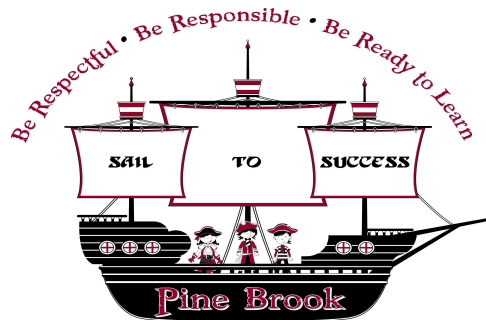


# ***PINE BROOK SCHOOL***

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

### ***Student Handbook***



Welcome to the Pine Brook 6th Grade Center! This will be an exceptional year filled with interesting and enriching learning experiences. 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 students and their families better understand the operations of our school and your responsibilities as a student with regard to the expectations and regulations of Pine Brook School.

*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 and guidelines 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. All information listed may be changed.*



## ***SCHOOL 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 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.

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 Mrs. Theresa Macaluso
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

## ***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). Refer to the staff directory for email addresses. You may also contact every 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***

The school day is from 8:45 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 8:45 AM to 12:50 PM. A delayed opening is held from 10:15 AM to 3:10 PM.

## ***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/excessive heat 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). It is important that your child is familiar with your procedures for days with an early closing. Please note, students in grade 6 are dropped off at their regular bus stop whether or not an adult is present. If you do not want your child to take the bus on inclement weather days, you must send a note to your child's teacher and the student will be held to be picked up.

## ***SCHOOL SCHEDULE***

The school will follow a six-day rotation. 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.). 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 posted on the school website noting the letter day that corresponds to the calendar day.

## ***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 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 for details regarding student absences.

### **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.
4. Most times, all missed work is accessible on Google Classroom. We ask that families encourage their child to reach out to their teachers when they are feeling well to develop a plan for make up of missed work.

### **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.

## **ABSENCES- ATTENDANCE AT AFTER-SCHOOL ACTIVITIES**

To attend or participate in an after-school activity on or off school grounds, 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 school bus, school grounds, or in the building, it is important that they immediately report their injury to a teacher, nurse, or District staff member to complete an accident report.

## ***BATHROOMS***

Teachers will provide permission to visit the bathroom. It is the student's responsibility to follow the signout procedures when leaving the classroom. All students should use the bathrooms that are closest to the room from which they are leaving.

## ***BEFORE/AFTER SCHOOL CARE***

For information about non-district run before care and after-care programs, please see the district websites. Please be sure to contact your before care and after care provider for procedures regarding inclement weather.

## ***BIKERS /WALKERS***

Students may ride their bike or walk to and from school with a 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. 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. Please note, the school will NOT monitor whether the student walks or rides the bus. There will be no walking/biking on emergency closing days and at the discretion of the administration.

All other students not utilizing bus transportation will report to the Parent Pickup location for dismissal. Parent pickup dismissal will be 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 a student marks or damages school property, they 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 Technology Responsible Use Handbook and Student Pledge for Responsible Chromebook Use. Any student not following established guidelines will be subject to consequences as outlined in the Responsible Use Handbook.

## ***CODE OF 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. Homeroom teachers will review these rules and procedures with their class. We ask that families review them together to help us ensure the success of our program and the safety of all students.

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 will 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: Students are expected to be respectful, responsible and ready to learn each day.**

1. Attend school regularly.

2. Demonstrate good citizenship.
3. Demonstrate respect for people and property.
4. Take responsibility for their own learning and behavior.
5. Cooperate with all school community members.
6. Meet the requirements of each class and complete all assignments on time.
7. Refrain from any conduct that can be harmful or disruptive to the learning or safety of oneself or other students and staff.
8. 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. Students are not permitted to solicit sales or sell in school or on the bus.
3. School phones are to be used for emergencies only.
4. Teachers/staff may assign students disciplinary action for inappropriate conduct.
5. Students may not deface school property.
6. Advance permission from the office is required for bus stop changes on the same bus.
7. Students must go directly to their buses when exiting the building at the end of the school day.
8. Students may not chew gum/candy in school or on the bus at any time.
9. 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.
10. Students must follow all of the guidelines of the Technology Responsible Use Policy, Procedures and Information Handbook.
11. Students are not permitted to re-enter the building during dismissal for any reason without teacher or administrator permission.
12. 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.

### **Prohibited Items**

**Cellular Phones/Smart Watches:** The use of cell phones and Smart watches 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, extra-curricular activities 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 and in backpacks on the bus. At times, student cell phones or associated technology become part of disciplinary and/or HIB investigations and will be used in support of the investigation. The entire policy may be read on the district website: <http://www.mersnj.us>.

**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:** Use of personal gaming devices, I-Pods, 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.

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 extra-curricular or after school activity.”

