

South Brunswick School District



2023-2024

Preschool Parent/Student Handbook



South Brunswick School District's mission to support every student, every day:

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

South Brunswick Board of Education
P.O. Box 181 • Monmouth Junction, NJ 08852 • 732-297-7800

Scott Feder - Superintendent

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Dear Preschool Caregivers,

Our South Brunswick School District preschool program is renowned for its dedication and commitment to our youngest learners! As the old African proverb states, “*It takes a village to raise a child*,” we are excited to work in tandem with you, ensuring our children enjoy a robust early childhood educational experience. Together, we will build a foundation grounded in high quality preschool programming, dynamic adult-child interactions, and inclusive learning experiences that combine to create the best possible school day and K-12 readiness.

This handbook serves as a preschool information hub outlining the essential policies and procedures to ensure your child experiences the most benefit from our instructional program. *Please note that this handbook’s information is a combination of both district PreK-12 policies/guidelines as well as state-mandated preschool procedures.* With our SBSD youngest learners and their families, it is our goal to set the foundation of consistent communication and procedural practices that will prepare them for Kindergarten and beyond.

To reiterate, we ALL contribute to the success of the SBSD preschool students! I encourage you to stay in contact with your child’s school in order to discover their exciting daily experiences as well as learn how to partner with our preschool community.

Here’s to a school year filled with promise and endless possibilities for nurturing social, emotional, and cognitive development!

Warmest Regards,

A handwritten signature in black ink that reads "Megan PL". The signature is fluid and cursive, with the last name "PL" being more prominent.

Megan Plummer, Principal



South Brunswick Township School District



Preschool Program Locations and Contact Information

| School | Address | Main Office | Principal/Assistant Principal |
|-----------------|---|----------------|--|
| Brunswick Acres | 41 Kory Drive Kendall Park, NJ 08824 | (732) 297-6621 | Stacey Ta, Principal, Stacey.Ta@sbschools.org Laura Cervino, Assistant Principal, Laura.Cervino@sbschools.org |
| Constable | 29 Constable Road Kendall Park NJ 08824 | (732) 297-2488 | Cristina Vildostegui-Cerra, Principal Cristina.Vildostegui-Cerra@sbschools.org Sarah Lombardi, Assistant Principal Sarah.Lombardi@sbschools.org |
| Dayton | 310 Georges Road Dayton, NJ 08810 | (732) 329-5200 | Megan Plummer, Principal Megan.Plummer@sbschools.org |
| Deans | 848 Georges Road Monmouth Junction, NJ 08852 | (732) 329-5200 | Megan Plummer, Principal Megan.Plummer@sbschools.org |
| Greenbrook | 23 Roberts Street Kendall Park, NJ 08824 | (732) 297-2480 | Jodi Mahoney, Principal Jodi.Mahoney@sbschools.org Lisa Rogol, Assist. Principal Lisa.Rogol@sbschools.org |

Preschool Arrival/Dismissal Times



| Regular Arrival/Dismissal | |
|---------------------------|--------------------------------|
| Time | Description |
| 8:50 am | Car Arrival (Parent drop-off) |
| 9:00 am | Bus Arrival |
| 3:25 pm | Car Dismissal (Parent pick-up) |
| 3:35 pm | Bus Dismissal |
| Early Release | |
| Time | Description |
| 8:50 am | Car Arrival (Parent drop-off) |
| 9:00 am | Bus Arrival |
| 1:30 pm | Car Dismissal (Parent pick-up) |
| 1:40 pm | Bus Dismissal |
| 2 Hour Delay | |
| Time | Description |
| 10:50 am | Car Arrival (Parent drop-off) |
| 11:00 am | Bus Arrival |
| 3:25 pm | Car Dismissal (Parent pick-up) |
| 3:35 pm | Bus Dismissal |

STUDENT ARRIVAL and DISMISSAL

For the safety and security of your child(ren), no student shall be dropped off and left unattended without an adult present who will accept responsibility for that child's safe entrance into school. Please follow the specific guidelines including traffic patterns for your designated school and refer to the information below for specific procedures for each school.

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

Dismissal Changes: Each school has its own procedure for planned dismissal changes. Planned dismissal changes are to be submitted no later than the morning of the change. In the event of a true emergency, please call your school's main office to notify staff of the dismissal change. We are unable to accommodate dismissal changes communicated close to the end of the day (after 2:30 PM) for student safety purposes. Please be sure to update your Emergency Contacts in the [Genesis Parent Portal](#). These may include family, friends, trusted neighbors... Someone we can contact to pick up your child in the event we are unable to reach you.

