

# *Brunswick Acres School*

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## *Parent/Student Handbook*

2016-2017



*The South Brunswick School District will prepare students to be lifelong learners, critical thinkers, effective communicators and wise decision makers. This will be accomplished through the use of the New Jersey Core Curriculum Content Standards (NJCCCS) and/or the Common Core State Standards (CCSS) at all grade levels. The schools will maintain an environment that promotes intellectual challenge, creativity, social and emotional growth and the healthy physical development of each student.*

S C H O O L   M A S C O T  
Home of the Bears

S C H O O L   C O L O R S  
Blue and White

Main Office: (732) 297-6621  
Fax: (732) 940-2014  
Attendance- Ext. 3452

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*“Attitude Determines Altitude – Fly High!”*

## GENERAL INFORMATION FROM A TO Z

Mr. Neel Desai, Principal, Ext. 5450  
Neel.Desai@sbschools.org

Mrs. Suzanne Hansen, Nurse - Ext. 3469, 3453  
Suzanne.Hansen@sbschools.org

Mrs. Laura Cervino, Assistant Principal, Ext. 5451  
Laura.Cervino@sbschools.org

Ms. Jackie Turner, School Counselor, Ext. 3468  
Jacqueline.Turner@sbschools.org

## SCHOOL DAY SCHEDULE

### **School Hours:**

9:05 – 3:30 (Full Day)

9:05 – 1:35 (Early Release Day)

10:35 – 3:30 (Delayed Opening Day)

### **Arrival Time:**

**8:55 AM (Full Day & Early Release Day)**

**10:25 AM (Delayed Opening Day)**

### **School Begins:**

**9:05 AM (Full Day & Early Release Day)**

**10:35 AM (Delayed Opening Day)**

**Students who arrive after 9:05 AM on Full Days or Early Release Days and after 10:35 AM on Delayed Opening Days are considered “Tardy.”**

Children may enter the building and report to their classrooms any time after 8:55 AM. For your child’s safety, children are **not** to arrive at school before that time. Should supervision be necessary prior to school hours, please refer to the Before and After School Program information.

There are several planned early closing days noted in the school calendar. Children will be dismissed at 1:35 PM. on these days and lunch will be served. The website, [www.sbschools.org](http://www.sbschools.org) has the 2016-2017 calendar.

Parents driving their children to school are to drive into the circle in a single file line. Starting at 8:55 AM, our staff will greet you and see that your child walks from the car into the school. Once your child leaves the car, parents are asked to continue on so that those behind you can drop off their children. This is for the protection of each and every child. Parking is very limited!

Parents picking up children by car are to drive their cars into the circle in a single file line. Parents can then wait for their children to be dismissed from the front door. A staff member will ensure that each child is properly matched to his/her parent/guardian. Please do not park cars on the side of the building by the shed. This is a NO PARKING ZONE. Your cooperation is appreciated. Also, do not leave your car idle and go into our school.

## ATTENDANCE

Punctuality and attendance are important habits for students to develop and maintain. In keeping with the NJ State Education Code, we recommend that, except in the case of illness—particularly contagious illness, vomiting, or fever, recognized religious holidays, family emergencies or serious conditions, your child should be in school and arrive on time.

Family vacations and other non-educational activities should be planned so they do not interfere with school attendance. Student absence due to family vacations and travel is strongly discouraged as it is disruptive to student learning. **Teachers do not provide work in advance of such absences.**

Excessive tardiness and absenteeism is monitored, and as necessary, administration will contact parents, Department of Children and families and/or SBPD. Please respect the importance of the school day by insuring your child's daily attendance and timely arrival.

**In the event of 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 so you may place a call at any time. When calling the school to report an absence, please give the child's full name, grade, reason for absence (state requirement) and the date(s) of absence. It is district policy that any "un-notified absence" will result in a call from the school and will be classified as "unexcused." Please note that a student who is absent from school during the day may **NOT** participate in any after school or evening events. To report an absence, please call (732) 297-6621.

**In the event of lateness:** If a student must report to school late, after 9:05 AM, 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.

