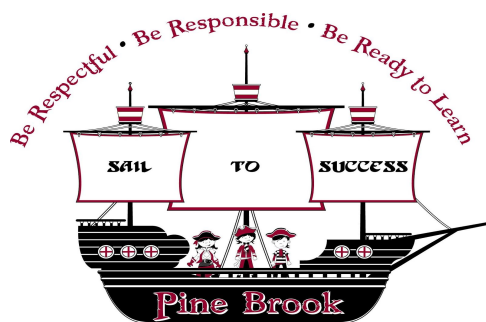


# ***PINE BROOK SCHOOL***

***6<sup>th</sup> Grade Center***

## ***Student Handbook***

***2019 – 2020***



**Welcome to Pine Brook 6th Grade Center.** We are happy to welcome you back to school! This will be an exceptional year filled with interesting and enriching learning experiences. In addition, we are excited about our amazing program called PBSIS – Positive Behavior Supports in School. You will have an active role in promoting positive behavior, improving our school community, and providing support for all Pine Brook students.

This handbook has been designed to help you and your family better understand the operations of the school and your responsibilities as a student with regard to the rules and regulations of Pine Brook School.



Principal	Mrs. Julie Szustowicz
Assistant Principal	Mrs. Allison Rogers
School Secretaries	Mrs. Mary Castaldo Mrs. Vivian Simancas
School Counselor/ Anti-Bullying Specialist	Ms. Caitlin Comforti
CST Case Managers	Mrs. Katherine Trump Ms. Christina Dimichino
School Nurse	Mrs. Charisse Pliszak
School Office Hours	8:00 AM to 3:30 PM
Pine Brook School Main Number	732-786-2800
Pine Brook School Fax	732-786-2810
Main Office Telephone Number	732-786-2801
Guidance Office/Office of ABS:	732-786-2813

## ***SCHOOL DAY***

Your school day is from 8:50 AM to 3:10 PM. **Students should not come to school any earlier than 8:45 except by special arrangement with a teacher or for scheduled extra-curricular activities.** A four-hour day is held from 8:50 AM to 12:50 PM. A delayed opening is held from 10:20 AM to 3:10 PM.

## ***DISCLOSURE***

***In order to maintain a proper educational environment and keep our school, staff, and students free of danger and disruption, we have developed the following handbook, which includes the code of conduct for our school. Please understand that the rules you are about to read in this handbook/code of conduct supplement our broad, discretionary authority to maintain safety, order and discipline inside the school zone which includes behavior at bus stops and on the school bus. The rules/policies contained within this handbook support, but do not limit, our authority. In addition, please note that the code and the aforementioned authority extend to ALL who enter the school zone and/or attend school sponsored events.***

## ***SCHOOL CLOSING***

In addition to receiving an automated message from the Superintendent's Office in the event schools are to be closed or the day is abbreviated due to inclement weather, please be aware of the district and school website for your convenience: [www.mersnj.us](http://www.mersnj.us) and [www.mersnj.us/pb](http://www.mersnj.us/pb)

***PLEASE DO NOT call the school since all phone lines need to be used for emergency purposes only. Thank you for your cooperation.***

## ***ABSENCES***

As per New Jersey State Law and related Board Policy #5110, pupils are expected to be in attendance on all days that school is in session. A pupil must be in attendance for one hundred sixty-five or more school days in order to be considered to have successfully completed the instructional program requirements of the grade/course of which he/she is assigned.

A waiver of these attendance requirements may be granted for good cause by the school Principal upon recommendation of a review committee, appointed by him/her, and consisting of representative staff, including pupil service personnel and classroom teachers.

In recommending the granted of a waiver of this attendance requirement, the review committee shall consider the nature and causes of all the absences rather than only those in excess of the one hundred sixty-five days. Documentation of the nature and course of these absences shall be the responsibility of the pupil and parent(s) or legal guardian(s). All decisions of the review committee will be submitted to the Superintendent for his/her final approval.

