

# **NORTH BRUNSWICK TOWNSHIP PRESCHOOL PROGRAM FAMILY HANDBOOK 2019-2020**



## **North Brunswick Township Preschool Programs**

### **NORTH BRUNSWICK TOWNSHIP EARLY CHILDHOOD CENTER LOCATION**

**44 Cleveland Avenue  
Milltown, New Jersey 08850**

**Telephone: 732-317-6300**

**Fax: 732-317-6319**

**Ms. Jennifer Nicosia**

**Principal**  
[Jnicosia@nbtschools.org](mailto:Jnicosia@nbtschools.org)

North Brunswick Township Early Childhood Center  
44 Cleveland Ave  
Milltown, NJ 08850  
732-317-6300  
Fax 732-317-6319



Dear Parents and Guardians,

Welcome to the North Brunswick Early Childhood Center! This handbook was prepared for you to provide information about many of our school policies and procedures. **Be attentive to all especially important pieces of information which are highlighted for you in YELLOW.** Please also see the Appendix at the end of the handbook, which contains copies of several essential District policies as well as a list of infractions that are addressed in our Code of Conduct. A basic year-long calendar of school holidays can be found in the beginning of the Handbook; additional information about scheduled events can be found online on the 2019-2020 District calendar.

**A separate sign-off sheet documenting your review of this handbook will be sent to you by your child's teacher. We ask all parents/guardians to sign and return it promptly according to the date indicated on the letter.**

At the NBTECC, we believe ....

As we embark upon the excitement of this new school year, we look forward to building a home-school partnership and to sharing the many benefits that come with being a part

of the NBTECC Community. We have so much to celebrate; it's going to be a *great* year! Enjoy the journey.

Sincerely,

***Jennifer Nicosia***

**Principal**

[Jnicosia@nbtschools.org](mailto:Jnicosia@nbtschools.org)

## **SCHOOL CALENDAR 2019 - 2020**

### **September**

|                               |                                                        |
|-------------------------------|--------------------------------------------------------|
| <b>Monday, September 2</b>    | <b>Labor Day (Schools Closed)</b>                      |
| <b>Tuesday, September 3</b>   | <b>Staff Orientation</b>                               |
| <b>Wednesday, September 4</b> | <b>Schools Open – 4-Hour Session for All Schools**</b> |
| <b>Thursday, September 5</b>  | <b>4-Hour Session for All Schools**</b>                |
| <b>Monday, September 30</b>   | <b>Rosh Hashanah (Schools Closed)</b>                  |

### **October**

|                             |                                    |
|-----------------------------|------------------------------------|
| <b>Wednesday, October 9</b> | <b>Yom Kippur (Schools Closed)</b> |
|-----------------------------|------------------------------------|

### **November**

|                                           |                                                         |
|-------------------------------------------|---------------------------------------------------------|
| <b>Monday, November 4</b>                 | <b>(Schools Closed) – In-Service/Flex Day for Staff</b> |
| <b>Tuesday, November 5</b>                | <b>Election Day – (Schools Closed)</b>                  |
| <b>Wednesday, November 6</b>              | <b>(Schools Closed) – In-Service/Flex Day for Staff</b> |
| <b>Thursday &amp; Friday, Nov. 7,8</b>    | <b>N.J.E.A. Convention (Schools Closed)</b>             |
| <b>Wednesday, November 27</b>             | <b>4-Hour Session for All Schools</b>                   |
| <b>Thursday &amp; Friday, Nov. 28, 29</b> | <b>Thanksgiving (Schools Closed)</b>                    |

### **December**

|                                            |                                         |
|--------------------------------------------|-----------------------------------------|
| <b>Thursday, December 5</b>                | <b>4-Hour Session for All Schools**</b> |
| <b>Monday, December 23</b>                 | <b>4-Hour Session for All Schools</b>   |
| <b>Tuesday, Dec. 24 - Tuesday, Dec. 31</b> | <b>Winter Recess (Schools Closed)</b>   |

### **January**

|                             |                                      |
|-----------------------------|--------------------------------------|
| <b>Wednesday, January 1</b> | <b>New Year's SchoolsDay(Closed)</b> |
| <b>Thursday, January 2</b>  | <b>Schools Re-Open</b>               |

**Monday, January 20**                      **Martin L. King's Birthday (Schools Closed)**

**February**

**Thursday, February 6**                      **4-Hour Session for All Schools\*\***

**Friday, February 14**                      **4-Hour Session for All Schools\*\***

**Monday, February 17**                      **February Recess (Schools Closed)**

**March**

**Thursday, March 12**                      **4-Hour Session for All Schools\*\***

**April**

**Thursday, April 9**                      **4-Hour Session for All Schools**

**Friday, April 10 – Friday, April 17**                      **Spring Recess (Schools Closed)**

**Monday, April 20**                      **Schools Re-Open**

**May**

**Thursday, May 7**                      **4-Hour Session for All Schools\*\***

**Friday, May 22**                      **4-Hour Session for All Schools\*\***

**Monday, May 25**                      **Memorial Day (Schools Closed)**

**June**

**Friday, June 19**                      **Last Day for Students/Staff**

**Saturday, June 19 (tentative)**                      **High School Graduation**

**Monday, June 21**                      **Make-up Flex Day for Staff**

**Student Days:                      183**

**\*\*Designated as half-day in-service day for staff                      Staff Days:                      188**

The last day of school for ALL students will be June 19, 2020. This calendar allows for 3 emergency closing days. If schools are closed for more than 3 days for any reason, the following are possible make-up days: January 20; February 17; April 10, 13, 14,15,16, 17.2020

In the event that less than 3 emergency days occur, any additional days off will be granted.

Use of personal days will not be approved for any planned vacations during these holiday periods.    Adopted: 2/27/19

# North Brunswick EARLY CHILDHOOD CENTER School Hours



## REGULAR HOURS

Full Day Pre-K Classes      9:30 Arrival      3:30 Dismissal

## 1:30 P.M. EARLY CLOSING\* SCHEDULE

Full Day Pre-K      9:30 Arrival      1:30 Dismissal

*Early closings occur throughout the school year, often on the day before a major holiday, for in-services, and on 5 “Early Closing” dates (usually Thursdays) that are set aside for professional development. Please refer to the District School Calendar for specific 1:30 P.M. closing dates.*

**\*Note: ALL EARLY CLOSINGS ARE at 1:30 P.M.**

## Two Hour Delayed Opening Schedule

Full day Pre-K      **11:30 Arrival\***      3:30 Dismissal

*\*Students must not arrive before 11:20 on a delayed opening day.*



## North Brunswick Township School District Preschool Supply List 2019-2020

- **Non-Rolling Backpack** (Large enough to hold a two pocket folder. No tiny backpacks, please!)
- **1 Folder (2 Pocket)** for Home/School Communication With Name Printed on It
- **2 Glue Sticks**
- **A Change of Clothes:** shirts, pants, underwear, and socks (Please label individual items and place in one or two labeled Ziploc bags.)
- Diapers/Pull-ups (**If-Needed** and Labeled)
- **1 Package** of Wipes
- **1 Box of Ziploc** Bag Sandwich Sized
- **1 Box of Ziploc** Bag Gallon Sized

Please refer to the District School Calendar  
or go to [www.nbtschools.org](http://www.nbtschools.org) for more information.

**FAMILY HANDBOOK** TOPICS listed alphabetically

## **ANIMALS (PETS) ON SCHOOL PROPERTY**

Due to health and safety concerns, animals may not be brought onto school property without the express permission of the building administrator. Whether leashed or unleashed, animals **MAY NOT BE BROUGHT ONTO SCHOOL PROPERTY** while the school building is occupied.

## **ARRIVAL PROCEDURES**

### **Bus and Van Riders Pick Up and Drop Off**

Pre-School students arriving by bus or van will be met by their teachers and aides at the NBTECC bus location in the staff lot and brought directly to classrooms by staff members.

**NOTE:** Due to unpredictable traffic patterns throughout the district, bus pick-up time can vary from day to day. All students must be ready and waiting for transportation to arrive 10 minutes prior to their scheduled time. After school, parents must be ready and waiting for the child's arrival. If a parent is not present, the child will be returned to the school for parent pick up.

### **Car Riders Pick Up and Drop Off (NBTECC)**

Parents who drop off and pick up their child may park on Cleveland Avenue or on a neighboring street and escort the student to and from Exit 1, the main lobby door. Please be courteous not to block neighborhood driveways.

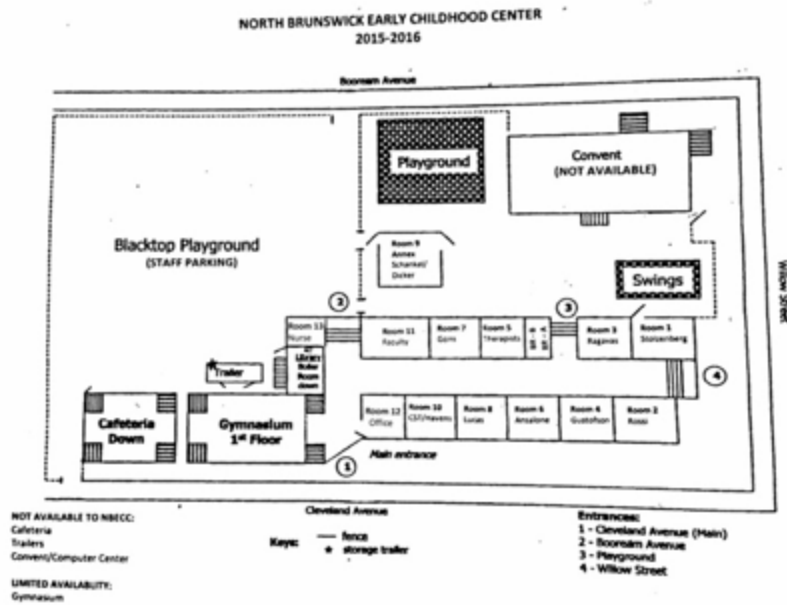
Doors open for drop off at 9:30. Students may not arrive at school prior to 9:30 a.m. Parents who transport their child to school are asked not to enter the building unless they need to conduct business in the office or have an appointment to meet with a staff member. In these cases, the parent should sign in with the Security Officer in the lobby. Valid ID is required.

