

# *South Brunswick Elementary School Parent/Student Handbook*

2020-2021 District Theme:  
“There is always a silver lining . . . find yours!”



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

## **Our Seven Elementary Schools:**

Brooks Crossing &  
Brooks Crossing at Deans

Brunswick Acres

Cambridge

Constable

Greenbrook

Indian Fields &  
Indian Fields at Dayton

Monmouth Junction

## **MISSION OF SOUTH BRUNSWICK SCHOOLS**

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

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**CONTACT INFORMATION**

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

## **ELEMENTARY CODE OF CONDUCT**

The elementary Student Code of Conduct (SCC) must be read and acknowledged via the Genesis Parent Portal. This document will continue to be accessible in Genesis and at each school's website.

## **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 an “unnotified” absence, the school will make a reasonable attempt to contact the child’s parents to determine the reason for the absence prior to the start of the following day.

**Absences during Testing and Instructional Periods:** If a student has an absence during the District or State standardized testing periods as advertised on the District calendar, 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 note from a physician explaining 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/>.

## **COMMUNICATION**

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

### **Communication Sequence**

Classroom Teacher

School Counselor (Depending on Concern)

Assistant Principal

Principal

## **DISTRICT COMMUNICATION**

The district uses the following forms of communication:

- Autodialer Telephone System
- District E-mail Notification System
- K-8 Online Friday Folder
- District Online Friday Folder
- District Website
- Facebook
- Viking Television Network
- School Newsletters

## **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. Please follow or like the district and school social media to receive updates and important information.

## **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.

## **LUNCH AND SNACK PROGRAM**

For monthly lunch menus that include hot and cold choices, you may access the menu on our website at <https://sbschools.nutrislice.com/menu/menus-eula>. Select the school your child attends for the correct menu.

Chartwells is our district's dining service. Refer to the letter from Chartwells that will be in your child's first day packet for details on the district's school lunch program including; menu options, ingredients, allergy information, carbohydrate counts, etc. You may pay for your child's meals by:

1. creating an account at [MySchoolBucks.com](http://MySchoolBucks.com), and pay with credit/debit card or electronic check, or
2. send in payment with your child. Checks should be made payable to South Brunswick BOE. Secure payment in a sealed envelope clearly labeled with "Child's FULL Name, Student ID# (you will find this in the Genesis Parent Portal), Teacher's Name, Lunch". [Tip: Envelopes from junk mail are perfect to use for lunch funds.]

## **STUDENT SUPPORT TEAMS**

As required by State code, each school has at least one Intervention and Referral Team, which is referred to as the Student Support Team (SST). Teams are comprised of several staff members and they serve to collaboratively work with teachers and parents to resolve learning, behavior and health problems that students are experiencing in the general education program.

School personnel typically initiate request for assistance to Student Support Teams. Parents are invited to participate as members of the team as solutions are considered to improve the student's success in school. Parents or guardians who are concerned about their child's success in school may also request that this process be initiated and are encouraged to bring their concerns to the attention of the child's teacher(s) or counselor.

\*\*For more information on Student Support Teams visit:

[https://www.sbschools.org/departments/student\\_services/student\\_support\\_teams\\_sst/](https://www.sbschools.org/departments/student_services/student_support_teams_sst/)

### **Student Services and Programs\*\***

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

### **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.

### **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.



### **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* 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.

### **BUS TRANSPORTATION**

- If you will ask a neighbor or another family member to receive your child, you should write a letter to the transportation department and list those individuals who have your permission to accept your child. Please also inform the driver.
- It is imperative that you have a backup plan, should you not be able to make it to the bus stop in time to receive your child. If you know you will miss your child's bus, and no one will be there to receive him/her, immediately contact the transportation department at (732)297-7800 ext. 5108.
- If no one is at the bus stop to greet your child, your child may be returned back to school. Upon arrival, your child may wait in the office with a staff member, or if necessary, be placed in the After School Program. If your child is placed in the After School Program, you are responsible for paying the After School Program Drop-In fee.

