

EAST BRUNSWICK PUBLIC SCHOOLS



INFORMATION GUIDE

2019-2020

EXCELLENCE IN ACADEMICS, ATHLETICS AND THE ARTS

2019-2020 Information Guide Contents

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Board of Education

Board of Education meetings are held in the Jon R. Kopko Administration Building, 760 Route 18, unless otherwise announced. All meetings are open to the public, except those at which there will be discussion of personnel, negotiations, an individual student, property acquisition or legal matters. Residents are encouraged to attend. Members of the public have an opportunity to speak during the beginning of each meeting. Meeting dates are listed on the calendar. Meetings are video broadcast on [EBTV](#), Comcast Channel 26 and Verizon FIOS Channel 37 and 38, as follows:

Mondays at 1:00 pm and 10:00 pm and Fridays at 9:00 pm. You can also go to [EB BOARDcasts](#) or [EBTV's Video on Demand](#) option to view BOE meetings at your convenience.

Board of Education

Vicki Becker, President	Barbara Reiss
Laurie Lachs, Vice President	Chad Seyler
Susanna Chiu	Todd Simmens
Mark Csizmar	Jeffrey Winston
Liwu Hong	

The area code for all schools and offices is (732)

Administration

Superintendent's Office

Dr. Victor P. Valeski, Superintendent 613-6705

Student Activities and Services

Dr. Louis Figueroa, Assistant Superintendent 613-6750

Renee Davis, Director of Special Education 613-6748

Nicole McNamara, Supervisor of Special Education, PreK-5 613-6768

Dr. Christie Schutz-Vincelli, Supervisor of Special Class Programs 613-6977

Rosalia Minervini, Supervisor of Special Education, 6-12 613-6634

Danielle Blalock, Supervisor of Student Services 613-6635

Louise Sultana, Supervisor of Guidance, 6-12 613-6943

Christopher Yannazzo, Supervisor of Athletics/
Physical Education 613-6930

Academics

Dr. Joyce Boley, Assistant Superintendent 613-6659

Curriculum and Student Achievement

Nicole Tibbetts, Director 613-6659

Professional Learning, Evaluation and Assessment

Edna Laboy, Director 613-6760

TBD, Supervisor of Arts Education 613-6774

Kelli Velez, Supervisor of Language Arts/English/
Primary Education 613-6773

Ruth Chang, Supervisor of World Languages/
ESL/Bilingual Education 613-6938

Andrew Scanlon, Supervisor of Engineering, Business,
Computer and Consumer Education 613-6928

Anthony Gugliotta Jr., Supervisor of Mathematics 613-6765

Ryan Higgins, Supervisor of Science 613-6764

Dr. Daniel Moran, Supervisor of Social Studies/Gifted
and Talented 613-6762

Human Resources

Danielle Ruggiero, Director 613-6710

Runali Sukhadia, Human Resources Coordinator 613-6607

Community Outreach and Academic Support

Trudy Atkins, Director 613-6706

Community Programs

Ann Marie Gilbert, Manager 613-6983

Financial, Support and Technology Services

Bernardo Giuliana, Business Administrator/Board Secretary 613-6723

Joseph Crotchfelt, Director of Financial Services 613-6625

Nick LaTronica, Chief Information Officer 613-6732

Gerald Schenck, Director of Facilities Management 613-6729

Joyce Forsberg, Manager of Transportation 613-6742

Mike Capobianco, Food Services, Director 613-6719

Elementary Schools and Principals

Bowne-Munro School.....120 Main Street
Ronald Lieberman, Principal.....613-6810
Main Office613-6810
Nurse613-6813

Central School371 Cranbury Road
Danielle DiNinno, Principal.....613-6820
Main Office.....613-6820
Nurse.....613-6822

Chittick School5 Flagler Street
Megan Manetta, Principal613-6827
Main Office613-6830
Nurse613-6828

Frost School.....65 Frost Avenue
Loretta Payette, Principal613-6852
Main Office613-6850
Nurse613-6853

Irwin School71 Racetrack Road
JoAnn Chmielowicz, Principal613-6840
Main Office613-6840
Nurse613-6837

Lawrence Brook School48 Sullivan Way
Elizabeth Dunn, Principal613-6872
Main Office613-6870
Nurse613-6873

Memorial School14 Innes Rd
Cheryl Jones, Principal 613-6862
Main Office613-6860
Nurse613-6863

Warnsdorfer School9 Hardenburg Lane
Joseph Csatari, Principal613-6882
Main Office613-6880
Nurse.....613-6883

Elementary School Hours

For elementary school hours, please visit, www.ebnet.org

Single Session Day without Lunch

Only on June 2, 2020 and the last two days of school June 16 and 17, 2020

Emergency Early Dismissal *Parents of students in the ELA and ASK programs are asked to pick up their children as close to the 1:45 PM dismissal time as possible.*

Hammar skjold Middle School200 Rues Lane
Dr. Michael Gaskell, Principal613-6892
Russell Petronko, Assistant Principal.....613-6890
Sara DiMaggio- Forte, Assistant Principal613-6891
Main Office613-6891
Attendance613-6897
Guidance613-6845
Nurse613-6896

School Hours

Regular Day8:03AM–2:50 PM
Morning Start.....6:50AM
Late Bus3:45 PM
Delayed Opening10.03AM-2.50PM
Morning Start.....8:50AM AM
Single Session Day with Lunch8:03 am–12:43 PM
Single Session Day without Lunch.....8:03 am–12:28 PM
Emergency Dismissal12:43 PM

Parents of students in the Encore Program are asked to pick up their children as close to the 12:43 PM dismissal time as possible.

