

# Taylor Mills School

“A Great Place to Learn”



2023 – 2024

Student / Parent Handbook

## MAIN OFFICE

As in most schools, the Main Office is the heart of our organization. Information travels to and from our office constantly and quickly. Our secretaries, Mrs. Lorraine Musto and Mrs. Theresa Hartnett, work hard to ensure that our office is not only efficient, but also helpful to our students, staff, and parents. Many common questions can be answered through our website or our handbook. If other questions arise throughout the course of the year, please contact the teacher or staff member **directly** via email or voicemail. Of course, our office staff will be happy to assist you as well. We can be reached at (732) 786 – 2760.

Other personnel that can be contacted through the main number include:

<b>Principal</b>	Mrs. Kerry Marsala
<b>Assistant Principal</b>	Mr. James Walsh
<b>School Counselor/Anti-Bullying Specialist</b>	Mrs. Amy Russin (Press 4 when prompted)
<b>School Nurse</b>	Mrs. Elise Taylor (Press 3 when prompted)
<b>Attendance Line</b>	Press 2 when prompted



## HOW TO EMAIL A STAFF MEMBER

Each staff member may be emailed by first initial, last name, and the district address. For example, John Doe may be emailed by entering [jdoe@mersnj.us](mailto:jdoe@mersnj.us) into the address line. For some staff members, you need to use their full name in the address line for example, [johndoe@mersnj.us](mailto:johndoe@mersnj.us). You may also contact every administrator and teacher through voice mail. Simply follow the menu after dialing the school's main number.

**NOTE:** If you experience difficulty reaching a staff member via email or receive notice that you have been “blocked” by our server, please send an email to [emailproblems@mersnj.us](mailto:emailproblems@mersnj.us) explaining the problem.

## SCHOOL DAY / OFFICE HOURS

The full school day is normally from **8:10 a.m. – 2:30 p.m.** Students should not come to school any earlier than 8:05 a.m., except by special arrangement with a teacher. **Students are considered late if they arrive at school after 8:20.** School office hours are 7:30 a.m. – 3:00 p.m. Students will not be permitted back to school after office hours (3:00 p.m.) to retrieve forgotten items.



**A four-hour day is 8:10 a.m. – 12:10 a.m.**  
**A delayed opening is 9:40 a.m. – 2:30 p.m.**

## PARENT DROP-OFF/PICK-UP

The Manalapan-Englishtown School District provides buses for ALL students and everyone is encouraged to ride the school bus on a daily basis.

If you have the need to drive your child, you may drop him/her off in the morning at the back entrance of our school between 8:00 a.m. and 8:20 a.m. for on-time arrival. **PLEASE FOLLOW THE ARROWS AND ALL DIRECTIONS!** To minimize disruptions in the office, late students will be received at the back door until 8:45. After 8:45, you **MUST** drop off your child in the front of the school to be buzzed in by the office staff. Students will receive a late pass from the nurse's office. **Please make sure your child has safely entered the building before driving away.**

Parents and guardians may pick up their children after school. Parents/guardians picking students up at the end of the day must **send a note to the teacher that day.** Please **DO NOT email a pick-up request** as the teacher may not have the chance to check email prior to your arrival. If a parent or guardian picks his/her child up every day or on a specific day of each week for the entire year (e.g., karate on Mondays), one note is sufficient for the entire year. Of course, all changes must be followed up with a note. Prior to bus dismissal, there will be an announcement that all students being picked up must report to the back hallway where they will meet their parents/guardians. Students **must be signed out** by their parent/guardian, and may also be picked up by an authorized person designated by the parent/guardian. In the case of divorced or separated parents, the non-custodial parent must have the permission of the custodial parent to pick up the student. If the school does not have a note indicating that a student will be picked up, the student will be sent home on the bus. In an emergency, a parent must advise the school by a phone call to the school office that the request is being made not to place a child on the bus, and the student will be held in the back hallway (as noted above) for parent/guardian pick up at dismissal. **PLEASE make every effort to inform us in advance with a note as these phone calls can be disruptive to the class and create unnecessary confusion.**

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 has residential custody on that day of the week as specified in the divorce judgement, may designate who can pick up the children.