The Board of Education permits absences for the following reasons: personal illness, death in the family, court appearances, or administratively approved absences. The list of absence reasons considered Excused can be found on the State of NJ website. Vacation or family travel while school is in session is **NOT** condoned by the Board of Education. Therefore, it is not the responsibility of the teachers to provide homework/classwork in advance.

### **Parental Responsibility in the Event of an Absence:**

1. Notify the school by phone each day of the absence. The number is 732-786-2800.
2. A written note must be provided upon a child's return to school.
3. If your child sees a doctor during an absence, please procure a note in the event that an administrative review is warranted later in the year. A medical note is recommended for any absence related to illness, but is required for each absence starting with the 6<sup>th</sup> absence.
4. If your child is absent for one day, the missed work will be given when he/she returns to school the following day. Should your child be absent more than one day, the homework will be available following the first full day of absence. For example, if your child is only going to be out on Monday, there is no need to make homework arrangements. However, if your child is going to be out sick on Monday and Tuesday, please email or

call your child's homeroom teacher by 9AM Tuesday for pickup at the end of the day on Tuesday. Most times, all missed work is accessible on Google Classroom.

**Student Responsibility in the Event of an Absence:**

1. Students should check their specific teachers' Google Classroom to see what work has been missed.
2. Upon returning to school, deliver your absence note to your homeroom teacher.
3. In addition, make arrangements with teachers to gather and hand in make-up work.

***ACCIDENT REPORTS***

If you are hurt on the school grounds, in the building, or in a classroom, it is important that you immediately report your injury to your teacher or nurse to complete an accident report.

***ASSEMBLY PROGRAMS***

Assembly programs are an important part of your educational experience at Pine Brook School. You are expected to be courteous and to show respect for everyone involved in the assembly program. Always remember that your behavior represents yourself, your school, and your community. Please note that all assemblies are privileges, which the school may revoke from students who do not meet behavioral or academic expectations.

***BATHROOMS***

Your teacher will give you permission to use the bathroom. It is your responsibility to sign out when you leave the classroom and sign in when you return. Bathroom/hall passes must be used at all times. All students should use the bathrooms that are **CLOSEST** to the room from which they are leaving.

***BEFORE/AFTER SCHOOL CARE***

The Manalapan Englishtown Regional School District does not provide a Before/After Care program. The following information is provided so that you are aware of the options available to you.

The following private schools are within your home school area, and we can provide transportation to and from (your school name). Babysitting requests need to be for **5 consecutive days**. Each child is only assigned one seat on a bus for the morning and afternoon. If you choose this option you must complete the Manalapan Englishtown Regional School District Child Care Request Form.

**School Name, Address & Telephone**

**Age Serviced**

**Schools Serviced**

Ivy League, 140 Gordons Corner Rd., 732-446-7035  
Jennifer Palmer, [149 Iron Ore Rd.](#)  
Kickin It, [337 Iron Ore Rd.](#) 732-446-3636  
The YMCA of Western Monmouth County

PreK – 6th  
All Ages  
PreK – 8th  
All Ages

PB, TM, CM, ELC, MB  
MEMS, PB, WB, ELC  
MEMS, PB, WB, ELC  
All Schools

**The YMCA of Western Monmouth County has requested and been allotted space to run an independent Before/After Care program in the district.** While Pine Brook does not house the YMCA, students needing before-care can make arrangements and be bused to school. Please contact the YMCA directly: Helene Silverman 732.462.0464 ext 155 or visit their website <https://ymcanj.org/child-care/freehold-school-age-child-care/>

### ***BIKERS /WALKERS***

You may ride your bike or walk to and from school with your parent's permission and with approval from the Principal. Biker and walker permission will only be granted to students who would walk in the direction of, but not cross, Old Queens Blvd. for safety purposes. You should print a Walker/Biker Permission Slip from the website, to be filled out and signed by your parent/guardian. Bring this completed permission slip to the office to be kept on file. Bicycles are to be chained to the outside bicycle rack. Upon arrival in the morning, walkers/bikers must wait outside the school building until the buses have been unloaded. Walkers/bikers will be dismissed after second dismissal from the exit next to Room 29.