Attendance



Punctuality and attendance are important habits for students to develop and maintain throughout their lives. In accordance with the laws of **New Jersey**, the South Brunswick School District requires students to attend school regularly to ensure continuity of instruction and classroom participation.

New Jersey State Law requires that we document all days when a student is absent from school. As such, the school will monitor your child's attendance and timely arrival throughout the year. **NOTE: Students who have missed 18 or more days of school, excused or unexcused, will be labeled as "chronically absent" by the State of New Jersey.**

Excused Absence: In keeping with the ***New Jersey State Education Code***, we expect that, except in the case of illness (particularly contagious illness, vomiting, or fever), State-recognized religious observances, emergencies such as family illness or death, special educational opportunities, or as per an individualized education, health, or accommodation plan, your child should be in school and **arrive on time**. To be considered "excused" for these reasons, there **must** be parental/guardian notice to the school with the reason for absence/lateness, **preferably submitted through our Genesis Parent Portal**.

Note: Even if absences have been "excused," **letters will be automatically generated and emailed home each Friday**. These letters describe areas of attendance concern, if there are instances where parents/guardians are permitting excessive absenteeism or late arrivals, or when the number of cumulative absences is high. A total of **18 absences per year are considered to be excessive** whether excused or unexcused. **Four (4) or more days of consecutive absences due to illness must be documented by a physician's note to our school nurse clearing the student's return to school.**

Unexcused Absence: On a day when an absence/lateness is for reasons other than those noted above as "excused," the day of absence/lateness is recorded as "unexcused" and will go into your child's permanent record marked as such. Please note that family vacations and other non-educational

activities are not included in the list of “excused” absences above. They are considered “unexcused” absences, and should be planned so they do not interfere with school attendance. Parents/guardians must assume full responsibility for all missed academic assignments. Teachers will not provide work in advance of such absences but may provide work upon a student’s return.

Disenrollment Due to Extended Travel Cumulative Absences: All SBSB school students (including preschool students) who are absent due to extended travel of ten (10) or more consecutive school days will be dis-enrolled from school. Integrated preschool students may request to be added to the SBSB Preschool Waiting List upon their return to South Brunswick.

EARLY CLOSINGS/DELAYED OPENINGS

- In the event of a delayed opening, unplanned early release or the closing of school due to inclement weather conditions or other types of emergencies, parents/guardians and students will be informed by AutoDialer (School Messenger), Web site, television and radio.
- Radio Station WCTC (1450 AM) will announce school closings or delayed openings several times between 6:00 - 8:30 a.m.
- Announcements will be posted on the District’s Web site, www.sbschools.org, WMGQ 98.3 (<http://www.magic983.com/>), Comcast Cable Channel 28, Channel 62 (News 12) and Verizon FiOS Channel 36, and Channels 7 (WABC) and 4 (WNBC).
- Schools closed due to inclement weather will remain closed all day. All after-school activities will be canceled.
- In the event of a delayed opening, school will begin 2 hours later than normal.
- The Champions Child Care Program will communicate their schedule to enrolled families for these days.
- Any Before-School Music Program is automatically canceled on days in which the District operates under a 2 hour delay.
- If schools are to remain closed the following day, an announcement using methods listed above will be made.
- Please do not call the Transportation Department or South Brunswick Police Department about school closings/delayed Openings.



BEFORE and AFTERCARE

For working parents, before and/or after school care is available via Champions. For more information, log on to the Champions visit [here](#).



BUS TRANSPORTATION

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



Bus Regulations:

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

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

Please contact transportation@sbschools.org or 732-297-7800, extension 5108 if you are in need of additional information. Your child's bus route # will be needed to assist you.

BUS CONDUCT

NJ Statute provides that the bus driver shall be in full charge of the school bus at all times. Infractions deeming the student to be unmanageable can be reported to the school principal by the driver and disciplinary action taken as necessary. Please refer to the [Student Transportation Brochure](#) for further description of the Rules & Responsibilities. Students are only permitted to ride on their assigned bus. In addition, the Code of Student Conduct, and all regulations herein, also applies to bus behavior, as well as behavior at the bus stop. It also applies to the behavior of walkers to and from school.

