

Constable School Parent/Student Handbook

2015-2016

Home of the Cubs
“Challenge Your Limits”



Recognized by the United States Department of Education
As a Blue Ribbon School of Excellence

Mr. Peter Rattien, Principal

Mrs. Cristina Vildostegui-Cerra, Assistant Principal

Dear Parents/Guardians and Students,

This handbook is designed to inform you of school procedures and South Brunswick Board of Education policies that apply to all students. Please review this document together and keep it in a location for you to reference through the school year. To acknowledge that you have received and reviewed this document, kindly complete the sign-off below and return to your child's teacher.

Sincerely,

Peter Rattien

MISSION OF SOUTH BRUNSWICK SCHOOLS

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.

2015-2016 District Theme:
“Challenge Your Limits”

CONSTABLE SCHOOL VISION

The Constable School vision is to maximize student achievement by

- motivating students to value their educational experience and demonstrate positive academic behaviors,
- setting high expectations and analyzing data to drive decisions,
- empowering all community members (families, staff, students) to take an active role in each child’s growth.

Elementary Code of Student Conduct ***2015-2016***

SOUTH BRUNSWICK SCHOOL DISTRICT

Board Approved July 2015

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 this basic core 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 to the orderly operation of the school results. This includes 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 logical consequences are applied, age-specific parameters are used. 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 treat my environment with respect.*
- *I use technology in the way I have agreed to.*

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 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 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 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 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. 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 18A, 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 limits 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, 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 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

Beginning this year, the district and its schools will maintain both Web pages and Facebook pages. Expanding Internet presence and utilizing a social media site will allow building and central administration to share information at any moment, while the community will be able to utilize 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.

CONSTABLE SCHOOL GENERAL INFORMATION

SCHOOL HOURS

Regular Schedule

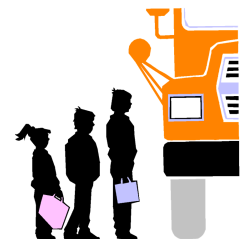
8:55 a.m. Students Enter School
9:05 a.m. Official Start of School
3:30 p.m. Student Dismissal

Early Dismissal Schedule

8:55 a.m. Students Enter School
9:05 a.m. Official Start of School
1:35 p.m. Student Dismissal

Delayed Opening Schedule

10:25 a.m. Students Enter School
10:35 a.m. Official Start of School
3:30 p.m. Student Dismissal



If a child is to be dismissed earlier than 3:30 p.m. on a full day of school or before 1:35 p.m. on an early release day, a note from the parent or guardian stating the time of dismissal is required. Please note that early dismissals are disruptive and are strongly discouraged. In the rare event you need to sign your child out early or change his/her dismissal routine, we ask that you download the Change in Dismissal Form located on our homepage and send it to school with your child. All notes must include your child’s full name and classroom teacher.

ARRIVAL OF STUDENTS- 8:55-9:05 a.m.

Students cannot be dropped off before 8:45 a.m. unless they are enrolled in the Before School Program. Students may enter the building beginning at 8:55 a.m. The tardy bell rings at 9:05 a.m. After 9:05 a.m. students and parents report to the office for a tardy slip. With the exception of Before School participants, students will enter through the main entrance or the door to the left of the flagpoles. Other entrances will be locked.

Only school buses and staff are permitted to enter the school driveway between the hours of 8:45-9:15 a.m. and 3:15-3:45 p.m. Students and parents are expected to walk on the sidewalks during both arrival and departure. Walking through the parking lot by students and/or parents is not permitted during arrival and departure.

Parents driving their children to school must drop them off curbside between the gym driveway and just past the crosswalk on the school side of the street only. Please do not wait to watch your children walk up to the school. Instead, move along to allow other parents to drop off their children in the designated zone. Waiting holds up traffic. Constable walkers should only cross Constable, New, and Wheeler Roads where township-crossing guards can ensure their safety. Children in grades 2-5 may ride their bicycles or scooters to school if they are not assigned to ride a school bus. We ask that you review bicycle safety rules with your child and make sure that your child wears a safety helmet. Bicycles and scooters must be walked on the sidewalks in front of the school and on the sidewalks around the school driveway. Each student is responsible for his or her own bicycle or scooter and should secure it with a durable lock. Roller blades, hee-lies and skateboards are not permitted on school grounds.

DISMISSAL OF STUDENTS- 3:30 p.m.

Our dismissal will be safe and efficient if everyone is patient and respectful of our well-established safety procedures. After students, who attend our after-school program, will meet in the cafeteria following the first bell at 3:23 p.m. and an adult will escort our K-1 students. Grade level teacher representatives will escort students to buses at the same time. Once the buses have left our lot, the remaining students will be dismissed. Kindergarten students exit using the stairs near the pole barn/side blacktop. First and second graders will exit from the main entrance. Students in grades 3, 4, and 5 will walk out the door to the left of our flagpoles. Students in grades 2-5 are asked to meet parents at the waiting tree. This allows room in front of the school for our first graders to meet up with their parents.

Curbside pick-up following dismissal works just like arrival. You must ***NOT*** park along the sidewalk in front of our school. You may park before/after the posted signs. The police will periodically monitor this process and will ticket drivers who are not complying with these safety procedures.

