

# BROOKS CROSSING



## ELEMENTARY SCHOOL

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### Parent and Student Handbook

2009-2010



#### BROOKS CROSSING MISSION STATEMENT

*"Brooks Crossing Elementary School will work to ensure that all students achieve educational excellence. Through a strong sense of community, a rich curricular program, an inspiring learning atmosphere, and a commitment to character, Brooks Crossing will prepare its students to become strong participants and leaders in the world community."*

#### WELCOME MESSAGE

On behalf of the Brooks Crossing Elementary School Leadership Team, welcome to the 2009-2010 school year. Brooks Crossing is an exciting and vibrant learning community. Our students, parents, and staff have built a partnership in order to benefit each and every child. On this strong foundation, we can look forward to another exciting year at Brooks Crossing. I invite your participation in the exciting work of our school.

Jodi Mahoney  
Principal



***The Brooks Crossing Bears***  
***School Colors - Navy Blue and Hunter Green***  
***Our District and School Web Site: [www.sbschools.org](http://www.sbschools.org)***

*This Agenda Belongs To*

*Name* \_\_\_\_\_

*Grade* \_\_\_\_\_

*Teacher* \_\_\_\_\_

"I have read and reviewed the BC Parent Student Handbook with my child."

*Parent/Guardian* \_\_\_\_\_

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## BROOKS CROSSING ELEMENTARY SCHOOL

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Brooks Crossing Elementary School is a 1-5 learning community located on Deans Rhode Hall Road. The Deans School is located on

Georges Road. For the 2009-2010 school year, the Deans School will accommodate our entire kindergarten program and three of our first grade classes. Brooks Crossing will have three additional first grade classes and all of our second through fifth grade classes.

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## BROOKS CROSSING CONTACT INFORMATION

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### **Brooks Crossing School:**

Main Office: 732-821-7478, Touch 1  
Attendance: Extension 3704  
Mrs. Jodi Mahoney, Principal, Ext. 5701  
Mr. Neel, Desai, Assistant Principal, Ext. 3710

### **Deans School:**

Main Office: 732-821-7478, Touch 2  
Attendance: Ext. 3777  
Mrs. Amanda Rosenberg, Principal, Ext. 5075  
Mrs. Elizabeth DeLucia, Assistant Principal, Ext. 5006

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## BROOKS CROSSING INSTRUCTIONAL PROGRAM

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At Brooks Crossing Elementary School, the South Brunswick School District Elementary Curriculum is the basis of our academic program. The instructional program offered at Brooks Crossing includes study in these major program areas: art, character education, health, language arts, mathematics, music, physical education, science, social studies, technology, visual and performing arts, and world language. Our school's media specialist works collaboratively with our faculty to engage our students in storytelling, research, story theater, and the acquisition of strong library and technological skills.

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## CODE OF CONDUCT\* & CHARACTER EDUCATION PROGRAM

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*The ultimate purpose of school discipline is the development of self-discipline. 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. While in school, 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 school guidelines and the guidelines established in each class. Students are responsible to all school personnel for their behavior while on their way to and from school, during the before and after school programs, during the school day and at all school sponsored activities.*

*All South Brunswick Schools embrace the following core values, CARES, in an effort to build positive school citizens in our learning community. This is supported through our district's Character Education Program.*

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

*As students move to our high school setting, they continue to build upon the basic core values, CARES, and further emphasize the additional values of Honesty, Respect, Kindness, and Service.*

*When a student commits an offense, the school staff will help the student to see the relationship between the offense and the related core value.*

*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.*

One tool the students and staff at Brooks Crossing will use to resolve conflicts is peer mediation. Mediation is voluntary. Through such education, we hope they will be able to use these life skills in their relationships with others.

There are certain kinds of behaviors students display at times that are not handled through the peer mediation process. If a student chooses to disrupt the climate of the school or to violate the school-wide policy, he/she will have to expect and accept consequences. Students will be held accountable for their actions. Accountability for disruptive behavior may take one of these forms: warnings, punishment assignments, school service work, denial of privileges, parent conference, being sent home for the rest of the day, and/or suspension from school. Depending upon the situation,

the student may meet with the school counselor, the assistant principal, or the principal.

