

# East Brunswick Public Schools



Bowne-Munro  
120 Main Street  
732-613-6810  
Kristin Gristina - Principal



Central  
371 Cranbury Rd.  
732-613-6820  
Thomas Husar - Principal



Murray Chittick  
5 Flagler St.  
732-613-6827  
Christine Sce - Principal



Irwin  
71 Racetrack Road  
732-613-6840  
JoAnn Chmielowicz - Principal



Lawrence Brook  
48 Sullivan Way  
732-613-6872  
Elizabeth Dunn - Principal



Memorial  
14 Innes Road  
732-613-6862  
Cheryl Jones - Principal



Frost  
65 Frost Avenue  
732-613-6852  
Nyree Delgado - Principal



Warnsdorfer  
9 Hardenburg Lane  
732-613-6882  
Joseph Csatari - Principal



Hammarskjold Upper Elementary School  
200 Rues Lane  
732-613-6892  
Dr. Michael Gaskell - Principal

# Elementary School Handbook

# **EAST BRUNSWICK PUBLIC SCHOOLS**

## **ELEMENTARY SCHOOL HANDBOOK**

### **TABLE OF CONTENTS**

[AHERA](#)

[Arrival and Dismissal](#)

[Emergency Early Morning Drop-In Procedures](#)

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

[Attendance - Policy 5200 Regulation 5200](#)

[Backpack Safety](#)

[Before and After Care Community Programs](#)

[Behavioral Supports](#)

[Celebrations](#)

[Cell Phones - Regulation 5600 \(2.ab\)](#)

[Social and Emotional Learning](#)

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

[Student Responsibilities](#)

[Critical Policies](#)

[Delayed Opening/Emergency Early Dismissal](#)

[Dress Guidelines](#)

[Equal Opportunity](#)

[Family Educational Rights and Privacy Act \(FERPA\)](#)

[Field Trips](#)

[Blackboard Broadcast System](#)

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

[Health Services](#)

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

[Calls to Parents](#)

[Immunizations - Policy 5320 Regulation 5320](#)

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

[Homework - Policy 2330](#)

[Lost and Found](#)

[Breakfast and Lunch](#)

[Personal Belongings](#)

[Registration](#)

[Safety Drills](#)

[School - Parent Compact](#)

[Tardiness](#)

[Transportation](#)

[Bus Safety Expectations](#)

[Visiting the School](#)

## **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 Support Operations Facility located at 18 Edgeboro Rd. 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](mailto: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 8:55-9:00 AM. The bell rings for school to start at 9:00 AM. The afternoon dismissal time is 3:35 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, your child will be relocated to the Early Morning Program and you will automatically be charged a \$40 one-day drop-in fee. This fee is charged per child and is not discounted for families that qualify for free/reduced lunch. If your child should require a second Emergency Drop-In to our morning or after care programs during the same school year, you will be required to pay a \$50 registration fee (if applicable) per child, and a \$140 fee per family (less the \$40 previously charged per child), for the Occasional Use Electronic Coupon program. 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 3:35 PM and 3:45 PM) each day. Should an emergency or an unforeseen event prevent you from picking up your child from school at dismissal and the child is therefore relocated to the After School Kids (ASK) program, you will automatically be charged a \$40 one-day drop-in fee. This fee is charged per child and is not discounted for families that qualify for free/reduced lunch. If your child should require a second Emergency Drop-In to our morning or after

care programs during the same school year, you will be required to pay a \$50 registration fee (if applicable) per child, and a \$140 fee per family (less the \$40 previously charged per child), for the Occasional Use Electronic Coupon program. The Occasional Use Electronic Coupon Book is 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. This form is available through Parent Access.

**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 a 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 on the 11th day 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	732-613-6820
Chittick School	732-613-6830
Frost School	732-613-6850
Hammarskjold Upper Elementary School	732-613-6600 or email <a href="mailto:colleen.balsamo@ebnet.org">colleen.balsamo@ebnet.org</a>
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 who 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 8:55 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 or whatever time is designated in the delayed opening message. 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 school dismissal to 6:00 PM. ***Aftercare programs will not operate on a regular schedule on emergency dismissal days. Parents are responsible to arrange pickup for their child at 1:45 PM school dismissal. Short-term care is provided only until 2:15 PM to allow after care parents safe travel.*** If there is a scheduled single session, ASK will begin at school dismissal and end at 6:00 PM. ***There are 3 days in the school year that are prior to school breaks that ASK will close promptly at 4 PM. On 11/23/22, 12/23/22, and 5/26/23 ASK will close by 4 PM.*** Digital Coupons are available for use throughout the year for those needing care on an infrequent basis and can be purchased [online](#). ***If a child is absent during the school day, or leaves prior to dismissal, the child may not attend the aftercare program. Only authorized adults aged 18 or older may pick up students from the aftercare program.***

## **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. Please contact your child's school principal for more information.