Pick up should occur promptly at 3:30 pm. *Children will **not** be allowed to walk unescorted to a parked car or respond to a call from the street or other location.* All parents will be expected to exit the school grounds directly after picking up their child. Students are not permitted to play on playground equipment at dismissal time.

**NOTE:** *The NBTECC school lot/bus driveway is reserved for District use only. Parents & visitors are not permitted to use this lot*

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**Boorem Ave to light on Main ----->**



**Cleveland Ave Parent Parking for Drop Off/Pick up**

**<-----**

## **ATTENDANCE**

Regular, on-time attendance is an essential part of social and academic success. If your child needs to be absent, please notify the school by telephone between 4:00 P.M. (the night before) and 8:00 A.M. of the day of the absence.

Parents are asked to call **the school answering machine (732-317-6300)** and provide:

- The Student's Name
- The Teacher's Name
- Date
- Reason for absence.

If we do not hear from the parent or guardian, a school representative will contact you.

State approved reasons for excused absence include:

- Religious holidays\* approved annually by the Board, pursuant to NJSA 18A:3-14 to 16
- Take Your Child to Work Day
- Any other absence for the reasons that follow:
  - Student illness when supported by notification to the school by the student's parent AND a letter from the parent upon return to school;
  - Death in the family when supported by notification to the school by the student's parent AND a letter from the parent upon return to school;
  - Students with individualized healthcare plans as supported by an IEP or 504 plan;
  - Student's suspension from school;
  - Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day;
  - An absence considered excused by a NJ Department of Education rule;
  - An absence for a reason not listed above but deemed *excused* by the principal upon receipt of a written request from the parent stating the reason for the absence and requesting permission for the absence to be an excused absence.

All other absences are considered unexcused.

***NOTE: FAMILY VACATION TRIPS ARE NOT CONSIDERED EXCUSED ABSENCES. Please notify the principal immediately if you are planning to remove a child for this reason.***

***\*No pupil who shall be absent because of religious observances shall by reason of such absence be deprived of any award or of eligibility or opportunity to compete for any award, or of the right to take an alternate test or examination for any which the pupil may have missed by reason of such absence. Any absence because of religious observances shall be recorded as an excused absence on the pupil's attendance record.***

**REMEMBER: ALL ABSENCES MUST BE REPORTED TO THE SCHOOL BEFORE THE BEGINNING OF THE SCHOOL DAY AND THEN FOLLOWED UP WITH A WRITTEN LETTER FROM THE PARENT OR GUARDIAN EXPLAINING THE REASON FOR THE CHILD'S ABSENCE.**

### **Tardiness**

A student is considered *tardy* if arrival to school occurs after 9:40 a.m. A student who arrives late to school must report to the main office where his/her time of arrival will be recorded and a late pass will be issued. Continued tardiness on the part of any student will be viewed as a serious matter. Frequent tardiness will result in parent notification. In the event of a delay in a particular bus' arrival, an announcement will be made by the office to admit those students involved without a tardy charge.

### **Early Pick Ups**

Parents are urged to leave their children in school for their full session. With the exception of sudden or serious illness, medical and other appointments should be scheduled outside school hours or on school holidays whenever possible. Removing a student from school before the regular dismissal time must be reserved for only urgent instances.

PUPILS MAY NOT BE EXCUSED EARLY WITHOUT A WRITTEN REQUEST FROM A PARENT OR GUARDIAN. The note is to be presented to the office and will be copied to the classroom teacher. Parents picking children up early must come into the school office to sign the youngster out.

### **SAFE RELEASE**

If a person other than the parent/guardian attempts to make a student pick-up, THAT PERSON MUST BE NAMED BY THE PARENT AS A DESIGNEE ON THE STUDENT EMERGENCY CONTACT LIST. Valid identification must then be presented to office staff upon sign out.

### **Delayed Openings/ School Closings**

School closings or delayed openings that are caused by inclement weather or other emergencies will be publicly announced via School Messenger email and voicemail and on radio stations WMGQ (FM 98.3), New Jersey 101.5 FM, and WCTC (AM 1450.) Information can also be obtained at the Board Office at 732-289-3000 or on the District Website.

### **Delayed Openings/ School Closings**

School closings or delayed openings that are caused by inclement weather or other emergencies will be publicly announced via School Messenger email and voicemail and on radio stations WMGQ (FM 98.3), New Jersey. Timelines for delayed openings are different from our regular day -

• Delayed openings are 2 hours in length. (Note that the regular late bell is 9:30, while the delayed opening late bell is at 11:30.) See page 4 of the Handbook for a detailed list of school hours.

**Safety note to Parents:** *If there is a delayed opening and you drop your child off at school at the regular time, there will be no staff members available to receive him or her.* Early arrivals on these days present a very significant safety issue because those children who arrive prematurely are unsupervised. *Please also discuss with your children any arrangements you have made for their care in the event of an emergency closing.* Children should have a plan for what to do or where to go in an event such as this.

## **CHANGE OF ADDRESS or TELEPHONE NUMBER -**

**also see *EMERGENCY FORMS***

Emergency cards are sent home on the first day of school. For safety purposes, these must be thoroughly completed and returned to the school in the first several days of school year. It is extremely important that the school office has a current address and telephone for every student. Please notify the school office and your child's teacher immediately of any changes made during the school year.

## **CLASSROOM PARTIES, FOOD, and BIRTHDAY INVITATIONS (NEW)**

Recognizing and celebrating the birthday of our students and their unique place in the school community is important to us. The incidence of students with dangerous food allergies and medical conditions such as diabetes has prompted us to rethink food consumption in our elementary schools. Doing everything we can to ensure our students' health, safety, and well-being is our number one priority!

We welcome parents working with school staff to provide a special recognition of their child's birthday. However, with the beginning of this school year, we will not participate in celebrating birthdays with food of any kind, including cupcakes, packaged sweets or other food or beverage treats.

Parents are encouraged to share reasonable non-food alternatives for celebrating their child with classmates. Non-food alternatives could include:

- Special pencils
- Stickers
- Erasers
- Dollar-store word games or puzzles
- A "class" puzzle or game for students to use in celebration of your child
- A book that could be added to the classroom or school library in honor of your child. (The book can be shared as part of the celebration day)

As a district, we are confident that all parents can assist us with celebrating each child in ways that do not adversely impact the health, safety, and well-being of the growing number of students for whom food allergens and other conditions are an issue.

## **PARTY INVITATIONS**

Private and at-home parties are wonderful for those who attend, but they can be very difficult for those who have not been invited. In order to respond sensitively to this issue, we have instituted the following NBTECC policy: Teachers will gladly permit the distribution of invitations provided that everyone in the class is invited. If only select children are being invited, invitations must be distributed privately from outside of the school building. For privacy reasons, the school cannot give out class lists.

## **COMPUTER USE POLICY**

**PLEASE REVIEW THE RESPONSIBLE USE POLICY AND DISCUSS THIS ENTIRE SECTION WITH YOUR CHILD.**

### **District Policy 2361- ACCEPTABLE USE OF COMPUTER NETWORK/COMPUTERS AND RESOURCES (*condensed*)**

The Board of Education recognizes that as telecommunications and other new technologies shift the manner in which information is accessed, communicated and transferred that those changes will alter the nature of teaching and learning. Access to telecommunications will allow pupils to explore databases, libraries, Internet sites, bulletin boards and the like while exchanging information with individuals throughout the world. The Board supports access by pupils to information sources but reserves the right to limit in-school use to materials appropriate to educational purposes.

The Board also recognizes that telecommunications will allow pupils access to information sources that have not been pre-screened by educators using Board approved standards. The Board therefore adopts the following standards of conduct for the use of computer networks and declares unethical, unacceptable or illegal behavior as just cause for taking disciplinary action, limiting or revoking network access privileges and/or instituting legal action.

The Board provides access to computer network/computers for educational purposes only. The Board retains the right to restrict or terminate pupil access to the computer network/computers at any time, for any reason. The Board retains the right to have district personnel monitor network activity, in any form necessary, to maintain the integrity of the network and ensure its proper use.

Any individual engaging in the following actions when using computer networks/computers shall be subject to discipline or legal action:

- A. Using the computer network(s)/computers for illegal, inappropriate or obscene purposes, or in support of such activities. Illegal activities are defined as activities that violate federal, state, local laws and regulations. Inappropriate activities are defined as those that violate the intended use of the network. Obscene activities shall be defined as a violation of generally accepted social standards for use of publicly owned and operated communication vehicles.
- B. Using the computer network(s)/computers to violate copyrights, institutional or third party copyrights, license agreements or other contracts.
- C. Using the computer network(s) in a manner that:

1. Intentionally disrupts network traffic or crashes the network;
2. Degrades or disrupts equipment or system performance;
3. Uses the computing resources of the school district for commercial purposes, financial gain or fraud;
4. Steals data or other intellectual property;
5. Gains or seeks unauthorized access to the files of others or vandalizes the data of another user;
6. Gains or seeks unauthorized access to resources or entities;
7. Forges electronic mail messages or uses an account owned by others;
8. Invades privacy of others;
9. Posts anonymous messages;
10. Possesses any data which is a violation of this policy; and/or
11. Engages in other activities that do not advance the educational purposes for which computer networks/computers are provided.