Churchill Junior High School.....18 Norton Road
Mark Sutor, Principal353-0915
Katherine Dragonetti, Assistant Principal613-6801
Ian Evanovich, Assistant Principal613-6780
MainOffice.....613-6800
Attendance.....613-6805
Guidance613-6795
Nurse613-6783

School Hours

Regular Day7:26AM-2:12PM
Late Bus.....3:15 PM
Delayed Opening..... 9:26 AM–2:12 PM
Single Session Day without Lunch.....7:26 am–11:58 AM
Emergency Dismissal.....11:58 AM

East Brunswick High School380 Cranbury Road
Dr. Michael Vinella, Principal613-6904
Christine Sce, AssistantPrincipal.....613-6907
Glen Pazinko, Assistant Principal613-6902
Matthew Hanas, Assistant Principal613-6909
Main Office613-6900
Athletic Department613-6930
Boys Locker Room613-6936
Girls Locker Room.....613-6937
Attendance Office613-6911
College/Career Counselor.....613-6956
Guidance613-6940
Nurse.....613-6960

School Hours

Regular Day.....7:26 AM–2:12 PM
Late Bus3:00 PM
Delayed Opening.....9:26 AM–2:12 PM
Single Session Day without Lunch.....7:26 AM–11:58 PM
Emergency Dismissal.....11:58 AM

Community Programs

Offices located at the Administration Building.....760 Route 18
Ann Marie Gilbert, Principal, Early Learning and Community Enrichment
School613-6983
Jeanette Alcantara Out-of-School Time Coordinator.....613-6629
Early Learning Academy.....613-6629
Adult School.....613-6984
ESL/Citizenship/GED/Literacy Classes613-6984
SAT/ACT
Preparation.....613-6984
Early Morning Program/Morning
Start.....613-6982
After School
Kids/ENCORE.....613-6983
Enrichment Programs.....613-6984

What To Do If...

You want to confer with a teacher: Call your child's school to arrange a conference.

You want to leave a voicemail for a teacher, but do not have the extension: Call 732-613-6700, press 9 and enter the first four letters of the teacher's last name. You will be transferred to the appropriate extension.

Your child is having a problem in school: Call his or her teacher, student assistance specialist or counselor for help. If the problem is not resolved, call the building principal. Problems not resolved at the building level may be referred to the Assistant Superintendent for Student Activities/Services.

Your child becomes ill at school: A student who becomes ill during school hours is taken to the nurse's office. If it becomes necessary to send your child home because of illness, you will be notified and requested to provide transportation. Please be sure to complete the contact tab on Parent Access at the beginning of the school year and update the information when any changes occur. The school nurse makes decisions about whether or not to call parents on a case-by-case basis. However, the nurse always calls in the following situations: significant injury, major accident, temperature of 100 degrees or higher, presence of head lice and/or nits, changes or deficiencies in screenings, frequent visits to the nurse, immunization needs, abnormal weight loss or gain, self-inflicted wounds and students request.

Your child is absent: Please call the school within the first hour of the school day on the first day of your child's absence. If you do not call, a member of the staff will call your home on that day. In addition, please send a note listing the dates of absence and the reason for the absence with your child when he or she returns to school.

You know in advance that your child will be absent: If you know in advance that a family circumstance will require your child to be absent from school or from a specific class, please notify the school in writing. Please send the note to the classroom teacher in the elementary schools and to the Attendance Officer at Hammarskjold, Churchill or the High School.

You want a message delivered: Only emergency messages may be delivered to students. In an emergency, please give the message to the building principal or secretary and it will be relayed to the student.

Your child leaves his or her lunch at home: Deliver it to the school office. Students are responsible for going to the office to claim their lunches.

Your child loses something on a school bus: Call the school office and report the loss. The article will be traced and you will be notified if it is found.

You change your address or telephone number: Advise the District Registration Office immediately and provide updated information with proof of residency.

You plan to move: Please provide transfer information to the school office. Transfers will be mailed directly to your new school district. If you move during the school year, you must notify the school before you move. Your child may continue to attend school in East Brunswick for the remainder of the year provided the following conditions are met: your child has been enrolled in the district for at least one year, you arrange to pay tuition in advance, and you provide transportation to and from school. Failure to follow these procedures may result in your child being removed from school and back tuition being assessed. For information about tuition payments, please call the School Business Administrator's office, (732) 613-6723.

Inclement Weather Procedures

Delayed Opening or School Closing: When inclement weather forces a delayed opening or the closing of school for the day, a Blackboard Connect automated Broadcast message will be sent to the home telephone number and email for each student. Announcements will also be posted on the district's web site: www.ebnet.org and [EBTV](#), the Township's local cable access channel. In addition, announcements will be made on radio stations [WCTC 1450 AM](#) and [New Jersey 101.5 FM](#).

Emergency Early Dismissal: When it is necessary to close schools before the regular dismissal time, a Blackboard Connect automated Broadcast message will be sent to the telephone and email messages identified on the Contact Tab on Parent Access. In the event of an emergency, Blackboard Connect will also send a text message. Announcements will be made on the radio and cable television stations, and posted immediately on the district's web site.