Code of Student Conduct (CSC)

All schools in the South Brunswick School District share the common mission to foster positive school citizenship. To that end, we embrace the following core values or **CARES**:



C Cooperation
A Assertion
R Responsibility and Respect
E Empathy
S Self-control

As students progress through the school system and into the high school, they continue to build upon these basic core values while also emphasizing the values of Honesty, Respect, Kindness, Service, and Responsibility.

Our primary goal is to maintain a safe and caring learning community where all members feel that they belong and are significant. This is supported by the District's proactive, intentional approaches to Character Education—Preschool *Pyramid Model*, Elementary, Responsive Classroom, Middle School *Developmental Designs*, and High School *Strive for Five* (Ethics and Excellence)—which foster social, emotional and academic growth.

The ultimate purpose of the Code of Student Conduct is the development of self-discipline and self-regulation. In all of the South Brunswick Schools, we strive to be consistent, firm but fair, and aware of the pride and dignity of every student. We expect students to behave responsibly, to respect the rights and properties of others, and to work cooperatively with all members of the school community.

We expect students to follow the code of student conduct and the specific behavioral guidelines established in each class. Students are accountable to all school personnel for their behavior while on school property, at any PTO-sponsored or school-sponsored function, at the bus stop, on a school bus, walking to and from school, on field trips, in the before or after school programs, or off school grounds, when substantial disruption occurs to the orderly operation of the school. This includes but is not limited to behavior when using an electronic device for such things as instruction, shared documents, text messaging, audio or video recording, social media posting, email, blogging, website posting and apps.

When a student commits an offense, the school staff helps the student to see the relationship between the offense and the related core value. When disruptive behavior occurs, developmental and/or age-appropriate logical consequences are applied. The student's developmental needs and history of unacceptable behavior, as well as the circumstances of the offense, are taken into consideration when deciding consequences.

Preschool/Elementary Rights And Responsibilities

Cooperation- *I have the right to be an active participant in the school community, and the responsibility to do my best work with others.*

- I follow the rules at work and play.
- I take turns and share.
- I strive to include others and their ideas when at work or play.

Assertion- *I have the right to have my ideas heard and appreciated by others, and the responsibility to listen to others and deal peacefully in the event of a conflict.*

- I listen to others.
- I speak up respectfully for what I believe.
- I tell the truth.
- I am an up-stander, not a bystander. (When I see something, I say something. A bystander remains silent.)

Responsibility/Respect- *I have the right to learn and the responsibility to do my best.*

- I come to school prepared and ready to learn.
- I let other students learn.
- I am accountable for my choices.
- I take care of myself, others and the school environment.
- I use technology in agreement with the district's Acceptable Use Policy.

Empathy- *I have the right to be treated with respect, and the responsibility to respect others.*

- I try to understand the feelings, emotions, and actions of others.
- I respect that everyone is different.
- I act in a way that respects other people's feelings.

Self-control- *I have the right to be safe and the responsibility to treat others in a safe manner.*

- I solve problems using appropriate school words and actions.
- I think before I act and consider the consequences of my actions.

Preschool/Elementary Logical Consequences

The assignment of logical consequences is a classroom and school-wide practice designed to assist children in developing self-discipline. When children break rules, logical consequences help students to fix their mistakes and to learn from them.

Logical consequences help teachers respond to misbehavior, in a developmentally appropriate way, that allows children to fix and learn from their mistakes while preserving their dignity.

These are examples of different types of logical consequences:

- Reparations (*You break it; you fix it*)
- Take a Break
- Loss of privilege
- Apology- verbal and/or written



On occasion, when offenses are repeated, when an infraction is severe (such as vandalism, theft or cheating), or when a student is not learning from logical consequences, additional remediation is necessary. This may include a parent-teacher conference, referral to the counselor, participation in a social group, loss of recess, removal from an area, meeting with a building administrator, or development of a behavior plan. It is up to the teacher/counselor/administrator's discretion to apply remediation based on the incident or pattern of incidents. This could be in the form of restorative justice such as service opportunities.

There are also several situations when the consequence of an in- or out-of-school suspension may be warranted. These include but are not limited to the following: unethical use of technology as laid out in the AUP, trespassing, leaving school grounds without permission, unacceptable language or gestures, endangerment, threats, fighting, theft, vandalism, violation of the Harassment, Intimidation and Bullying (HIB) policy, assault, insubordination (defiance), false alarms, or arson. Misbehavior of a chronic or a cumulative nature may also lead to suspension.