### **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.

### **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.

### **DCP & P\***

The Division of Child Protection and Permanency, DCP&P (formerly the Division of Youth and Family Services, DYFS) is New Jersey's child protection and child welfare agency within the Department of Children and Families. Its mission is to ensure the safety, permanency and well-being of children and to support families.

DCP&P is responsible for investigating allegations of child abuse and neglect and, if necessary, arranging for the child's protection and providing support to the family.

The Child Abuse Hotline (State Central Registry) operates a 24-hour, 7-days a week child abuse hotline to receive all reports of suspected child abuse and neglect. Reports requiring a field response are forwarded to CP&P Local Office who investigates. After normal business hours, the hotline is linked with a statewide network of Special Response Units charged with the responsibility of responding to reports. Any concerns regarding child abuse or neglect should be reported by calling 1-877-NJ-ABUSE. Find more information about programs and services visit: <https://www.nj.gov/dcf/>

### **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.

### **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.

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**SCHEDULES**

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SCHOOL	Before School	First Bell	Late Bell	90 Min. Delay	Early Release	Regular Dismissal	Special Ed. Start	Special Ed. Early Release	Special Ed. Regular Dismissal
Brooks Crossing	7:00 am	8:10 am	8:20 am	9:40 am	12:50 pm	2:45 pm			
Brooks Crossing at Deans	7:00 am @BC	8:05 am	8:15 am	9:35 am	12:45 pm	2:40 pm			
Brunswick Acres	7:00 am	8:55 am	9:05 am	10:25 am	1:35 pm	3:30 pm	8:55 am	1:20 pm	3:20 pm
Cambridge	7:00 am	8:55 am	9:05 am	10:25 am	1:35 pm	3:30 pm			
Constable	7:00 am	8:55 am	9:05 am	10:25 am	1:35 pm	3:30 pm	8:55 am	1:25 pm	3:20 pm
Greenbrook	7:00 am	8:55 am	9:05 am	10:25 am	1:35 pm	3:30 pm	8:45 am	1:10 pm	3:10 pm
Indian Fields	7:00 am	8:10 am	8:20 am	9:40 am	12:50 pm	2:45 pm	8:05 am	12:35 pm	2:30 pm
Indian Fields at Dayton	7:00 am @IF	8:05 am	8:15 am	9:35 am	12:45 pm	2:40 pm	8:00 am	12:20 pm	2:20 pm
Monmouth Jct.	7:00 am	8:55 am	9:05 am	10:25 am	1:35 pm	3:30 pm	9:00 am 12:30 pm	10:30 am 1:00 pm	11:30 am 3:00 pm

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**ARRIVAL/DISMISSAL OF STUDENTS**

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For the safety and security of your child(ren), no student should ever be dropped off and left unattended without an adult present, who you know will accept responsibility for your child's safe entrance into school.

Please follow the specific guidelines including traffic patterns for your designated school and refer to the information below for specific procedures for each school.

## **BRUNSWICK ACRES**

### **ARRIVAL**

Children may enter the building and begin reporting to their classrooms at 8:55 a.m. For your child's safety, children are not to arrive at school before that time. Should supervision be necessary prior to school hours, please refer to the Before and After School Program information.

Parents driving their children to school are to drive into the circle in a single file line. Starting at 8:55 a.m., our staff will greet you and see that your child walks from the car into the school. Children should exit the car from the passenger side. Once your child leaves the car, parents are asked to continue on so that those behind you can drop off their children. This is for the protection of each and every child. Please wait for the cars in front of you to move forward. For the safety of all students, please do not drive around other cars in the circle in the morning. You may also park and walk your child into the school, however parking is very limited! The final bell rings at 9:05 a.m.. Any student arriving after this time needs to go directly to the main office to receive a late slip.