Every attempt will be made to contact the parents of elementary school students. In case the school office or PTA are unable to contact parents, the parents are asked to discuss emergency procedures with children in the event that they go home and the person who is supposed to meet them is not there. Please discuss this information with your children at the beginning of the school year and at regular intervals during the year. **It is the parent's responsibility to inform the school of any change in emergency contact information.**

Community Programs... *Expanding Excellence in Academics, Athletics and the Arts Beyond the School Day and Into our Community*

The [Community Programs Department](#) provides lifelong learning opportunities and supports what happens in the classroom by offering useful services and programs at an affordable price to East Brunswick's wonderfully diverse community. Community Programs offers the following fee-based Out-of-School-Time Programs:

1. [Early Learning Academy](#) is a developmentally appropriate preschool program for 3 and 4 year olds living in the school district and surrounding areas. This fee-based program offers a *Menu of Options* making it possible for children to participate in a half-day, extended half-day, regular school day or a regular school day with early morning and/or after school care. Information can be found on our website www.ebnet.org/ela.
2. [The Early Morning Program \(EMP\)](#) is for children in pre-K through grade five. Parents may bring their children to their home school as early as 7:00 AM. On days when there is a delayed opening, children may be dropped off at 9:00 AM. The **Digital Coupon Book** is available for those needing the Early Morning Program on an infrequent basis.
3. [After School Kids \(ASK\)](#) is for children in pre-k through grade five. The program begins at the close of the school day and ends with parent pick up at 6:00 PM at the home school. **The Digital Coupon Book** is available for those needing the After School Kids program on an infrequent basis.
4. [Encore at HMS](#) is for students in grades six and seven. The program begins at the close of the school day and ends with parent pick-up at 6:00 PM at Hammarskjold.
5. [Morning Start](#) is an early morning option for Hammarskjold families that need childcare before school starts. Morning Start begins at 6:50 AM allowing the parents/guardians of children in elementary Early Morning Programs to drop their Morning Start students off first. Information for **all of our morning and after care programs** can be obtained at our website of www.ebnet.org/ost.
6. [After School Enrichment](#) is an after-school program offering activities for students in grades K-7.
 - Activities include sports-based, STEM/STEAM, and a variety of other programs offered in the fall, winter and spring. These are fee-based programs with trained staff members. Discipline procedures, consistent with those of the home school, are followed. For registration and additional information visit the Community Programs link at www.ebnet.org/enrichment, or by calling (732) 613-6984. Additional Learning opportunities offered through Community Programs include:
 - SAT and ACT Prep programs: www.ebnet.org/SAT
 - ESL, HSE and Citizenship classes for adults: www.ebnet.org/adultschool

[Jo Ann Magistro Performing Arts Center \(JMPAC\)](#)

With its broad 65-ft. wide stage, comfortable seating for up to 1,000 people, and clean sight lines, the Jo Ann Magistro Performing Arts Center is one of the premier venues for stage events in New Jersey. With rental costs significantly lower than any of the private theaters in the state and with amenities that surpass almost all public facilities, the JMPAC is quickly becoming the theater of choice for events that require high-end production and professionalism.

Staff Makes the Difference

What sets the IMPACT apart from other school and college auditoriums is its staff. Many other facilities may rent out their space but require the lessee to staff the event. Event rentals at the JMPAC automatically include a complete, professional staff ranging from 6 to 12 people depending on the size and complexity of the event. All aspects of the production are covered so that the lessee can relax knowing that everything that needs to be handled is in good hands. A typical JMPAC event comes staffed with trained audio and lighting technicians, custodians, event aides, an event supervisor, and police security. A great facility and a competent team of professionals make the difference.

About the JMPAC

The Jo Ann Magistro Performing Arts Center is a 1,000 seat, state of the art theater featuring a full array of programmable standard and robotic lighting, a sound system including listener assistive devices, three screen data projection, an electronic fly system, and an immense stage area with attached dressing rooms and storage facilities. The theater can also be closed down to a more intimate 500 seat setting for smaller audiences. The facility is operated under the auspices of the East Brunswick Public Schools Community Programs Department, with the intention of providing a first-class performance venue for students, as well as a location for the presentation of professional artists and private events.

Rental and Tech Information

For technical specifications and/or rental information, please contact the Event Coordinator at 732-613-6624. Specifications and technical information can also be found on the district website at www.ebnet.org/JMPAC.

Attendance

Students are expected to be in attendance on all days schools are in session. The East Brunswick Board of Education permits absences from school for the following reasons: personal illness, death in the family, religious holidays, court appearances and administratively-approved absences. 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 or state for ten or more days. The students will be removed from the rolls and parents will have to re-register their child. New Jersey state code requires the principal/assistant principal develop an Attendance Action Plan with parents when a student has been absent for up to four unexcused days. Students who have ten or more unexcused absences will be considered truant and a referral will be made to the courts. See Board [Policy](#) and [Regulation 5200](#) for additional information.

[Religious Holidays 2019-2020](#)

[Child Nutrition](#)

The East Brunswick School District promotes a healthy lifestyle by supporting wellness, good nutrition and regular physical activity as part of the total learning experience. State and federal mandates require school districts to have a Nutrition Policy and Biosecurity Plan. According to our Nutrition Policy, foods identified as foods of minimal nutritional value by the USDA and NJ Administrative Code are prohibited during the school day. The goal of our Biosecurity Plan is to protect the food served in our schools by limiting opportunities for intentional food contamination.

All schools in the district participate in the National School Lunch Program and National School Breakfast Program. Lunch prices are as follows: Elementary Schools- \$3.10; Hammarskjold Middle School- \$3.35; Churchill Jr. High School- \$3.35; East Brunswick High School- \$3.60. Breakfast prices are as follows: Elementary Schools- \$2.00; Hammarskjold Middle School- \$2.25; Churchill Jr. High School- \$2.25; East Brunswick High School- \$2.50.

Our school district operates a Point of Service System in the cafeteria at each of our schools. In order to purchase products from the cafeteria, whether the student is paying with cash or using a debit account, each student must insert a Personal Identification Number at the cafeteria register which is used to identify the student making the purchase. If you have more than one child in the East Brunswick Public Schools, each child will receive a separate PIN that is unique for his or her use.

