

East Brunswick Public Schools



Bowne-Munro
120 Main Street
732-613-6810
Ron Lieberman - Principal



Irwin
71 Racetrack Rd.
732-613-6840
JoAnn Chmielowicz - Principal



Central
371 Cranbury Rd.
732-613-6820
Danielle DiNinno - Principal



Lawrence Brook
48 Sullivan Way
732-613-6870
Elizabeth Dunn - Principal



Murray Chittick
5 Flagler St.
732-613-6830
Megan Manetta - Principal



Memorial
14 Innes Rd
732-613-6860
Cheryl Jones - Principal



Robert Frost
65 Frost Ave.
732-613-6850
Loretta Payette - Principal



Warnsdorfer
9 Hardenburg Lane
732-613-6880
Joseph Csatari - Principal

Elementary School Handbook

EAST BRUNSWICK PUBLIC SCHOOLS ELEMENTARY HANDBOOK

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AHERA

It is the intention of the East Brunswick Public School District to comply with all [federal and state regulations](#) controlling asbestos and to take whatever steps are necessary to ensure students and employees are provided with a healthy and safe environment in which to learn and work. You are welcome to review a copy of the asbestos management plan in the district's administration building located at 760 Route 18 or in the school's main office during regular business hours. All inquiries regarding the asbestos plan and asbestos related issues should be directed to Gerald Schenck, Director of Facilities Management at gschenck@ebnet.org or (732) 613-6729.

Arrival and Dismissal

The safety of our children is of the utmost importance to all members of the school community. It is imperative that all visitors to the school read and follow the traffic guidelines. Please be sure that you inform any friends or family members who may visit the school of these guidelines as well. Your cooperation will ensure that our children remain safe and secure as they enter and leave school each day. It is vital that parents follow established traffic and parking regulations.

The morning arrival time is 8:50-9:05 AM. The bell rings for school to start at 9:10 AM. The afternoon dismissal time is 3:25 PM. It is important that the school is notified in writing if your child has a change in dismissal plans for the day.

Please check your individual school's website in the virtual backpack for specific arrival and dismissal procedures.

Emergency Early Morning Drop-In Procedures

Should an emergency or an unforeseen event result in you dropping off your child prior to the start of school and therefore your child is relocated to the Early Morning Program, you will automatically be required to register your child as an Occasional Use participant. As a result, you will be charged a \$50 registration fee, per child, and a \$124 fee, per family, for an Occasional Use Electronic Coupon Book. The Occasional Use Electronic Coupon Book is accessible via your Community Pass account.

Pupil Supervision After School Dismissal - [Policy 8601](#)

Any parent of an elementary school student may request that the school supervise his/her child and not release him/her to walk home after dismissal unless he/she is released to the parent or designee. The responsible adult must come into the building to sign the child out at the time and place designated by the Principal (between 3:25 PM and 3:35 PM) each day. Should an emergency or an unforeseen event prevent you from picking up your child from school and the child is therefore relocated to the After School Kids (ASK) program, you will automatically be required to register your child as an Occasional Use participant. As a result, you will be charged a \$50 registration fee, per child, and a \$124 fee, per family, for an Occasional Use Electronic Coupon Book. The Occasional Use Electronic Coupon Book will be accessible via your Community Pass account. A completed [Supervision After School Dismissal Form](#) must be submitted at the beginning of each year by parents/guardians.

Attendance - [Policy 5200](#) [Regulation 5200](#)

Students are expected to be in attendance on all days that school is in session. The East Brunswick Board of Education Policy 5200 for Attendance permits absences from school for the following reasons only: personal illness, death in the family, religious holidays, court appearances and administratively-approved absences. A note must be submitted to the classroom teacher when your child returns to school for an absence to be considered excused. Vacation or family travel while school is in session is not considered reason for excused absences. The school must be notified in writing when families are leaving the country for 10 or more days. The student(s) will be removed from the rolls and must be re-registered upon return.

Students absent for any reason are expected to make up the work missed. In general, students will be allowed two school days to make up missed work for each one day of absence. Teachers shall make reasonable accommodations to extend time for students as needed.