### **DISMISSAL**

We begin dismissing a few minutes before 3:30 p.m. Parents picking up children by car are to drive their cars into the circle in a single file line. Parents can then wait for their children to be dismissed from the front door. A staff member will ensure that each child is properly matched to his/her parent/guardian. You may also park in the parking lot and walk up to the side door near the gym to pick up your child. To do this, you must park in the lot and walk all the way up to the side of the building. Please do not park cars on the side of the building by the shed. This is a NO PARKING ZONE. Also, please do not double park in the lot. Your cooperation is appreciated. Also, do not leave your car idling and go into our school.

## **BROOKS CROSSING/DEANS**

### **ARRIVAL**

**Before School Students:** Our Before School Program is held at the Brooks Crossing Main Campus. Parents dropping off children who are enrolled in the program may do so as early as 7:00 a.m. Please park your car, turn the car off, and escort your child to the Community Ed Entrance. Ring the bell, wait to be buzzed into the building, and escort your child to the program area to sign them in. Escorted by staff, BC at Deans' students will be transported by bus to BC at Deans.

**Walkers:** Parents walking their children to school can bring them to the main entrance: Starting at 8:05 a.m. at Deans and 8:10 a.m. at Brooks Crossing Main Campus. Children in grades 2-5 who are not assigned to ride a school bus may ride their bicycles or scooters to Brooks Crossing and should follow arrival procedures for walkers. We ask that you review bicycle safety rules with your child and ensure that your child wears a safety helmet. Students must walk their bicycles on the walking path. Bicycles and scooters must be parked in the bicycle rack located on the front left side of the school near the walkers' path. Each student is responsible for his or her own bicycle or scooter and should secure it with a durable lock. Roller blades, Heelys, and skateboards are not permitted on school grounds.

**Car Drop Off at Deans:** Parents driving their children to school are to drive to the rear of the school in a single file line. Starting at 8:05 a.m, a staff member will greet you and see that your child walks from the car into the school. Once your child leaves the car, parents are asked to continue on so that those behind you can drop off their children. This is for the protection of each and every child.

### **Car Drop Off at Brooks Crossing:**

When entering the Brooks Crossing driveway, make your first left into the parking lot. No families may enter the bus loop until after 8:20, even if there are no buses in sight.

Families who wish to park and walk their students in, will immediately turn left after entering the parking lot, and park in the back row. Families may then walk to the crosswalk and proceed to the main entrance with their student. For your own safety, all families must use the crosswalks.

Families who will be dropping their students without getting out of their cars will immediately turn right after entering the parking lot, and join the drop off line, overseen by our custodians at the crosswalk. If you choose to drop your student, they should be able to exit the car independently, close the door, and proceed into school. Drivers in the drop-off line should continue forward as soon as their child is on the crosswalk to ensure a timely process for all. Custodians will oversee this process and expedite as necessary.

All but a very small number of students at Brooks Crossing receive a bus assignment. We encourage all families to utilize bus transportation, as it prevents congestion in our parking lot and ensures that no students are marked late for arrival.

**Late Drop Off:** Parents dropping off their children after the bell must: - Park the car and escort your child to the main office. - Sign the student in and give the reason for the tardiness. **BUS DROP OFF** Upon students' arrival, our staff will meet the school buses and escort students from the bus into the school. Only school buses are permitted to enter the school bus drop off and pick up area between the hours of 7:50 and 8:30 AM and 2:15 and 3:00 PM.

### **DISMISSAL**

**After School Program (ASP) Students:** Our After School Program is held at the Brooks Crossing Main Campus. Students registered for the After School Program will be escorted by our staff members to the After School Program areas. Parents picking up from the ASP will enter the Community Ed Entrance and proceed to the program area to sign out their children. (Note: BC at Deans' students will board a bus that will take them to the Brooks Crossing Main Campus. Upon arriving at the BC Main Campus, staff will greet the bus and escort the children to the After School Program.)

**Walkers at Deans:** A staff member will escort students who are walkers to our crossing guard. The crossing guard will assist our walkers needing to cross Georges Road to meet their parents/guardians.