We ask that parents with concerns regarding behavior, consequences, or the Code of Conduct, start by reaching out to school administrators so that we can assist you in a timely manner.

This Code of Conduct applies to every aspect of our students' educational career, including but not limited to our Summer Programs, Extracurricular Activities, Field Trips, Extended School Year (ESY), etc.

Behavioral Supports

A current list of community and school-based health and social service provider agencies and other resources are available to support a student and a student's family. In addition to outside providers (help lines, referral services, counseling services and crisis services), there is a host of District supports including Student Support Teams in each school (multidisciplinary teams that provide a coordinated system for the identification, planning and delivery of interventions to assist students who are experiencing learning, behavior or health difficulties), Child Study Teams, counselors, and school nurses.

Please refer to the District Web Site at www.sbschools.org under Department of Student Services for this information or call the main office at the school your child attends for assistance.

HEALTH and SAFETY

One of the most important components of our preschool program is keeping our students and staff safe from the spread of germs. Our staff remain diligent in maintaining a healthy environment to minimize the risk to all children and staff.

TOILETING and DIAPERING

Preschool students participating in the state-funded preschool program are not required to be toilet trained prior to program enrollment. Our high-quality preschool program provides children with a developmentally-appropriate potty training program. Toilet training is a home/school partnership. Therefore, parents will be responsible for supporting the teacher's potty training efforts.

HANDWASHING, CLEANING and DISINFECTING

Our staff wash their hands after cleaning the tables, contact with bodily fluids, messy play and before serving food. The children are required to wash their hands when entering the classroom from outside, before and after meals and after contact with any bodily fluids.



Our students wash their hands:

- Upon arrival to the classroom
- Re-entering the classroom after being outside
- Before and after eating, handling food, feeding a child, or giving medication
- After using the toilet
- After diaper changing
- After dealing with bodily fluids. After handling pets and other animals
- Before and after playing in sandboxes (or water table)

Handwashing Steps:

- Turn on water and wet both hands thoroughly
- Apply soap to hands
- Rub hands together for 20 seconds
- Thoroughly rinse all soap off hands with water
- Dry hands with a paper towel

Table Cleaning Steps:

To clean the tables, our staff follow the steps recommended in the Early Childhood Environmental Rating Scale (ECERS-3):

1. Use a soapy water solution to clean tables using a clean disposable paper towel.
2. After cleaning the table surface with soap or detergent and rinsing with water, disinfect tables by using a diluted bleach/disinfectant water solution.

HEALTH INFORMATION

School health services are maintained to appraise and to promote the health of the students and school personnel. This is done through routine health screening and by providing emergency care for injury or sudden illness. The school nurse is available throughout the day at the school as a health consultant. The nurse never makes a diagnosis, nor can he/she prescribe treatment. If you are unfamiliar with the community resources for proper medical attention, he/she will be able to assist you.



Emergency care in school is limited to first aid for accidents/illnesses occurring in school or on the way to school. In case of an accident or sudden illness, parents/guardians or alternate contacts are notified of the health emergency so that the child may be taken home or to a physician.

Emergency procedure forms will be distributed on the first day of school. It is essential that we have these on file as soon as possible so that we have guidance as to whom to contact in an emergency. Alternate contacts, neighbors, and relatives should be informed and available to act on your behalf in an emergency. Please be sure that all information in Genesis is kept accurate and up to date.

HEALTH REGULATIONS FOR SOUTH BRUNSWICK TOWNSHIP

Children having a contagious disease shall be excluded from school until all signs of the disease have disappeared. Students must be free of a fever for twenty-four hours before returning to school without fever-reducing medication. The school nurse may exclude a child who appears ill in school, and may, at her discretion, require a note from a physician before the child is readmitted to school.

State laws require completed immunizations or your child will be denied admission to school. For the complete list of immunizations required for admission in a New Jersey School, please see the district website or our school nurse's website.



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

medications will be administered at school unless prescribed in writing by a physician. All medication requires written permission from the parent and the physician.

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

If a student is absent from school or sent from school, they cannot participate in any after school or evening activities such as concerts, PTO events, after-school clubs, etc.