BEFORE AND AFTER SCHOOL CARE

For working parents, 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.

BIRTHDAY RECOGNITION

If you would like to have a short class birthday celebration 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 brief in duration (ten minutes) and will be limited to the classroom.

Goody bags are not permitted. 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.

Birthday party invitations are not to be distributed at school. Please use your PTO Class Directory in order to send such invitations via the U.S. Postal System.

CARE OF PROPERTY

Students are responsible for their library and classroom books and materials and will be charged for their replacement if they are lost. As the prices of these items continue to rise, it is increasingly important that students take care of the materials assigned to them. Textbooks, for example, should be covered to protect them.

CHANGE OF ADDRESS AND PHONE NUMBERS

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

Also, as we continue to rely more on electronic communication, it is equally important to notify the school when the email address that you provided to the school changes or if you would like email to be sent to a different address.

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

CLASS TRIPS

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

FORGOTTEN ITEMS

Our school policy is that 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 teacher or student retrieves it. Classroom instruction will not be disrupted by calling classrooms to retrieve forgotten items.

HOMEWORK

Homework is one way to help students learn to take responsibility for their education and to develop lifelong strategies and attitudes for success. Parents can help by checking the child's agenda and/or homework folder daily for assignments and notes from the teacher. Additionally, parents can help by providing a distraction-free environment. As a parent, you can help by asking your child to explain what task he/she is completing. Ask questions that prompt your child to restate what is being learned. This reinforces learning. The quality and the timely completion of homework are factors considered in assessing a child's learning. Neatness is important.

Avoid the temptation to do your child's homework and to 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. If your child experiences difficulty in completing the homework assignment, it is much wiser to inform the teacher that additional instruction or support may be necessary.

Homework Time Ranges by Grade and may vary:

Kindergarten	5 to 15 Minutes	Third Grade	30 to 45 Minutes
First Grade	15 to 30 Minutes	Fourth Grade	30 to 60 Minutes
Second Grade	20 to 40 Minutes	Fifth Grade	30 to 60 Minutes

We recognize that a child who is absent from school misses more than the reading and writing assignments completed during the day. It is expected that the student will make up as much of the work as possible. As is the case with 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. If you ever have any questions about your child's homework, please feel free to call your child's classroom teacher.

LEGAL CUSTODY INFORMATION

Are there any special legal agreements that relate to your child while at school? If there are specific custody arrangements, it is absolutely essential that you have provided us with a copy of court papers so that we can follow through on these requirements. Without such information, your child will be released to either parent. If you have any questions about this, please contact a member of the school administrative team. We cannot honor written requests from a parent.

LOST AND FOUND

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

LUNCH TIME AND RECESS

At the beginning of the school year each student will be taken through a lunchroom orientation. The objective of the orientation is to acclimate students with the guidelines for this part of the school day.

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

PTO SPONSORED ACTIVITIES

During the school year, the Constable School PTO sponsors book and holiday fairs, a Halloween Dance, a BBQ, assembly programs, and a variety other events. At all activities students are expected to behave in an orderly, polite manner, using acceptable language and speaking in a normal tone of voice. It should be noted that policies from the Code of Student Conduct are enforced at any time that students are at school or are attending school-related activities. The PTO also manages a school store where students can buy pencils, pens, paper, folders, erasers and other school items. These items may be purchased on select days during students' lunch periods.

REGISTRATION AND SCHOOL TRANSFERS

To register a new student, you must bring your child's original birth certificate, proof of residency, and a transfer card from the previous school, and your child's immunization records. If you plan to register your child at another school, please notify the office as soon as you know that you are moving, so that we can prepare a transfer card and your child's school records can be sent to the new school. Allow at least two days for this process.

REPORTS OF STUDENT PROGRESS

Report cards for students in grades 3-5 are issued three times a year; and for students in grades K-2, report cards are issued twice a year. In order to ensure that each report card has been taken home, the parent/guardian is required to sign the report card envelope and return it to the teacher on the following school day.

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

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. Even if you are a regular visitor or volunteer in our building, we need you to sign in at the office so that we know you are in the school building. If you need to bring homework, books, lunch, or other items to school, please drop them off at the main office. Classroom interruptions interfere with the learning process for all students.

COMMUNICATION

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.

AUTODIALER

The District may implement its automated telephone communication system, AutoDialer, 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 contact 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, visit www.sbschools.org and click on the e-mail notification button; follow the necessary steps.

ONLINE FRIDAY FOLDERS K-8 / HIGH SCHOOL EMAIL 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 or 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. Register by clicking on the E-mail Notification Sign Up icon located on the Home Page of the District's Web site, www.sbschools.org. Parents or guardians with children in multiple grade levels (high school notifications) or school buildings have the ability to sign up to receive more than one communication.

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, 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.

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.

HEALTH SERVICES

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

Health Screenings:

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

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

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

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

HEALTH REGULATIONS FOR PUBLIC SCHOOLS IN SOUTH BRUNSWICK TOWNSHIP

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

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

A child may be excused from physical activity for three consecutive days with a note from a parent/guardian. If the time is extended beyond three days, a note from the family physician is required