All other students not utilizing bus transportation will report to MakerSpace for dismissal. You will be dismissed from the back door near MakerSpace when the first dismissal is called at 3:04PM.

### ***CARE OF PROPERTY***

The school and school grounds reflect the attitudes of the students and the community. Let's do our part to show pride in our schools and grounds by keeping halls, classrooms, and outside areas neat, clean, and free from litter and vandalism. If you mark or damage school property, you will be required to pay for the damages.

### ***CHROMEBOOKS***

Students will be taking Chromebooks to and from school each day, and are expected to follow all guidelines as outlined in the MERS Responsible Use Policy and Student Pledge for Responsible Chromebook Use. Any student not following established guidelines will be subject to consequences as outlined in the Responsible Use Policy.

### ***CODE OF CONDUCT***

Fair and responsible rules and regulations are a necessity for the successful operation of any school on a daily basis. The Code of Conduct for all Pine Brook students follows. This code is in keeping with recommendations for local school districts by the State Department of Education. It was written with input from both faculty and students and addresses the needs of Pine Brook School. We share this Code of Conduct with you so that you will be aware of our policies and so that you will work with us to ensure the success of our school program and the safety of all of our students. Students will be responsible for these rules from the first day of school.

# ***PINE BROOK SCHOOL***

## **CODE OF CONDUCT**

At Pine Brook School we practice good citizenship and highlight the positive choices students make each and every day.

### **Students' Rights and Responsibilities**

1. Students have the right to be heard and to have fair and consistent rules.
2. Students have the right to due process.
3. Students should not be discriminated against because of race, religion, gender, ethnic background, or any other characteristic.
4. Students have the right to a thorough and efficient education free of distractions and disturbances.

### **Expectations of Student Behavior**

1. Be respectful.
2. Be responsible.
3. Be ready to learn.
4. Maintain good attendance.
5. Work cooperatively.
6. Refrain from any conduct that can be harmful or disruptive to oneself or other students and staff.
7. Meet the academic and behavioral requirements of each class.

Positive student behavior is expected of all Pine Brook School students while school is in session, as well as when traveling to and from school, while waiting at the bus stop, and when engaged in school-related activities or events.

### **General School Rules**

1. Students need to follow the expectations for student conduct that are posted throughout the building.
2. Teachers/staff may assign students disciplinary action for inappropriate conduct.
3. Students may not deface school property.
4. Students must go directly to their buses when exiting the building at the end of the school day.
5. Students may not chew gum/candy in school or on the bus at any time.
6. Sexual harassment or harassment/bullying/intimidation of any kind are not permitted and should be reported to the teacher, school counselor/anti-bullying specialist, administrator, and/or parent/guardian.
7. Students must follow all of the guidelines of the Acceptable Use of Technology Agreement.
8. Students are not permitted to re-enter the building during dismissal for any reason without teacher or administrator permission.

9. Students are not permitted to sell or solicit sales in school or on the school bus.
10. Students may use school phones only for emergencies.

### **Prohibited Items**

**Cellular Phones:** The use of cell phones during the school day disrupts and interferes with the educational process and will not be tolerated. Students will be subject to disciplinary procedures and confiscation if devices are visible and/or used during school hours or at school performances/events. Therefore, all items that fall in this category should be turned off and placed in lockers during the school day. At times, student cell phones become part of disciplinary and/or HIB investigations and will be used in support of the investigation.

**Social Media:** No student at Pine Brook School is of age to legally consent to the terms of use for social media sites. Therefore, we DO NOT condone the use of social media by any Pine Brook student whether it be on or off site.