MASKS, HEALTH, AND SAFETY

In order to protect the health and safety of students and staff from elevated levels of infectious disease there may be occasions when the District may institute mandatory mask wearing. This decision may be due to a Governor mandate or may be based on recommendations from the NJDOH, NJDOE and healthcare professionals. Specific instructions, guidance and exceptions will be provided by the Superintendent of Schools when masking is mandatory. All students, staff and visitors will be required to follow mask requirements. In accordance with the NJDOH and NJDOE the district understands that mask use may be challenging for some individuals, however mask use is mandatory unless a mask cannot be safely worn, such as:

- For individuals who would not be able to remove a mask without assistance.
- For individuals with medical conditions or disabilities as reflected in federal disability laws that preclude the use of a mask.
- When wearing a mask would be considered unsafe.

LUNCH and SNACK

Meal and snack times offer excellent opportunities for students to practice independence, socialization, healthy eating habits and good manners. Times are allotted throughout the day for students to have lunch and a snack. Students eat in their classrooms, with their classmates and teaching staff.



Breakfast and lunch will be available for purchase through Chartwells. Students will have lunch everyday, even on early dismissal days. If your child will be purchasing lunch, our school lunch menus, prices and guidelines for the **2023-2024** school year can be found by clicking here: [Lunch Information](#)

If you would like your child to purchase school breakfast or lunch, you will need to send a note to notify your child's teacher. Your child's teacher will provide additional communication on the exact procedure.

The information on our District website includes how to apply for **free and reduced lunch benefits** and how to set up a **MySchoolBucks account** to pay for lunches.

District Website: <https://tinyurl.com/SouthBrunswickLunch>
School Lunch Menus: <https://sbschools.nutrislice.com/menu/>

If your child is not buying school lunch, you will need to send your child to school with a lunch daily. All lunches must be in a lunch bag or box labeled with your child's name. Please make sure lunch items from home are ready to eat, using a thermos or ice pack. As we do not have access to fridges for storage and microwaves for heating.

A daily snack must also be sent to school. It is important that you pack the snack in a **separate container** from lunch and label it "snack" with your child's name. Please practice at home by showing your child their snack and lunch containers and explain the difference.

NUTRITION

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

REST TIME SUPPLIES

It is a statewide requirement that all students in the state-funded preschool program (not preschool disabled) be given at least an hour nap/rest time. Students will each have their own cot. ***Please send in the following items for your child:***

- 1) A fitted standard crib size sheet (**28 x 52 inches**)
- 2) A small blanket (can be weighted if preferred) no bigger than the size of your child's body. A small snuggle toy is allowed.



These items will be sent home each Friday to be washed. Please return on Monday for the start of the new week. Students who do not nap will be provided with quiet activities to do during rest time.

DRESS

Students have gross motor time each day. We try to go outside every day for gross motor time, except during excessive heat, active precipitation or cold advisories. It is extremely important that children are sent into school each day with seasonally appropriate clothing and appropriate footwear for safe play (no flip-flops).



SCHOOL SUPPLIES

[SBSD Preschool 2023-24 Supply List](#)

(If you need assistance with acquiring school supplies or a backpack, please notify your child's teacher.)



REPORTS of STUDENT PROGRESS



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

STUDENT/TEACHER ASSISTANCE and RESPONSE

The Preschool Intervention and Referral Team (P.I.R.T) is a school-based problem-solving group that assists teachers by designing and implementing strategies for children who are experiencing learning, behavior, health or other problems that are interfering with a student's academic progress.

Your child's teacher will notify you that your child will be referred to P.I.R.T. You will be requested to provide information to assist the committee. An action plan will be developed with strategies for the teacher to implement and this will be shared with you to home interventions to assist you and your child.

In addition, P.I.R.T. provides resources to families ranging from academics and behavioral support to accessing resources within the community such as food, clothing and rental assistance. Please call the main office at any time to request assistance from the P.I.R.T., or ask to speak with our Preschool Intervention and Referral Specialist, Rachel Kline, at rachel.kline@sbschools.org, or our Community Parent Involvement Specialist, Tanaisha White, tanaisha.white@sbschools.org.

SCHOOL SAFETY PROCEDURES

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

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



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

Parent/Staff conversations are not permitted during arrival and dismissal as all staff members are required to actively supervise children during these times.

LEGAL CUSTODY INFORMATION

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

MEMORANDUM OF AGREEMENT

In New Jersey, there is a uniform Memorandum of Agreement (MOA) between school districts and law enforcement officials. The MOA, which is approved by the NJ Department of Law and Public Safety and the NJ Department of Education, documents the commitment for schools and law enforcement agencies to work together as equal partners to enforce the law on school grounds. The MOA also details how schools are to report suspected incidents involving alcohol or drugs, weapons, child abuse, hazing, harassment, intimidation and bullying, or problems that compromise school security or safety. School administrators use the MOA to determine their course of action when faced with matters that rise to this level.