*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. 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.*

## **ABSENCES**

In accordance with the provisions of N.J.S.A. 18A:38-25, every parent, guardian, or other person having control and custody of a child between the ages of six and sixteen shall cause the child to regularly attend school. The Board of Education requires students enrolled in the school district to attend school regularly in accordance with the laws of the state. In accordance with the provisions of N.J.A.C. 6A:16-7.6, the district has adopted Policy and Regulation 5200 regarding student attendance. Please see [the complete version of the policy](#) and the [letter from our Superintendent](#) for details regarding student absences.

## **Late to School**

Students who arrive in their classrooms after the 8:20am bell are considered tardy. Students who arrive after 8:20 must secure a pass from our safety staff or the school nurse before going to the classroom. According to Board Policy 5210, the Board of Education believes that promptness is an important element of school attendance. Students who are late to school miss essential portions of the instructional program and create disruptions in the academic process for themselves and other students.

## **Procedure for Excessive Tardiness**

Tardiness is defined as arriving late to school (after 8:20am).

- At 5<sup>th</sup> tardy, letter from administration sent to parent/guardian and placed in student's file.
- At 10<sup>th</sup> tardy, a second letter from administration will be sent to the parent/guardian and placed in the student's file; the parent/guardian will be contacted by an administrator.
- Beyond 10 tardy instances, a consequence (which may include detention) may be assigned at the discretion of administration.

## **Attendance in School – After-School Activity**

To attend or to participate in an after-school activity, the student must attend a full day of school that day. Students who are on a school suspension (whether in-school or out-of-school suspension) may not participate in any aspect of an after-school activity during the day(s) of the suspension.

## **ACADEMIC ETHICS – BOARD POLICY #5701**

Pupils are expected to be honest in all of their academic work. This means that they will not engage in any of the following acts:

- Cheating on examinations, including but not limited to the non-authorized use of books or notes; the use of crib sheets; copying from other students' papers; exchanging information with other students orally, in writing, or by signals; obtaining copies of the examination illegally and other similar activities.
- Plagiarism is not permitted in term papers, themes, essays, reports, images, take-home exams, and other academic work. Plagiarism is defined as stealing or use without acknowledgment of the ideas, words, formulas, textual materials, on-line services, computer programs, etc. of another person, or in any way presenting the work of another person as one's own.
- Falsifications, including forging signatures, altering answers after they have been graded, the insertion of answers after the fact, the erasure of grader's markings, and other acts that allow for falsely taking credit.

Pupils found guilty of academic dishonesty, may be subjected to a full range of penalties including, but not limited to, reprimand and loss of credit for all of the work that is plagiarized.

## **ACCIDENT REPORTS**

If a student is hurt on the bus or school grounds or in the building or classroom, it is IMPORTANT that the student report the injury to his/her bus driver, lunch assistant, teacher, nurse or other staff member **immediately**.

## **BATHROOMS**

The classroom teacher will give permission to a student to use the bathroom. It is the student's responsibility to sign out when leaving the room and sign in when returning.

## **BEFORE/AFTER SCHOOL CARE**

The following information is provided so that you are aware of **the non-district run** before care options and after care options available to you. The following private schools are within your home school area, and we can provide transportation to and from the Taylor Mills School. 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 Childcare Request Form](#).

### **Provider Name, Address & Telephone**

\_\_\_Goddard, 22 Wilson Ave., 732-446-5155

\_\_\_Ivy League, 140 Gordons Corner Rd., 732-446-7035

### **Age Serviced**

PreK – 2nd

PreK – 5th

### **Schools Serviced**

TM, CM, MB & ELC

TM, CM, ELC

The YMCA of Western Monmouth County has requested and been allotted space to run an independent After Care program in the district. If the YMCA has determined that there are a sufficient number of students in Taylor, your children will be sent to/from the program from/to their classroom to attend their After-Care program – if you choose to register them through the YMCA. For information about the YMCA AfterCare program, please contact the YMCA of Freehold at 732-462-0464.

**BULLYING**

The Manalapan-Englishtown School District has adopted policy 5512.01 on harassment, intimidation and bullying which may be accessed on the district website. A series of proactive lessons are presented to students each year beginning in kindergarten. In the primary grades (1st-3rd), five lessons are presented to students each year to help them recognize bullying behaviors as well as learn 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. In addition, students learn about the effects and consequences of cyber-bullying. Our staff is committed to educating our students about bullying. More detailed information about the anti-bullying policy/program is available on our district website: [www.mersnj.us](http://www.mersnj.us).