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## THE BROOKS CROSSING CODE OF CITIZENSHIP

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### COOPERATION

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

- I play by the rules.
- I take turns and share.

### 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 nicely for what I believe.
- I tell the truth.

### RESPONSIBILITY

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

- I do what I am expected to do.
- I am accountable for my choices.

### 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 am tolerant of differences.

### SELF-CONTROL

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

- I solve problems using words.
- I think before I act.

## GENERAL INFORMATION FROM A TO Z

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### ARRIVAL AND DEPARTURE

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Only school busses are permitted to enter the school bus drop off and pick up area between the hours of 8:00 and 8:30 AM and 2:30 and 3:00 PM. Parents driving their children to Brooks Crossing must park in the lot area and escort their children to the main entrance of the school. Parents driving their children to Deans School are asked to drive around the rear of the building and drop off children following the staff's directions. Pick up procedures at the end of the day follow a similar plan as arrival in the morning.

Children in grades 2-5 who are not assigned to ride a school bus may ride their bicycles or scooters to school. We ask that you review bicycle safety rules with your child and insure that your child wears a safety helmet. Students must walk their bicycles on the walking path. Bicycles and scooters must be parked in the bicycle rack located on the front left side of the school near the walkers' path. Each student is responsible for his or her own bicycle or scooter and should secure it with a durable lock. Roller blades, Heelys, and skateboards are not permitted on school grounds.

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### ATTENDANCE\*

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*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. 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, teacher's 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 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.*

***In the event of 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 bring the student to the main office to receive a late pass.*

***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.*

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### **BEFORE / AFTER SCHOOL PROGRAMS**

For working parents or parents attending school, before and/or after school care is available on a tuition basis. For families needing financial support, sliding scale rates are available for those who qualify. For more information, contact South Brunswick's Community Education Office at 732-297-7800.

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### **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. Parents are asked to drop off the treats in the main office, and these treats will be delivered to the classroom. Please be sure to clearly label these items. Goody bags are not allowed. The school will not permit bouquets of balloons and other celebratory decorations to be sent to the classrooms. These can be distracting to students' learning.*

*Invitations for birthday parties or other activities (play dates, sleepovers, etc.) are not to be distributed at school. Please use your PTO Class Directory in order to send such invitations via the U.S. Mail system.*

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### **CARE OF PROPERTY / MATERIALS**

Students are responsible for their library and classroom books and other learning materials, and will be charged for them if they are lost. Students needing a replacement Agenda (Grades 2-5) will be charged \$5.00 for a new one.

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### **CHAPERONES ON CLASS TRIPS**

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 as required by

the trip site. Parent chaperones assist in the supervision of our students while maintaining a small group learning atmosphere for our students. Class trip chaperones are not permitted to bring younger 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.

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### **CLASS DIRECTORY**

With permission of the parents, the Brooks Crossing PTO will provide parents with a list of addresses and phone numbers for your child's classmates. This directory will be disseminated early in the fall of the school year. This contact information can be helpful for making play date and party arrangements.

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### **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, 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.

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### **CLASS TRIPS**

In order for a child to participate in class trips, parents/guardians must sign and return a permission slip giving approval. Students not attending the trip are expected to attend school where an appropriate program will be provided. 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.

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### **COMMUNICATION**

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.

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#### ***Communication Sequence***

Classroom Teacher  
School Counselor (Depending on Concern)  
Assistant Principal  
Principal

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## COMPUTERS AND THE INTERNET & ACCEPTABLE USE POLICY\*

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*The South Brunswick School District believes that all students should have access to technology 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. Acceptable uses of technology are devoted to activities that support teaching and learning.*

*All students must have a signed Acceptable Use of Technology Agreement on file. This document is signed by both the student and parent or guardian.*

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## CONFERENCES

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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.