**Walkers at Brooks Crossing:** Students in 3rd grade and older may walk home without a parent, but only if the classroom teacher has received a signed written note from the parent/guardian granting permission. All walkers are dismissed by a staff member from the main entrance.

**Car Pickup at Deans:** Parents picking up children by car are to park their cars in the rear of the building facing the woods. Parents can then wait for their children to be dismissed from the rear door by the steps. A staff member will ensure that each child is properly matched to his/her parent/guardian. Please do not park cars against the building. This is a NO PARKING ZONE. Your cooperation is appreciated.

**Car Pickup at Brooks Crossing:** Parents picking up children by car are to park their cars in the parking lot and meet students under the front portico. **BUS PICK UP** Staff will escort students to the bus area and ensure that each student boards the proper bus.

### **CAMBRIDGE**

Only school busses are permitted to enter the school bus drop off and pick up area on Leahy Road between the hours of 8:45 a.m. and 9:15 a.m. and 3:15 p.m. and 4:00 p.m.. Cars are not allowed to drop off children on Leahy Road.

### **ARRIVAL**

**Bus Students:** All busses will drop students off by the gymnasium on Leahy Road.

**Walkers:** Students walking to school should enter the building either by the fourth and fifth grade “Cambridge Road” wing or through the Main Entrance.

**Vehicle Drop Off:** All vehicles dropping students off must drive up to the “DROP OFF” sign on Cambridge Road. In order to make this drop-off line run smoothly, please...

1. Have your child ready to get out of the car when you stop at the sign.
2. DO NOT LET YOUR CHILD OUT BEFORE YOU REACH THE SIDEWALK.

### **DISMISSAL**

**Bus Students:** Bus students will be dismissed to the cafeteria and/or gymnasium and then called to board their respective busses on Leahy Road.

**Walkers/Parent Pick-up Students:** K-1 Students will be dismissed at 3:25 p.m. Kindergarten and second grade will exit through the Main Entrance and first grade students will exit through the Art Room. Third, fourth and fifth grade students will exit through the fourth and fifth grade “Cambridge Road” wing.

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

### **CONSTABLE**

#### **ARRIVAL**

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. Students who arrive after the late bell MUST have an adult accompany them to the main office to sign-in and receive a pass. This helps ensure the safety and security of every child. 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**

Our dismissal will be safe and efficient if everyone is patient and respectful of our well-established safety procedures. 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. Walkers and riders will be dismissed first. 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. In addition, some of our students are very afraid of

animals, specifically dogs. Please do not bring your dogs to the waiting area. Stay at the sidewalk along Constable Road with your pet if you bring one.

## **INDIAN FIELDS/DAYTON**

### **INDIAN FIELDS - Main Campus**

At the Indian Fields Campus, there is a great deal of traffic between the hours of 8:05 a.m. - 8:30 a.m. and 2:40 p.m. - 3:00 p.m. During these times, children are walking and buses are arriving. A staff member will direct walkers to the sidewalk. A crossing guard is available for students that live on Ridge Road. When parents/guardians are driving children to school, we ask that you do not stop in the safety zones marked by yellow curbing. Please park in a designated parking space in the lot and safely walk your child to the main entrance. At dismissal time, parents/guardians must park in the lot and wait outside the building to pick up students. **UNDER NO CIRCUMSTANCES SHOULD CHILDREN BE WALKING THROUGH THE PARKING LOT UNESCORTED. THE GUIDELINES ARE FOR THE SAFETY OF ALL CHILDREN AND ADULTS. YOUR ANTICIPATED SUPPORT IS VERY MUCH APPRECIATED.**

### **INDIAN FIELDS - Dayton Campus**

#### **ARRIVAL**

**Before School Program Students:** Parents dropping off children to our Before School Program (located at IF) can do so as early as, but no earlier than, 7:00 a.m. Please park your car in the driveway near the front door, turning the car off. Ring the doorbell, wait to be buzzed into the building, and escort your child to the cafeteria area. You will need to sign your child into the program.