**CELL PHONES / SMART WATCHES / ELECTRONIC READING DEVICES (4<sup>th</sup> & 5<sup>th</sup> Grade Only) / OTHER DEVICES/TOYS**

Cell phones AND smart watches must be turned off and placed in a backpack during the instructional day and on the school bus. This includes extracurricular activities. Cell phones that interfere with instruction and violate the “off and away” policy may be confiscated. The entire policy may be read on the district website: [www.mersnj.us](http://www.mersnj.us).

A review of Board Policy 5516-STUDENT USE OF REMOTELY ACTIVATED OR ACTIVATING COMMUNICATION DEVICES, PAGERS, CELLULAR TELEPHONES AND OTHER DEVICES explicitly states that “The Board of Education assumes no responsibility in any circumstances whatsoever for the loss, destruction or theft of any cellular phones, remotely activating paging device or similar device that is brought to school at any time or to any extracurricular or after school activity.”

Use of personal gaming devices such as PSP and Nintendo DS, iPods, laser pens and any other electronic devices are not permitted in school or anywhere on school property (including the school bus) and should not be brought to school. In addition, we kindly request that students not bring toys to school. Lost personal property is not the responsibility of the school district.

**DISTRICT ISSUED MATERIALS**

Workbooks and technology are provided by our Board of Education. Students are expected to take good care of their materials when they are using them. If any school issued item is damaged or lost, it will be replaced; however a fee may be assessed.

**DRESS CODE**

- When standing at attention shorts and skirts should be of “fingertip” length.
- Lower-body garments and shirts should meet at all times so as not to reveal skin.
- Any upper-body garment should not be low-cut, sheer or revealing.
- Shoulder straps should be approximately three fingers in width (grades 3-5).
- Student’s back should be covered.
- Loose-cut tank tops must be accompanied by a shirt worn underneath.
- Flip-flops are not permitted due to safety concerns. All sandals must have a closed back or ankle strap.
- Clothing that may have offensive or inappropriate writing/pictures on it is not permitted.



Parents will be called to bring in more appropriate clothing for the student to wear during the school day if any of the above inappropriate items are identified.

**EMERGENCY**

If a child becomes sick or hurt at school, the nurse will get in touch with the parent/guardian. The parent/guardian will be responsible for taking the child home. Parents must make arrangements in advance (Emergency Contact Form) if they cannot be reached. The school nurse may give first aid only, which is “immediate and temporary treatment”.

**EMERGENCY DRILLS**

For the safety of all children, emergency drills (such as Fire, Lockdown, Emergency Assembly, Evacuation, and Shelter In Place) will be practiced routinely throughout the school year. A letter will be emailed to all parents/guardians on the day of the drill after the drill is complete.

## EMERGENT/EARLY CLOSINGS

### Delayed Opening/School Closing due to inclement weather:

In the event schools are to be closed or there is a delayed opening due to inclement weather, the district's automated phone notification system will be activated immediately. Special announcements will also be made via the following:

- NEWS 12 NEW JERSEY, Channels 4, 5 & 7
- District Phone Line: 732.786.2555 (recorded messages during appropriate situations)
- District Website: [www.mersnj.us](http://www.mersnj.us)

Note: We will consider a delayed opening if hazardous road conditions and/or poor visibility exist. The announcement will state "delayed opening" of schools. A delayed opening shortens the school day by 90 minutes, and lunch will be served.

### Early Dismissal Due to Inclement Weather/Other Emergency Situations:

On rare occasions children will be bussed home early to avoid hazardous traffic conditions, unexpected storms, or for other unexpected emergencies. Parents will be notified via the district's automated phone notification system. Please make sure your phone numbers are accurate in our records. If you are aware of such weather conditions and have not received a call, please reference one of the announcement sites above. Keep in mind that road conditions and visibility are major factors in our decision making, more so than the number of inches of snow. Therefore, you should check a closing site at the slightest sign of snow or freezing weather. It is important that your child is familiar with your procedures for days with an early closing.

In the event of severe heat conditions, which could impair our ability to conduct a sound program and provide for the health and safety of our children, we will alert you to the possibility of shortened school (four-hour) schedules.