**In the event of 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 in to the main office to sign the student out.

**BEFORE AND AFTER SCHOOL PROGRAMS**

The South Brunswick School District offers Before and After School Child Care Programs to provide children with a safe, supervised environment while parents/guardians are working. The programs offer recreational & learning activities, outdoor play, quiet activities, arts & crafts, and time to do homework. The Before School Program operates from 7:00 AM until school begins. The After School Program operates from dismissal until 6:00 PM and includes sessions on scheduled early closing days. In the event of an emergency closing, you will be notified by Community Education with regard to any change in dismissal procedures. For information, contact the Community Education Director at the Board Office (732) 297-7800.

If your child attends the After School Program and you need to change your child's attendance at the program on any given day, please write a note to the child's teacher AND call Community Education at (732) 297-7800. You do not need to call Community Education if your child is absent from school. The After School staff will be given the daily attendance sheet from the main office.

**BIRTHDAY RECOGNITION**

If you would like to have a short class birthday acknowledgement for your child, please speak with your child's teacher in advance. Parents should be mindful of the district's nutritional policy as well as the dietary restrictions of students in the classroom. These birthday recognitions are short (**ten minutes**) and limited to the classroom community. Students will not be able to travel throughout the school to "give" treats to other students or teachers. Parents of Pre-K, K and 1<sup>st</sup>

grade students only may attend the 10-minute celebration. Parents are asked to drop off the treats in the main office, and these treats will be delivered to the classroom. If able, the child may bring the treat to the classroom in the morning. Please be sure to clearly label these items.

Brunswick Acres School is not the appropriate setting for full-scale birthday parties. Students and their families interested in celebrating birthdays in school should be aware of the following guidelines and adhere to them fully: small birthday treats and drinks are permitted (i.e., fruits, yogurt, water, juice). A parent may also donate a book to the class library. However, goodie bags, candy, balloon bouquets, and other party related items (i.e., games) are not allowed in school. These can be distracting to students' learning. All party food should be consumed in the classroom, and nothing should be taken home from the event. The students' parents or families are expected to contact the classroom teachers to arrange a date and time for the birthday celebrations. **Invitations for birthday parties or other activities (play dates, sleepovers, etc.) are NOT to be distributed at school and parents should not ask teachers to send invitations home. Please use your PTO Class Directory in order to send such invitations via the U.S. Mail system.**

### **BUS TRANSPORTATION**

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. Please refer to the Student Transportation Brochure included with your child's bus pass mailing for further description of the Rules & Responsibilities. 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.

### **CARE OF SCHOOL PROPERTY**

Students are responsible for all materials assigned to them (library/classroom books and materials). Students are responsible for all lost and damaged items.

### **CLASS DIRECTORY**

With permission of the parents, the PTO will provide parents with a list of addresses and phone numbers for your child's classmates. This directory will be given out early in the fall of the school year. This contact information can be helpful for making play dates and party arrangements. This directory is confidential and should not be shared.

### **CLASS PLACEMENT**

Placement of students into classrooms is the responsibility of the school principal. Each classroom community is designed to reflect the overall school community makeup including such factors as academic skills, social skills, ethnicity, gender, neighborhood, and special needs. All information available about a student will be considered when making his/her placement. Parents of students completing their kindergarten through fourth grade years are offered the opportunity to give input on their student's placement in writing each spring. However, specific teacher requests are not permitted.

### **CLASS TRIPS**

We offer a number of exciting educational class trips throughout the school year. Class trips are organized by staff and are provided for the purpose of enhancing our curriculum. All trips are subject to funding and availability of buses.

In order for a child to participate in class trips, parents/guardians must sign and return a permission slip giving their approval. Students who fail to return a signed permission slip will **not** be allowed to participate in the trip. A student not participating in a class trip is still expected to attend school. In order to insure the safety of our students on class trips, 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 a trip.

Chaperones are welcome on class trips, depending on need and availability of space on the buses. Since the chaperone's primary responsibility is to the students, no parent will be permitted to bring other children on class trips. In some instances, parents may be asked to carpool and follow the school buses. Due to insurance purposes, no parent will be permitted to transport his/her child, or any other child. All children must ride the bus with his or her classmates **to and from** the trip. Only parents/guardians who receive confirmation will be chaperones. Chaperones must sign a chaperone guideline letter to confirm their responsibility to children on class trips. If more chaperones sign up than needed, teachers will use a lottery system.