## **Celebrations**

There will be four elementary school-wide celebrations where snacks may be purchased by the PTA from Aramark only.

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. Please contact your child's teacher.

#### **Cell Phones - [Regulation 5600 \(2.ab\)](#)**

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

#### **Social and Emotional Learning**

Social and Emotional Learning (SEL) is woven into the underlying theme of each school. Activities are infused into the school environment to encourage and promote responsible and respectful behaviors. In East Brunswick Public Schools, we put a strong emphasis on social and emotional wellness. Social and Emotional Learning (SEL) fosters a positive school climate where students feel safe, connected and are available for learning. Our philosophy is that students who feel this way will be more available for learning. Each school works to bring programming that promotes positive school climate, self-awareness, emotional regulation, responsible decision-making skills, and coping strategies.

#### **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 characteristics. 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.

## Student Support Services

Counseling support services are available to all students. All students have a Student Assistance Specialist who is available for students who may be experiencing challenges at home or in school, or for students who have emotional issues that may be impacting their academic performance. Students in grades 5 and 6 also have a School Counselor assigned to their grade level to provide students with both academic and social-emotional support as needed. Students can make an appointment to see a counselor at any time by visiting the Counseling Office and filling out an appointment form. Parents who wish to speak with a counselor may do so by calling 732-613-6845.

## 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.

<b>Policy</b>	<a href="#">2361</a>	Acceptable Use of Computer Networks/Computers and Resources	<b>Regulation</b>	<a href="#">2361</a>	Acceptable Use of Computer Networks/Computers and Resources
<b>Policy</b>	<a href="#">7422</a>	Integrated Pest Management	<b>Regulation</b>	<a href="#">7422</a>	Integrated Pest Management
<b>Policy</b>	<a href="#">5111</a>	Eligibility of Resident-Non-Resident Pupils	<b>Regulation</b>	<a href="#">5111</a>	Eligibility of Resident-Non-Resident Pupils
<b>Policy</b>	<a href="#">5460</a>	High School Graduation	<b>Regulation</b>	<a href="#">5460</a>	High School Graduation
<b>Policy</b>	<a href="#">5512</a>	Harassment, Hazing, Intimidation, Bullying and Cyber-Bullying			
<b>Policy</b>	<a href="#">5519</a>	Dating Violence in School	<b>Regulation</b>	<a href="#">5519</a>	Dating Violence in School
<b>Policy</b>	<a href="#">5530</a>	Substance Abuse	<b>Regulation</b>	<a href="#">5530</a>	Substance Abuse
<b>Policy</b>	<a href="#">5533</a>	Smoking	<b>Regulation</b>	<a href="#">5533</a>	Smoking
<b>Policy</b>	<a href="#">5600</a>	Pupil Discipline/Code of Conduct	<b>Regulation</b>	<a href="#">5600</a>	Pupil Discipline/Code of Conduct
<b>Policy</b>	<a href="#">5611</a>	Removal Of Students For Firearms Offenses	<b>Regulation</b>	<a href="#">5611</a>	Removal Of Students For Firearms Offenses
<b>Policy</b>	<a href="#">5612</a>	Assaults on District Board of Education Members or Employees	<b>Regulation</b>	<a href="#">5612</a>	Assaults on District Board of Education Members or Employees
<b>Policy</b>	<a href="#">5613</a>	Removal of Students for Assaults with Weapons Offenses	<b>Regulation</b>	<a href="#">5613</a>	Removal of Students for Assaults with Weapons Offenses
<b>Policy</b>	<a href="#">5615</a>	Suspected Gang Activity			
<b>Policy</b>	<a href="#">8461</a>	Reporting Violence, Vandalism, Harassment, Intimidation, Bullying, Alcohol, and other Drug Offenses (M)	<b>Regulation</b>	<a href="#">8461</a>	Reporting Violence, Vandalism, Harassment, Intimidation, Bullying, Alcohol, and other Drug Offenses (M)



Policy	<a href="#">8601</a>	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](http://www.ebnet.org) and EBTv, Channel 26, the township’s local cable access channel. In addition, 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 or hoods 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. On days that a child has Physical Education he/she should wear appropriate footwear such as sneakers.