The school district is in compliance with the Children's Internet Protection Act and has installed technology protection measures for all computers in the school district, including computers in media centers/libraries, that block and/or filter visual depictions that are obscene as defined in section 1460 of Title 18, United States Code; child pornography, as defined in section 2256 of Title 18, United States Code; are harmful to minors including any pictures, images, graphic image file or other visual depiction that taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or depicts, describes, or represents in a patently offensive way, with respect to what is suitable for minors, sexual acts or conduct; or taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors. The school district will certify on an annual basis, that the schools, including media centers/libraries, in the district are in compliance with the Children's Internet Protection Act and the school district enforces the requirements of this policy.

No pupil shall be allowed to use the computer network and/or the Internet unless they shall have filed with the Principal or designee a consent form signed by the pupil's parent(s) or legal guardian(s) in grades kindergarten through five. In grades six through twelve, the consent form must be signed by the pupil and his/her parent(s) or legal guardian(s).

Individuals violating this policy shall be subject to the consequences as indicated in Regulation No. 2361 and other appropriate discipline, which include but are not limited to:

1. Use of the network only under direct supervision;
2. Suspension of network privileges;
3. Revocation of network privileges;
4. Suspension of computer privileges;
5. Revocation of computer privileges;
6. Suspension from school;
7. Expulsion from school; and/or
8. Legal action and prosecution by the authorities.

N.J.S.A. 2A:38A-3 - Federal Communications Commission: Children's Internet Protection Act.

For technology use in North Brunswick Public Schools, all students must sign and abide by the terms of the District's Responsible Use Guidelines (RUG). This contract is renewed each year; copies are maintained at the building.

## **CONFERENCES**

Formal Parent/Teacher conferences are held twice each year. These meetings provide parents a wonderful opportunity to learn about the progress of their child. Specific appointments with teachers will be scheduled, however if you wish to confer with your child's teacher at any other time, please contact him/her at school to arrange for an appointment. Voice mail and email are available.

## **CONTACTING TEACHERS**

Teachers may be contacted through email and telephone. They cannot, however, be called to the telephone from their classroom responsibilities except in emergency situations. By sending an email or leaving a message with the school secretary, parents may be assured that a return email or call will be forthcoming from the teacher at their first opportunity. Teachers are not available for conferencing while carrying out supervisory duties or when children are in the classroom. Please do not telephone teachers at home.

## **DISCIPLINE**

**PLEASE REVIEW AND DISCUSS THIS ENTIRE SECTION WITH YOUR CHILD.**

Discipline at the NBTECC is a cooperative effort that is shared among teachers, administrators, parents and, *most importantly*, the students themselves. While students have the right to pursue an education in an environment that is peaceful, safe and orderly, they also have the responsibility to live by the rules and abide by the expectations of school authorities. This responsibility for positive, productive behavior applies to students' travel to and from school as well as to all settings within the school building and grounds.

The NBTECC Staff strives to utilize discipline procedures that address students' problems in a manner that is both prescriptive and dignified. Our goal is to structure and apply our discipline policy in a manner that will equip our students with the interpersonal skills to allow them to function as cooperative, respectful, and responsible citizens. Our expectation is that students will accept their responsibility to practice these skills and improve upon them continuously.

## **NBTECC'S STUDENT BEHAVIOR PLAN**



NBTECC Students will demonstrate responsibility and respect in all places in and around the school.

**EVERY student IS EXPECTED TO:**

- 1. Arrive to school on time and prepared**
- 2. Care for one's self and others**
- 3. Work at the task to be accomplished**
- 4. Think before acting**
- 5. Behave safely**
- 6. Keep hands, feet and objects to one's self**
- 7. Use conflict resolution to settle disagreements and solve problems**

By following these expectations, students will experience pride and self worth. They will be able to experience the satisfaction of having made good choices.

In the event of detrimental behavior that adversely affects classroom instruction, teachers - both homeroom and special area staff – have the primary responsibility for dealing with the student by issuing a suitable consequence and contacting the parent. If there is an extreme behavior event or a continuing pattern of problems, an office referral may be necessary.

Consequences for poor behavior choices are based on the severity of the infraction. Individual student characteristics, such as the student's behavioral history, should also be taken into consideration when applying any of the following consequences, listed in hierarchical order:

- 1. Verbal Warning**
- 2. Redirection to correct behavior**
- 3. Time out**
- 4. Loss of privilege(s)**
- 5. Removal from the room or event**
- 6. Notification to parent and/or parent meeting**
- 7. Referral to the Principal's Office**
- 8. Police contact if deemed appropriate**

**SEE THE APPENDIX FOR A COMPLETE LISTING OF THE STUDENT CODE OF CONDUCT INFRACTIONS.**

## **DISCRIMINATION POLICY**

In compliance with federal and state laws, our school district has a grievance procedure in place for handling discrimination complaints. Any student, parent, or employee who feels a school policy or practice is discriminatory on the basis of race, sex, national origin, or religion, is urged to discuss the situation with the school principal. In the event the problem is not resolved, a Discrimination Complaint Form, which is available through each school office, may be completed. The District Affirmative Action officer will then review the problem. In addition, the policy of the Board of Education is to maintain a learning and working environment that is free from sexual harassment. Copies of this and other District policies are available in each school office, at the North Brunswick Township Public Library, and in the office of the Secretary of the Board of Education.

## **DISMISSAL PLAN**

**.CHILDREN WILL NOT BE RELEASED TO ANYONE WHO IS NOT DESIGNATED BY THE PARENT AS AN *EMERGENCY CONTACT* ON THE CHILD'S EMERGENCY CARD.**

**-Students are not permitted to play on playground equipment at dismissal time.  
Parents/Guardians are asked to promptly exit the school grounds with their children.**

- **Any student who has not been picked up will be escorted to the main office by the staff members in charge.**
- **A sign-out sheet will be strictly maintained by office personnel to document all parents/guardians who pick up children in the office.**



## **DRESS GUIDELINES**

Dress guidelines are intended to help provide a safe, healthy, respectful while also promoting self-discipline and supporting the integrity of the educational process. To that end, these guidelines are to be followed by all students:

- ❖ All school attire should be neat, clean, and modest.
- ❖ Footwear shall be safe and appropriate for school activities. Flip-Flops often cause tripping hazards and may no longer be worn. Sneakers with retractable rollers may not be worn.
- ❖ Graphics, language and logos must be appropriate. Offensive images and messages are not permitted. Prohibited items include:
  - Clothing/accessories that may be offensive to any national, ethnic, religious, or gender group
  - Clothing/accessories that have any association with alcohol, tobacco, illegal substances
  - Clothing/accessories that have any association with gangs or violence

In general, hats, caps, bandanas, sunglasses and outdoor jackets will not be worn inside the building. *(Exceptions may be made for religious observances and special Spirit Day activities.)*

Wearing of hats at outdoor recess may be restricted if a specific hat presents a safety concern. *Hats with long string, braids, or wide brims may be banned.*

In all cases where a student's appearance is questionable, the school administrators will evaluate and make the final decision regarding appropriateness. In the event that the dress code has not been followed, parents may be contacted.

## **EMERGENCY CLOSINGS**

Emergency closings and announcements, which are frequently related to extreme weather conditions, will be announced through our EMERGENCY TELEPHONE CALL and EMAIL COMMUNICATION SYSTEM. The District has contracted with a company that places automated simultaneous calls that facilitate a speedy transmission of information about weather related and other school emergencies. In order to ensure the receipt of these communications, each family is asked to update our office of any change in student contact information and any personal changes to telephone numbers (landline and cell) or email addresses.

Emergency closing announcements can also be heard on radio stations WCTC (1450 AM), WMGQ (98.3 FM), or NJ 101.5 FM. Also, community members may also check the District website ([www.nbtschools.org](http://www.nbtschools.org)) for up to date closing announcements.

## **EMERGENCY FORMS**

Emergency cards are located in the parent portal on the district website. Please be sure that all information on the card is accurate and alternate contacts are available to act on your behalf in case of an emergency. It is also essential that the school be provided with up-to-date addresses and telephone numbers at which responsible persons can be reached in case of sickness or accident.

In the event that a pupil becomes ill at school and a parent or guardian cannot be contacted, only the adult designated on the emergency form will be allowed to take the child home. After returning the initial form, please keep the school office informed of any changes in emergency information that may occur throughout the year.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Rights and Privacy Act affords parents and eligible students over 18 years of age certain rights with respect to student records. Please see the Appendix or go to the District website ([www.nbtschools.org](http://www.nbtschools.org)) to view the complete policy.

## **FIELD (Class) TRIPS**



Every attempt will be made to offer yearly off-campus programs and enrichment activities to benefit our students at all grade levels. Parents and our PTO play the major financial role in making these field experiences a reality.

A limited number of parent volunteers may be needed for most field trips. Chaperones are generally selected through a lottery process. Volunteers are very important in helping the teacher to model appropriate behavior, organize and supervise small groups of students, and keep the trip running on schedule. Because the focus must be completely on the students who attend the trip, we require that those who have been designated as volunteers leave siblings at home. Finally, if you have not been selected as a chaperone, please don't be an "unofficial" one as this can cause problems for both the teacher and the school. Remember that the field trip is a learning opportunity *for the class*, not a family outing. If you are a non-chaperoning parent, the best thing you can do is to be an eager listener when your child returns from the trip.

## **FIRE / EMERGENCY EVACUATION and SAFETY DRILLS**

Emergency drills are conducted twice each month. In accordance with a recent law, monthly drills will include one traditional "fire drills" and one other safety drill such as a lock down rehearsal, shelter in place drill, and off site evacuation drill. Drills will be conducted throughout the year in order to increase awareness and provide practice for safe responses to emergency situations that could potentially arise. Homeroom teachers shall instruct students in the particulars of these safety

drills. Detailed escape routes are posted inside the door of each classroom. Students must follow the safety rules established in the building.

