day. Please be aware that you choose to send this device at your own risk. We are not responsible for theft or loss of such a device.

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### **CHANGE OF ADDRESS AND PHONE NUMBERS**

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One of the greatest challenges schools may have during the school day is locating parents in the event of an emergency. This difficulty is most frequently caused by changes in phone numbers, workplace, or other contact information without families notifying the school office. The importance of maintaining updated and accurate contact information cannot be overemphasized. Please ensure that all contact information is current in Genesis.

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## **CLASS TRIPS**

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All class trips off of school grounds require Board of Education approval. In order for a child to participate in class trips, parents/guardians must sign and return a permission slip giving permission. Students not attending the trip are expected to attend school where they will complete alternate assignments throughout the day. In order to ensure the safety of our students, it is essential that each student listens and is responsive to adult direction. Any student who has not shown this level of responsibility may be restricted from attending a trip by the District.

### *Chaperones*

In order to provide a well-supervised class trip, parent chaperones may be needed to assist the teacher and school staff. The number of chaperones on a trip will be limited to the number needed and/or required by the trip site. Parent chaperones assist in the supervision of our students while maintaining a small group. In order to provide a well-supervised class-learning atmosphere for our students' trip, chaperones are not permitted to bring any other siblings on the trip as this limits their ability to adequately supervise our students. Please be aware that parent chaperones are not permitted to drive children to or from a class trip site during the school hours. Students must ride the bus that has been provided.

SEE APPENDIX FOR GENERAL PERMISSION SLIPS\*

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## **EARLY CLOSINGS/DELAYED OPENINGS**

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- In the event of a delayed opening, unplanned early release or the closing of school due to inclement weather conditions or other types of emergencies, parents/guardians and students will be informed by AutoDialer (School Messenger), Web site, television and radio.
- Radio Station WCTC (1450 AM) will announce school closings or delayed openings several times between 6:00 - 8:30 a.m.
- Announcements will be posted on the District's Web site, [www.sbschools.org](http://www.sbschools.org), WMGQ 98.3 (<http://www.magic983.com/>), Comcast Cable Channel 28, Channel 62 (News 12) and Verizon FiOS Channel 36, and Channels 7 (WABC) and 4 (WNBC).
- Schools closed due to inclement weather will remain closed all day. All after-school activities will be cancelled.
- In the event of a delayed opening, school will begin 2 hours later than normal.
- The Champions Child Care Program will communicate their schedule to enrolled families for these days.
- Any Before-School Music Program is automatically cancelled on days in which the District operates under a 2 hour delay.
- If schools are to remain closed the following day, an announcement using methods listed above will be made.
- Please do not call the Transportation Department or South Brunswick Police Department about school closings/delayed openings.

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## **FORGOTTEN ITEMS**

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**Our policy is that students will not be permitted to call home for forgotten items.** In an effort to promote independence and executive functioning skills, *parents are encouraged to refrain from dropping off forgotten items.*

Should a parent or guardian drop off an item or homework forgotten by a student, it will be placed in the main office until the teacher or student retrieves it. Classroom instruction will not be disrupted by calling classrooms to retrieve forgotten items.

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## **HEALTH INFORMATION**

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School health services are maintained to appraise and to promote the health of the students and school personnel. This is done through routine health screening and by providing emergency care for injury or sudden illness. The school nurse is available throughout the day at the school as a health consultant. The nurse never makes a diagnosis, nor can he/she prescribe treatment. If you are unfamiliar with the community resources for proper medical attention, he/she will be able to assist you.

#### Health Screenings:

- Height and weight measurements are taken once a year on every student.
- A blood pressure screening is done once a year on every student.
- A hearing and vision screening is done every year in grades K to 4.
- The tuberculin Mantoux test is given to students transferring into school as required by state law.
- Scoliosis screening in grades 5, 7 and 9 unless completed by private medical provider or excused by parent/guardian in writing.
- Students in grades K, 5, 7, 9 and 11, and all new students are required to have a physical exam.
- Scoliosis screening in children age 10 and older is required annually.

Each student must provide a physical exam upon entry into the school district. Each student's physical examination must be conducted by your medical provider or advanced practice nurse at the provider's facility (the student's "medical home"). A full report of the examination must be documented on the district form and must be dated and signed by the medical provider. Physical exam forms are available on the school website. If the student does not have a "medical home," the district may provide the examination at the school physician's office or at another appropriately equipped facility.