A child whose family size and family income are at or below guidelines set by the Department of Agriculture may be eligible for free or reduced price meals. The reduced price for meals at all schools are \$0.40 for lunch and \$0.30 for breakfast. Applications can be filled out on your child's Genesis Account. Parents who do not apply in September may become eligible during the school year if circumstances change. An official notice of the child's eligibility will be sent to parents. Provisions are made for appeals in cases of

disagreement. Verification of the applicant's eligibility may be required.

Birthday celebrations: At the elementary level parents may wish to celebrate their child's birthday by donating a book for the class or sending in other non-food treats for classmates.

Dangerous Threats

A dangerous threat is defined as a written or spoken statement that demonstrates the potential of inflicting serious physical injury or death to another. The threat can be witnessed directly or made known to the administration by a witness report, or discovery of a drawing or writing sample.

In the case of a high-risk dangerous threat: The student must be evaluated by the district psychiatrist, at the district's expense, or by a psychiatrist that the parent chooses, at the parent's expense, and deemed not to pose an immediate threat/danger to others. Psychiatric evaluations done by outside professionals will be reviewed by the district psychiatrist, who will make the final recommendation about the student's re-admittance to school. Clearance must be placed in writing and given to the principal and the Assistant Superintendent for Student Activities/Services. If the student cannot be cleared to return to school, appropriate referrals will be made to assist the student.

Bomb threats: Bomb threats cause a major disruption to the school day, and interfere with the educational program. Furthermore, they take school administrators and law enforcement personnel from the township, county and state away from more important matters. Students who participate in bomb threats will be dealt with to the fullest extent of the law and may be charged by the police with threat to commit widespread injury or damage, false public alarm and terroristic threat. Additionally, students may face a Board of Education hearing, which could result in long-term suspension or expulsion from school. The Board of Education also has the right to seek recovery of all costs incurred by such incidents.

Pupil Discipline/Code of Conduct

The Code of Student Conduct 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. The East Brunswick School District promotes the achievement of high academic standards, and the prevention of problem behaviors that would impede the educational process. 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 student conduct will take into account the severity of the offense, the developmental ages of the student offenders, and student's history of inappropriate behaviors.

Student Rights: Students have the right to:

- Be informed about expectations for their behavior;
- Treatment with respect and dignity;
- Attendance in safe and secure school environments;
- Express their opinions and feelings appropriately;
- Be taught constructive means to settle disagreements or problems;
- Education that supports student's development into productive citizens; and
- Due process and protections pursuant to law and code.

Student Responsibilities: Students are expected to:

- Exhibit self-control on school premises, on the school bus, and 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 to keep the school clean and attractive; and
- 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, remedial measures, counseling, referral to Intervention and Referral Team services, warnings, detentions, suspensions, or other strategies determined by the building administrator. Consequences will vary according to the developmental ages of the student offenders, student history of inappropriate behaviors, frequency, severity and nature of the incident. At any time throughout the process, intervention by other school personnel may be recommended.

Students with disabilities are subject to the same disciplinary procedures as non-classified students and may be disciplined in accordance with their Individualized Educational Plan (IEP). When the suspension of an educationally disabled student exceeds a total of 10 school days accumulated in a school year, the Child Study Team (CST) shall review the status of that student. The CST will convene an IEP meeting to review existing data and conduct or revise a functional behavioral assessment, and develop or revise the behavior intervention plan. The CST will conduct a manifestation determination to review the relationship between the student's disability and the behavior. However, before implementing any discipline that would result in the suspension of a classified student for more than ten school days, it must be determined that:

- a. The student's behavior is not primarily caused by, or was in direct and substantial relationship to, his/her educational disability; and
- b. The student's IEP was implemented.

Staff shall comply with the regulations of the New Jersey administrative code in dealing with discipline and/or suspension of classified students.

The Pupil Discipline Code of Conduct [Policy](#) and [Regulation](#) 5600 is available on the district website, www.ebnet.org, for all parents and pupils to review.

Out of School Suspension/Expulsion Appeal Process

Appeals must be requested promptly, but no later than five school days following assignment of the consequence. Consequences shall be withheld until the appeal has been resolved, unless there is a determination that the conduct is found to constitute a danger to the student or others. Appeals not resolved at the building level may be appealed to the Assistant Superintendent for Student Activities/Services and subsequently to the Superintendent and the Board of Education. See Board [Policy](#) and [Regulation](#) 5610 for additional information.

[Emergency Home Contact Forms](#)

Each year parents will update Emergency Contact Information on Parent Access through the Contacts Tab. Every student must have this information on file. Parents are urged to update contact information at any time during the school year when there are changes to addresses, telephone numbers (including cell phone numbers) or emergency contacts.

Equal Educational Opportunity

The Board of Education affirms its responsibility to ensure all students in the public schools of this township receive equal educational opportunity regardless of race, color, creed, religion, sex, ancestry, mental status, liability for service in the Armed Forces of the United States, national origin, affectional or sexual orientation, place of residence within the district, social or economic status, or disability. Lack of English language skills will not be a deterrent to admission to any program. See Board [Policy 5750](#) for additional information.

Rehabilitation Act Section 504 Coordinator:

Danielle Blalock, 760 Route 18613-6635

Affirmative Action Officer:

Danielle Ruggiero, 760 Route 18.....613-6710

Harassment, Hazing Intimidation, Bullying and Cyber-Bullying

Harassment, hazing, intimidation and bullying, including cyber-bullying, on school property, at school sponsored functions, on a school bus and as appropriate for conduct away from school grounds, is prohibited, and will not be tolerated. See Board [Policy 5512](#) for additional information.

Health Services

Emergency Care

If it is necessary for a student to leave school because of illness or injury, the parent/guardian or another person listed on the emergency contact tab will be called to take the student home or to the doctor's office. In a serious emergency, the services of the local rescue squad will be used and the parent/guardian will be contacted promptly.