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## DISTRICT WEBSITE\*

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*Further information pertaining to the school district and Board meetings can be found on our school district's Web site at <http://www.sbschools.org>*

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## DRESS CODE\*

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*Clothing with 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 to school daily. In addition, students should dress for the weather as recess occurs throughout all seasons of the school year.*

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## EARLY CLOSINGS / DELAYED OPENINGS

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Information regarding school delays or closings can be found at the following media outlets: radio station WTC (1450 AM) and WPST (94.5 FM), TV

stations: News 12 New Jersey (Channel 62), Verizon FiOS Channel 36, Comcast Cable Channel 28 (VTN), Channel 4 (NBC) and Channel 7 (ABC). The district website [www.sbschools.org](http://www.sbschools.org) will also post a scrolling banner for delays or closings. 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.

On a 90 minute delayed opening, school begins at 9:45 A.M at the Deans School and 9:50 AM at Brooks Crossing.

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## EMERGENCY E-MAIL NOTIFICATION SYSTEM\*

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

- *Online 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.*

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## EMERGENCY STUDENT INFORMATION AND PROCEDURES

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In accordance with advice from local, state, and federal authorities, the school has devised a series of plans to ensure the safety of students and staff. In the event of an emergency, parents or guardians will be notified of the school's plans and course of action at the appropriate time. Parents can facilitate this process by maintaining accurate, updated emergency form information with the Main Office. *New home phone numbers, cell phone numbers, and local emergency contact persons should be reported to the Main Office immediately.* The importance of maintaining updated information cannot be overemphasized. Also, parents are encouraged to sign up for the South Brunswick Emergency E-Mail Notification System. See the district website for more information.

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## EXTRACURRICULAR PROGRAMS

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In addition to the strong instructional program that is offered to our students, a range of extracurricular programs will be available to our students. The Brooks Crossing Enrichment Options Program affords students opportunities to pursue and enhance their interests and talents through a range of lunchtime and after school programs. The goals of the Options

Program is to extend and enrich student learning beyond the classroom in a variety of educational areas as well as to create smaller learning communities based upon student interest and skill. Participation in such programs will require parent permission. Additionally, a nominal fee will be collected from students who participate in the After School Options Program in order to cover some of the program costs.

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### FRIDAY FOLDERS

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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. The procedure is outlined on the back of your child's *Friday Folder*.

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### HEALTH CENTER PROGRAM OF SERVICES

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

Physical examinations are required for all students entering Kindergarten as well as all new students entering the district. A note from your family physician stating that this exam has been conducted, and indicating any significant findings, is required.

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.

State laws require completed immunizations or your child will be denied admission to school. In accordance with state law, medication will be administered to pupils in school only by the School Nurse, another registered nurse employed by the district, or the pupil's parent or legal guardian, or another adult not employed by the district, designated in writing by the parent acting on a written order from the pupil's private physician or the school medical inspector. 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. When medication needs to be given on a trip, arrangements will have to be made to accommodate that child's needs. Please contact the school nurse before the trip.

Self-administration of medication by pupils is permitted in accordance with N.J.S.A. 18A: 40-12.3. A pupil is permitted to self-administer medication **only for asthma or other potentially life-threatening illnesses** as defined by the Department of Education, New Jersey Statutes Annotated and New Jersey Administrative Code. Permission for self-administration of medication requires that the student's parents and private physician complete a consent form. Please contact the school nurse if you feel that your child needs to be able to self-administer medication. All pupil medication shall be appropriately maintained and secured by the School Nurse, except those medications to be self-administered by pupils. In those instances the pupil with the prior knowledge of the School Nurse may retain the medication.

The School Nurse shall have the primary responsibility for the administration of a pre-filled single dose auto injector mechanism containing epinephrine. However, the School Nurse may designate another employee of the district who has been trained to administer the epinephrine to a specific student. The administration of epinephrine in school requires written consent of the parent and special forms that must be completed by the private physician.

A child may be excused from physical activity for three consecutive days with a note from a parent/guardian. If the time is extended beyond three days, a note from the family physician is required. **Please also remember – recess is everyday. Sneakers are a must.**

Additional Health Information can be obtained by visiting the school and district web site.

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### HOMEWORK

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Homework is one way to help students learn to take responsibility for their education and develop lifelong

strategies and attitudes for success. Parents can help by checking daily the child's homework folder (grades K-1) or agenda (grades 2-5) for assignments and notes from the teacher. Additionally, parents can help by providing a distraction-free environment. Avoid the temptation to do your child's homework and produce an error-free product. This does not contribute to your child's learning; in fact, it often gives the teacher an inaccurate assessment of your child's learning.