Beginning with four cumulative unexcused absences and incrementally after that, the Principal/Student Assistance Specialist will develop an Attendance Action Plan with parents to address patterns of unexcused absences with the goal of promoting regular attendance. Students who have ten or more unexcused absences will be considered truant and a referral will be made to the courts. When your child is going to be absent from school, please call the school's main office and follow the prompts provided.

Bowne-Munro School	732-613-6810
Central School	732-613-6821
Chittick School	732-613-6830
Frost School	732-613-6854
Irwin School	732-613-6840
Lawrence Brook School	732-613-6870
Memorial School	732-613-6860
Warnsdorfer School	732-613-6880

The school will provide make-up work and/or tests only for excused absences. Please be aware that make-up work can never replace the learning that occurs in the classroom environment. The school will not provide work and/or resources to students that are withdrawn from school for extended travel while school is in session.

Backpack Safety

For students' safety, it is important that backpacks are worn properly and that they weigh no more than 15% of the child's body weight when filled. Also, unless specifically prescribed by a physician, students may not use wheeled backpacks. These present safety concerns when used in large groups.

[Before and After Care Community Programs](#)

The Community Programs Department provides fee-based before and after school care to families who need such services. Please note that registration and payment for these programs is conducted [online](#). If you have any questions concerning registration or payments, please contact the Financial Services Department at (732) 613-6674.

Participation in the Early Morning Program (EMP) is available for students who need to arrive at school before 8:50 AM. Students in this program may be brought to school as early as 7:00 AM. Digital Coupons are available for use throughout the year for those needing care on an infrequent basis and can be purchased [online](#). Please note that when there is a delayed opening, supervision of children in the EMP will begin at 9:00 AM. It is imperative that students are not dropped off before the starting time of this program. There is no supervision available before this time.

Participation in the After School Kids Program (ASK) can be arranged for students who need supervision after school. Parents can register and pay [online](#). This program operates from 3:25 PM to 6:00 PM. *After care programs will not operate on regular schedule on emergency dismissal days. Parents are responsible to arrange pickup for their child at 1:45pm dismissal. Short-term care is provided only until 2:15pm to allow after care parents safe travel.* If there is a scheduled single session, ASK will begin at dismissal and end at 6:00 PM. Digital Coupons are available for use throughout the year for those needing care on an infrequent basis and can be purchased [online](#). *After care programs will also not operate on regular schedule on November 21, 2018 and December 21, 2018. All students must be picked up no later than 3pm.*

Behavioral Supports

Each school has a building based Intervention and Referral Services (I&RS) Team which is designed to assist students who are experiencing learning, behavior or health difficulties and assist staff in addressing student needs.

[Celebrations](#)

There will be four elementary school-wide celebrations where certain foods will be allowed in the classrooms. Ingredient labels will be checked by the school nurse prior to food items being distributed in the classroom. Parents must bring all food items for celebrations to the office and not directly to the individual classrooms.

Birthdays are special and children like to celebrate their birthdays with their classmates. Birthdays at the elementary schools may be celebrated, but we ask that this be done without food. Participating in any of the birthday options is strictly voluntary. Should you want your child to celebrate his/her special day with his/her classmates, here are some suggestions:

- **Option One**

Send something with your child to hand out to classmates like stickers, pencils, small erasers, and/or bookmarks. Please contact your child's teacher.

- **Option Two**

Parents can donate a book to the classroom library labeled with the birthday student's name.

Cell Phones

Students may not use cell phones during the school day. If you want your child to carry a cell phone, it must remain off and out of sight both during the school day and on the bus going to and from school. In case of an emergency, please call the school office. Students will be allowed to use the school office phone in case of emergency.

Character Education

Character Education is woven into the underlying theme of each school. Activities are infused into the school environment to encourage and promote responsible and respectful behaviors. The six pillars of character education (Trust, Respect, Caring, Responsibility, Fairness, and Citizenship) are consistently encouraged and discussed.