### **COMMUNICATION/ CONFERENCES**

Report cards and/or Progress Reports are given out two times a year for grades K-2 and three times a year for grades 3-5. The parent/guardian is required to sign the report card envelope and return it to the teacher the following day. The report card is yours to keep.

Should you have a question regarding your child's educational experience, please consider the following options to best answer your question or concern. All communication should begin with the classroom teacher except in the event of an emergency.

*Communication Sequence*

Classroom Teacher

School Counselor (Depending on Concern)

Assistant Principal  
Principal

On-going communication between home and school is critical to your child's success. Parent/Teacher Conferences are held twice a year, once in the fall and again in the spring. Should you need a conference at another time during the year, contact your child's teacher.

**COMMUNICATION - WEEKLY FRIDAY FOLDER, SCHOOL CLOSING AND EMERGENCY NOTIFICATION**

The District understands and values the importance of effective communication between school and home. The District uses electronic means as its primary communication vehicle to keep our families and the community informed about information related to our schools. However, if the need arises, a letter from the building Principal or the Superintendent may be sent home through the postal mail or in students' backpacks on any day throughout the school year. Parents or guardians are encouraged to check their child's backpack, mail and e-mail daily. **Parents are expected to sign-up for these services by visiting the district website, [www.sbschools.org](http://www.sbschools.org).**

***AUTODIALER***

The District may implement its automated telephone communication system, Auto-Dialer, at any time. This communication enables administration to reach thousands of phone numbers in a matter of minutes. This system will be used to communicate emergency information, including but not limited to inclement weather closings, early dismissals and/or other information deemed important by the District. In such instances, parents or guardians will need to have emergency accommodations in place. Parents or guardians are informed of this service and are given directions for sign-up so that they may be apprised of emergency information immediately. Parents and guardians have the responsibility for ensuring that this information is updated if telephone numbers change.

***EMERGENCY E-MAIL ALERTS***

The District offers several e-mail notification/alert services to subscribers. In the event of an emergency (example – inclement weather closing/emergency dismissal or cancellation of after-school/evening activities), the District may utilize the Emergency E-mail notification service to communicate such information. This supplements the AutoDialer system. To sign up to receive e-mail alerts and phone calls, follow the steps below.

1. Visit [www.sbschools.org](http://www.sbschools.org)
2. Scroll down and click on “Manage Your Email Subscriptions”
3. Also, Click on “School Messenger” for AutoDialer

Pre-K through 12 Registration	    
2016-2017 School Budget Information	
ONLINE PAYMENTS - Click here to register for all Pay to Participate and Community Education Programs	
2016 Summer Camps Brochure	
Manage Your SBSB E-Mail Subscriptions	
School Messenger (AutoDialer)	
Parent Academy Information	
Anti-Bullying District Grades Report	
South Brunswick School District Facility Use Request Application	

### ***FAMILY CONNECT FOR MIDDLE AND HIGH SCHOOL***

Family Connect is a tool that is integrated into the PowerSchool Student Information System. Family Connect gives high school and middle school parents and students access to real-time information about attendance, grades, assignments, and other information. High School students also register for courses online through Family Connect. For more details visit Family Connect on our Web site.

### ***ONLINE FRIDAY FOLDERS K-8 / HIGH SCHOOL E-MAIL UPDATES***

Our K-8 schools send a weekly electronic communication to parents and guardians and the High School sends periodic updates to its parents. These communications could include information/announcements from the Principal and school as well as outside organizational flyers such as recreation such as Little League, the Parent Teacher Organization or Boys/Girls Scouts. This electronic communication will be the primary communication outlet to our families. Materials that are sensitive in nature (e.g. class trip permission slips) are sent home via hard copy. There may be instances - such as health-related updates - that require more than one communication to be sent out each week.

Parents and guardians should sign up for these and other E-mail services offered by the School District so that they may be apprised of emergency information immediately.

1. Visit [www.sbschools.org](http://www.sbschools.org)
2. Scroll down and click on "Manage Your Email Subscriptions"

As students advance to the next grade level or move to another building, parents are asked to update their subscription (e.g. from grade 5 to 6 or 9 to 10, etc.) as the District does not determine/dictate what should be received. This is a privacy/choice issue and one that can be changed only by the parent or guardian.