PUBLIC COMPLAINTS and INQUIRIES

Policy provides a forum for members of the community to resolve any misunderstandings between the public and the school district regarding school personnel, district operations or instructional materials. Resolution is initially attempted through discussion between the involved parties and generally takes place at the classroom or school level.

ELECTRONIC COMMUNICATIONS POLICIES

Policies #3283/#4283: "Electronic Communications Between Teachers / Support Staff Members and Students."

These two policies (teacher and support staff) protect students from receiving or exchanging any improper or inappropriate electronic communications with any members of the staff. Students may not communicate with a staff member through anything other than the district email system, district telephones, and district-sponsored or district-approved (e.g. Edmodo) social media sites and web pages. Likewise, a staff member may not use or provide a personal email address to communicate with students, may not use a personal phone to communicate with students, is prohibited from text messaging communications with students, and prohibited from communicating with any student through a personal social networking website or other personal Internet-based website. A staff member may not offer or accept "friend" requests. Note: Under special circumstances (e.g. field trips, sports team events, club activities), a staff member may receive permission from the principal to use a personal device or personal media site for the purpose of communicating emergency/information notification in a timely manner.

ACCEPTABLE USE POLICY (A.U.P.)

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

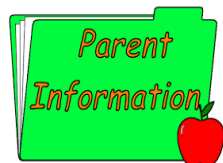
We educate students about appropriate online behavior including awareness and response to cyber-bullying and interacting with others on social websites. In addition, we take steps to block access to inappropriate content, monitor safety and security when students use electronic communications, prevent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

Acceptable uses of technology are devoted to activities that support and enhance teaching and learning. Use of "technology tools" refers to all digital tools and equipment that are used in South Brunswick classrooms and schools— whether district-owned or privately-owned. Therefore, the A.U.P. also covers students in upper grades who participate in Bring Your Own Device (B.Y.O.D.) at the invitation of their teachers and under the conditions outlined in the B.Y.O.D. Guidelines.

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

EMERGENCY and GRADE LEVEL PARENT EMAIL NOTIFICATION

South Brunswick School District offers a variety of e-mail notification services including Board meeting agendas/highlights and individual grade level e-mailings to parents to keep them informed of information pertaining to their child's particular grade. An Emergency Email Notification keeps subscribers informed of emergency closings or delayed openings or other instances where parents may be required to take action (school evacuation due to power outage, etc.). Signing up is simple. Visit www.sbschools.org for instructions.



HARASSMENT, INTIMIDATION, and BULLYING (H.I.B.) POLICY



It is the intent of the NJ Legislature in its January 2011 enactment of the new Harassment, Intimidation, and Bullying (HIB) Law to strengthen the standards and procedures for preventing, reporting, investigating, and responding to incidents of HIB of students that occur in school and off school premises.

The District prohibits all acts of harassment, intimidation or bullying. HIB is defined as any gesture, written, verbal or physical act or any electronic communication (that is, transmitted by an electronic device) whether it be a single incident or a series of incidents that:

- Is reasonably perceived as being motivated by either any actual or perceived characteristic such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability or by any other distinguishing characteristic; and

- Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds that **substantially disrupts or interferes with the orderly operation of the school or the rights of other students**; and that
- A reasonable person should know, under the circumstances, that the act will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to person or damage to property; or
- Has the effect of insulting or demeaning any student or group of students, or
- Creates a **hostile educational environment** for the student by interfering with a student's education or by **severely or pervasively** causing physical or emotional harm to the student.

A HIB complaint will be investigated promptly within the defined timeline and in adherence with the procedures set forth in the District HIB Policy. This policy can be accessed in full on the District web page at www.sbschools.org along with contact information for the District's Anti Bullying Coordinator and each school's Anti Bullying Specialist.

The consequences for a student who commits an act of harassment, intimidation, or bullying may vary depending on whether it is the first act of harassment, intimidation, or bullying by a student, the second act, or third or subsequent acts. If it is the third or subsequent act of harassment, intimidation, or bullying by a student, the Principal, in consultation with appropriate school staff, shall develop an individual student intervention plan which shall be approved by the Superintendent or designee, and may require the student, accompanied by a parent, to complete in a satisfactory manner a class or training program to reduce harassment, intimidation, or bullying behavior.