**Games and Electronic Devices:** Music/recording devices, Ipods/Ipads, video game systems, laser pens or any other electronic devices are not to be brought to school or carried on the bus. Students will be subject to disciplinary procedures and confiscation if devices are visible and/or used during school hours or at school performances/events. *A special exception is made for electronic reading devices such as Nooks and Kindles. A signed permission slip is required for students to utilize these reading devices in school.*

### **Disciplinary Action**

At Pine Brook School, we promote positive behavior among students and reinforce it. However, we do realize that there are those times when a student may deviate from the appropriate behavior. As such, the following actions may occur:

- 1) Warning
- 2) Parent/Guardian contact
- 3) Detention
- 4) Removed from participating in special school and afterschool activities
- 5) Suspension

Disciplinary action will depend upon the severity of the behavior and/or the previous pattern of the behavior.

### **Cafeteria**

At the beginning of the school year, students will sit with their homeroom classes in the cafeteria. Once basic procedures and policies are understood and followed, students will be given the opportunity to change their lunch tables. Once selected, the students will be expected to remain at their chosen lunch table for the year. If issues arise with these privileges, students will be required to sit back with their homeroom classes or at location assigned by the administration and/or lunchroom assistants.

### **Cafeteria Rules**

- 1) Walk to your assigned table
- 2) Stay in your seat

- 3) Use a polite and quiet voice
- 4) Clean up your area
- 5) Exit quietly and orderly.

When basic cafeteria expectations are not followed, or should inappropriate behaviors, such as food throwing, fighting, and/or bullying occur, a student will be referred for Disciplinary Action.

## ***DRESS CODE***

Students should feel comfortable, but also should remember that they are in a school environment. Students may not wear upper or lower body clothing that disrupts or has the potential to disrupt the learning of any other student. What follows are guidelines for suitable school attire:

### **Lower-Body Wear:**

- a. When standing at attention, shorts and skirts ***MUST*** extend at least three inches below the top of the hamstring.
- b. Lower-body garments and shirts ***MUST MEET*** at all times so as not to reveal bare skin, even when bending or raising one's hand.
- c. No pajamas.

### **Upper-Body Wear:**

- a. Shoulder-straps ***MUST*** be at least three fingers in width or more.
- b. Upper-body garments ***MUST*** not be low-cut, sheer, or revealing.
- c. Loose-cut tank tops (for males and females) ***MUST*** be accompanied by another shirt worn underneath.
- d. Undergarments ***MUST*** not be visible.

### **Footwear:**

- a. Appropriate footwear ***MUST*** be worn at all times
- b. Sneakers with laces are to be worn for physical education
- c. Slippers, flip flops or any other footwear with very soft soles and/or no backs ***MUST*** not be worn in school

***Any student who does not follow the Dress Code will be required to notify his/her parent/guardian to bring to school proper attire. The student will not be permitted to return to class until he/she is properly dressed. Repeat violations will result in further consequences.***

## ***EMERGENCY***

If you become sick or hurt at school, the nurse will get in touch with your parent/guardian, and he/she will be responsible for taking you home. Parents/guardians must make arrangements in advance with a trusted neighbor/friend (only as identified on school emergency information cards) if they cannot be reached. The school nurse may administer only first-aid treatment, which is defined as immediate and temporary care for an injury. Students are not to use their cell phones to call home should they disagree with the nurse's assessment of their ailment.



## ***EMERGENCY DRILLS***

There are a number of different security drills implemented at Pine Brook. For each, proper conduct is essential.

1. The signal announcing and ending the drill will be reviewed by your classroom teacher.
2. Follow your teacher's set rules and the proper procedures as soon as the signal is heard.
3. If you are not in class when the drill is announced, follow the guidelines for the appropriate drill.