## **FOOD AND NUTRITION-**

North Brunswick Township Schools offers access to breakfast, lunch, and snack to ALL students.

\*Those that wish to apply for free and reduced lunch should visit : [www.payschoolscentral.com](http://www.payschoolscentral.com) to fill out the appropriate forms.

\*All preschool students will have access to family style meals as part of the preschool program.

\*Breakfast and lunch will be available for purchase.

\*Students are welcome to bring their lunch from home following our district allergy policy.

\*Snack time **will be** available for all students in all Preschool Programs

From Chartwells and The North Brunswick Preschool Program

### **Serving School Meals to Preschoolers: 2019-2020**

#### **Planning for Meal and Snack Times in Preschool Programs**

Nutritious meals and snacks are essential for young children's optimal growth and development. The energy provided by healthy foods ensures that children will be ready to fully participate in the day's learning opportunities. During meals and snacks preschoolers learn how to make nutritious choices, discover a wide variety of different foods and develop healthy eating habits.

**Programs should ask for a physician's note if a family requests that no milk or a milk-based substitute be given to their child.**

**Programs should be diligent in maintaining a healthy, safe environment for food preparation and eating areas. Staff and children's hand-washing requires constant attention. Proper washing and disinfecting procedures should be followed for cleaning tables used for eating, food preparation surfaces and food equipment before and after food use. Follow the manufacturer's instructions for diluting the household bleach. Tables should be dried with disposable paper towels. Staff should always wash their hands after wiping tables and before serving food. Child hand-washing before meals consists of washing hands with soap and water, drying hands with a paper towel and going directly to a table.**

**Families' dietary restrictions due to religious beliefs, personal beliefs, cultural customs and health issues should be respected by the program. Information regarding food allergies should be documented in writing for each affected child and be readily available to all staff involved with the children's meals and snacks. This includes kitchen personnel and substitute instructional staff.**

**Meal and snack times are also prime opportunities for extending high-quality teaching practices and child learning outcomes across the curriculum. Teacher modeling, facilitating and thoughtful planning will lead to an atmosphere that encourages children to:**

- Practice emerging independence by using child-sized containers and utensils, allowing preschoolers to set tables, pour beverages, serve themselves and clear their places.**
- Interact in a pleasant social atmosphere as they participate with peers and adults in decision-making, sharing, communication with others and practicing good manners during family-style meal time settings.**
- Learn healthy habits such as hand-washing**

- Experience an inclusive classroom setting where accommodations for preschool children with disabilities allows everyone to participate together during meals.
- Develop mathematical understanding by counting, sorting, patterning and practicing one-to-one correspondence facilitated by adults who capitalize on teachable moments during meals and snacks.
- Experience the richness of all cultures through diversity in food and food customs.
- Explore the science of food preparation.
- Enhance literacy development by using new vocabulary and facilitating conversational turn-taking.

Many of these important teaching practices and learning outcomes can only occur in family-style meal settings. Whenever possible, preschoolers should eat their meals in the classroom. Large cafeterias often provided table and seating heights and arrangements that are inappropriate for preschoolers. Opportunities for teachers to extend children's learning are lessened in large, noisy environments. Meal and snack schedules should ensure that children are offered nutritious food every two to three hours at appropriate times (not too early or too late) during the school day. Food should be offered to children who express hunger when arriving at school after a scheduled mealtime.

Emphasizing good nutrition, health, social skills and academic learning during carefully planned meal and snack times helps pave the way for young children's optimal growth and development. The references below may be accessed for further information on any aspect of this essential preschool program component.

(American Academy of Pediatrics, American Public Health Association, and National Resource Center for Health and Safety in Child Care and Early Education (2002).)

## **HARASSMENT, INTIMIDATION, and BULLYING POLICIES**

Board of Education Policy 5512.01 spells out the definitions and rules of the District regarding pupil conduct, pupil due process, consequences, and other responsibilities and rights related to behavior. Please see the Appendix or go to the District website at [www.nbtschool.org](http://www.nbtschool.org) to read the policy in its entirety.

## **INTEGRATED PEST MANAGEMENT**

North Brunswick Township Board of Education has adopted an integrated pest management (IPM) policy and has implemented an IPM plan to comply with this law. IPM is a holistic, preventive approach to manage pests that is explained further in the school's IPM policy. All schools in New Jersey are required to have an integrated pest management coordinator to oversee all activities related to IPM and pesticide use at the school. The IPM coordinator for the North Brunswick schools is the Supervisor of Buildings and Grounds (732-289-3024). The IPM coordinator maintains the pesticide product label, and the material safety data sheet (when one is available) of each pesticide product that may be used on school property. The label and the MSDS are available for review by a parent, guardian, staff member, or student attending the school. Also, the IPM coordinator is available to parents, guardians, and staff members for information and discussion about IPM activities and pesticide use at the school.

As part of a school pest management plan, NBTECC may use pesticides to control pests. The U.S. Environmental Protection Agency (EPA) and the N.J. Department of Environmental Protection (DEP) register pesticides to determine that the use of a pesticide in accordance with instructions printed on the label does not pose an unreasonable risk to human health and the environment. nevertheless, the EPA and the DEP cannot guarantee that registered pesticides do not pose any risk to human health, thus unnecessary exposure to pesticides should be avoided. The EPA has issued the statement that where possible, persons who are potentially sensitive, such as pregnant women, infants and children, should avoid unnecessary pesticide exposure. Please visit the Appendix at the end of the Handbook for the District's complete IPM policy.

## **LOST AND FOUND**

An area for Lost and Found articles will be located outside the main office . Eyeglasses will be kept separately in the office or with the nurse. Money or valuables that have been lost or found will be dealt with through the main office.

## **LUNCH**

Chartwells will be providing daily student lunch services for full day students who have pre-ordered meals. Student lunches will be selected from the elementary school lunch menu. Daily lunch orders will be collected by Chartwells. Lunches will be delivered to the building daily for our classes in time for student lunches.

Current lunch prices will be provided by Chartwells.

Parents who send lunch from home must be advised to send lunch ready to eat, using a thermos or ice pack, as we are limited in storing in fridges and are unable to heat lunches.

## **MATERIALS AND SUPPLIES**

While many learning materials are provided by the school, requests are made for specific kinds of notebooks, extra pencils, etc. according to grade level needs. Your cooperation in providing these materials is greatly appreciated. Supply lists may be provided in June for the upcoming year or in early September for the current school year. Donations of school materials (tissues, wipes, crayons, pencils, etc.) are always welcome!

## **NURSE / HEALTH SERVICES**



### **North Brunswick Township Schools Student Illness Guidelines**

We will do our part here at school to try to minimize the spread of illness by encouraging lots of hand washing and nose blowing (followed by more hand washing) and by sending students and staff home when they are ill. We ask that you each support us by following the illness policy set forth in our parent handbooks and as listed below so that we might minimize the spread of illness

to our students and our staff. It is so important that our staff remain healthy so that they can be here to help the children settle in and create effective classroom communities.

Our Student Illness Protocol is based on the Model Health Care Policies developed by the American Academy of Pediatrics. We understand that it is difficult for a parent/guardian to leave or miss work. We, therefore, suggest that alternative arrangements be made for occasions when children should remain at home or need to be picked up due to illness. Exclusion from school is sometimes necessary to reduce the transmission of illness.

**For student's comfort and to reduce the risk of contagion, student should be picked up within 1 hour of notification.**

### **Student Exclusion Due to Illness**

Students should be excluded from school for the reasons outlined below. Note: The following list covers most common illnesses, but is not inclusive of all reasons for exclusion.

- Illness that prevents the student from participating comfortably in school activities
- Illness that poses a risk of spread of harmful disease to others
- Severely ill appearance
- Fever of 100 degrees or above, or Fever of 99 and above with other signs of illness
- Diarrhea — uncontrolled, unformed stools that cannot be contained in underwear or toilet.
- Vomiting — during the previous 24 hours
- Shortness of breath or wheezing
- A cough that disrupts normal activity
- Distracting pain from earache, headache, sore throat or recent injury
- Abdominal pain (Stomachache) that continues for more than 2 hours
- Rash with fever or behavioral changes (unless a physician has determined it is not a communicable disease).
- Conjunctivitis (defined as Pink Eye with white or yellow eye discharge) until on antibiotics for 24 hours.
- Impetigo until 24 hours after treatment has been started.
- Strep throat (or other streptococcal infection) until 24 hours after treatment has been started.
- Head lice or nits until after first treatment.
- Scabies until 24 hours after treatment has been started.
- Chickenpox, until all lesions have dried or crusted (usually 6 days after onset of rash).

Students should remain home for 24 hours without symptoms before returning to school, i.e. the student needs to remain out of school for the remainder of the day he/she is sent home and the following day (if a student is sent home on Friday, he/she may return on Monday), unless the school receives a note from the student's physician stating that the student is not contagious and may return to school. In the case of a (suspected) contagious illness or continuing symptoms, a doctor's note is required before returning.

### **Required Conditions for a Student To Return to School**

A student who has been excluded due to illness from school may return:

- when he or she is free of fever, vomiting, and diarrhea for a full 24 hours.
- when he or she is fever free for 24 hours without the use of fever reducing medication.
- when he or she has been treated with an antibiotic for a full 24 hours
- when he or she is able to participate comfortably in usual school activities
- a health care provider signs a note stating that the child's condition is not contagious
- an open, oozing skin condition can be covered by a bandage without seepage of drainage through the bandage
- If a child is excluded because of a reportable communicable disease, a doctor's note stating that the child is no longer contagious is required to return to school.