### ***WEB SITE***

The District's Web site, [www.sbschools.org](http://www.sbschools.org), is another one of the primary sources of informational outlets for our parents and guardians. The site provides up-to-date news, including but not limited to need-to-know information, policies and upcoming events and/or emergency information. Each school hosts and maintains its own Web site, which communicates information directly targeted to its parent community. Important announcements and school policies are posted on the individual school sites. Contact information for staff members is also made available on the site. If the need arises, the District's Home Page features a scrolling Announcement Banner that contains important

information such as school closings, registration dates and links to announcements or press releases. Each school also has the ability to post an Announcement Banner to their individual site, if needed.

### ***MEDIA AND WEB***

Pursuant to the Federal Educational Rights and Privacy Act (FERPA), school districts are permitted to release “school directory information” unless parents exercise their right of refusal. Under the FERPA law, this information could include: student name, residential address, E-mail address, phone numbers, photographs/images, school locations, field of study, degrees, honors and awards received and participation in athletics and other activities.

It is the intent and practice of the School District to publish, post online to District-hosted or District-approved sites, or distribute a student’s name and/or photograph, audio and /or video recording, displays of work or other information related only to student achievement or accomplishment (e.g. academic/athletic recognition, award received, selected work).

Annually, South Brunswick School District provides parents or guardians with the opportunity to rescind this permission through the issuance of Media and Web Non-Consent forms. Parents or guardians who do not grant the District permission to release “directory” type information, as it relates to student achievement or accomplishment, must sign and return the necessary paperwork to the school main office by the date indicated on the form. Permission may be rescinded at any time during the school year by contacting the school directly.

### ***VIKING TELEVISION NETWORK***

The District operates two television stations. One station is used for internal use at South Brunswick High School and includes live broadcasts of the morning announcements and other high school-related programming. Viking Television Network (VTN) broadcasts to the community through Comcast Cable Channel 28/Verizon FIOS Channel 36. The station broadcasts a bulletin board slide show of upcoming events and/or important announcements. Board meetings are rebroadcast on this station regularly. Other programming includes District events and features activities from all levels. The Broadcast schedule for VTN is also available on our Web site.

### **FRIDAY FOLDER**

The *Friday Folder* goes home on Friday of each week. The folder will contain samples of the student's work and important school messages as well. In addition to the *Friday Folder* that each student carries home from school on Fridays, the school also sends out a weekly *Electronic Friday Folder*. Be sure to sign up for this service (see below).

### **E-MAIL NOTIFICATIONS**

South Brunswick School District offers a variety of e-mail notification services.

- Online Electronic Friday Folder (K-8)
- SBHS E-mail (by grade level)
- Board Meeting Agendas/Highlights
- Emergency E-mail Alerts

An Emergency E-mail 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 on how to sign up for E-Mail Notifications and the Electronic Friday Folder.

## **SCHOOL SAFETY PROCEDURES**

### ***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)
- School Fire Drills (once a month)
- School Security Drills (once a month)

### ***School Security***

All district schools have cameras and buzzer entry systems, which 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 are issued temporary ID badges upon sign in at the main office. Requiring visitors to present identification cards will help us to distinguish persons in our schools and enhance safety.

## **STUDENT SERVICES, CUSTODY AND PROGRAMS**

Parents who are concerned about the academic progress and/or development of their child, are asked to bring it to the attention of the school administrator, teacher, nurse, or counselor.

### ***CUSTODY AND GUARDIANSHIP***

Unless a parent's right to information about his/her child's performance in school has been terminated by the court, both parents have access to such information. If a parent's right has been terminated by the court, the other parent **must** provide the school with such legal documentation. The school will need a copy of that part of your legal agreement that specifies the custody and visiting rights of parents. This information will be kept confidential. The school needs this information in order to meet its legal obligations.

## **VISITORS AND VOLUNTEERS**

All visitors and volunteers are **required** to check in at the main office to receive a nametag before entering any area of the school.

## **FOROTTEN MATERIALS (INSTRUMENTS, LUNCH, ETC.)**

Classroom instructional time is very valuable. We have noticed that the office staff are calling classrooms numerous times during the day about items left at home and then brought to school after the school day begins. As you can imagine, this causes a disruption to the classroom community and to the learning environment.