## ***HARASSMENT, INTIMIDATION AND BULLYING***

The Manalapan-Englishtown School District has adopted policy 5512.01 on harassment, intimidation and bullying that may be accessed on the district website. A proactive series of lessons are presented to students each year beginning in kindergarten. In the primary grades (1st-3rd) five lessons are presented to students each year focusing on recognizing bullying behaviors as well as learning how to handle bullying situations. Students are educated about when they should use an "I-Message" (using their words instead of their hands) to express how they are feeling and stand up for themselves and when it is necessary to get assistance from an adult immediately. In the intermediate grades (4th-5th) six lessons reinforce the concepts discussed in the primary grades, while extending knowledge of the topic. The lessons continue in 6<sup>th</sup> grade and are presented by the School Counselor, PBTv messages and assemblies. In addition, students learn about the effects and consequences of cyberbullying. Our staff is committed to educating our students about bullying. More detailed information about the anti-bullying policy is available on our district website: [www.mersnj.us](http://www.mersnj.us) and school website by clicking on Pine Brook. If you have specific questions, please contact the Pine Brook Anti-Bullying Specialist, Ms. Caitlin Comforti at (732) 786-2801 or [caitlincomforti@mersnj.us](mailto:caitlincomforti@mersnj.us)

## ***HOMEWORK POLICY***

The Manalapan-Englishtown Board of Education "... strongly believes in and reasserts... its belief that homework is an integral, necessary, and required part of the teaching-learning process." Therefore, homework is assigned on a regular basis to review and/or reinforce what has been taught or to preview what will be taught. Your parent/guardian will be encouraged to keep a constant check on your assignments. Students must complete all homework assignments on time and to the best of their ability. **Please note that lack of homework completion will result in consequences, including but not limited to parent meetings, lunch detention, and activities suspension.**

## ***LOCKER RESPONSIBILITY***

Students are expected to exhibit proper care for their lockers and use them for their intended purpose. Students should not bring to school excessive or permanent accessories/decorations for their lockers, and no decorations can be placed on the outside of a student locker. If a student experiences a problem with their locker opening or closing, they should contact the main office or their teacher. Kicking and slamming the lockers will result in damage that the student will be

responsible for. Throughout the day, all lockers should be closed and locked. Please be sure to review the locker guidelines thoroughly before bringing any locker accessory to school.

### ***LOST & FOUND***

A lost and found box is kept on the stage in the All Purpose Room. Please check for lost articles. Valuable items are held in the main office by the secretaries.

### ***LUNCH***

Students may buy a hot school lunch or may bring lunch from home and buy a drink and/or snack. If buying lunch, students may pay cash or use our “point of sale” system in the cafeteria. All you have to do to get started using the system is send in an initial check or cash with your child at any time. Students should give the cash or check directly to the cashier who will then place the money in the student’s account. Students will be able to draw from their account immediately. Students should NOT purchase items for other students or ask others to purchase items for them. The prices of lunch and other food items will be provided to students by the food service company at the beginning of school. Teams 1 and 2 eat lunch at 12:26-12:56. Teams 3 and 4 eat lunch at 10:53-11:23. Team 5 and 6 eat lunch at 11:43-12:13.

Students are expected to conduct themselves as young ladies/gentlemen at all times while in the cafeteria.

### ***MEDICATION***

Students are not to have any medication with them, either in their locker or on their possession. Before any medication may be administered by our school nurse, the following must take place:

1. Proper form from parent/guardian giving permission for medication to be administered by the nurse **must be on file in the nurse’s office.**
2. Proper form from a physician stating the name of the medication, dosage, and length of time that the medication is to be given **must be on file in the nurse’s office.**
3. All prescription medication must be in a properly labeled prescription bottle/container; over-the-counter medication must be in its original container.
4. Parent/guardian **must** transport medication to/from school.
5. The policy for the Guidelines for the Management of Life-Threatening Allergies is available on the district website.

### ***PARENT BULLETINS & NOTICES***

Pine Brook is a paperless school! All of our school correspondence is placed on our school website in a backpack that you “subscribe” to. In order to ensure that you receive all school notices, please follow the directions below.