**PLEASE NOTE: If your child is feeling well and able to be in school, your child will participate fully in the academic day, including outside recess.**

### **II. Medications**

Before any medication, prescription or over-the-counter (OTC), may be administered to any student during school hours, the Board of Education and NJ State code NJSA 18A:40-12.5 requires the following:

- A written medication order signed by the ordering physician.
- A written request from the parent that the medication be administered. *Forms are available on the district website at: <http://www.nbtschools.org/NBTECC>. Click on the Nurse's Office Link.*
- All prescription drugs must be in the original container with the label intact showing the name of the child, the dosage, and the name of the physician. Over-the-counter medicines such as Tylenol, cough medicine and allergy/cold medicine must also be in the original container.
- All medications should be brought to school by the parent/guardian and must be picked up at the end of the school year or the end of the period of medication. Medications will

be secured and dispensed by the school nurse. Any medications not picked up by the parent will be discarded on the last day of school.

ALL MEDICATIONS MUST BE DELIVERED TO THE SCHOOL NURSE BY A PARENT/GUARDIAN. STUDENTS ARE NOT PERMITTED TO TRANSPORT MEDICATION PER BOARD POLICY.

### III. Immunizations/Physical Exams

State law mandates immunization and Physical Exam requirements. Parents must provide documented evidence of their child having the necessary immunizations and physical exam. Failure to comply within 30 days of registration will result in exclusion from school until documentation is received by the school nurse.

### IV. Allergies

Please inform the school nurse of any known allergies that a child might have. We are committed to making every effort to provide the safest possible environment for our students who may have allergies.

### V. District Head Lice Protocol:

- If a child is suspected of having lice or complains of symptoms associated with head lice, the child will be sent to the nurse for examination. If live lice or nits are found, the child will be sent home for treatment. The child will need to remain home until the live lice have been eradicated. Once treated and there is no evidence of live lice, the parent must accompany the child to the health office to be re-checked. If no live lice are present after treatment, the child may return to class. If live lice are found during the re-check the child will need to return home with the parent.
- The school nurse will not examine the remainder of the class, as this is not justified through evidence based practice.
- Lice notifications are not sent home as it is a breach of confidentiality and not a health issue.
- The custodial staff will clean and vacuum the classrooms affected.
- Parents are encouraged to check their children for head lice on a regular basis.

North Brunswick Township School District follows the recommendations of the American Association of Pediatrics and the National Association of School Nurses regarding head lice in school. Please review the information on the CDC page:

<https://www.cdc.gov/parasites/lice/head/schools.html>

**PLEASE NOTE: IF YOUR CHILD IS WELL ENOUGH TO ATTEND SCHOOL, THEY WILL GO OUTDOORS FOR RECESS unless accompanied by a physician order to be medically excused.**

## **PARENT TEACHER ORGANIZATION (P.T.O.)**

### **NBTECC PTO Mission Statement:**

The North Brunswick Township Early Childhood Center Parent Teacher Organization is an organization whose purpose is to foster and build strong partnerships among teachers, parents, administration and the community. Its goal is to encourage involvement in our children's experience with the North Brunswick Township Early Childhood Center ("NBTECC") by developing a connection between NBTECC and home. The PTO seeks to encourage such involvement by celebrating and appreciating the cultural diversity of the NBTECC community as well as helping to instill in students an understanding of their own social responsibilities and to help them reach their own personal development with the support of parents and teachers.

The NBTECC PTO shall encourage parent involvement and seek to enhance the child's school experience at our school by providing volunteer and financial support. The PTO shall provide service for school functions, engage in fundraising projects, encourage parent, teacher, and community involvement, and cooperate with school administration. The members of the Parent Teacher Organization are the families and staff members who are associated with the North Brunswick Township Early Childhood Center so their involvement will help further the goals of the PTO.

The PTO is a valuable and important part of the school's functioning. Parents/guardians are strongly encouraged to become PTO members and to support the organization by attending meetings and PTO sponsored events whenever possible. Volunteers are always needed. Program topics, dates, and membership information, along with other requests for information will be sent home early in the school year. The P.T.O. maintains a mailbox in the school office and an email address (nbteccpto@gmail.com). They invite your correspondence!

## **PERSONAL PROPERTY**

In general, students may not bring valuable personal possessions to school. The school does not assume responsibility for lost or damaged personal items. Common sense and consideration are the best guides for determining what is appropriate for school. Generally speaking, any item that may disrupt the educational process is prohibited.

**TOYS:** Except in the case of a special teacher-planned project, students may not use toys, trading cards, electronic devices or games, iPods, etc. during the school day. *In the event of a special circumstance, parents will be notified by the teacher and asked to give permission for specific items to*

*be brought to school.* In all other cases, if a child is found to be using such an item during the school day, that item will be held by the teacher or an administrator for parent pick-up.

Students who disregard these rules will be subject to loss of the item and / or disciplinary action.

#### **PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

The Protection of Pupil Rights Amendment affords parents certain rights regarding the school's conduct of surveys, collection and use of information for marketing purposes, and certain physical examinations. Please see the Appendix or go to the District website ([www.nbtschools.org](http://www.nbtschools.org)) to access the complete policy.

#### **REPORTING PUPIL PROGRESS**

District-wide distribution of report cards takes place three times a year. Please refer to the district calendar for report card and conference dates. IEP progress reports are generated throughout the year according to the IEP. *Parents are encouraged to contact the classroom teacher at any time if they have questions or concerns.*

*REST TIME-Preschool children usually need some amount of rest during the day to provide downtime for their bodies to rejuvenate. On average, preschool children (3 to 5 years) sleep 10-12 hours at night in addition to approximately a one hour nap in the afternoon. Children's nap schedules may vary depending on age or individual needs. A naptime routine should be established in preschool from the beginning of the school year, with a time to rest usually after lunch. Teachers should go through a similar routine everyday for children to understand what is expected of them so they can feel safe and secure. There must be "at least one alert staff member always in the room" for sufficient supervision (Harms et al., 1998). The Division of Early Childhood Education, NJ Department of Education, supports the below citation from the Manual Requirements for Child Care Centers, NJ Department of Human Services, as the Abbott nap time student/ratio protocol:*

##### **10:122-4.3**

*At least one staff member shall be physically present in the room or area in which children are napping and shall be able to summon other staff members without leaving the room or area*

*Based on the Early Childhood Environmental Scale-Revised (1998), provisions should be made for children who are early risers, late sleepers, or who do not need a nap (e.g., books or puzzles). Unless a child routinely becomes irritable and overtired from lack of sleep, a nap should not be forced upon a child (Shelov, 1993). The naptime environment should be calming with soft music and dim lights with cots at least 3 feet apart. Cots should be stored in an accessible location with personal bedding separated to maintain sanitary conditions.*

## **SCHOOL INSURANCE**

Envelopes and forms explaining the optional school insurance will be sent home early in the school year.

## **SCHOOL PICTURES**



Check your child's backpack for picture taking notices with dates in the fall and spring. Notices will also be sent home informing parents of ordering information. Parents are under no obligation to purchase pictures.

## **SEXUAL HARASSMENT POLICY**

Whether involving employees or students, sexual harassment of any kind is not tolerated. Incidents of sexual harassment are to be reported to the building administration as near to the occurrence as possible. For more information, please go to the District website ([www.nbtschools.org](http://www.nbtschools.org)) to access the complete policy.

## **TELEPHONES** - also see *PERSONAL PROPERTY*

Students are to make only extremely necessary or emergency calls from the office telephone. A child will be called from a classroom to speak to a parent only in the case of an emergency. The school nurse will place calls to parents regarding a student's illness. The school cannot assume responsibility for seeing that students receive messages from home except for in emergency situations.

## **VISITORS**

The NBTECC welcomes parents, guardians, community members, and professional guests. Though we are open and honored to accept visitors, we must carefully adhere to safety procedures, minimize interruptions, and guard pupil privacy. To that end, all visitors must enter through the main lobby doors at Exit 1 and report directly to the Security desk. There, visitors will sign in and

obtain and wear a visitor's tag. A valid ID will be requested of any visitor by security staff or administrator.

**GUIDELINES for PARENT or GUARDIAN VISITATION to a classroom are as follows:**

§ Parents/guardians must confer with the teacher to pre-arrange a visitation. Requests must allow reasonable time for preparation and should be made at least one day before desired date and time.

§ The visit will be of reasonable length and will generally be limited to one standard (20-30 minute) instructional period.

§ Parent/guardian visitations will be limited to the classroom of the adult's child only.

***Note: ADULTS WHO VISIT OR VOLUNTEER IN THE CLASSROOM ARE REMINDED NOT TO BRING OTHER CHILDREN OR SIBLINGS WITH THEM.*** This District request is due to the insurance liability involved as well as the potential for disruption that may occur when children other than students are present.

**GUIDELINES for PROFESSIONAL CONSULTANTS and OTHER VISITORS for visitation to a classroom are as follows:**

§ Visitations must be pre-arranged. Professional consultants or others must be approved by the principal or administrator who will confer with the teacher to select an appropriate time for visitation.

§ Visitation requests must be made at least one week in advance.

§ A "Specialized Visit or Observation Form," obtainable from our school office or special services office, must be completed and submitted to the building administrator or her representative prior to the visit.

§ The length of the visit will be determined according to the nature of the visit and must be approved by the principal or administrator.

## **VOLUNTEERS**

Volunteers are encouraged to be a part of The NBTECC; their service and commitment is important to the success of our school. Care will be exercised in accepting volunteers to the classroom and assigning tasks to them. Privacy, confidentiality, professional responsibility, and student safety will always be of paramount concern.