Emergency care in school is limited to first aid for accidents/illnesses occurring in school or on the way to school. In case of an accident or sudden illness, parents/guardians or alternate contacts are notified of the health emergency so that the child may be taken home or to a physician.

Emergency procedure forms will be distributed on the first day of school. It is essential that we have these on file as soon as possible so that we have guidance as to whom to contact in an emergency. Alternate contacts, neighbors, and relatives should be informed and available to act on your behalf in an emergency. Please be sure that all information in Genesis is kept accurate and up to date.

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### **HEALTH REGULATIONS FOR SOUTH BRUNSWICK TOWNSHIP**

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Children having a contagious disease shall be excluded from school until all signs of the disease have disappeared. Students must be free of a fever for twenty-four hours before returning to school without fever reducing medication. The school nurse may exclude a child who appears ill in school, and may, at her discretion, require a note from a physician before the child is readmitted to school. State laws require completed immunizations or your child will be denied admission to school. For the complete list of immunizations required for admission in a New Jersey School, please see the district website or our school nurse's website.

In accordance with state law, only the school nurse, another registered nurse employed by the district, or the pupil's parent or legal guardian, may administer medication to pupils in school. Medication must be delivered to the school nurse by the pupil's parent or legal guardian. Only medication in its original labeled container will be accepted. Prescription medication must be in the pharmacy labeled container that states the name and telephone number of the pharmacy, the name and dosage of the medication, directions for administering, and the name of the physician. No homeopathic or herbal medications will be administered at school unless prescribed in writing by a physician. All medication requires written permission from the parent and the physician.

A child may be excused from physical activity for three consecutive days with a note from a parent/guardian. Please send any parent notes indicating PE/recess limitations to the school nurse. The nurse will inform the physical education teacher(s). If the time is extended beyond three days, a note from the family physician is required.

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### **HOMEWORK**

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The South Brunswick Board of Education considers homework to be a valuable extension of instruction. It gives pupils the opportunity to review and practice, to expand ideas and to explore new concepts without the pressure of time. Homework is the

bridge between home and school that allows parent(s) or legal guardian(s) to play a more active and informed role in their child's education.

The following are six basic district assumptions about homework:

- Homework assignments should be meaningful/purposeful and reinforce what is being taught.
- Every effort should be made by the teacher to assure that assignments are understood by the pupils. Teachers should model how homework should be done and make expectations clear.
- Materials that are necessary to complete assignments should be readily available.
- Most assignments should be completed by the pupil working independently. Some assignments may be given which require the parent(s) or legal guardian(s) and child to work together.
- Homework is differentiated to meet the needs of the learner.
- Homework will not be punitive.

At the elementary school level, this means:

Parents can expect that students will receive homework that may include both short-term and long-term assignments that require students to self-direct learning and self-manage time. Students will be expected to produce their best work in a timely, neat, and responsible manner. Parents can expect that homework may be assigned in the varied subject areas that include: reading (sentence sense, independent reading,) writing (phonics, spelling, vocabulary,) mathematics, science, social studies, as well as interdisciplinary assignments. Homework will generally be assigned Monday through Thursday evenings with Friday homework being an option for the teacher.

Parents can help by checking the child's agenda and homework folder daily for assignments and notes from the teacher. Additionally, parents can help by providing a distraction-free environment.

We encourage parents to avoid the temptation to do their children's homework and produce error-free products. This does not contribute to a child's learning; in fact, it often gives teachers an inaccurate assessment of children's learning. If a child experiences difficulty in a homework assignment, it is much wiser for the parent to inform the teacher that more instructional support may be necessary.

We recognize that a child absent from school misses more than the reading and writing assignments completed during the day. It is expected that the student will make up as much of the work as possible. As in all school work, the assignment needs to be done within a reasonable time after the student returns to school. If an emergency arises and the student cannot complete an assignment, the parent/guardian is expected to send a note to the classroom teacher.

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### **LEGAL CUSTODY INFORMATION**

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Are there any special legal agreements that relate to your child while at school? If there are specific custody arrangements, it is absolutely essential that you have provided us with a copy of court papers so that we can follow through on these requirements. Without such information, your child will be released to either parent. If you have any questions about this, please contact a member of the school administrative team. The school will need a copy of that part of your legal agreement that specifies the custody and visitation rights of parents. This information will be kept confidential. The school needs this information in order to meet its legal obligations. We cannot honor written requests from a parent.

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### **LOST AND FOUND**

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A Lost and Found is maintained at each school. Please feel free to look through it at any time. In order to prevent a potential loss, put your child's name on all personal items. Items not claimed within a two-week period are donated to a charitable cause.