**Walkers & Parent Drop Off:** Parents walking their children to school can bring them to the main entrance starting at 8:05 a.m. Parents dropping their children off must park in the parking lot in the rear of the building and walk to the rear entrance.

**Bus Drop Off:** Buses drop off students in the back of the building. Student Services students are dropped off in the front of the school. Upon students' arrival, our staff will meet the school buses and escort students from the bus into the school.

#### **DEPARTURE**

Our dismissal will be safe and efficient if everyone is patient and respectful of our well-established safety procedures.

**After School Students:** Students registered for the After School Program will be bused to the After School Program at the main campus.

**Walkers:** Students who are walkers will be escorted by a staff member to the front of the school to meet their parents/guardians.

**Parent Pick Up:** Parents picking up their children from school are to park in the parking lot in the rear of the building, and walk to the rear entrance. A staff member will ensure that each child is properly matched to his/her parent/guardian.

**Bus:** Staff will escort students to the bus area in the back and front of the building and ensure that each student boards the proper bus.

## **GREENBROOK**

#### **ARRIVAL**

Students may enter the school 8:55 a.m. Classes Begin 9:05 a.m. Please do not drop your child off at school before 8:50 a.m. 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.

## **DISMISSAL**

Dismissal for students who walk to school is 3:27 p.m. K-2 students 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 carpool 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.

## **MONMOUTH JUNCTION**

### **ARRIVAL**

Between the hours of 8:55-9:05 a.m. and 3:25-3:40 p.m. children are walking, buses are arriving, and still other children are crossing streets and walking their bicycles onto and off the property. To help keep things organized and safe, a bus patrol will direct bikers and walkers to the sidewalk. A crossing guard will help children cross. Never leave children unattended in the parking lot or playground prior to 8:55 a.m. The building doors open at 8:55 a.m. to admit students to the building. Students and parents are expected to wait outside until 8:55 a.m. unless students are in the Before-School Program. The late bell rings at 9:05 a.m. Students are expected to arrive prior to 9:05 a.m. so instruction can begin promptly.

\*Please note that Preschool students will follow modified arrival procedures shared with the parents by the teacher.

**Before-School Program:** Parents are required to sign their children into the Before-School Program. All grade level programs will be in the cafeteria. Parents are to park in the back parking lot and enter the building through the back door. No drop-off or parking is permitted in the bus loop. Please park your car in the spaces, shut it off, and walk children to the back door. Please use caution in this area.

**Bus Students:** All buses serving our school either park in the horseshoe or along the curb immediately past the horseshoe on Monmouth Drive. Bus students will enter the building through the door by the gym.

**Walkers:** Students walking to school are expected to cross Ridge Road or Monmouth Drive at the locations that have crossing guards. All Ridge Road walkers will enter through the bus loop doors. All other walkers will enter through the back of the new wing. Walkers are not permitted to enter the building until 8:55 a.m. Therefore, they should time their arrival accordingly.

**Parent Drop-Off:** Parking is extremely limited! We recommend that you do not plan to park, but use the Drop-Off Zone. The Drop-Off Zone will be at the rear of the parking lot. Enter the parking lot, and pull as far forward as possible in the Drop-Off Zone. There is no parking permitted in this zone. Please do not block driveways or park in any area marked by "No Parking" signs or yellow curbs. A. Cones will be placed at the end of the staff parking area at approximately 8:45 am and 3:15 pm. Please do not drive into the staff parking area during arrival or dismissal time since many children are walking in this area to meet parents. B. Do not park your car and then leave it idling while meeting your children. C. Please use caution when driving in this area because children may dart out into the lot. D. Do not use the handicapped parking space without a proper permit.

**No Parking on Monmouth Drive!** This is a reminder that there is no parking allowed on Monmouth Drive (either side of the street) when school is in session. This restriction is in effect from 8:45 a.m. to 4:00 p.m. daily. Cars parked illegally will be ticketed by township police.

## **DISMISSAL**

**After-School Program:** Students will be dismissed to their After School Program, and attendance will be taken before other all other students are dismissed.

