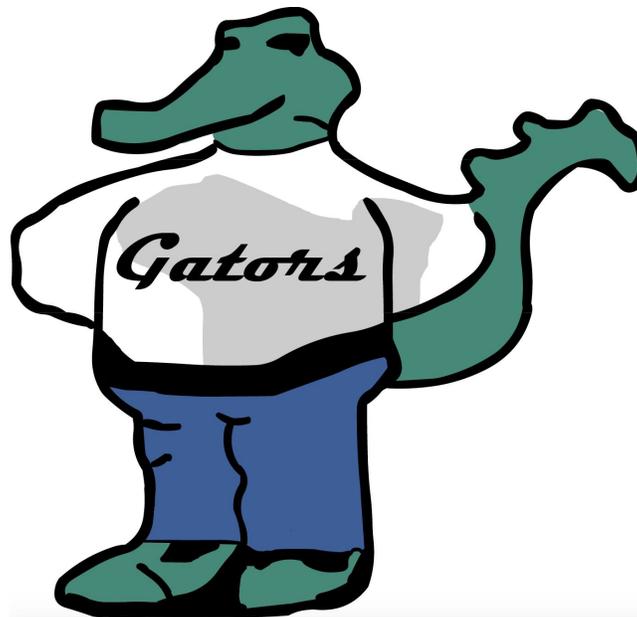


***SOUTH BRUNSWICK SCHOOL DISTRICT***

# Greenbrook Elementary School

23 Roberts Street  
Kendall Park, NJ 08824  
Telephone (732)297-2480 Fax (732)940-2028



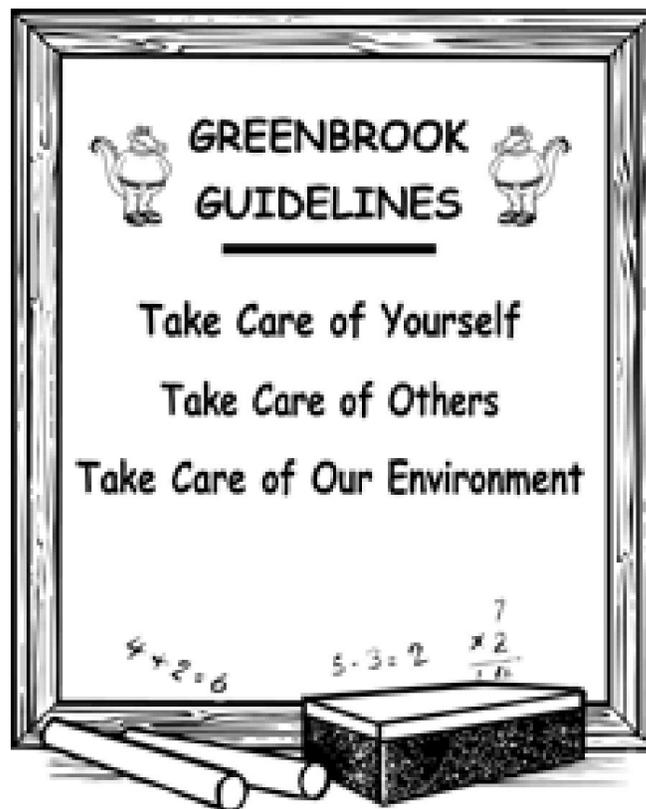
## ***2017-2018*** ***Student – Parent Handbook***

Jodi Mahoney, Principal  
Sandy Fehte, Assistant Principal

***“My approach creates the climate; my mood makes  
the weather. ~ Make it a sunny day!”***

## ***MISSION STATEMENT OF GREENBROOK SCHOOL***

Greenbrook School is a community dedicated to the task of educating our children to become lifelong learners, and to assume responsibility for their participation in the life of the community. Our ultimate objective is the maximum mental, physical and emotional development of each child. We strive to create environments and opportunities in which every student can learn, to foster the self-esteem of each child, to honor the diversity of our community, and to communicate well how best to nurture each child. We seek to challenge our students to strive for personal excellence, and to use their talents in service of the larger, even global community.



## SOUTH BRUNSWICK SCHOOLS: 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 Genesis Parent Portal. NOTE: Students who have missed 18 or more days of school, *excused or unexcused*, will be labeled as "chronically absent" by the State of New Jersey.

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

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

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

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 into the main office to sign the student out.

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

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

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

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

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

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

Acceptable uses of technology are devoted to activities that support and enhance teaching and learning. Use of "technology tools" refers to all digital tools and equipment that are used in South Brunswick classrooms and

schools— whether district-owned or privately-owned. Therefore, the A.U.P. also covers students in upper grades who participate in Bring Your Own Device (B.Y.O.D.) at the invitation of their teachers and under the conditions outlined in the B.Y.O.D. Guidelines.

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

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

The B.Y.O.D. Policy applies to students in grades 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 here](#) for further description of the Rules & Responsibilities. Students are only permitted to ride on their assigned bus. In addition, the Code of Student Conduct 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.