Code of Conduct - [Policy 5600](#) [Regulation 5600](#)

The Code of Conduct policy has been developed to foster the health, safety, social, and emotional well-being of students, as well as support the establishment and maintenance of civil, safe, secure, supportive, and disciplined school environments. East Brunswick Public Schools promotes the achievement of high academic standards, and the prevention of problem behaviors that would impede the educational progress. Parameters for the intervention and remediation of student problem behaviors at all stages of identification have been established. School responses to violations of the code of conduct will take into account the severity of the offense, the developmental age of the student offender, and student's history of inappropriate behaviors.

Student Rights

Students have the right to:

- Be informed about expectations for their behavior
- Be treated with respect and dignity
- Attend a safe and secure school environment
- Express their opinions and feelings appropriately
- Be taught constructive means to settle disagreements or problems
- An education that supports students' development into productive citizens
- Due process and protections pursuant to law and code

Student Responsibilities

Students have a responsibility to:

- Exhibit self-control on school premises, on the school bus, & at school activities
- Remain within the area assigned for a specific activity
- Exhibit respect for the authority of all school personnel
- Maintain and respect school and private property
- Speak to and treat adults and other students with respect
- Avoid placing themselves or others in danger of physical harm
- Help keep the school clean and attractive
- Use constructive means to settle disagreements or problems

Consequences

Students who choose not to accept these responsibilities are subject to disciplinary action. School personnel will use a variety of measures, including but not limited to: teacher/parent conferences, interventions through the Student Assistance Specialist, referral to the Intervention and Referral Services (I&RS) Team, warnings, detentions, suspensions, or other strategies determined by the building administrator. Consequences will vary according to the developmental ages of the student offenders, student histories of inappropriate behaviors, frequency, severity and nature of the incident. At any time throughout the process, intervention by other school personnel may be recommended.

School responses shall provide for the equitable application of the code of conduct without regard to race, color, religion, ancestry, nationality, origin, gender, sexual orientation, gender identity and expression or a mental, physical or sensory disability or by any other distinguishing characteristic. Corporal punishment of students is prohibited.

Appropriate disciplinary action will be taken for misbehaviors that:

1. Impede orderly classroom procedures or interfere with orderly operation of the school.
2. Disrupt the learning climate of the school.
3. Are directed against persons or property.
4. Result in violence to another person or property or poses a direct threat to the safety of others in the school.

Concerns

All concerns should be addressed with the teacher involved. If a concern still exists, contact the building principal then the supervisor. In most cases, concerns are successfully addressed at the building level.

Critical Policies

The District is required to inform parents and students of certain Board of Education Policies and Regulations including: Eligibility of Resident/Nonresident Pupils, Pupil Discipline/Code of Conduct, Harassment, Hazing, Intimidation, Bullying and Cyber-Bullying, Substance Abuse, Smoking, Removal of Students for Firearms Offenses, Assaults on District Board of Education Members or Employees, Removal of Students for Assaults with Weapons Offenses, High School Graduation, Integrated Pest Management, Acceptable Use of Computer Networks/Computers and Resources, Dating Violence in School and Suspected Gang Activity.

Policy 2361	Acceptable Use of Computer Networks/Computers and Resources	Regulation 2361	Acceptable Use of Computer Networks/Computers and Resources
Policy 3516	Integrated Pest Management		
Policy 5111	Eligibility of Resident-Non-Resident Pupils	Regulation 5111	Eligibility of Resident-Non-Resident Pupils
Policy 5460	High School Graduation		

Policy 5512	Harassment, Hazing, Intimidation, Bullying and Cyber-Bullying	Regulation 5512	Harassment, Hazing, Intimidation, Bullying and Cyber-Bullying
Policy 5519	Dating Violence in School	Regulation 5519	Dating Violence in School
Policy 5530	Substance Abuse	Regulation 5530	Substance Abuse
Policy 5533	Smoking		
Policy 5600	Pupil Discipline/Code of Conduct	Regulation 5600	Pupil Discipline/Code of Conduct
Policy 5611	Removal Of Students For Firearms Offenses	Regulation 5611	Removal Of Students For Firearms Offenses
Policy 5612	Assaults on District Board of Education Members or Employees	Regulation 5612	Assaults on District Board of Education Members or Employees
Policy 5613	Removal of Students for Assaults with Weapons Offenses	Regulation 5613	Removal of Students for Assaults with Weapons Offenses
Policy 5615	Suspected Gang Activity		
Policy 8601	Pupil Supervision After School Dismissal		

Delayed Opening/Emergency Early Dismissal

Due to inclement weather or other emergencies, it is sometimes necessary to delay the opening of school or cancel classes for the entire day.