**Walkers and Parent Pick-Up:** The location of the waiting area is on the blacktop at the rear of the building. We begin dismissing these students at approximately 3:25 p.m. (1:30 p.m. on early dismissal days). Teachers will walk students to the waiting area and supervise their pick up. Children will not be permitted to cross the parking lot or Monmouth Drive without being accompanied by



a parent. Please meet your child at the waiting area. Students walking home will exit the building with the students being picked up by parents.

\*Please note that Preschool students will follow modified dismissal procedures shared with the parents by the teacher.

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

**Bus Students:** All bus students will exit through the bus loop doors to meet their buses. The buses will be parked either in the loop or along the curb immediately past the bus loop.

### IMPORTANT REMINDERS

- Preschool students will use modified arrival and dismissal procedures that will be shared with the parents by the teacher.
- Dropping a child off in the front of the school during morning arrival is not permitted. This area is not supervised by any staff and the front door is locked. The only morning drop-off location is on Monmouth Drive.
- There are limited visitor parking spaces in the front parking lot. These are for 15-minute parking only. If you are planning on being in the building for a longer period of time, you must park in the back parking lot.
- During the school day, all entrances are locked. All visitors to the building must be admitted through the front door and go to the Main Office for a visitor's badge. Visitors must display the badge while in the building.
- Do not park in the fire zone. Cars parked illegally are subject to ticketing by the township police. We would appreciate if you would follow the guidelines listed above to ensure the safety of our students during arrival and dismissal times. Your cooperation is very important. Please drive slowly and carefully.

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## ATTENDANCE

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***PARENTS can and should use GENESIS to report a student absence. If you cannot log-in, you may still report the absence by calling the Main Office, however, reporting through GENESIS is preferred.***

Punctuality and attendance are important habits for students to develop and maintain, and we ask that you please respect the importance of the school day by ensuring your child's daily attendance and timely arrival.

Please carefully read the District Attendance Policy in the DISTRICT CODE OF CONDUCT that can be found in this handbook, to understand what New Jersey Law requires of you. This information is also sent home in your child's first day packet.

Please DO NOT email your child's attendance to the teacher or office, as your email may not be received in time by those monitoring the daily attendance. This could generate an auto-dialer call due to an unreported absence.

It is imperative that absences are reported promptly. For the concern and safety of your family, we will make every attempt to contact you in the event of an unreported absence. This may include requesting assistance from the South Brunswick Police Department who will decide if a well-check visit to the home is deemed necessary.

When calling to report your child's absence, please state your ***child's full name, spell their last name***, give their ***teacher's name*** and the ***reason for their absence***. Please be specific and give symptoms your child is having if they are ill.

Absences due to travel while school is in session is never advised. If you must plan travel during the school year, we ask that you please refer to the District School Closing Calendar and please plan your travel when school is not in session. If you know in advance your child will be out for an extended period of time (i.e. family travel), we ask that you submit a letter to the main office giving the dates your child will be absent, the reason for their absence, and the date we can expect your child back in school. Absences for family vacations are recorded as "unexcused" absences.

### To Send or Not to Send?

Parents are often concerned about their children missing school and may send a child back to school prematurely after an illness.

This exposes other children to illness and may cause your child to relapse. Please refer to the following:

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

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

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

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

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### **BEFORE AND AFTER SCHOOL CARE**

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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, log on to the Community Education website at [https://www.sbschools.org/community\\_education](https://www.sbschools.org/community_education).

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### **BIRTHDAY RECOGNITION**

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If you would like to have a brief class birthday celebration for your child, please contact your child’s teacher at least one week prior to make arrangements. Parents should be mindful of the district’s nutritional policy as well as the dietary restrictions of students in the classroom. Parents are asked to drop off the treats in the main office and the treats will be delivered to the classroom. These birthday recognitions are about ten minutes in duration and will be limited to the classroom. Students will not be allowed to travel throughout the school to give treats to other students or teachers. **Goody bags, balloons, and decorations are NOT permitted.**

**\*\*Birthday party invitations are not to be distributed at school. If available, please use your class directory in order to send such invitations via the U.S. Postal System.**

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### **BUS TRANSPORTATION**

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

***Bus Regulations:***

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

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

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## **CARE OF PROPERTY**

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

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## **CELL PHONES**

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As per Board of Education policy, cell phone use in schools by students is not permitted. If absolutely necessary, students are able to bring a cell phone to school. However, students must have the phone turned off in his/her backpack during the school day. Please be aware that you choose to send this device at your own risk. We are not responsible for theft or loss of such a device.