Examinations and Immunizations

Students who enter district schools for the first time are required to present a certificate from a licensed physician to attest to their physical condition. The school nurse obtains the complete medical history of the student before he or she attends class. Regular physical examinations are recommended for all students in grades 1, 5 and 9. A physical examination is required for all students before participation in marching band, intramurals, and sports programs, and in other instances required by law. Any health defects revealed by an examination given by school health services will be reported to the parent/guardian. Non-compliance with these regulations will result in medical exclusion until the specific requirement is met.

Certain immunizations are required by law for all students in New Jersey schools. They include DTaP, Tdap, Meningococcal, Pneumococcal, Influenza, Varicella, and Haemophilus B, Measles, Rubella, Mumps, Polio, and Hepatitis B vaccines. Every student who enters district schools for the first time must present an immunization record as required by law. Any student who has not received the required immunizations shall be excluded from school until the requirements have been fulfilled or when evidence has been provided that the student is in the process of completing them.

Exceptions: If the physician believes that the student should not comply with the immunization requirements, a written statement from the physician to that effect is required. Exceptions also will be provided for objections on religious grounds if the parent or guardian presents a written statement explaining the immunization conflicts with the student's exercise of bonafide religious tenets or practices. See Board [Policy and Regulation 5320](#) for additional information.

Tuberculin Testing

Testing for tuberculosis infection is done in any grade for students who have transferred from another country or were born in another country listed as a high TB incidence country. Exclusive use of the Mantoux tuberculin test is mandatory.

Screening Programs

Health screenings including height, weight, and blood pressure are done annually. Vision screening is done for preschool students and for students in grades K, 1, 3, 5, 6, 7, 8 and 10, new students with no available records, students referred to the Child Study Team, and for students referred by teachers, parents or self. A color deficiency test is done for all first graders and for new students not previously tested. Audiometric screening for hearing acuity is done for preschool students and for students in grades K, 1, 2, 3, 7 and 11, new students, students referred to the Child Study Team and for students referred by teachers, parents or self. Scoliosis Screening is done biannually for students in grades 5, 7, 9 and 11 in accordance with standards established by the New Jersey Department of Health.

Administering Medication to Students

The administration of medication to a student during school hours shall be permitted only when failure to take the medication jeopardizes the health of the student, or the student would not be able to attend school if the medicine were not made available during school hours. Before any medication, whether prescribed or over-the-counter, may be administered to or by any student during school hours, the parent/guardian must provide written authorization from a physician for the administration of the medication.

The parent/guardian must bring the medication to the school nurse in the original, labeled container and replace the medication when it expires. The parent/guardian must pick up any unused medication at the end of the school year, when the medication becomes outdated, or when the medication is no longer necessary, whichever comes first. Permission for administration of medication to or by the student is effective for the school year in which it is granted and must be renewed each subsequent school year upon fulfillment of the above requirements. See Board [Policy](#) and [Regulation](#) 5330 for additional information.

Self-Administration: Normally, medication may be administered only by the school nurse or by a parent/guardian. In emergency situations, however, self-administration of medication through the use of an inhaler or epi-pen will be allowed during the school hours and at off-site school activities when the school nurse or the parent/guardian is not present, provided the following conditions are met:

1. The parent/guardian has provided the required documentation. A [Physician's Instruction/Authorization for Administration of Medication in School](#) form must be submitted.
2. The student has reported to the school nurse with the inhalant or epi-pen and has demonstrated to the school nurse that he/she is capable of and has been trained in the proper method of self-administration of the medication; and
3. The parent/guardian has provided to the school nurse an additional inhaler or epi-pen identical to the one that has been prescribed for the student.

Students who meet the above conditions will be permitted to carry prescribed medication on their person and to self-administer their medication. Self-management privileges will be removed from students who do not use their medication properly.

Emergency Administration of Epinephrine in the Absence of the School Nurse: Some students who suffer from a severe, life-threatening allergic reaction, called anaphylaxis, may require the emergency administration of epinephrine by epi-pen.

The school nurse shall have primary responsibility for the administration of the epi-pen. However, a school nurse may not be immediately available to administer the epi-pen to students who do not have the capacity for self-administration. By law, the school nurse will designate another employee of the school district to administer the epi-pen when the nurse is not present.

The designated individual will be properly trained in the administration of the epi-pen by the school nurse, using standardized training protocols established by the Department of Education in consultation with the Department of Health. The parent/guardian must also bring to the school nurse a current, prefilled single dose auto-injector mechanism containing epinephrine. If a student suffers an anaphylactic reaction, the emergency medical system shall be activated by calling 911.

Communicable Diseases

Parents are requested to report all communicable or infectious diseases to the school nurse. This enables school personnel to institute procedures to prevent the spread of disease to others and to report the disease to the local Department of Health for monitoring. Reportable diseases are: chicken pox, German measles (rubella), measles, mumps, streptococcal infections, influenza, hepatitis, meningitis, encephalitis, venereal disease, whooping cough and tuberculosis.

Teachers must send students who are absent as the result of illness for three or more consecutive days to the school nurse before admitting them to class. The nurse will ascertain that they have been absent for the appropriate amount of time required for the particular disease and that they are free of the disease.

Home Instruction

Home instruction is provided to students during extended absences upon the recommendation of the attending physician. The parent must notify the school nurse in writing and provide a doctor's note stating the reason for extended absence when the confinement of the student is expected to be a period of at least ten school days. Home instruction will be provided in the home or hospital where the student is confined. If instruction takes place at the home of the student, a supervising adult must be present. The home instructor will not be asked to enter the home of an unsupervised child.