The requirements listed under "VISITORS" hold true for all volunteers. Proper sign in and identification are always required. Administrative permission must be obtained for any volunteer who serves on a frequent or routine basis (e.g. more than 20 hours per month). *Note that volunteers who serve the school on a regular basis may be required to undergo fingerprinting and Mantoux tuberculin skin testing.* See the building administrator for details.

Have a  
**GREAT**  
school year!



# FAMILY HANDBOOK **APPENDIX**

**THE FOLLOWING POLICIES MAY ALSO BE FOUND AT [www.nbtschools.org](http://www.nbtschools.org).  
POLICY 5512.01- HARASSMENT, INTIMIDATION AND BULLYING**

The Board of Education prohibits acts of harassment, intimidation, or bullying against pupils. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe environment; and since pupils learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying.

“Harassment, intimidation, or bullying” means any gesture, written, verbal or physical act, or any electronic communication, that takes place on school property, at any school-sponsored function or on a school bus and that:

1. Is motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or
2. By any other distinguishing characteristic; and

**3. A reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of harm to his/her person or damage to his/her property; or**

**4. Has the effect of insulting or demeaning any pupil or group of pupils in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.**

**"Electronic communication" means communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer, or pager.**

**Acts of harassment, intimidation, or bullying may also be a pupil exercising power and control over another pupil, either in isolated incidents (e.g., intimidation, harassment) or patterns of harassing or intimidating behavior (e.g., bullying).**

**The Policy will impose consequences for acts of harassment, intimidation, or bullying that occur off school grounds, such as cyber-bullying (e.g., the use of electronic or wireless devices to harass, intimidate, or bully), to the extent this Policy complies with the provisions of N.J.A.C. 6A:16-7.6, Conduct Away from School Grounds, and the district's pupil code of student conduct, pursuant to N.J.A.C. 6A:16-7.1. In all instances of harassment, intimidation, or bullying behavior occurring off school grounds, the consequences only may be exercised when it is reasonably necessary for the pupil's physical or emotional safety and well-being or for reasons relating to the safety and well-being of other pupils, staff or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2, and when the conduct which is the subject of a proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. All acts of harassment, intimidation, or bullying that include the use of school property (e.g., school computers, other electronic or wireless communication devices) apply to the provisions of N.J.S.A. 18A:37-15 and N.J.A.C. 6A:16-7.9, harassment, intimidation, and bullying, whether the subject or recipient of the bullying is on or off school property.**

#### **Expected Behavior**

**The Board expects pupils to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with proper regard for the rights and welfare of other pupils and school staff, the educational purpose underlying all school activities and the care of school facilities and equipment.**

**The Board believes that standards for pupil behavior must be set cooperatively through interaction among the pupils, parent(s) or legal guardian(s), staff and community**

**members, producing an atmosphere that encourages pupils to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for school district and community property on the part of pupils, staff and community members.**

**The Board believes the best discipline is self-imposed, and it is the responsibility of school district staff to use disciplinary situations as opportunities to help pupils learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with pupils shall apply best practices designed to prevent discipline problems and encourage pupils' abilities to grow in self-discipline.**

**General guidelines for pupil conduct will be developed by the Superintendent, in conjunction with school staff, and approved by the Board. These guidelines will be developed based on accepted core ethical values from a broad community involvement with input from parent(s) or legal guardian(s) and other community representatives, school employees, volunteers, pupils and administrators. These guidelines for pupil conduct will be suited to the age level of the pupils and the mission and physical facilities of the individual school(s) in the district. This Policy requires all pupils in the district to adhere to these rules and guidelines and to submit to such disciplinary measures as are appropriately assigned for infraction of these rules and guidelines.**

**The district prohibits active or passive support for harassment, intimidation, or bullying. Pupils are encouraged to support other pupils who walk away from these acts when they see them, constructively attempt to stop them, and report these acts to the Building Principal or designee.**

**Pupils are required to conform to reasonable standards of socially acceptable behavior; respect the person, property and rights of others; obey constituted authority; and respond to school district teaching, support and administrative staff. Each school Principal will develop and provide a school-based program for appropriate recognition for positive reinforcement for good conduct, self-discipline, good citizenship and academic success.**

**The Superintendent will provide annually to pupils and their parent(s) or legal guardian(s) the rules of the district regarding pupil conduct, pupil's due process and other rights. This Policy will appear in all publications of the school district's comprehensive rules, procedures and standards of conduct for school(s) within the district, including pupil handbooks. Provisions will be made for informing parent(s) or legal guardian(s) whose primary language is other than English.**

**Consequences and Appropriate Remedial Actions**

**The following factors, at a minimum, shall be given full consideration by school administrators in the development of the procedures for determining appropriate consequences and remedial measures for each act of harassment, intimidation, or bullying:**

**Factors for Determining Consequences**

- 1. Age, developmental and maturity levels of the parties involved;**
- 2. Degrees of harm;**
- 3. Surrounding circumstances;**
- 4. Nature and severity of the behavior(s);**
- 5. Incidences of past or continuing patterns of behavior;**
- 6. Relationships between the parties involved; and**
- 7. Context in which the alleged incidents occurred.**

**Consequences and appropriate remedial action for pupils who commit acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion, as set forth in the Board adopted Pupil Discipline/Code of Conduct. Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem, and protect the victim of the act. The consequences and remedial measures may include, but are not limited to, the examples listed below:**

**Examples of Consequences**

- 1. Admonishment;**
- 2. Temporary removal from the classroom;**
- 3. Deprivation of privileges;**
- 4. Classroom or administrative detention;**
- 5. Referral to disciplinarian;**
- 6. In-school suspension during the school week or the weekend;**
- 7. After-school programs;**
- 8. Out-of-school suspension;**
- 9. Legal action; and**
- 10. Expulsion.**

**Examples of Remedial Measures – Personal**

- 1. Restitution and restoration;**
- 2. Mediation;**
- 3. Peer support group;**
- 4. Recommendations of a pupil behavior or ethics council;**
- 5. Corrective instruction or other relevant learning or service experience;**

- 6. Supportive pupil interventions, including participation of the Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;**
- 7. Behavioral assessment or evaluation, including, but not limited to, a referral to the Child Study Team, as appropriate;**
- 8. Behavioral management plan, with benchmarks that are closely monitored;**
- 9. Assignment of leadership responsibilities (e.g., hallway or bus monitor);**
- 10. Involvement of school disciplinarian;**
- 11. Pupil counseling;**
- 12. Parent conferences;**
- 13. Pupil treatment; or**
- 14. Pupil therapy.**

**Examples of Remedial Measures - Environmental (Classroom, School Building or School District)**

- 1. School and community surveys or other strategies for determining the conditions contributing to harassment, intimidation, or bullying;**
- 2. School culture change;**
- 3. School climate improvement;**
- 4. Adoption of research-based, systemic bullying prevention programs;**
- 5. School policy and procedures revisions;**
- 6. Modifications of schedules;**
- 7. Adjustments in hallway traffic;**
- 8. Modifications in pupil routes or patterns traveling to and from school;**
- 9. Targeted use of monitors (e.g., hallway, cafeteria, bus);**
- 10. Small or large group presentations for fully addressing the behaviors and the responses to the behaviors;**
- 11. General professional development programs for certificated and non-certificated staff;**
- 12. Professional development plans for involved staff;**
- 13. Disciplinary action for school staff who contributed to the problem;**
- 14. Supportive institutional interventions, including participation of the Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;**
- 15. Parent conferences;**
- 16. Family counseling;**
- 17. Involvement of parent-teacher organizations;**
- 18. Involvement of community-based organizations;**

19. Development of a general bullying response plan;
20. Recommendations of a pupil behavior or ethics council;
21. Peer support groups; and
22. Law enforcement (e.g., school resource office, juvenile officer) involvement.

N.J.A.C. 6A:16-7.9(a) 2.vi requires appropriate consequences and remedial actions for any staff member who commits an act of harassment, intimidation, or bullying. The consequences may include, but not be limited to, verbal or written reprimand, increment withholding, legal action, disciplinary action, and/or termination. Remedial measures may include, but not be limited to, in or out-of-school counseling, professional development programs, and work environment modifications.

#### **Reporting Procedure**

Complaints alleging violations of this Policy shall be reported to the Principal or designee. All school employees as well as all other members of the school community including pupils, parent(s) or legal guardian(s), volunteers, and visitors are required to report alleged violations of this Policy to the Principal or designee. While submission of an Incident Report Form to the Principal or designee is not required, the reporting party is encouraged to use the Incident Report Form available from the Building Principal or available at the school district's administrative offices. Oral, written, or electronic reports will also be considered official reports. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.

A school employee who promptly reports an incident of harassment, intimidation, or bullying in accordance with this Policy, and who makes this report in compliance with the procedures set forth in this Policy, is immune from a cause of action for damages arising from any failure to remedy the reported incident, as set forth in N.J.S.A. 18A:37-16.c.

#### **Investigation**

The Principal or designee is responsible for determining whether an alleged act constitutes a violation of this Policy. The Principal or designee shall conduct a prompt, thorough and complete investigation of the alleged incident. The Principal or designee will maintain a record of each investigation regarding allegations of harassment, intimidation, and bullying.