#### Daily Homework Time Guide by Grade

Kindergarten	15 to 30 Minutes Daily
First Grade	15 to 30 Minutes Daily
Second Grade	30 to 45 Minutes Daily
Third Grade	30 to 45 Minutes Daily
Fourth Grade	45 to 60 Minutes Daily
Fifth Grade	45 to 60 Minutes Daily

It is expected that the student who is absent from school will make up missed work as required by his/her teacher. As in all schoolwork, the assignment needs to be done within a reasonable time after the student returns to school. If an emergency arises and your child cannot complete an assignment, send a note to the classroom teacher and other arrangements can then be made.

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### **LOST AND FOUND**

Please remember to label all items including coats, lunch boxes, hats, mittens, and other similar items. A lost and found box is kept in the Health Center for Brooks Crossing and in the hallway near the gymnasium at the Deans School. Please feel free to look through it at any time.

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### **LUNCH AND RECESS PROGRAM**

Your child may buy lunch and/or milk in school or bring lunch from home. The menus are sent home monthly with the students. Please be aware that the menu at Deans School and Brooks Crossing are different. Free or reduced price lunches are available to those who qualify. Applications for free and reduced lunch will be sent home early in the school year. 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 but no recess. On most days throughout the year, the 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.

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### **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 Web site. These forms are sent to parents/guardians at the start of school.*

*If a parent/guardian does not want his/her child's name and/or photograph to appear in the local newspapers, District-sponsored publications or on the District Web site, they must sign and return the related form to the school's main 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 by the school.*

*For further details, contact the main office.*

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### **PARENT TEACHER ORGANIZATION**

Brooks Crossing Elementary School has a Parent Teacher Organization with the following mission: *The mission of the Brooks Crossing PTO is to be an ever-present advocate for the needs and welfare of the students of Brooks Crossing Elementary School. This organization will serve as a connective link between the school and the families of its students, providing educational information and fostering a sense of community among all. The PTO will raise funds as needed to provide supplemental education resources to the school. All parents are encouraged to join our PTO and attend meetings regularly. More information about the PTO can be obtained by visiting the school website.*

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### **PARTIES**

All classes will have 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.

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### **PERSONAL ITEMS\***

*Students are expected to bring to school only those supplies, books and other materials needed for learning. The school provides students with recreational supplies and equipment for use during recess and/or Physical Education. Personal items*

*including but not limited to electronic devices such as cell phones cannot be used in school.*

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## REGISTRATION / SCHOOL TRANSFERS

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To register a new student, you must bring your child's original birth certificate, proof of residency, and your child's immunization records. If you plan to move, please notify the office as soon as you know that you are moving. You must provide your new address and the name and address of the new school your child will attend. We will then be able to prepare a transfer card and have it ready when your child's new school requests his/her records.

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## RELEASING CHILDREN EARLY

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If you intend to pick your child up from school before the end of the school day, you are encouraged to send a note to that effect to your child's teacher. In order to avoid classroom disruptions, parents who pick up a child early must report to the main office where he/she will meet the child.

If you need to make a change to your child's dismissal plan and your child is already at school, please call the main office rather than send an e-mail to your child's teacher.

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## REPORT CARDS

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*Report Cards* for students in grades K-2 are issued twice a year and for students in grades 3-5 three times a year.

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## SCHOOL HOURS

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### Brooks Crossing

7:00 AM	Before School Program Begins at Both Sites
8:10 AM	Students May Enter Brooks Crossing
8:20 AM	Starting Time for Brooks Crossing
2:45 PM	Ending Time for Brooks Crossing
6:00 PM	After School Program Concludes at Both Sites

### Deans School

8:05 AM	Students May Enter the Deans School
8:15 AM	Starting Time for the Deans School
2:40 PM	Ending Time for the Deans School

### EARLY RELEASE DAY OF SCHOOL

12:45 PM	Ending Time for Deans School
12:50 PM	Ending Time for Brooks Crossing
6:00 PM	After School Program Ends at Both Sites