Students will not be permitted to call home for 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 student retrieves it. For example, if a child forgets his/her lunch or an instrument, a parent may bring it to the Main Office and the child will take it from the office before his/her lunch or before his/her instrument lesson time. Classroom instruction will not be disrupted by calling classrooms to retrieve forgotten items. A student will also be permitted to buy a school hot lunch and the child's account will be billed accordingly if lunch is forgotten at home.

### **EMERGENCY CLOSING/DELAYED OPENING**

Information regarding school delays or closings can be found at the following media outlets: radio station WCTC (1450 AM) and TV stations: News 12 New Jersey and Comcast Cable Channel 28 (VTN). The district website [www.sbschools.org](http://www.sbschools.org) will also post a scrolling banner for delays or closings. Parents should visit the district website to find out if there is a delayed opening or a school closing. Parents enrolled in the **Emergency E-mail system** will also receive e-mails. The auto dialer telephone service may also be used in emergency schedule changes. Please go to [www.sbschools.org](http://www.sbschools.org) to register for emergency e-mails and emergency phone notification. Also discuss with your child what he or she needs to do in an Early Closing or a Delayed Opening.

On a 90 minute delayed opening, school begins at 10:35 A.M. On an Early Closing Day, the school day will end at 1:35 PM.

### **HEALTH INFORMATION 2016-2017**

#### *Contacting the Health Office*

**Nurse: Suzanne Hansen**

**(732) 297-6621 ext. 3469**

**Fax: (732) 940-2014**

As our community continues to grow, we have many students and faculty that suffer from asthma and allergies related to various items. One such important item is food allergies. It is imperative that all families play an active role in minimizing our community to over-exposure. We encourage all students to minimize the sharing of foods, and wash their hands frequently at school for the health and safety of everyone.

It is the responsibility of the school to administer first aid treatment to all reported injuries occurring in school, on the playground, or on the school bus. It is the responsibility of the parents/guardians to care for the injury after the first aid treatment has been administered by the school.

The nurse never makes a diagnosis, nor can she prescribe treatment. If you are not familiar with the community resources for proper medical attention, she will be able to assist you.

#### **To Send To School or Not to Send To School?**

Parents are often concerned about their children missing school and may send a child back to school prematurely after an illness. This exposes other children to illness and may cause your child to relapse. Please refer to the following:

#### *Guidelines to follow in keeping a child at home:*

- Fever of greater than 100.4°F in the last 24 hours
- Has been sent home from school for a fever, vomiting, and/or diarrhea
- Vomiting or diarrhea in the last 24 hours
- Has been exposed to a contagious disease and is exhibiting noticeable symptoms

#### *Guidelines to follow before a child returns to school:*

- A child diagnosed with Strep Throat must be on antibiotics for 24 hours.
- A child with Bacterial Conjunctivitis or "Pink Eye" must be seen by a doctor, receive treatment for 24 hours, and return with a doctor's note.

-A child with Chicken Pox (Varicella) must be seen by a doctor and may return to school after all lesions have crusted over.

Guidelines to follow when a child returns to school after an absence of three or more consecutive days:

-Submit a note from Parent/Guardian explaining the child's absence.

-Go to the Nurse's office to receive medical clearance.

### **Medications**

The school MD has given standing orders for basic medications that can be given at the discretion of the nurse, unless otherwise stated by parents. These include, but are not exclusive of, Tums, Visine, Chloraseptic Spray, Orajel, Cough Drops, Benadryl Cream, and Hydrocortisone Cream. Children are not allowed to carry ANY type of medicine with them throughout the day unless special permission has been granted by the Health Office.

#### *Short Term Medications (1 week or less)*

Whenever a student requires medication at school, the medication must be brought in by the parent directly to the nurse at the beginning of the day. Only medication in its original pharmacy container will be accepted. Prescription medication also requires written permission from the parent.

#### *Long-Term Medications*

*(Daily, PRN, or greater than 1 week)*

The School Nurse may administer any form of medication that is in the original container and is accompanied by the District's Medication Form completed and signed by the child's doctor and parent/guardian. Forms can be obtained through your School Nurse or by visiting the District's Web site, [www.sbschools.org](http://www.sbschools.org) or you can contact the Health Office.