#### **Response to an Incident of Harassment, Intimidation, or Bullying**

An appropriate response will be provided to the individual who commits any incident of harassment, intimidation, or bullying. Some acts of harassment, intimidation, or bullying may be isolated incidents requiring the school respond appropriately to the individual(s) committing the acts. Other acts may be so serious or part of a larger pattern of

**harassment, intimidation, or bullying that require a response either at the classroom, school building or school district level or by law enforcement officials.**

**Consequences and appropriate remedial actions for pupils who commit an act of harassment, intimidation, or bullying range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1, Discipline of Pupils and as set forth in N.J.A.C. 6A:16-7.2, Short-term Suspensions, N.J.A.C. 6A:16-7.3, Long-term Suspensions and N.J.A.C. 6A:16-7.5, Expulsions.**

**In considering whether a response beyond the individual level is appropriate, the administrator shall consider the nature and circumstances of the act, the degree of harm, the nature and severity of the behavior, past incidences or continuing patterns of behavior, and the context in which the alleged incident(s) occurred. The school district's responses can range from school and community surveys, to mailings, to focus groups, to adoption of research-based bullying prevention program models, to training for certificated and non-certificated staff. The district's responses may also include participation of parent(s) or legal guardian(s) and other community members and organizations, small or large group presentations for fully addressing the actions and the school district's response to the actions, in the context of acceptable pupil behavior and the consequences of such actions, and the involvement of law enforcement officers, including school resource officers. The district will also make resources available to individual victims of harassment, intimidation, and bullying, including but not limited to school counseling services and environmental modifications.**

### **Reprisal or Retaliation Prohibited**

**The Board prohibits reprisal or retaliation against any pupil, employee, or volunteer who reports an act of harassment, intimidation, or bullying. The consequence and appropriate remedial action for a pupil, employee, or volunteer who engages in reprisal or retaliation shall be determined by the Principal or designee after consideration of the nature, severity and circumstances of the act, in accordance with case law, Federal and State statutes and regulations and district policies and procedures. The consequences for pupils will range from positive behavior interventions up to and including suspension or expulsion. The consequences for employees will range from an admonishment to termination of employment. The consequences for a volunteer will range from an admonishment to dismissal from the volunteer position.**

### **Consequences for False Accusation**

**The Board prohibits any pupil, employee, volunteer, or visitor from falsely accusing another as a means of harassment, intimidation, or bullying. Consequences and appropriate remedial action for a pupil found to have falsely accused another as a means of harassment, intimidation, or bullying range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1 et seq., Discipline of Pupils and as set forth in N.J.A.C. 6A:16-7.2, Short-term Suspensions, N.J.A.C. 6A:16-7, Long-term Suspensions and N.J.A.C. 6A:16-7.5, Expulsions.**

**Consequences and appropriate remedial action for a school employee found to have falsely accused another as a means of harassment, intimidation, or bullying shall be disciplined**

with consequences and remedial action ranging from admonishment to termination of employment, in accordance with district policies, procedures, and agreements.

Consequences and appropriate remedial action for a visitor or volunteer, found to have falsely accused another as a means of harassment, intimidation, or bullying shall be determined by the Principal or designee, after consideration of the nature, severity and circumstances of the act, with consequences and remedial action ranging from admonishment to dismissal from the volunteer position, including reports to appropriate law enforcement officials.

### **Policy Publication**

This Policy will be disseminated annually to all school staff, pupils, parent(s) or legal guardian(s), along with a statement explaining the Policy applies to all applicable acts of harassment, intimidation, and bullying that occur on school property, at school-sponsored functions or on a school bus. A range of options may be implemented by the school district for publicizing this Policy. This policy shall be posted on the school district's website and distributed annually to parent(s) or legal guardian(s) who have children enrolled in a school in the school district.

### **Harassment, Intimidation, and Bullying Prevention Programs**

Pursuant to N.J.S.A. 18A:37-17.c and N.J.A.C. 6A:16-7.9(d)1.i, information regarding the district's Harassment, Intimidation, and Bullying Policy shall be incorporated into a school's employee training program.

Pursuant to N.J.A.C. 6A:16-7.9(d)3, the district is required to annually review the extent and characteristics of harassment, intimidation, and bullying behavior in the schools of the district and implement locally determined programmatic or other responses, if determined appropriate by the district Board of Education.

Pursuant to N.J.A.C. 6A:16-7.9(d)1, the school district is required to annually review the training needs of district staff for the effective implementation of the harassment, intimidation, and bullying policy, procedures, programs, and initiatives of the district Board of Education and implement locally determined staff training programs consistent with the annual review of training needs and the findings of the annual review and update of the code of pupil conduct, pursuant to N.J.A.C. 6A:16-7.1(a)3, as determined appropriate by the district Board of Education.

Pursuant to N.J.A.C. 6A:16-7.9(d)2, the school district is required to develop a process for annually discussing the school district's harassment, intimidation, and bullying policy with pupils. Pursuant to N.J.S.A. 18A:37-19, the school district may apply to the Commissioner of Education for additional costs due to the implementation of the provisions of N.J.S.A. 18A:37-13 through N.J.S.A. 18A:37-18.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) for Elementary and Secondary Schools**

**The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records.**

**These rights are:**

- (1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.**
- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.**
- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.**

**A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.**

**You have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the North Brunswick Township School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:**

***Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901***

## **PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

**PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:**

**· *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–**

- 1. Political affiliations or beliefs of the student or student’s parent;**
- 2. Mental or psychological problems of the student or student’s family;**
- 3. Sex behavior or attitudes;**
- 4. Illegal, anti-social, self-incriminating, or demeaning behavior;**
- 5. Critical appraisals of others with whom respondents have close family relationships;**
- 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;**
- 7. Religious practices, affiliations, or beliefs of the student or parents; or**
- 8. Income, other than as required by law to determine program eligibility.**

**· *Receive notice and an opportunity to opt a student out of –***

- 1. Any other protected information survey, regardless of funding;**
- 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and**
- 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.**

**· *Inspect*, upon request and before administration or use –**

- 1. Protected information surveys of students;**
- 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and**
- 3. Instructional material used as part of the educational curriculum.**

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

North Brunswick Township Schools has adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. North Brunswick Township Schools will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. North Brunswick Township Schools will also directly notify parents of students who are scheduled to participate in the previously mentioned activities or surveys and will provide parents with sufficient time to opt his or her child out of participation of the specific activity or survey. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

*Family Policy Compliance Office*

*U.S. Department of Education*

*400 Maryland Avenue, SW*

*Washington, D.C. 20202-5901*

## **POLICY 1550- AFFIRMATIVE ACTION PROGRAM FOR EMPLOYMENT AND CONTRACT PRACTICES**

The Board of Education shall, in accordance with law, strive to overcome the effects of any previous patterns of discrimination in district employment practices and shall systematically monitor district procedures to ensure continuing compliance with anti-discrimination laws and regulations.

No qualified handicapped person, shall, on the basis of handicap, be subjected to discrimination in employment and the Board will take positive steps to employ and advance in employment qualified handicapped persons in programs and activities.

The Director of Personnel shall serve as Affirmative Action Officer and shall coordinate all activities designed to implement this policy. It will be the responsibility of the Affirmative Action Officer to:

1. Study job descriptions, job qualifications, and salary guides for discriminatory practices;

2. Compare the characteristics of persons in the district's hiring region who possess skills required by the district to the characteristics of district employees;
3. Develop methods to search out sources of candidates for employment;
4. Recommend methods of recruitment that will encourage minority and female applicants;
5. Review recruiting advertisements and application forms;
6. Compare data on the promotion and discharge of women and minorities to district-wide data on promotion and discharge of employees; and
7. Recommend programs that will encourage greater job opportunities for women and members of minority groups.

The Affirmative Action Officer shall report as required to the Board on progress made in the affirmative action program for employment and contract practices. The Board will annually review district progress toward objectives of any state-approved affirmative action plan.

20 U.S.C.A. 1681; 20 U.S.C.A. 1703(d)

N.J.S.A. 10:5-1 et seq.

N.J.S.A. 18A:6-5 et seq.

N.J.A.C. 6A:7-1.8

Adopted 10 June 2003; revised 12 December 2007

## **POLICY 2260- AFFIRMATIVE ACTION PROGRAM FOR SCHOOL AND CLASSROOM PRACTICES**

The Board of Education shall, in accordance with law, strive to overcome the effects of any previous patterns of discrimination in school and classroom practices and shall systematically monitor district procedures to ensure continuing compliance with anti-discrimination laws and regulations.

The person designated by the Superintendent shall serve as Affirmative Action Officer and shall coordinate all activities designed to implement this policy. The Affirmative Action Officer shall identify and recommend the correction or removal of impermissible bias based on race, color, creed, religion, national origin, ancestry, age, marital status, affectional or sexual orientation or sex, social or economic status, or disability. He/She shall:

1. Review current and proposed curriculum guides, textbooks, and supplemental materials for bias and determine whether such materials fairly depict the contribution of both men and women and various racial and ethnic groups in the development of human society;
2. Develop an ongoing program of in-service training for school personnel designed to identify and solve problems of bias in all aspects of the school program;
3. Review current and proposed programs, activities, and practices to ensure that all pupils have equal access to them and are not impermissibly segregated in any duty,

work, play, classroom, or school practice except as may be permitted under rules of the State Board of Education;

4. Ensure that similar aspects of the school program receive commensurate support as to staff size and compensation, purchase and maintenance of facilities and equipment, and access to such facilities and equipment;

5. Ensure that tests, procedures, and guidance and counseling materials that are designed to evaluate pupil progress or rate aptitudes, or analyze personality or in any manner establish or tend to establish a category by which a pupil may be judged are not impermissibly differentiated or stereotyped.

Parent(s) or legal guardian(s), pupils, staff members, and members of the public shall be informed annually about the district's affirmative action plan for school and classroom practices, the designation of the Affirmative Action Officer, and the procedure by which an affirmative action complaint may be filed and processed.

The Affirmative Action Officer shall report as required to the Board on progress made in the affirmative action program for school and classroom practices. The Board will annually review district progress toward the objectives of any state-approved affirmative action plan.