Consistent with the district's policy for regular length school days and regularly scheduled early dismissal days, on emergent/inclement weather early dismissal days, **all Kindergarten students must be met at the bus stop by a parent/guardian or other authorized person.** If such person is not present, the transportation department will attempt to reach a parent/guardian. If the parent is reached and available, the driver will attempt a second drop-off upon completion of the entire route. Should a parent/guardian not be available, the child will be returned to Taylor Mills and released to the after-care program. **ALL students in grades 1-5 will be dropped off at their assigned stop regardless if a parent is present or not.**

Please review the school calendar (included in this handbook and posted on the district's website) carefully for scheduled early dismissal days (noted as 4-hour days), and keep informed about emergent/inclement weather dismissals. If you do not want your child to take the bus on early dismissal days, you must send a note to your child's teacher and the student will be held to be picked up. In emergencies, please call the Main Office.

## GRADING

Report cards are issued at all grade levels (K – 5th). Kindergarten report cards are issued twice per year. First, second, third, fourth, and fifth grade report cards are issued three times a year. The kindergarten, first, second, third, fourth, and fifth grade report cards are Standards-Based and are based on a five-point coding scale rather than typical report card grades of A, B, C, D, & F to rate student performance. Please refer to the school website for specific information about report cards.

**\*\*\*Report cards are only available on the Parent Portal. Paper copies will not be distributed. Please ensure you are reviewing your child's report card, and, if necessary, printing a copy.**



## HEALTH OFFICE GUIDELINES

Our school nurse is available to provide nursing services and emergency health care for pupils as per Board of Education policy. In order to maintain a healthy environment for all students, we request that you comply with the following guidelines to prevent your child from contracting illness from another child and vice versa.

- Please do not give your child Tylenol, etc., and send them to school. If a child has a fever, even if he/she takes Tylenol, etc., he/she is still contagious.
- If your child has vomited either at bedtime or before school, please keep him/her home for at least 24 hours.
- The length of absence after a child has been diagnosed with strep throat is 24 hours after the start of the medication.

## Medication

**Students are not to have any medication with them.** Before any medication is given by our nurse, all of the following must take place:

1. A note from parent/guardian giving permission for medication to be administered by the nurse.
2. A note from a physician stating name of medication, dosage, and length of time medication is to be given.
3. All prescription medication must be in a labeled prescription container; over-the-counter medication must be in its original container.
4. Parent/guardian **must** transport medication to/from school.

## Students with Life-Threatening Allergens

Board of Education Policy, *Administration of Medication #5330*, is available on the district website.

## HOMEWORK POLICY

Our 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. Homework is part of the students' final grades and should be completed with care. Parents are encouraged to keep a constant check on assignments.



## **Homework requests due to absence**

Parent requests for homework will be honored the day the student is absent. Such requests must be made **prior to 11:00 a.m.** by calling the homeroom teacher's voicemail. Homework may be sent home with another student that you designate or be picked up in the Main Office after school hours, but no later than 30 minutes after the conclusion of the school day.

## **LICE**

If you suspect your child has lice, you must contact the school nurse immediately. Children may not return to school or ride the school bus until after they have been treated with an approved shampoo/conditioner and all nits are removed and they are examined by the school nurse and provided clearance.

## **LOST AND FOUND**

There is a bin for lost and found items in the school. Please inquire about the location of the bin and check for lost articles. Valuable items are held in the Main Office.

## **LUNCH**

Hot lunch/snacks are served daily in the cafeteria or you may bring lunch from home. All district schools have a computerized "point of sale" system. A detailed letter containing all of the pertinent information will be sent home. We request that you put your child's name on all wallets, lunch boxes and book bags for easy identification.

## **PAPERLESS COMMUNICATION**

Taylor Mills is a paperless school! At Taylor Mills we no longer rely on paper communication, but provide our parents with instant information through e-mail. All of our school correspondence is distributed through BlackBoard, our district's email messaging platform. Most school notices will be sent to you via e-mail. Simply click the attachment contained in the e-mail in order to view the notice. You may also check for any notices you may have missed or refer back to a notice for a due date or pick up time by viewing the Backpack on the website. You will see a list of our postings and the dates they were added. To access the Backpack, go to <https://www.mersnj.us/tm> and follow the link at the top of the page.

## **RECESS**

In accordance with P.L.2018, c.73, schools shall provide a daily recess period of at least 20 minutes for students in kindergarten through fifth grade. The recess period will be held outdoors, when weather is acceptable. **For the safety of our students, appropriate footwear is required.** A school district is not required to provide a recess period on a shortened due to a delayed opening or early dismissal. A student may not be denied recess for any reason, except as a consequence of a violation of the school's code of student conduct, or based upon the advice of a medical professional, school nurse, or the provisions of a student's Individualized Education Program (IEP) and/or 504 Plan. For denials based on violations of the school's code of conduct, students may not be denied recess more than twice per week.