School closings, delayed openings and emergency early dismissals are posted on the district's website: www.ebnet.org and EBTv, Channel 26, the township's local cable access channel. In addition, announcements can be heard on radio stations WCTC 1450 AM and New Jersey 101.5 and an automated Blackboard Broadcast System phone call will be made.

Dress Guidelines

Students are encouraged to dress appropriately for school. Since learning is our primary focus, students should wear attire that is in keeping with a positive school environment.

- Shirts and tops should only have positive logos and should cover the student's midriff (bare midriffs and backs are not acceptable).
- Shorts and skirts should not be too short or tight-fitting.
- No hats are to be worn in the school building.
- Footwear must be worn at all times. Avoid slip-on shoes and sandals, along with flip flops. These types of shoes present safety issues not only in the building, but also on the playground.

Equal Opportunity

The East Brunswick Public Schools will undertake the affirmative action necessary to provide equal employment opportunity without regard to race, creed, color, age, sex, marital status, disability, national origin, and religion and to insure that all personnel actions such as recruitment, selection, placement, training, promotions, transfers, terminations, and disciplinary actions, as well as all benefits and compensation, are equally applied.

The East Brunswick Board of Education affirms its responsibility to ensure all students in the public schools receive equal educational opportunity regardless of race, color, creed, religion, sex, ancestry, national origin or social or economic status. Lack of English language skills will not be a deterrent to admission to any program. No otherwise qualified disabled individuals shall, solely by reason of their disability, be denied the benefits of or be subjected to discrimination in any activity.

Family Educational Rights and Privacy Act (FERPA)

Primary Rights of Parents under FERPA:

- Right to inspect and review educational records.
- Right to seek to amend educational records.
- Right to have some control over the disclosure of information from educational records (These rights transfer to student when student turns 18 or attends a postsecondary school).

Field Trips

Field trips are an opportunity for students to learn in a new environment. Each class will take a minimum of one field trip that will be determined by the grade level teachers.

As each grade schedules trips, the total cost of admission and transportation will be calculated as a per student amount. Parents will be notified in advance of all trips and must complete a permission slip and pay the necessary amount. Unfortunately, because transportation and admission costs must be paid in advance to make reservations; we cannot reimburse you if for some reason your child cannot attend the trip. Students who qualify for free/reduced lunch are not required to pay for trips. If your child is not attending the trip and/or you do not send your permission slip into school, your child will be placed in an alternate educational setting for the day.

Blackboard Broadcast System

Blackboard is a broadcast system that allows the administration at both the district and the school level to send out automated telephone and email messages that will keep students and parents informed of important dates, events, school closings and emergencies. In the event of an emergency, Blackboard will also send a text message.

The telephone numbers and email addresses used are those identified by parents/guardians on the Emergency Home Contact Form (filled out at the beginning of each school year). Student records, including emergency contacts, are updated at that time and when parents/guardians inform the school of a change in contact information. It is the

responsibility of the parent/guardian to inform the school of any change in contact information. Please notify the office of any changes in contact information, phone, email and address that may occur during the year.

Non-emergency, general information announcements will be sent to the home telephone number and email address. Emergency calls will be sent to the home telephone and the numbers identified on the Emergency Contact Tab of Parent Access. Blackboard helps to reinforce our commitment to stay in touch with our community and to ensure our students a safe and secure environment.

Harassment, Hazing, Intimidation, Bullying and Cyber-Bullying - [Policy 5512 Regulation 8461](#)

The district prohibits acts of harassment, hazing, intimidation, bullying and cyber-bullying. The district expects students to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities, with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities and the care of school facilities and equipment, consistent with the Pupil Discipline/Code of Conduct.