**Equal Opportunity in Educational Programs and Services (Policy #5755)**

It is the policy of the Board of Education to ensure equal and bias-free access to all school facilities, courses, programs, activities, and services, regardless of race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation, gender, gender identity or expression, socioeconomic status, or disability.

The school district administration will ensure that all students will have equal and barrier-free access to all school and classroom facilities, that minority and female students are not under-represented in gifted and talented or accelerated/advanced courses and that minority and male students are not over-represented in detentions, suspensions, expulsions, dropouts, or special needs classifications. Support services will be available to all students and that all limited English-proficient students and students with disabilities will have equal and bias-free access to all school programs and activities.

**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 the student when the 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 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](#)**

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 the school nurse 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 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 - [Policy 2330](#)**

Homework is an extension of the curriculum presented in school. It provides additional reinforcement of skills learned in school. Please contact your child's teacher with any questions or concerns.

### **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.

### **Breakfast and Lunch**

The District offers breakfast and lunch to all students. Students can also bring breakfast or lunch from home. Please note that glass containers are prohibited. 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 for purchase.

The district uses an electronic purchasing system that makes our breakfast/lunch procedures move more efficiently and effectively. Students enter a Personal Identification Number (PIN) when purchasing items. Parents/guardians can make prepayments [online](#). Students can always use cash to purchase breakfast/lunch, however, PINs are still required as this allows parents/guardians 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. It is recommended that parents/guardians review the PINs with their child. For information about the breakfast and lunch programs, including how to access your child's account, please click on this link: [Child Nutrition](#).

### **Free and Reduced Meal Applications**

Parents/guardians can apply for free or reduced meals by accessing your **Genesis Parent Portal or through your Parent Access Account**. Please note, free and reduced meal applications are available throughout the course of the entire school year.

### **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 District Registration Department ([kmandleur2@ebnet.org](mailto:kmandleur2@ebnet.org)) 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. This information is kept confidential.

Please visit East Brunswick Public School's Registration Department website at [www.ebnet.org/register](http://www.ebnet.org/register) for additional information.



## **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.

### **New Legislation Impacting School Security Drills**

On January 10, 2022, Governor Phil Murphy signed Senate Bill 3726, concerning school security drills and supplementing Chapter 41 of Title 18A of the New Jersey Statutes. N.J.S.A. 18A:41-1, otherwise known as the “Drill Law,” is the standard which directs New Jersey schools in the conduct of fire and security drills.

According to the statute, the following requirements are to be implemented when conducting monthly security drills:

1. An announcement is to be made that “...includes clear, developmentally and age-appropriate messaging to students and staff at the conclusion of the drill that this event is a drill and that no current danger exists.”
2. It is required that a drill “...does not expose students to content or imaging that is not developmentally or age-appropriate;”
3. It is required that drilling “...is paired with trauma-informed approaches to address any student inquiries or concerns which may arise as a result of a school security drill;”
4. It is required that a drill “...does not include the use of fake blood, real or prop firearms, or the simulations of gun shots, explosions, or other sounds or visuals that may induce panic or a traumatic response from a student or school district employee; does not require a student to role play as a victim, but may include first aid training in which students participate.”
5. Security drills must be “...accessible to students with disabilities and mental health conditions and provide all necessary accommodations for these students.”
6. It is required that: “A school district shall provide written notification to the parent or guardian of a student enrolled in the district following the completion of a school security drill, which notice shall be provided to the parent or guardian by no later than the end of the school day on which the school security drill is conducted.” Sample language: “Today, in accordance with state law, our school conducted a security drill in the manner that we conduct all emergency drills, with seriousness and with sensitivity to our students and staff. Everyone responded appropriately and instruction resumed immediately thereafter. Should you have any questions, please feel free to contact the school.”

7. The law requires: “A school district shall review and update its school security drill procedures using a process that coincides with the review of the school safety and security plan developed pursuant to N.J.A.C.6A:16-5.1 and collects input from emergency personnel, parents and guardians of students enrolled in the district, teachers and staff employed in the district, mental health professionals, and student government representatives from multiple grade levels.”
8. Lastly, the law requires: “A school district shall annually track data on such measures and information as are required by the Commissioner of Education, and shall report the data to the Commissioner.” While the Drill Law addresses both fire drills and school security drills, the above-referenced requirements are to be implemented when conducting school security drills performed when students are present.

### **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: November 1-4, 2022 and March 21-24, 2023. 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 child’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 communication with parents. Parents may contact staff by calling the main office or emailing the teacher directly. 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 school 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 14-18, 2022*). 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 through Parent Access.

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](#) website.

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 assignments. 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.