## **SCHOOL SCHEDULE**

Since 2018, all elementary schools follow a six-day rotation like MEMS. Instead of defining a week as Monday through Friday, staff and students will follow a six day rotation where each day is labeled as A, B, C, D, E, or F (NOTE: This does not mean there are six days of school each week.). The six letter days cycle throughout the year. It is important to know the letter day for each calendar date, so students are properly prepared for their special subject. For example, under a Monday through Friday schedule, students may have had physical education on Mondays and Wednesdays, but on the six-day cycle, students may have physical education on Days A and C. It will be imperative for students to know which letter day corresponds to the calendar, so that they are prepared with the right materials. A calendar will be distributed to each student and will also be posted on the school website noting the letter day that corresponds to the calendar day.

## **SCHOOL CONDUCT**



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 code of conduct for our school. Please understand that the rules you are about to read in this code of conduct supplement our broad, discretionary authority to maintain safety, order and discipline inside the school zone. 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.

Each teacher will review these rules and procedures with their class. We ask that you and your child review them together.

## **SCHOOL CODE OF CONDUCT**

**Proper behavior is expected in all areas of the school, both interior and exterior. These rules also apply to travel to and from the school, to and from the bus stop, while on the school bus and during field trips.**

All students need to learn about the rights and responsibilities of good citizenship. In addition, they should know what is expected of them and be responsible for their actions.

### **Expectations of Student Behavior**

1. Attend school regularly

2. Demonstrate good citizenship
3. Demonstrate respect for people and school property
4. Take responsibility for their own behavior and learning
5. Cooperate with all school personnel
6. Meet the requirements of each class
7. Complete all assignments on time
8. Refrain from any form of physical violence
9. Refrain from any conduct that disrupts or threatens to disrupt the learning of other students including all forms of cyber bullying at both home and school.
10. Demonstrate the ability to work together and to share responsibilities

### **General School Rules**

1. Students are not permitted to sell or solicit sales in school.
2. School phones are to be used only for emergencies.
3. Students are required to be prepared for class with proper materials and assignments.
4. Students who are absent are required to bring absence notes upon returning to school.
5. Advance permission from the office is required for bus stop changes on the same bus.
6. Teachers may assign students disciplinary action for inappropriate classroom conduct.
7. Students are not permitted to deface books or school property.
8. When exiting the building, students are to go directly to their buses.
9. Students are not permitted to re-enter the building during dismissal for any reason without teacher or administrator permission.
10. Students are not permitted to chew gum in school or on the bus at any time.
11. Sexual harassment is not permitted and should be reported to the teacher, school counselor, administrator, and/or parent.
12. Students are to follow the *Acceptable Use of Technology Resources Agreement*.
13. During the year there are many after school and evening activities. At all activities, students and guests are expected to follow district policies and the school code of conduct

### **Disciplinary Action**

Improper student behavior will result in disciplinary action. Consequences for breaking school rules will include but not be limited to:

- a. Warning
- b. Parent contact
- c. Detention
- d. Suspension
- e. Suspension of privileges (e.g., permission to participate in after-school activities or special events may be suspended)

The severity of the consequence will depend upon the nature of the infraction and the student's previous pattern of behavior. Please note that all assemblies and after-school activities are privileges, which may be revoked for students who are not meeting behavioral or academic expectations.

- Cafeteria and playground rules will be reviewed with students by school administrators and shared with parents. These will fall under the Code of Conduct as well.

We share this Code of Conduct with you so that you will be aware of our policy and will work with us to ensure the success of our program and the safety of all the students.

### **SCHOOL SPIRIT**

You should think about school spirit in three ways:

COURTESY- towards teachers, fellow students and all other school staff.

PRIDE – in everything our school does and hopes to do.

SPORTSMANSHIP – being able to win and lose gracefully.



School spirit means loyalty to all school functions. Loyal students support our school and do their best to keep their scholastic and activity standards at the highest possible level.

### **TRANSFER TO ANOTHER SCHOOL**

If you are moving out of the area or your child is transferring to another school, please call the school office at least two (2) days before the move. At that time, we can begin to work on the transfer card and mail it to the new school on your child's last day. Request for proof of residency may be asked for at any point in time by the school administrator.