Health Services

The school nurse is responsible for the health assessment of students, which includes acquiring and maintaining a comprehensive health history. School health services are provided to promote the health of students and staff. As part of the services, screenings; height/weight, blood pressure, hearing, vision and scoliosis, are conducted at certain grades. The schedule is directed by NJ Department of Education guidelines. The screenings are administered as a preventative measure to identify possible physical problems. If follow-up is required, a referral letter will be sent home. A parent who suspects that his/her child is developing a vision or hearing problem may request that a screening be done at any time.

The school nurse is also available as a consultant, but does not diagnose. The nurse will provide emergency first aid treatment for accidents that occur in school. All students enrolled in East Brunswick Public Schools will be required to submit a current physical examination only at the time of enrollment. The policy requires parents to provide examination documentation for their child within 30 days upon enrolling into school.

Health office procedures are as follows:

1. Students come to the health office when sent by teachers or school aides.
2. Requests for students to be excused from physical education or recess must be submitted in writing to the school nurse prior to the time of class. In the event of a long-term disability, a physician's note indicating the reason for the excuse and the starting and ending date of the excused period must be on file with the school nurse.
3. Students are not to call parents on the phone when they are ill. The nurse will make the decision and call.
4. Parents/Guardians or a designee are expected to pick up an ill student in a reasonable amount of time.

5. Students will only be released to an individual listed as an emergency contact with written permission from the parent. The person will be required to show identification. If the person picking up the ill student is not listed as an emergency contact, an email or fax specifying parental permission must be sent to the main office.
6. Emergency Home Contact Information should be updated annually through Parent Access. Parents/Guardians should notify the school immediately if there are any changes.
7. The school nurse must be advised of any medication that students are taking (See Medication Guidelines).
8. Students will be sent home with a temperature of 100 degrees or higher. Students are permitted to return to school only when they have been fever-free without Tylenol/ Advil etc. for 24 hours or as determined by the Department of Health.
9. A student will be excluded from school for any communicable disease such as conjunctivitis, strep throat, impetigo, lice, chicken pox, etc. Re-entry to school will be contingent upon treatment, approval by the nurse and the student's physician and documentation as required.
10. It is critical that you share your child's special needs with the school nurse and that you update that information as necessary.
11. Please keep us informed about any allergies that your child has or has developed throughout the year.

Medication Guidelines - [Policy 5330](#) [Regulation 5330](#)

School nurses are not permitted to dispense any medication without a physician's written permission. This includes prescription or over-the-counter medications. Only a physician may prescribe medication that can be given to a student during school hours.

Guidelines for administering medication during school hours are as follows:

1. Parents/Guardians should obtain an [Authorization for Administering Medication in School Form](#).
2. All nonprescription drugs are to be handled the same as prescription medications using the [Authorization for Administering Medication in School Form](#). The nurse will administer drugs such as aspirin, Tylenol, antihistamines, or cough syrup only upon receipt of a written note from the physician and the parent/guardian. An original bottle of the over-the-counter medication must be provided.
3. Parents/Guardians must bring the medication to the school nurse along with the notes from the parent/guardian and the physician.
4. Students with asthma or other potentially life threatening allergic reactions may self-administer an inhaler or epi-pen. [Policy 5331](#) [Regulation 5331](#) Management of Life Threatening Allergies in Schools. This must be authorized by the physician on the [Authorization for Administering Medication in School Form](#). The school nurse must also determine the student's ability to self-administer medication.
5. Medication on trips: If a student must take medication on a class trip, arrangements must be made with the school nurse prior to the date of the trip as

to who will administer the medication. The [Authorization for Administering Medication in School Form](#) will be sent home prior to the trip listing options.