## ***GREENBROOK SCHOOL PROCEDURES***

### **ARRIVAL/DISMISSAL SCHEDULES**

**8:55 AM** Students may enter the school

**9:05 AM** Classes Begin

Please do not drop your child off at school before 8:50 AM, since we have no way to supervise early arrivals. If you drive your child to school, please avoid parking on the drive directly in front of the school as this area is designated for bus arrivals and is a fire lane. Please use the lower parking lot. This offers the safest walk into the building. Bicycle and scooter riders have access to two bicycle racks to park their bikes or scooters. Each student is responsible for his or her own bicycle or scooter and should secure it with a durable lock. It is required that our bike and scooter riders wear safety helmets and follow all safety rules.

**3:27 PM** Dismissal for students who walk to school

- K-2 student pick up at the end of the B Hall, 3-5 students pick up at the end of the D Hall

**3:30 PM** Dismissal for bus riders.

Adults picking up children at school must park beyond the yellow lines and refrain from blocking other vehicles in the parking lot. Parents and car pool drivers are requested to wait outside on either side of the main entrance, or in a designated area arranged with your child.

When there are any changes in your child's regular dismissal routine, please send a Change of Dismissal Form to school. As a protection for your child, all students who are leaving school early must be picked up from and signed out at the main office.

### **BEFORE AND AFTER SCHOOL PROGRAMS**

Before and/or after school care is available on a tuition basis. For more information, log on to the Community Education website at [www.sbschools.org/community\\_ed/ba\\_programs.php](http://www.sbschools.org/community_ed/ba_programs.php). Tuition Assistance is available to those who qualify.

### **EARLY CLOSING & DELAYED OPENINGS**

South Brunswick has an automated dialer service to alert parents/guardians of early closing and delayed openings. Also, South Brunswick Schools website and Greenbrook website will list school closings and delays. On a 90 -minute delayed opening, school will begin at 10:35 a.m.

### **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.



### **FIELD TRIP CHAPERONES**

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, parents are not permitted to bring other siblings on class trips. **Due to insurance regulations, parents are not permitted to transport their own or any other child.** Only parents/guardians who receive confirmation will be chaperones on field trips.

### **HEALTH REGULATIONS**

The school nurse may exclude a child who appears ill in school and may require a physician's note before the child is readmitted. Though she is available for health consultations, she does not diagnose nor prescribe treatments. She can assist you in locating community resources for medical attention. A child may be excused from Physical Education for one day with a parental note; a note from the physician is required if such time is extended beyond one day. In order to maintain health, a student may require the administration of medication during the school day. Any medication, both prescriptive and over-the-counter, to be administered in school must be authorized by the parent and your child's health care provider. Specific information should be entered on the District Medication Order form. Forms are available through the Greenbrook Health Office or by visiting the District's Web site, [www.sbschools.org](http://www.sbschools.org). Medication is supplied by the parent/guardian and must be in its original pharmacy labeled container. All medication should be delivered by the parent/guardian to the School Nurse and not sent to school with your child. Any specific questions regarding medication administration may be directed to the School Nurse. If you are dividing a prescription to be used both at home and at school, ask your pharmacist for a separate bottle of the medication for school use.

Emergency health care in school is limited to first aid for accidents, illnesses which occur during school hours, or health problems on the way to school. Each year parents complete an emergency procedure card for each student. In case of an accident or sudden illness in school, parents or their alternate contacts are notified of the emergency so that the child may be returned home or to a physician. The school cannot provide transportation. In extreme emergencies the local First Aid Squad will be notified. Please insure that all information on your emergency procedure card is accurate and current. Your alternate contacts should be informed and available to act on your behalf in an emergency. It is the responsibility of the parent to care for the injury after first-aid has been administered by the school.

### **HOMEWORK**

The South Brunswick Board of Education considers homework to be a valuable extension of instruction. It gives pupils the opportunity to review and practice, to expand ideas and to explore new concepts without the pressure of time. Homework is the bridge between home and school that allows parent(s) or legal guardian(s) to play a more active and informed role in their child's education.

The following are six basic district assumptions about homework:

1. Homework assignments should be meaningful/purposeful and reinforce what is being taught.

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

At the elementary school level, this means:

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

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

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

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



### **HOW TO HELP YOUR STUDENTS ACHIEVE SUCCESS IN SCHOOL**

We want your children to do the best they can in school. Parents make a difference. Helping your children to learn skills and strategies for success is one way to help your child perform to the best of his/her ability. Parents can help in the following ways:

1. Praise your child. Provide positive self-talk and images.
2. Ask questions about your child's day.
3. Set specific study goals and encourage children to construct goals for themselves.
4. Provide a place and time for studying. Supply supportive materials such as a dictionary. Help your child to schedule time for studying and relaxation.
5. Look over your child's homework assignment daily. Encourage your child by helping him/her develop better organizational and study skills. Positive feedback increases motivation and eagerness for learning.