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

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

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## **CLASS TRIPS**

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

### Chaperones

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

SEE APPENDIX FOR GENERAL PERMISSION SLIPS\*

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## **EARLY CLOSINGS/DELAYED OPENINGS**

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- In the event of a delayed opening, unplanned early release or the closing of school due to inclement weather conditions or other types of emergencies, parents/guardians and students will be informed by AutoDialer (School Messenger), Web site, television and radio.
- Radio Station WCTC (1450 AM) will announce school closings or delayed openings several times between 6:00 - 8:30 a.m.
- Announcements will be posted on the District's Web site, [www.sbschools.org](http://www.sbschools.org), WMGQ 98.3 (<http://www.magic983.com/>), Comcast Cable Channel 28, Channel 62 (News 12) and Verizon FiOS Channel 36, and Channels 7 (WABC) and 4 (WNBC).
- Schools closed due to inclement weather will remain closed all day. All after-school activities will be cancelled.

- In the event of emergency early release, the Community Education After-School Child Care Program will remain open for their subscribers until all students are picked up. Parents/Guardians are urged to pick up children as soon as possible.
- In the event of a delayed opening, school will begin 90 minutes later than normal.
- The Community Education Before-School Child Care Program will begin at 8:30 a.m. at all K-8 buildings.
- Any Before-School Music Program is automatically cancelled on days in which the District operates under a 90-minute delay.
- If schools are to remain closed the following day, an announcement using methods listed above will be made.
- Please do not call the Transportation Department or South Brunswick Police Department about school closings/delayed openings.
- Remember! In the event that technology fails, the radio is the best source of information.

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### **FORGOTTEN ITEMS**

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**Our policy is that students will not be permitted to call home for forgotten items.** Should a parent or guardian drop off an item or homework forgotten by a student, it will be placed in the main office until the teacher or student retrieves it. Classroom instruction will not be disrupted by calling classrooms to retrieve forgotten items.

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### **HEALTH INFORMATION**

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School health services are maintained to appraise and to promote the health of the students and school personnel. This is done through routine health screening and by providing emergency care for injury or sudden illness. The school nurse is available throughout the day at the school as a health consultant. The nurse never makes a diagnosis, nor can 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 in Genesis is kept accurate and up to date.

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

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

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

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

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## **HOMEWORK**

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

The following are six basic district assumptions about homework:

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

At the elementary school level, this means:

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

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

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

We recognize that a child absent from school misses more than the reading and writing assignments completed during the day. It is expected that the student will make up as much of the work as possible. As in all school work, the assignment needs to be done

within a reasonable time after the student returns to school. If an emergency arises and the student cannot complete an assignment, the parent/guardian is expected to send a note to the classroom teacher.

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### **LEGAL CUSTODY INFORMATION**

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

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### **LOST AND FOUND**

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

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### **LUNCHTIME AND RECESS**

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

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

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

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

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### **PTO SPONSORED ACTIVITIES**

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

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## **REGISTRATION AND SCHOOL TRANSFERS**

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

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## **REPORTS OF STUDENT PROGRESS**

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

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

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

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## **SCHOOL SAFETY**

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

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

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

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## **VISITORS AND VOLUNTEERS**

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All visitors and volunteers are required to check in at the main office to receive a visitor's pass 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. You may be asked to present photo identification. If you need to bring homework, books, lunch, or other items to school, please drop them off at the main office. Classroom interruptions interfere with the learning process for all students.