Calls to Parents

“When does the school nurse call the parents?” is a frequently asked question. Since each case is individual, the decision to call or not to call is made on a case-by-case basis. The nurse does an assessment, using her objective data (what she sees), subjective data (what she infers) and her professional knowledge and skills to make that determination. However, there are some instances when the nurse always calls:

- Significant injury and/or major accident
- Elevated temperature (a temperature of 100 or higher)
- Presence of head lice and/or nits
- Changes or deficiency in screenings
- Frequent visits to the nurse
- Immunization needs
- Abnormal weight loss or gain
- Self-inflicted wounds (however minor)

Illness

Please use the following guidelines for keeping your child at home:

- Fever in the last 24 hours
- Nausea, vomiting, or has vomited during the night
- Diarrhea or had diarrhea during the night
- Exposure to a contagious disease and is exhibiting signs/symptoms of the disease.
- Any student retained at home or excluded from school for reason of having or being suspected of having a communicable disease shall not be readmitted to his/her classroom until he/she presents written evidence of being free of communicable disease.

Lice

What should I do if I think my child has lice or nits?

- Check for live lice or nits
- Check others in household
- Removal of nits is recommended
- Notify close contacts of those with lice of the need to check for head lice
- Speak with your child’s health care provider for treatments or concerns/questions
- Periodically re-inspect the hair for live lice

It is of the utmost importance that the school health office be notified if your child has had head lice. Even if he/she has been treated, the school nurse should still be informed. This information is kept confidential.

When a child is discovered to have live head lice, the parent is notified and requested to pick up the child for treatment. After the child is treated, he/she should return to school for recheck by the school nurse.

Always call your child's doctor for lice treatment options. Please feel free to call your school nurse with any questions or concerns.

Immunizations - [Policy 5320](#) [Regulation 5320](#)

School Wellness/Nutrition - [Policy 8505](#)

Homework Instruction

Homework is an extension of the curriculum presented in school. It provides additional reinforcement of skills learned in school.

Lost and Found

If a student has lost an item, he/she should check in the school Lost and Found. Please do not allow your student to bring valuable items to school. We can neither secure them nor take responsibility for them. You are strongly encouraged to write the student's name on lunch boxes, coats, hats, etc.

Lunch

A lunch program is available for all students. Students may buy or bring a lunch. A monthly menu is posted at the start of each month and can be found on the school [website](#). Beverages and snack items are also available. If students bring a beverage, glass bottles are not permitted.

The district uses a lunch purchasing system that makes our lunch procedures move more efficiently and effectively. Students enter a Personal Identification Number (PIN) when purchasing items at lunch, allowing them to access a prepayment made by parents. Prepayments can be made [online](#). Students can always use cash to purchase lunch, however PINs are still required as this allows parents to view items their child has purchased. PINs will remain the same every year. Please be reassured that our staff will be on hand to assist in case students have trouble remembering their PIN or inputting the numbers. For information about the lunch program, including how to access your child's account, please see the [Child Nutrition](#) link.

Free and Reduced

Applications for free or reduced lunch are available online at www.ebnet.org.

Personal Belongings

Students may not bring toys or extra belongings to school unless their teacher requests that they do so. This includes all electronic games and devices, as well as trading cards.

Registration

A student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1 is eligible to attend school in this school district if the pupil is domiciled within the district. Please refer to East Brunswick Board of Education [Policy 5111 Regulation 5111](#) Eligibility of Resident/Nonresident Pupils for more details. Families are expected to update contact information whenever circumstances change.

Please report to the school in writing any change in legal custody or guardianship. A copy of that segment of the legal document that specifies rights and visitations of all parties involved is required by the school. This information is kept confidential.

To schedule an appointment or to find out more information, please visit the website at www.ebnet.org/register

Safety Drills

Pursuant to School Security Drill Law 18A:41-1, safety drills are held monthly to provide students and staff with opportunities to practice emergency procedures in the schools. In order to simulate real emergencies, they are not announced in advance. These include fire drills, evacuation procedures that would be followed during a bomb threat, and lockdown drills in which students and staff practice what they would do if a dangerous intruder required that they shelter-in-place. Visitors who are in the building at the time of a drill are expected to follow the procedures. Please direct your attention to the nearest staff member for instructions.