Intervention and Referral Services

The East Brunswick School District has established a comprehensive intervention and referral process. In each building there is a multi-disciplinary school based team that plans, delivers and monitors interventions to assist students who are experiencing learning, behavioral and health difficulties. The Intervention & Referral Service (I&RS) Team provides support and guidance to staff and parents who identify students who are having difficulties. The I&RS Team, co-chaired by an administrator and an instructional coach or school counselor, and consists of teachers, child study team members, counselors, nurses and parents. Student assistance specialists are assigned to each school and counselors are in all secondary schools (grades 6-12). If recommended interventions are not successful within general education, the I&RS Team may refer students to the Child Study Team to determine eligibility for special education and related services.

Kindergarten and New Student Registration

For detailed information and a complete list of required documentation needed to register your child for school in East Brunswick, please visit. www.ebnet.org/register.

When you come in to register, please bring:

1. Photo Identification
2. Documentation of residency
 - Deed, current mortgage statement or lease contract
 - Two recently dated utility bills
3. Birth certificate (original with raised seal)
4. Immunization records and proof of current physical exam

Students transferring to East Brunswick Schools should also provide:

1. Student transfer card
2. Final report cards for two previous years/transcripts
3. Standardized test scores

Registrants living with East Brunswick residents must:

1. Complete a residency form in the Assistant Superintendent's office, (732) 613-6750.
2. Provide a notarized letter from the resident that certifies the registrants are living in their residence.
3. Resident and registrant must supply proof of residency.

To qualify for attendance on an affidavit basis the student must be:

- Living with the district resident for reasons other than obtaining a free education in the East Brunswick Public Schools.
- The parent of the student must complete an affidavit attesting that the parent is unable to care for the child due to a family or economic hardship.
- Parent and district resident must both complete an affidavit and submit to the Assistant Superintendent (732) 613-6750.

Note: Children whose fifth birthday is on or before October 31st of the year of entrance are eligible for admission to kindergarten. The East Brunswick Public Schools offer full-day kindergarten in all Elementary Schools.

Project Child Find

The State of New Jersey provides early intervention programs for infants with disabilities from birth to three years of age.

If your child demonstrates a delay in communication, motor skills, social/emotional adjustment and/or delayed development, he/she may be eligible for special education and related services. Intervention is important for children between the ages of three to five years old. If you suspect your child has a disability, please contact the Special Education Department at (732) 613-6748. The Special Education Department will explain the process for determining if your child is eligible for special education and related services or for speech and language services. For children with disabilities under the age of three, call the NJ Early Intervention program at 1-888-653-4463. If you have concerns regarding your child between the ages of three and twenty-one, please contact the Department of Special Education a 732-613-6748.

Reporting to Parents

Because parents and teachers are partners in the educational process, parents have the right to know how their child is progressing in school. Methods of communication include parent-teacher conferences, interim progress reports and quarterly assessments (report cards). Parents of 6-12th grade students may monitor their child's progress through Parent Access, a web-based reporting system. Parents are encouraged to contact teachers at any time. Teachers are encouraged to notify parents about special achievements, awards and scheduled performances. Parents of students, who by the middle of a marking period are dropping more than one letter grade, or are in danger of receiving a letter grade of D or F on their report cards, shall receive a written progress report explaining the child's performance, prescribing corrective action, and/or requesting a conference.

Safety Drills

Safety drills are held at various times during the year 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. Safety drills include fire drills, lockdown/evacuation procedures that would be followed for all types of emergencies including bomb threats and dangerous intruders.

Search and Seizure

Searches: A student's person and possessions may be searched by a certified staff member provided that he/she has reasonable grounds to suspect that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school. A search shall be reasonable in its scope and intensity. The search shall be reasonably related to its objective. It shall not be excessively intrusive and shall be appropriate to the age and sex of the student and the nature of the suspected infraction.

Lockers: Lockers are provided by the Board of Education as a convenient storage area for students. Their provision does not confer on students any legitimate expectation of privacy in their use. The right may be revoked at any time for good cause. Nothing shall be construed to relieve the certified staff members of their responsibility for the health, safety and educational welfare of the students in their care. Such certified staff members retain the right to open and search school lockers with or without the knowledge or presence of the student or parent involved. Lockers are always subject to inspection in the interest of school safety, sanitation, discipline and the enforcement of school regulations.

Special Education

The East Brunswick School District provides Special Education and Related Services to resident students meeting eligibility criteria and who require special education and related services. Child Study Teams, consisting of a school psychologist, learning consultant, social worker, and speech-language specialists are assigned to all schools in the district.

Child Study Teams conduct comprehensive evaluations to determine eligibility for special education and related services. When a student is found eligible for special education, an Individual Education Program (IEP) is developed in order to provide an appropriate program. It is the goal of the department to educate students with disabilities in the least restrictive environment. Speech Language Specialists conduct comprehensive evaluations to determine a student's eligibility for speech and language services. An IEP is developed to provide speech services. If you have a child between the ages of three and twenty-one who may be disabled and in need of special education, contact the Department of Special Services at (732) 613-6748 or the principal of the school.

Smoking Regulations

Students, staff and visitors are not permitted to possess or use tobacco products of any kind at any time in school buildings, anywhere on school property or on any transportation vehicle supplied by the Board of Education. These products will be confiscated from students upon discovery.

Student Grievances

The Board of Education has established a procedure for students, or parents on a student's behalf, to file a complaint dealing with alleged harassment or violation, misinterpretation or inequitable applications of the policies and practices of the school district relative to provisions of Federal and State anti-discrimination legislation.