### **LUNCH/RECESS SCHEDULE**

Lunch and Recess is scheduled between 11:30 AM- 1:30 PM. Students enjoy a thirty minute lunch period and a thirty minute recess period. Recess period is generally outside when possible, depending upon weather conditions. Please be sure your child comes to school with adequate clothing (mittens, boots, hats, etc.). When sent to school, children are expected to participate in all physical activities, including outdoor recess. If there is a medical reason for your child to remain indoors, please contact our school nurse, Mrs. Taylor-Wysiekierski. In general, children who are excused from recess must have a medical note from their doctor if they are to be excused for more than one day.

A child may elect to bring a lunch from home, purchase a hot or cold lunch at school, or purchase milk. Snacks and water are also available. A student's entire school lunch cost is **\$2.40**; additional milk may be purchased for **\$.60 each**. School lunches may be paid for on a daily, weekly or monthly basis. Make checks payable to "South Brunswick Board of Education." For those in financial need, free lunch or lunch at a reduced price is available. Please contact the main office for more information at (732) 297-2480. Chartwells, our food service provider has instituted a debit card/prepayment system. All students are assigned a student I.D. card with a barcode. Students make purchases in the school cafeteria from a declining balance account. Any amount of money can be placed in your child's account. Balances can be checked at any time.

During lunch periods students are expected to use indoor voices, obey adult supervisors with respect, abide by signals for quiet, remain in their seats unless granted permission to leave them, raise hands for assistance, and exercise good dinner manners. Excellent behavior and safe play are expected at recess. Please remind children that failure to abide by cafeteria or recess regulations may result in a loss of recess period privileges.

### **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.

### **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.

### **PARENT AND STUDENT PROBLEM- SOLVING PROCEDURES**

Parents and students with problems or concerns are advised to discuss their problems first with the teacher involved. If the problem cannot be solved mutually, it is then discussed with the principal. Parents and students having problems that are general in nature and do not involve specific teachers are encouraged to discuss the problems directly with the principal.

Periodically parents offer suggestions that allow us to make improvements that affect student learning, safety and well-being. If you have feedback on a school procedure, please share that thought with your child's teacher or the principal.



### **PARENT-TEACHER ORGANIZATION**

The Greenbrook School PTO is an active volunteer organization where parents work together to provide fun and enriching programs for our children. Throughout the year fund raisers are held to finance the various programs offered such as Cultural Arts events, teacher grants for specific programs, class activities and trips. All parents are encouraged to become actively involved in the PTO and are welcome to attend meetings which are usually held the first Tuesday of each month. Membership dues are \$10.00 a year.



### **PLAYING SAFE ON THE PLAYGROUND**

**Sneakers or rubber sole** shoes should be worn at all times!

**GAZEBO** is for reading, playing table games or sitting and talking with friends.

**TAG** games take place on the grass.

#### **SWINGS**

- Wait a safe distance away until it is your turn.
- Sit on the swing and hold onto the chains.
- Swing 50 times if someone is waiting.
- Stop the swing before you get off.

#### **TIRE SWING**

- Three students sit, one student pushes.
- Twirling the tire is permitted.
- Stop the tire before you get off.
- The student pushing is one of the next three to ride.
- Students waiting, line up in the left corner.

#### **PLAYGROUND EQUIPMENT**

- Slides are for going down one child at a time.
- Rockwall is for climbing up, three children at a time.
- Green Chin-up Bars and Purple Zip Line are for swinging by your hands. You must be able to reach the bar or line to use it.

### **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.

### **SCHOOL SITE COUNCIL**

The Greenbrook School Site Council is a group of teachers, parents and community members entrusted with the task of academic goal setting. This school based management group gives the entire school community a voice in making important decisions which directly affect the quality of education in our school. The School Site Council acts as a liaison between parents, teachers, administrators and Board of Education members. It consists of six

parents, five faculty members and the building Principal. Meetings are usually held on the first Tuesday of each month. Some projects which have been developed by the Council are: Author's Night, K-2 Bedtime Story Hour and Family Math, Science, and Technology Night.

**TRAFFIC AND WALKING PROCEDURES**

Please exercise caution when exiting and entering our parking lots. Only school buses are permitted to enter the school bus drop off lane between the hours of 8:40 and 9:15 AM and 3:00 and 3:40 PM. Parking is not permitted in front of the building at anytime. The morning drop-off area is the first row of the main parking lot, (see the map) and it is marked by the orange cones. Parking is permitted there after 9:20 AM. If you wish to escort your child to the door, please park in one of the designated parent parking spaces. Staff parking is in the upper lot near the primary wing. Parents who use this lot as a drop off or pick up spot and exit the lot counter to the one-way sign risk being ticketed and fined by the South Brunswick Police. At dismissal, walkers and carpoolers will be dismissed from the B & D hall doors, or the main entrance. Check with your child's teacher for the best location to meet him/her. All students should cross in the main crosswalk in front of the school regardless of which door they exit.