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### **LUNCH AND RECESS**

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Children may choose to purchase lunch and/or milk in school or bring their lunch from home. Glass bottles and/or containers are not allowed in school. The lunch menu is located on the school website under the School Information tab. Please remind your child to take responsibility for his/her money or lunch. Free and reduced priced meals are available to those who qualify. Applications for free and reduced lunch are available on the District website and in the Main Office of each school. Students use a debit system where lunches can be pre-purchased in bulk. Information about this system will be sent to all families. For questions concerning lunch purchases, please call Chartwells at (732) 329-1043 ext. 3019. If your child will require a vegetarian lunch, such a request must be made in writing and forwarded to Chartwells. Please understand that the vegetarian lunch will be offered in accordance with the monthly lunch schedule and as they are available.

South Brunswick School district contracts its school dining services through Chartwells Dining Service which provides school lunch options in compliance with the State-mandated Nutrition Policy. Due to the growing number of students who have been diagnosed with nut allergies, which can be fatal to some, Chartwells School Dining Services no longer serves items that are nut-based or use foods prepared with nut-based products in any of our cafeterias. While this does not impact “packed” lunches or snacks, we ask that you be mindful of the existence of food allergies among children and discourage sharing of snacks.

On full days of school, students have a thirty-minute lunch session and thirty-minutes of recess time. On most days throughout the year, the students have recess outside; students remain inside only on days when recess areas are wet, when there are dangerous heat conditions, or when the outdoor temperature is extremely cold.

*Please be aware that we do not refrigerate lunches nor do we have provisions to heat lunches up.*

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### **PTO SPONSORED ACTIVITIES**

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All parents are encouraged to join the PTO and attend meetings regularly. The PTO works collaboratively with the teachers and administration to make decisions that benefit the entire school population. The PTO is an active volunteer organization where parents work together to provide fun and enriching programs for our children. Throughout the year fundraisers are held to finance the various programs offered such as Cultural Arts events, teacher grants for specific programs, class activities and trips. All parents are encouraged to become actively involved in the PTO and are welcome to attend meetings.

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### **REGISTRATION AND SCHOOL TRANSFERS**

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To register a new student you will need to go to [www.sbschools.org](http://www.sbschools.org) (central registration) and make an appointment. The required documents you must bring are your child’s original birth certificate, proof of residency (a deed or lease, a current PSEG bill, and one other official document with your name and address on it) We also require a transfer card and report card from the previous school, as well as your child's immunization records. If you plan to transfer your child out of District, please notify the office as soon as possible. You will need to complete a Release of Records Form which gives us permission to send your child's records to the new school.

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### **REPORTS OF STUDENT PROGRESS**

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Report cards for students in grades 3-5 are issued three times a year; and for students in grades K-2 they are issued twice a year.

Genesis is the district platform where contact information, student progress (report cards), and teacher placement can be found. First day forms are also signed electronically through Genesis. Please notify your child’s school of any changes in contact information throughout the year.

Parent/Teacher Conferences are held twice a year, in the fall and in the spring. Ongoing communication between home and school is critical to your child's success. Please keep your child's teacher informed of any changes that might affect your child's performance. Also, please feel free to contact a teacher by telephone or email if you wish to speak with them.

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## **SCHOOL SAFETY**

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*School Safety* - All district schools conduct drills and have plans in place to keep students, staff and community members visiting the schools safe and secure. Among such safeguards are the following:

- Bus Evacuation Drills (twice a year)
- Fire Drill (once a month)
- School Security Drill (once a month)

*School Security* - All district schools have cameras and buzzer entry systems that restrict visitors' access to the buildings. To ensure the safety of our students, staff, and community, the district also has an identification (ID) card system for all district staff. Visitors (see Visitors and Volunteers below) are to present ID and sign in at the main office. Visitors granted admission to the building will be issued temporary ID badges to help us to identify guests in our schools and enhance safety.

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## **VISITORS AND VOLUNTEERS**

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For safety reasons, visitors who enter the building are kept to a minimum. Should you need to enter the building, an appointment is necessary.

All visitors and volunteers who are entering the building are required to check in at the main office to receive a visitor's pass. Even if you are a regular visitor or volunteer in our building, we need you to sign in at the office so that we know you are in the school building. You may be asked to present photo identification.

If you need to bring homework, books, lunch, or other items to school, please drop them off in the foyer of the building. These items should be clearly labeled with the child's name and classroom.