1. Go to the Manalapan-Englishtown website at [www.mersnj.us](http://www.mersnj.us)
2. Click on “Register” on the top right corner of the page and fill out the required registration information including your username. We recommend keeping your email

address and username the same. Once you have filled in your information and accepted the *Terms of Use*, you will receive a *success* message.

3. Click on “Sign In” at the top right corner of the page and enter your account information that you created.
4. On the top right corner of the page, click on “My Account” and select “Edit Account Settings.”
5. Click on “Subscriptions” on the left side of the account settings page and then “Manage Subscriptions” in the middle of the page.
6. Under the “Sites” tab, click on the check box for Pine Brook.
7. Click on the “Other Areas” tab and select Pine Brook from the first dropdown menu then click on the checkbox next to the “Backpack” box. **You will not receive backpack notices unless this box is checked.**
8. To finalize your selections, click on “I’m Done.”

Congratulations! You have just subscribed to paperless Pine Brook School communication. Any time a notice is posted you will receive an e-mail notification with a link to view the notice.

### ***PARENT-TEACHER CONFERENCES***

Students are required to remind parents/guardians that conferences are held in the winter. Notices will be Backpacked before conferences informing parents of how to schedule to meet with the teachers. Please look for the letters in your email prior to conferences.

### ***PERMISSION TO LEAVE SCHOOL***

Everyone’s cooperation is needed to remember to schedule all non-emergency appointments for dental or medical care after school hours. It is the policy of the Board of Education that such “.... appointments are discouraged as reasons for early dismissal...” If you must be taken out of school early for a good reason your parent/guardian must report to the school office and sign the student dismissal register. This helps us to account for everyone at the end of the day. As a general rule, students are strongly urged to ride school buses to and from school, as the time spent interacting with other students on the school bus is an integral component of the intermediate school experience

The custodial parent has discretion to give permission to another person (e.g. babysitter/family member) to pick up children from school. The non-custodial parent may not prohibit the other parent from doing so. Accordingly, the school district may release students to those persons whom the custodial parent has designated. In the case of joint legal custody, the parent who may designate who may pick up children is the parent who has residential custody on that day of the week, as specified in the divorce judgment.

### ***PERSONAL PROPERTY***

Personal items can be lost or misplaced by students either at school or on the way to/from school. Therefore, students should use good judgment and discretion when bringing personal property to school, except for approved classroom projects/activities. No pets may be brought to school at

any time except for an approved classroom activity with the permission of the building administration.

### ***PTA SPONSORED ACTIVITIES***

During the school year, the Pine Brook School PTA sponsors book and holiday fairs, a Pine Brook field day, assembly programs, and many other events. At all activities students are expected to behave in an orderly, polite manner, using acceptable language and talking in a normal tone of voice. It should be noted that policies from the Code of Conduct are enforced any time that students are at school or are attending school-related activities. Students are to refrain from picture taking as the rules pertaining to electronic devices still apply. Please note that all activities are privileges, which the school may revoke from students who do not meet behavioral or academic expectations. We encourage families and students to support the Pine Brook PTA by joining and volunteering and/or attending PTA sponsored events.

### ***REPORT CARDS/PARENT PORTAL***

Paper report cards are not issued to students at Pine Brook School. We utilize Genesis Parent Portal for all communication regarding student progress. Please login and check the portal on a regular basis. Pine Brook maintains both traditional and standards-based grades.

#### ***EXPLANATION OF TRADITIONAL GRADES***

A+ = 97 – 100	B+ = 87 – 89	C+ = 77 – 79	D+ = 67 - 69
A = 94 – 96	B = 84 – 86	C = 74 – 76	D = 65 - 66
A- = 90 – 93	B- = 80 – 83	C- = 70 – 73	F = 64 or below

#### ***EXPLANATION OF STANDARDS-BASED GRADES***

- 5 = Exceeds Expectations
- 4 = Meets Expectations
- 3 = Approaches Expectations
- 2 = Partially Meets Expectations
- 1 = Does Not Meet Expectations
- X = Not Assessed at This Time
- \* = Based on Modifications

### ***SCHOOL SPIRIT***

You should think about school spirit in three ways:

1. **Courtesy** – toward teachers, your fellow students, and all other school staff
2. **Pride** – in everything our school hopes to do and has done
3. **Sportsmanship** – being able to win and lose gracefully

School spirit means showing loyalty and respect at all school functions. As a loyal student, you support your school and do your best to keep your scholastic, personal, and activity standards at the highest possible levels.