Student Records

The Board of Education conforms in all respects to the requirements of Federal and State law regarding gathering, maintaining and allowing access to student records. The laws are as follows:

[The Family Educational Rights and Privacy Act \(FERPA\)](#), a Federal law, requires that the East Brunswick Public School District, with certain exceptions, obtain parent written consent prior to the disclosure of personally identifiable information from your child's education records. However, the East Brunswick Public School District may disclose appropriately designated "directory information" without written consent, unless the parent has advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the East Brunswick Public School District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production
- The annual yearbook
- Honor roll or other recognition lists
- Graduation programs
- Sports activity sheets, such as for wrestling, showing weight and height of team members

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, federal law requires local educational agencies (LEAs) receiving assistance under the No Child Left Behind Act to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. If a parent does not want the East Brunswick Public Schools to disclose directory information from their child's education records without prior written consent, the parent must notify the district in writing by September 30. East Brunswick Public Schools has designated the following information as directory information: (Note: an LEA may, but does not have to include all the information listed below.)

Student's name Address Participation in officially recognized activities and sports Telephone listing Electronic mail address	Weight and height of members of athletic teams Photograph Degrees, honors, and awards received Date and place of birth	Major field of study Dates of attendance Grade level Most recently attended educational agency or institution
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[The Family Educational Rights and Privacy Act \(FERPA\)](#), affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the School to amend a record should write the School principal [or appropriate school official], clearly identifying the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to privacy of personally identifiable information in the student's education records will be maintained, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. [Optional] Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]
4. Parents have the right to file a complaint with the [U.S. Department of Education](#) concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

Substance Abuse

Possession, sale, purchase or transfer of alcohol or any controlled dangerous substance and/or drug paraphernalia and or any counterfeit controlled dangerous substance is strictly prohibited on school property or at any school-related activity such as an athletic event or field trip. Violators of this policy shall be subject to discipline and reported to appropriate law enforcement personnel. Discipline will be graded to the severity of this offense, the nature of the problem and the student's needs. Students who are charged with intent to distribute a controlled dangerous substance on or off school property before, during or after school hours will be subject to discipline. Students suspected to be under the influence of drugs or alcohol will be sent to the nurse, required to provide a urine screen test and be cleared by a physician in order to return to school. Repeated violations are more severe offenses and warrant stricter disciplinary measures. See Board [Policy](#) and [Regulation](#) 5530 for additional information.

Traffic Safety

Idle or parked cars in unauthorized areas are a hazard to the safety of students. Please keep these areas and other approaches to school property clear at all times. Do not drop students in the bus zone at school. As you leave the school, proceed beyond the building before turning around.

Transportation

Except in areas declared as hazardous, transportation is provided to children residing two miles or more from school for students in kindergarten through eighth grade, and 2.5 miles or more for students in grades nine through twelve. All students are required to carry bus passes daily. Passes must be shown on demand. A student who loses a bus pass needs to reprint one through Parent Access.

To ensure safety, students are to observe good conduct on school buses at all times. Smoking is not permitted on school buses. Continued misbehavior is sufficient grounds for disciplinary action, including suspension of bus riding privileges. In addition, students should be advised of the following safety rules:

1. Be at the designated bus stop ten minutes prior to bus arrival.
2. Never stand in the roadway while waiting for the bus.
3. Behave in a safe and courteous manner while waiting.
4. Do not move toward the bus until the bus comes to a complete stop.
5. Be considerate of surrounding property while waiting for the bus.
6. Go to the assigned seat and remain there until the bus reaches the stop.

7. Keep arms and other parts of the body inside the bus at all times.
8. In an emergency, remain seated until instructions are given by your driver.
9. When crossing a roadway at the discharge point, go to a point at least ten feet in front of the bus and wait for a signal from the bus driver.
10. Do not eat or drink on the bus.
11. Use of seatbelts is mandatory.
12. If your child has been assigned to a bus, you will receive a bus pass before the start of school notifying you as to when and where your child will be picked up.
Students are not permitted to ride on any bus other than the one to which they have been assigned.

Visitors in Schools

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.

Use of Cell Phones & Other Communication Devices in School

In grades K-5, students are prohibited from using cell phones or other communication devices during school hours. A communications device is one that emits an audible signal, vibrates, displays a message or otherwise summons or delivers a communication to the possessor. Students in grades 6-12 should refer to the online student handbook for specific information regarding cell phone use.

Voting Information

The Annual School Election will take place on the first Tuesday in November, at the same time as the General Election. During the election, voters choose members of the Board of Education.

To be eligible to vote, residents must be at least 18 years old, citizens of the United States, must have been living in the state and the county for at least 30 days, and must have registered at least 21 days before the election. Residents may register to vote at the Municipal Building on Ryders Lane. Anyone registered to vote in general elections may also vote in school elections.

Registered voters who are unable to vote at the polling location on the day of the election may vote via absentee ballot. Absentee ballot applications are available at each school and at the community relations office in the administration building. The application must be completed and received at the county clerk's office no later than seven days prior to the election.

Weapons

To ensure that our students are educated in a safe environment, the Board of Education prohibits the possession, use, or exchange of any weapon in any school building, on school grounds, at any school-sponsored event, and on school sanctioned transportation. "Weapon" means anything readily capable of lethal use or of inflicting serious bodily injury. "Weapon" includes, but is not limited to, all firearms, knives, dangerous instruments intended to inflict harm, components that can be readily assembled into a weapon, explosive devices, and imitation firearms.

Any student who possesses, uses, or exchanges a weapon in violation of Board policy shall be subject to stringent discipline, which may include expulsion and shall be reported to the appropriate law enforcement agency. See Board [Policy](#) and [Regulation 8467](#) for additional information.

Working Papers

Students who are seeking employment must follow state labor laws. The school system is responsible only for the processing of working papers, which are approved or disapproved by the New Jersey Department of Labor. Application forms are available at Churchill Junior High School and East Brunswick High School. The promise of employment is to be completed by the student's prospective employer and the school record is to be completed by the student and signed by the school principal. In addition, the student must have a physical examination, submit a physician's statement and provide proof of age.