Please note: If your child suffers from asthma or allergies that require medications to be kept in school, please contact the health office for further instructions.

### **Physical Exams**

In accordance with State regulations, the South Brunswick School District requires a physical examination for all pupils new to the district and all students entering kindergarten. You can call the health office for a physical exam form, or you can download a copy from the district website.

### **Emergency Procedures**

Parents/Guardians are asked to complete an Emergency Procedure Form each year. It is imperative that you have two additional emergency contacts listed in addition to the parent contact information. Emergency contacts MUST be within 15-20 minutes of the school and available when called. Please notify the school IMMEDIATELY of any changes. In case of an accident or injury, parents are contacted first. If there is no response, the nurse will continue to contact the emergency numbers, until someone is successfully reached. If there is a true emergency, 911 will be called.

### **HOMEWORK GUIDELINES**

Parents can help by checking the child's 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 your child experiences difficulty in a homework assignment, it is much wiser to inform the teacher that more instructional support may be necessary.

### **LOST AND FOUND**

Please make sure all your child's belongings, especially lunchboxes, are labeled with his/her first and last name. Items of value should not be brought to school. A Lost and Found Box is located near the music room. Please feel free to check the box periodically. We will keep materials in this box for a reasonable amount of time.

### **LUNCH AND RECESS PROGRAMS**

Your child may buy lunch and/or milk in school or bring lunch from home. The menus are on the district website. Free or reduced price lunches are available to those who qualify. Applications information for free and reduced lunch will be sent home early in the school year. We do not have the capacity to microwave or heat lunches for students. If you have any questions, please call the Board of Education Office. On full days of school, the students have a half-hour lunch session and a half-hour recess time. On early release days, our students have a half-hour lunch and no recess. On most days throughout the year, students have recess outside; only on rainy days and the more severe winter days do our students remain inside. Sneakers are a **must** for students to participate in recess activities.

We ask that all students adhere to the following guidelines:

- Follow the instructions of the teacher assistants
- Follow posted lunch/recess rules
- Sit in assigned seats
- Get lunch when their table is called
- Use quiet voices
- Raise their hand to get permission to leave their seat
- Follow the signals given by the teacher assistants
- Wait until their class is called to be dismissed

### **PARTIES**

All classes will have at least three parties a year: Halloween, Before Winter Recess, and End of the Year. Room parents work with the classroom teacher to plan parties, and the party plan must be approved by the classroom teacher.

### **SCHOOL TRANSFERS**

If you are moving, please notify the office as soon as possible so we can prepare the necessary paperwork.

## **ELEMENTARY CODE OF STUDENT CONDUCT (CSC)**

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. 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 school-sponsored function, at the bus stop, on a school bus, walking to and from school, in the before or after school programs, or off school grounds including field trips, 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 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.

### **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 be inclusive of 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 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.*
- *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 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, 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.

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.

#### 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.

#### 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 Web Site at [www.sbschools.org](http://www.sbschools.org) and are available upon request at the main office of the school that your child attends.

#### 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) 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 Family Connect. **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.

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 “un-notified” 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, he/she 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 "un-notified 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 in to 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 6-12 only. On occasion, an elementary teacher in 4th or 5th grade may choose to invite students to bring their own privately owned devices to school for use with a particular project during a specified time period. A communication will be sent home with the specifics should this occur. 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 with your child’s bus pass mailing for further description of the Rules & Responsibilities. Students are only permitted to ride on their assigned bus. In addition, the Code of Student Conduct 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, it is recommended that the students 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.

### 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.

### 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 incidence 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.

### 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 during school activities or school hours, unless otherwise allowed by a staff member.

### 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 AND DANGEROUS INSTRUMENTS

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.” Given the changing political climate in schools across our country, 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.

### MEDIA AND WEB NON-CONSENT FORMS

Annually, South Brunswick School District sends parents/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 his/her 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.

### 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 safe guards are the following: Bus evacuation drills (twice a year); fire drills (once a month); lock down 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. To ensure the safety of our students, staff and community, the district also has an identification (ID) card system for all district staff. 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.

*EMERGENCY & GRADE LEVEL PARENT E-MAIL 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 E-mail 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.

*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 or snacks, we ask that you be mindful of the existence of food allergies among children and discourage sharing of snacks