## ***STUDENT MOVEMENT THROUGH HALLS***

Although we encourage you to take notice of the student work throughout the hallways, you are still required to take the ***SHORTEST*** path from one location to another. In doing so, you are to:

- 1) Walk directly to your destination
- 2) Walk quietly
- 3) Stay to the right
- 4) Keep hands, feet, and objects to yourself
- 5) Adhere to your scheduled locker times

Be mindful that security cameras are located throughout the building, specifically in the hallways, and will be viewed should issues arise in behavior.

## ***TARDY***

Tardiness is defined as arriving late to homeroom. Homeroom takes place from 8:50 – 8:57AM each morning. Any student arriving to homeroom after 8:54AM will be considered tardy. Most instances of tardiness can be avoided by **utilizing school sponsored transportation**. If you choose to drive your child to school, you must drop your child off on the parking lot side of the building. Please make sure students do not get out of the car until you are along the sidewalk side of the building.

1. After 4<sup>th</sup> tardy per trimester after-school detention will be assigned
2. At 6<sup>th</sup> tardy per trimester a parent/guardian notification or conference to discuss further consequences, including in-school suspension, will be arranged.

## ***TEXTBOOKS***

Textbooks and workbooks are provided for you by our Board of Education. You are expected to take good care of your books when you are using them. If you lose or damage a book or workbook, it will be replaced; however, you will be charged the purchase price for the new book. All books are to be properly covered for protection and your name is to be written on the front inside cover. Please see below for specific information about Chromebooks.

## ***TRANSFER TO ANOTHER SCHOOL***

If you are moving out of the area or transferring to another school, your parent/guardian must call the school office at least two (2) days before the move. At that time, we can begin to work on your transfer card and mail it to your new school on your final day.

## ***TRANSPORTATION***

Our Board of Education provides buses for students. Students may ride **only** on the school bus that they have been assigned. **No changes in school buses will be permitted or authorized by the administration.** Students **MUST** get an Advance Permission form from the office in order to make a bus stop change on the same bus.

The bus driver represents the authority of the school and is in complete charge of the bus. State law permits the school to exclude anyone from riding the bus if he/she does not cooperate and behave in an appropriate manner. If excluded from transportation, the student's parent/guardian must take responsibility for his/her regular transportation and attendance since students must still attend school. Please have your parent/guardian see the current Manalapan-Englishtown Bus Safety Rules brochure or have him/her call the Transportation office if there are any questions. Buses will be unloading between 8:45 AM and 8:50 AM each morning.

**Since buses will be unloading between 8:45 AM and 8:50 AM, please tell parents/guardians to make all drop-off/pick-ups in the side parking lot between 8:40 - 8:50 AM.** There will be no cars permitted in the front driveway when buses are present. When dropping off children in the morning, please **drive to the rear of the school, make a u-turn, and follow the line of cars at the curb dropping the children off.** For the sake of student and bus safety, **parents are asked to limit this practice to emergencies only.** The routine dropping off or picking of students is strongly discouraged by the Board of Education and the administration.

If you are being picked up at the end of the day, your parent/guardian must sign you out through the rear of the building, near the media center. Please tell your parent/guardian to park and to come into the rear of the building to pick you up after first bus dismissal has been called at 3:04PM. Buses begin to arrive at 2:45 PM, so no parking is permitted in the front parking lot of the school any time after 2:45 PM. Parking along the front school driveway is not permitted at any time.

### ***VISITORS***

All visitors must be registered on Passage Point via the Pine Brook Website.