East Brunswick Education Foundation

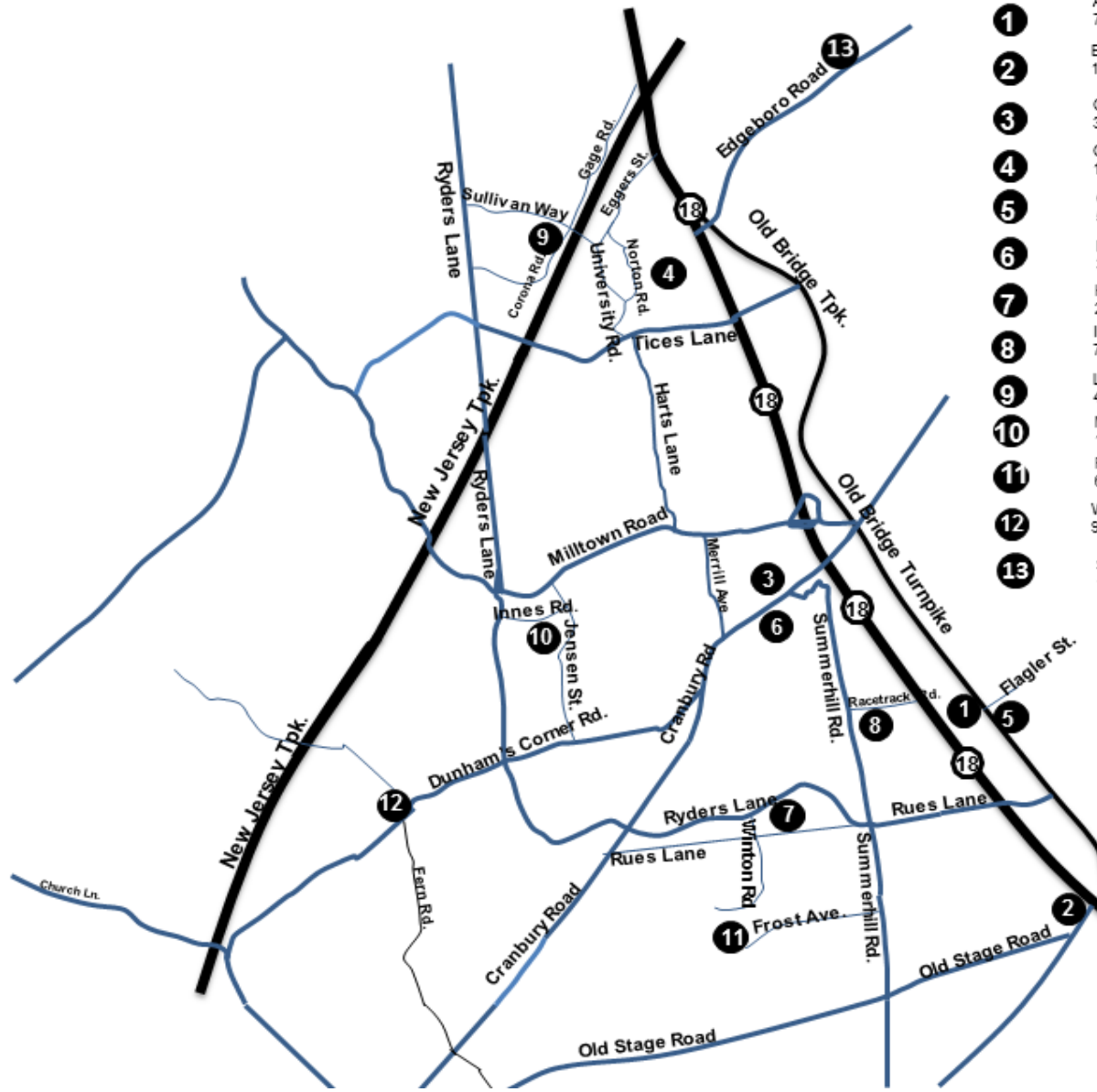


East Brunswick Education Foundation

The East Brunswick Education Foundation (EBEF) is an independent, non-profit corporation created in 1993 by parents, citizens and members of the local business community to support programs designed to enhance and enrich the curriculum in the East Brunswick Public Schools. The Foundation raises funds for grants for instructional projects designed to have a positive impact on learning. It also develops

partnerships with local businesses, sponsors events for the entire community and builds links among the schools, residents, businesses, government and civic organizations.

Since its inception, the EBEF has funded Grant total is 1,268 for \$2,283,000 to teachers throughout the district. The funds have provided a variety of projects, including guest speakers, visiting artists, programs related to history, science, mathematics and world cultures, and purchases of special supplies and materials. The projects may be geared to one or more classes, an entire school or the whole district.



- 1** Administration Building 732-613-6705
760 Route 18
- 2** Bowne-Munro Elementary School 732-613-8810
120 Main Street
- 3** Central Elementary School 732-613-8820
371 Cranbury Road
- 4** Churchill Junior High School 732-613-8800
18 Norton Road
- 5** Chittick Elementary School 732-613-8830
5 Flagler Street
- 6** East Brunswick High School 732-613-6900
380 Cranbury Road
- 7** Hammarskjold Middle School 732-613-8891
200 Rues Lane
- 8** Irwin Elementary School 732-613-8840
71 Racetrack Road
- 9** Lawrence Brook Elementary School 732-613-8870
48 Sullivan Way
- 10** Memorial Elementary School 732-613-8860
14 Innes Road
- 11** Robert Frost Elementary School 732-613-8850
65 Frost Ave
- 12** Wamsdorfer Elementary School 732-613-8880
9 Hardenburg lane
- 13** Support Operations Building 732-613-6727
18 Edgeboro Rd