SCHOOL – PARENT COMPACT

The school-parent compact described below outlines how the parents, school staff and students will share the responsibility for improved student academic achievement.

The school will:

1. Provide high quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards by implementing district approved scientifically researched curriculum and having highly qualified teachers in every classroom.
2. Hold parent/teacher conferences two times this school year: October 23-26, 2018 and March 19-22, 2019. There are two evening parent/teacher conference days as well as two daytime parent /teacher conference days scheduled at each school.
3. Provide parents with frequent reports on their children's progress. Report cards will be distributed four times each school year as noted in the school calendar and progress reports will be sent when needed. Results of New Jersey State Assessments will be sent to parents.

4. Encourage open communications with parents. Parents may contact staff by calling the main office or emailing the teacher directly. The main office will connect you to a teacher's voicemail. The teacher's email address can be located on the school's website. Please understand that we will not interrupt instruction for phone calls. Rather, the teacher will return your call when not working with students.
5. Afford parents with opportunities to volunteer in their child's class. Each teacher will distribute a list of volunteering opportunities including but not limited to; reading to and with children, attending special events, helping students during lessons.
6. Encourage parents to visit their child's classroom during American Education Week (*November 12-16, 2018*). Details and schedules will be available as we approach the date.

Parents will support their child's learning in the following ways:

- Monitoring attendance
- Making sure that homework is completed
- Notifying the teacher when their child is having difficulty
- Participating in activities related to their child's education
- Promoting positive use of their child's extracurricular time

Tardiness

Tardiness deprives a student of a thorough and efficient education. If your child is late for school, it is important that you escort him/her directly to the security desk and sign him/her in. Excessive tardiness will result in administrative review.

Transportation

Please allow ten (10) minutes before and after the scheduled stop time for your child's bus to arrive. The times that appear on the schedule are estimations and actual time may vary due to factors such as changing traffic and weather conditions. During the first two weeks of school, the route times could change as everyone adjusts to the new school routine and traffic patterns. Any formal route adjustment can be viewed by you at any time by going to the aforementioned website.

The safe transportation of students to and from our schools is our primary mission. Please review the information on bus and bus stop safety that we have provided on the [Transportation Department](#).

Each student is required to be picked up and discharged at assigned stops as listed on the bus pass. Drivers are prohibited from relocating designated stops or allowing students to disembark at any other location.

If you are unable or do not have access to the Internet and need assistance in printing the bus pass or you have any concerns with assigned stops, please call the Transportation Department at (732) 613-6740 for assistance.

Bus Safety Expectations

Bus safety begins with the appropriate behavior of each individual. The bus driver will report disruptive behavior in writing to the school. Continued disruptive behavior will result in suspension of bus privileges for a length of time determined by the principal.

Students may not ride a bus to which they are not assigned. The Manager of Transportation must approve changes in bus assignment. Due to insurance concerns, students who walk to school are not permitted to ride a bus under any circumstances.

Bus Safety Rules

All students are expected to:

- Remain seated at all times.
- Avoid putting hands, arms, etc. out the window.
- Speak in conversational tone.
- Listen to the bus driver at all times.
- Ride only the bus to which they are assigned.
- Submit a parent note if they are not taking the bus home.

If you plan to pick up your child and he/she normally takes the bus, you must inform the teacher in writing. If you make arrangements for someone else to pick up your child, that person has to be listed as an Emergency Contact. Otherwise, students will be expected to ride the bus.

If you have questions or concerns, please visit the [Transportation Department](#) website or contact them directly at (732) 613-6740.

Visiting the School

All visitors are required to report to the school security desk, show proper photo ID, sign in, and obtain a visitor's badge. Visits must be arranged with the building principal. For security purposes, visitors are prohibited after 4 PM, except to attend scheduled programs and activities. Parents are not permitted to go to classrooms after 4 PM to obtain materials children have left behind.

The building hours during the school year are from 8:00 AM - 4:00 PM. In the interest of security, all doors are kept locked. If you need to enter the building, please use the main doors in front of the school. A School Security Officer will assist you. After 4:00 PM there is a School Security Officer for after school activities.