MEDIA and WEB NON-CONSENT FORMS

Annually, South Brunswick School District sends parent/guardians information about federal and state laws as it pertains to the "personally identifiable information" of students and their rights when it comes to the school district using a child's name/likeness in the media, district sponsored publications or on its website. These forms can be found [online](#). If a parent/guardian does not want their child's name and/or photograph to appear in the local newspapers, district's sponsored publications or on the district's website, they must sign and return the related form to the school's grade level office. Permission may be rescinded at any point during the school year by sending a note to the building principal. This will take effect upon receipt of the school. For further details, contact the main office.



SOCIAL MEDIA

The district and its schools will maintain Web pages, Facebook pages and Twitter accounts. Expanding Internet presence and utilizing social media sites will allow building and central administration to share information at any moment, thereby allowing the community to access this information via commonly used platforms.

PARENT PHOTOGRAPHY and VIDEOTAPING

Photography and videotaping of student activities and events are for PERSONAL and FAMILY use ONLY.

Families are advised to NOT post to social networking sites that are public, including but not limited to , Facebook, Instagram and YouTube. Such postings may invade the privacy rights of other students and may pose a security risk for some students.



VISITORS and VOLUNTEERS

For safety reasons, visitors who enter the building are kept to a minimum. Should you need to enter the building, an appointment is necessary. All visitors and volunteers who are entering the building are required to check in at the main office to receive a visitor's pass. Even if you are a regular visitor or volunteer in our building, we need you to sign in at the office so that we know you are in the school building. You will be asked to present photo identification before entering the building. If you need to bring items such as books, lunch, or other items to school, please drop them off in the foyer of the building. These items should be clearly labeled with the child's name and classroom.



SOUTH BRUNSWICK EARLY CHILDHOOD ADVISORY COUNCIL (ECAC)

The Early Childhood Advisory Council is a state-mandated organization, composed of school personnel, families, community stakeholders... It seeks to give those interested in the educational success of the student in the South Brunswick Preschool Program an avenue to learn and share information and experiences that are beneficial to all children.

The council meets a few times per year to discuss the needs of the program, challenges, and success of our preschool children. We encourage our families who want their voices heard, to inform our Community Parent Involvement Specialist, **Tanaisha White**, at tanaisha.white@sbschools.org.

CONTACTING TEACHERS

Teachers may be contacted via various methods (they will communicate their preference) Teachers cannot, however, be called away from their teaching responsibilities. By sending an email or leaving a message with the secretary in the main office, we assure our families that a return call will be forthcoming within a reasonable amount of time.

BIRTHDAY RECOGNITION

We love to recognize children's birthdays. However, **NO FOOD, BALLOONS or GOODY BAGS** are permitted for these celebrations. If you would like your child's birthday to be recognized, please reach out to your child's teacher at least one week in advance. Your child's teacher will share the way(s) in which birthdays will be recognized in class. Most often this will be a read aloud book your child has chosen, a morning meeting activity of your child's choice, or a free-choice activity of your child's choice.



Private at-home parties are fantastic for those who are invited to attend, however they can be hard on the feelings of those not invited. Please note that to avoid hurt feelings and disruptions to the learning environment, invitations to birthday parties and other outside-of-school celebrations **can only be distributed if every student in your child's homeroom class is invited**. Party invitations cannot be distributed in school if they are for select students only, or for students outside of your child's homeroom. These invitations will need to be distributed via other means such as the U.S. Mail, email, etc.

We welcome families working with school staff to provide a special recognition of their child's birthday.

With the increased number of students with dangerous food allergies and medical conditions, we encourage you to share reasonable non-food alternatives for celebrating your child's special day with classmates. These items could include:

- Special pencils
- Stickers
- Crafts
- A book which could be added to the classroom library

CLASS TRIPS

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

CHAPERONES

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

CARE of PROPERTY

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

LOST and FOUND

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



TOYS from HOME

We ask that our Preschoolers please not bring toys from home into the classroom. While we understand that young children often are excited to bring in special toys from home, we do not want their precious treasures to be misplaced or accidentally broken. Each classroom is full of toys and materials for children to access daily. If by chance, a child does bring a home toy to school, she/he will be asked to keep it safely in their backpack/cubby until the end of the day.