### **TRANSPORTATION**

Our Board of Education provides buses for all students. As per Board Policy #3541, only one seat on one bus route is reserved for each child going to and from school. **Students are not permitted to ride any bus other than their own.** Students may only get off at their assigned bus stop unless there is a note from the sending and receiving parent stating otherwise. The notes must be submitted to the main office so that a bus pass may be issued to the student. In addition, students are not permitted to ride other busses to accommodate play dates, etc. It is State law that all students wear

a seat belt. The bus driver represents the authority of the school and is in complete charge of the bus. **State law permits the school to exclude a student from riding the bus if, after repeated counseling, his/her conduct does not follow the district guidelines.** Such a child must still attend school, and the parent/guardian must assume the responsibility for regular attendance. Please refer to the current Manalapan-Englishtown *Bus Safety Rules for Children* brochure or call the Transportation Department if they have any questions.



**NOTE: District policy states that all Kindergarten students must be met at the bus stop by a parent/guardian or other authorized person. If such person is not present, the transportation department will attempt to reach a parent/guardian. If the parent is reached and available, the driver will attempt a second drop-off upon completion of the entire route. Should a parent/guardian not be available, the child will be returned to Taylor Mills and released to the after-care program. ALL students in grades 1-5 will be dropped off at their assigned stop regardless if a parent is present or not.**

Parents who wish to routinely pick up their child(ren) at the assigned stop must make alternate plans when not able to be present. In an emergency, a parent must advise the school by a note to the child's teacher or call the main office if a request is made not to place a child on the bus. The child will then be released to an authorized person at "parent pick up."

Students will be permitted to walk/ride bicycles to and from all schools, except for the Wemrock Brook School and the Manalapan-Englishtown Middle School. Parents who permit their children to walk or ride their bicycles to and from school must execute a permission form provided by each school. This permission may be revoked at any time in writing. It is acceptable if students who are permitted to walk decide to ride the bus, but the schools will **not** monitor whether the student walks or rides the bus. There will be no walking or bicycle riding permitted on emergency closing days, and on those days every student will be required to ride the bus or be picked up by a parent or guardian in accordance with the pick-up procedures for regular length school days. In addition, students may be sent home on his/her bus at the discretion of the administration.

### **Bus Safety**

In order to ensure the safe transportation of the students of the Manalapan-Englishtown Regional School District, all children are required to conduct themselves on the bus in a manner consistent with the established standards for classroom behavior. Video and/or monitoring devices are used on school owned and operated and contracted vehicles, and students may be monitored at any time. Bus drivers are not allowed to permit any parent on a bus at any time for any reason.

### **Bus Detention and/or Suspension**

Please refer to the *Bus Safety Rules for Children* brochure provided by the Transportation Department. Please note that administrators have discretion to assign consequences as necessary and appropriate for the safety of all children.

### **VISITORS**

ALL visitors to our district schools **MUST** register their visit through the district Visitor Management System **NO MATTER WHAT THE REASON IS FOR VISITING** (For example, if you are dropping off a forgotten item, you **MUST** register your visit). When you arrive at the school you will be asked to ring the buzzer and state your name and the purpose of your visit. Once you report to the main office, office personnel will ask for your driver's license. You will be given a visitor's pass. This badge **MUST** be worn in a visible place for the duration of your visit. On your way out of the building you will return to the main office and use your badge to scan out. It is imperative that you **ALWAYS** sign out when concluding your visit. This process has been established to better ensure the safety of students, staff, and parents that are in the building. **Our main office staff should ALWAYS know who is expected at our schools.** More information regarding our Visitor Management System can be found on the district website.

**\*\*\*Please note that classes will NOT be interrupted to deliver forgotten items to students. Items will be placed in the teacher's mailbox and will be picked up at the general time designated by the teacher.**

### **VOLUNTEERS**

Parent/guardian volunteers serve an important role within our school community. Teachers and/or our PTA may contact you regarding volunteering in classrooms and/or special events. While volunteering, you are obligated to follow all school conduct rules and respect the confidentiality of our students. Concerns must be reported to the Principal immediately. In addition, we ask that cell phones be turned off when entering the building as ringing phones and personal conversations are a disruption to the educational environment. Please restrict your visit to the area in the building to which you are volunteering.

-END HANDBOOK-