### **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, consequences for breaking school rules will include, but not be limited to:

- Warning, Parent/Guardian contact, Detention, Removal from participation in special school and afterschool activities, Suspension

Disciplinary action will depend upon the severity of the behavior and/or the previous pattern of the behavior. Please note that all assemblies and before/during/after school activities are privileges which may be revoked for students who are not meeting behavioral or academic expectations.

**Cafeteria:** Students are expected to be aware of the cafeteria expectations. 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.

- 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.

## ***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, or that may have offensive or inappropriate writing/pictures. Parents will be called to bring in appropriate clothing for the student to wear during the school day if any of the above inappropriate items are identified. The student will not be permitted to return to class until he/she meets the Dress Code. Repeat violations will result in further consequences. What follows are guidelines for suitable school attire:

- a. When standing at attention, shorts and skirts must extend at least three inches below the top of the hamstring or be of fingertip length, whichever provides more flexibility to the student.
- 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. Shoulder straps/covering must be at least three fingers in width or more.
- d. All clothing must be opaque. Loose-cut tank tops or transparent tops should be accompanied by a shirt worn underneath.

- e. Loose-cut tank tops must be accompanied by another shirt worn underneath.
- f. Undergarments must not be visible.
- g. Student's back should be covered.
- h. Hats/hoods should remain off during the school day.

**Footwear:**

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

## ***EMERGENCY***

If a child becomes sick or hurt at school, the nurse will get in touch with the parent/guardian, and he/she will be responsible for taking the child home. Parents/guardians must make arrangements in advance (only as identified on school emergency information forms) 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 have a concern on school property.

## ***EMERGENCY DRILLS***

For the safety of all children, emergency drills (such as Lockdown, Emergency Assembly, Evacuation, and Shelter In Place) will be practiced routinely throughout the school year. A letter will be backpacked to all parents/guardians at the conclusion of each drill. Students are expected to follow the proper procedures for the duration of the 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)

## ***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. 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.

### **Students with Life-Threatening Allergens**

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

### **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, all nits are removed, and the student is examined by the school nurse. The school nurse must provide clearance.

## ***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. Homework is part of the students' final grades and should be completed with care. Parents/Guardians are encouraged to keep a constant check on student 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. No decorations can be taped or permanently secured to the interior or exterior of a 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***

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. Due to Integrated Pest Management recommendations, we will hold lost clothing items for no more than one week. Please assist us in identifying lost items by writing your child's name, homeroom number, or any other identifying information on his/her clothing. This will assist us in returning items to your child rather than discarding them.

### ***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. Please label all materials students bring to the lunchroom including wallets and lunch boxes. Students are expected to conduct themselves according to the posted expectations. Sharing of food is prohibited.

### ***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 be sure to visit the website and subscribe.

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

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 a student 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***

Please be sure to label all materials. 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. 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. 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***

Students are required to take the ***SHORTEST*** path from one location to another, unless specifically directed by a staff member. 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 a beyond school hours 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/DISTRICT ISSUED MATERIALS***

Students are expected to take good care of their books when using them. If a student loses or damages a book or workbook, it will be replaced; however, the student will be charged the purchase price for the new book. Please be sure to label materials. 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, please contact the school office at least two (2) days before the move. At that time, we can begin to work on a transfer card and mail it to the new school on the student's final 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 students. As per Board policy #3541, students may ride **only** on the school bus that they have been assigned, as only one seat on one route is reserved for each child. **No changes in school buses will be permitted or authorized by the administration.** Students **MUST** submit an Advance Permission form by 9:30am from the office in order to make a bus stop change on the same bus. Seat belts must be worn at all times. 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. 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 review the current *Manalapan-Englishtown Bus Safety Rules* brochure. Buses will be unloading between 8:45 AM and 8:55 AM each morning. \*Please note that all students will be dropped off at their assigned stop regardless if a parent is present or not.

#### **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.

**Since buses will be unloading between 8:45 AM and 8:55 AM, please make all drop-offs in the side parking lot between 8:45 - 8:55 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 a student is being picked up at the end of the day, the parent/guardian must check the student out at our Parent Pick-Up location at 3:04PM. Buses begin to arrive at 2:45 PM, so no parking is permitted in the front parking loop 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 no matter the reason for the 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. This license will be scanned and checked across a criminal database. This will allow us to better monitor who is in our building and to flag any other issues that may arise. You will be given a visitor's pass with your picture. 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 Passage Point 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.



## Intermediate School Philosophy

We believe that all children should have the opportunity to learn and achieve in an active educational environment that recognizes individual differences and provides high expectations for all learners. To realize their potential, students will develop as critical and creative thinkers through a strong foundation of instruction in literacy, technology, science, mathematical constructs, social sciences and the arts. During these formative years, students will be provided experiences to foster positive self-esteem, character development, and good citizenship.