### DELAYED OPENING (90 Minute Delay)

8:30 AM	Before School Program Begins at Both Sites
9:45 AM	Starting Time for Deans School
9:50 AM	Starting Time for Brooks Crossing

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## SCHOOL SAFETY & SECURITY\*

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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 (twice a month)*
- *Lockdown (twice a year)*

### **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 are issued temporary ID badges upon sign in at the main office. Requiring visitors to present identification cards will help us to identify guests in our schools and enhance safety.*

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## SELLING AND MONEY

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Students are not permitted to exchange money in school with other students. Any money that a student brings to school should be brought only for lunch and specific school-related reasons.

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## SNACK

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All classes will have a daily working snack time (usually between 9:15 and 10:15). Parents are encouraged to send a healthy, nutritious snack with their children.

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## STUDENT SERVICES AND PROGRAMS\*

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*Parents 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.*

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## GUM CHEWING

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Students are not to chew gum during the school day, unless previously approved by the school nurse due to a medical reason of some kind. Students who distribute gum to others or chew gum during the day will be sent to administration and may end up with suspension or loss of school privileges.

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## TRANSPORTATION

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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. In the event that any bus problems occur, the driver will report them to the school in the form of bus conduct reports. Continued unacceptable behavior will result in a suspension of

the student's bus privileges with the duration of the suspension determined by the school administrator. No bus passes will be given to students to ride on any bus they are not assigned to by the South Brunswick Board of Education transportation office.

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## TRANSPORTATION BETWEEN BUILDINGS

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In September, all students will receive a permission slip to be signed by parents/guardians in order to gain consent to transport students between Deans School and Brooks Crossing. Students may need to ride the bus to visit the other building in the event of an assembly, buddy activity, or other program need.

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## VISITORS AND VOLUNTEERS

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All visitors and volunteers are required to check in at the main office to receive a nametag before entering any area of the school. If you need to bring homework, books, lunch, instruments, snacks, etc. to school, you can drop them off at the office. Our staff will get these materials to your child. Classroom interruptions interfere with the learning process.

### ***BOARD OF EDUCATION POLICIES\****

*Detailed information regarding the following Board policies is available in the main office of all schools and at the Board of Education Office.*

### **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.*

### **DANGEROUS WEAPONS/THREATS**

*Board of Education Policy, (5131.7) Weapons and Dangerous Instruments and State Law (2C: 39-1) state 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*

*suspension from school as well as police involvement in such instances.*

### **HARASSMENT, INTIMIDATION, BULLYING & HAZING\***

*Harassment of individuals or groups based upon race, religion, color, national origin, ancestry, age, sex, disability, sexual orientation, or gender is prohibited. Anyone who believes they have been or have witnessed harassment should report the incident to an adult in authority. Policy is aimed at prohibiting passive and active acts against students by students. Students should report any incidents to their teacher or principal.*

### **HUMAN DIGNITY-ANTI-DISCRIMINATION\***

*Students who witness or believe they are victims of discrimination should report incidents to an adult in authority.*

### **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.*

### **DIVISION OF YOUTH AND FAMILY SERVICES (D.Y.F.S.)\***

*The Division of Youth and Family Services (DYFS) is New Jersey's child protection and child welfare agency within the Department of Children and Families. Its mission is to ensure the safety and well-being of children and their families. DYFS is responsible for investigating allegations of child abuse and neglect and, if necessary, arranging for the child's protection and the family's treatment. DYFS operates a 24-hour, 7-days a week child abuse hotline to receive all reports of suspected child abuse and neglect. The hotline is linked with a statewide network of Special Response Units charged with the responsibility of responding to reports received after normal business hours and on holidays. Any concerns regarding child abuse or neglect should be reported by calling 1-877-NJ-ABUSE. Find more information on the child abuse hotline and contact information for DYFS local and area office by going to the State Department of Education's web site at [www.state.nj.us/dcf/divisions/dyfs](http://www.state.nj.us/dcf/divisions/dyfs).*

### **PUBLIC COMPLAINTS AND INQUIRIES\***

*Policy provides for 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 interested parties.*