## **Annual Integrated Pest Management Notice**

### **North Brunswick Early Childhood Center for School Year 2019 – 2020**

Dear Parent, Guardian, or Staff Member:

This notice is being distributed to comply with the New Jersey School Integrated Pest Management Act. The North Brunswick Township Board of Education has adopted an Integrated Pest Management (IPM) Policy and has implemented an IPM Plan to comply with this law. IPM is a holistic, preventive approach to managing pests that is explained further in the school's IPM Policy included with this notice.

All schools in New Jersey are required to have an Integrated Pest Management Coordinator (IPM Coordinator) to oversee all activities related to IPM and pesticide use at the school.

The IPM Coordinator for the North Brunswick schools is:

Name of IPM Coordinator: Paul Carroll

Business Phone number: 732-289-3000, x3027

Business Address: 308 Old Georges Road, North Brunswick, NJ 08902

The IPM Coordinator maintains the pesticide product label, and the Material Safety Data Sheet (MSDS) (when one is available), of each pesticide product that may be used on school property. The label and the MSDS are available for review by a parent, guardian, staff member, or student attending the school. Also, the IPM Coordinator is available to parents, guardians, and staff members for information and to discuss comments about IPM activities and pesticide use at the school.

As part of a school pest management plan, Early Childhood Center School may use pesticides to control pests. The United States Environmental Protection Agency (EPA) and the New Jersey Department of Environmental Protection (DEP) register pesticides to determine that the use of a pesticide in accordance with instructions printed on the label does not pose an unreasonable risk to human health and the environment. Nevertheless, the EPA and the DEP cannot guarantee that registered pesticides do not pose any risk to human health, thus unnecessary exposure to pesticides should be avoided. The EPA has issued the statement that where possible, persons who are potentially sensitive, such as pregnant women, infants and children, should avoid unnecessary pesticide exposure.

The following is a list of pesticides that are in use or that have been used in the past 12 months on Early Childhood Center property:

Advon Ant Gel #100-1498

InTice Granular Bait #73079-2

# **POLICY**

## **North Brunswick Township Board of Education**

Section: Property 7422. School Integrated Pest Management Plan Date Created: September, 2007  
Date Edited: September, 2007 7422- School Integrated Pest Management Plan

The New Jersey School Integrated Pest Management Act of 2002 requires school districts to implement a school integrated pest management policy that includes an Integrated Pest Management Plan. In accordance with the requirements of the Act, the Board shall ensure implementation of Integrated Pest Management (IPM) procedures to control pests and minimize exposure of children, faculty, and staff to pesticides. These procedures shall be applicable to all school property in the North Brunswick Township School District.

### **IPM Coordinator (IPMC)**

The Supervisor of Buildings and Grounds shall be designated as the district's Integrated Pest Management Coordinator (IPMC) and is responsible for the implementation of the school integrated pest management policy.

### **Integrated Pest Management Procedures in Schools**

Implementation of Integrated Pest Management (IPM) procedures will determine when to control pests and whether to use mechanical, physical, cultural, biological, or chemical methods. Applying IPM principles prevents unacceptable levels of pest damage by the most economical means and with the least possible hazard to people, property, and the environment.

The Integrated Pest Management Coordinator (IPMC) shall consider the full range of management options, including no action at all. Non-pesticide pest management methods are to be used whenever possible. The choice of using a pesticide shall be based on a review of all other available options and a determination that these options are not effective or not reasonable. When it is determined that a pesticide must be used, low impact pesticides and methods are preferred and shall be considered for use first.

### **Development of IPM plans**

The Superintendent, in collaboration with the school Building Principal(s) and the IPMC, shall be responsible for the development of the IPM Plan for the school district. The school district's Integrated Pest Management (IPM) Plan is a blueprint of how the school district will manage pests through IPM methods. The school district's IPM Plan will state the school district's goals regarding the management of pests and the use of pesticides for all school district property. The Plan will reflect the school district's site-specific needs and a description of how each component of the school district's Integrated Pest Management Policy and Regulation will be implemented for all school property.

### **Education/Training**

The school community will be educated about potential pest problems and IPM methods used to achieve the pest management objectives.

The IPMC, other school staff, and pesticide applicators involved with implementation of the district's IPM policy will be trained in appropriate components of

IPM as it pertains to the school environment.

Students and parents/legal guardians will be provided information on this policy and instructed on how they can contribute to the success of the IPM program.

#### Recordkeeping

Records of pesticide use shall be maintained on site to meet the requirements of the State regulatory agency and the Board.

Records shall also include, but are not limited to, pest surveillance data sheets and other non-pesticide pest management methods and practices utilized.

#### Notification/Posting

The Building Principal of each school, working with the IPMC, is responsible for timely notification to students, parents or legal guardians and the school staff of pesticide treatments pursuant to the School Integrated Pest Management Act.

#### Re-entry

Re-entry to a pesticide treated area shall conform to the requirements of the School Integrated Pest Management Act.

#### Pesticide Applicators

The IPMC shall ensure that applicators follow State regulations, including licensing requirements and label precautions, and must comply with all components of the School Integrated Pest Management Policy.

#### Evaluation

The Superintendent will report annually to the Board on the effectiveness of the IPM Plan and make recommendations for improvement as needed.

The school district's Integrated Pest Management Plan, Policy and Regulation shall be implemented not later than June 12, 2004. The Board directs the Superintendent to develop Regulations/Procedures for the implementation of School Integrated Pest Management Plan.

N.J.S.A. 13:1F-19 through 13:1F-33

Adopted: 18 September 2007

© 2008 Strauss Esmay Associates, LLP 1886 Hinds Road, Suite 1, Toms River, NJ 08753 ph: (732)255-1500 fax: (732)255-1502

## **Code of Conduct Infraction Definition List**

Updated for 2017-18

| <b>Code of Conduct Infraction</b>                                          | <b>Definition for Re-directable Infractions</b>                                                                                                                                                                                    | <b>Definition for Major Infractions</b>                                                                                                                                                                                                                                   |
|----------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Disrespect / Abusive / Inappropriate Language with Peers and Adults</b> | <b>Student delivers a non-threatening re-directable negative messages (electronically, verbally, or gesturally) to another person that includes unkind words, swearing, name calling, or use of words in an inappropriate way.</b> | <b>Student delivers a negative verbal or gestural message to peers or staff that is difficult to redirect, escalating in intensity, causing a disruption, or threatening and may include swearing, name calling, or use of words or gestures in an inappropriate way.</b> |
| <b>Defiance/ Noncompliance/ Insubordination</b>                            | <b>The student initially refuses to comply but then does follow the adult request after reasonable redirection or repeated request.<br/>(Defiance/noncompliance.)</b>                                                              | <b>Student refuses to follow an adult direction after the adult has provided at least two requests. Refusal to comply may include verbal refusals, walking away, ignoring the adult.<br/>(Insubordination.)</b>                                                           |
| <b>Disruption</b>                                                          | <b>Engaging in intentional behavior (e.g., throwing a soft object, getting out of seat, engaging a rule violation, passively refusing to do work) that</b>                                                                         | <b>Engaging in repeated intentional behavior (e.g., loud talk, making noises, or being out of one's seat) that is causing a serious interruption to the</b>                                                                                                               |

|                             |                                                                                                                                                                                  |                                                                                                                                                                                                                                                   |
|-----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                             | causes a temporary interruption in class or activity and is responsive to teacher / staff redirection.                                                                           | class/activity because of the severity of the disruption or because repeated redirections have been needed to manage the situation.                                                                                                               |
| <b>Dress Code Violation</b> | Any violation that can be altered in the classroom (e.g., take off hat) or bathroom (e.g., turning shirt inside out) to bring the clothing item into compliance with dress code. | Any violation that:<br><br>(a) requires altering beyond the classroom environment;<br><br>(b) causes a disruption (e.g., rude message on shirt) to the routine; or<br><br>(c) the student is refusing to correct (e.g., refuses to take hat off). |

|                         |                                                                                                                                                                      |                                                                                                                                                                                                        |
|-------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Property Misuse</b>  | Student engages in a mild misuse of property (such as shooting rubber bands, crushing papers, writing on books, using another person's property without permission.) | Student engages in continuous property misuse OR an act of vandalism/destruction, or intentional property misuse that could result in harm or major cost.                                              |
| <b>Physical Contact</b> | Student is involved in minor physical incident that can be remediated through teacher intervention or conflict resolution and does not result in injury.             | Intentional actions that are directed toward another person or persons or oneself that involve serious physical contact where injury may occur (e.g. hitting, punching, hitting with objects, kicking, |

|  |  |                                                                 |
|--|--|-----------------------------------------------------------------|
|  |  | hair pulling, throwing objects, scratching, head banging, etc.) |
|--|--|-----------------------------------------------------------------|

| <b>Major Infractions that are Office Managed Only</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Harassment/<br/>Intimidation/<br/>Bullying</b>     | <p><b>Follow HIB Policy for reporting Harassment/ Bullying</b></p> <p><b>Student delivers disrespectful messages (electronically, verbally, or gestural) to another person that includes threats, intimidation, obscene gestures, pictures, or written notes. Disrespectful messages include negative comments based on race, ethnicity, disability, religion, gender, age, national origin, and or sexual orientation.</b></p> |
| <b>Truancy</b>                                        | <p><b>An absence for an entire school day, a major portion of the school day, or activity during the school day for which the student is scheduled without appropriate permission or documentation.</b></p>                                                                                                                                                                                                                     |
| <b>Use/ Possession<br/>of Weapons</b>                 | <p><b>Student is in possession of knives or guns (real or look alike), or other objects readily capable of causing bodily harm, or creating the impression (as in the case of a fake gun or grenade) of causing bodily harm.</b></p>                                                                                                                                                                                            |
| <b>Bomb Threat/<br/>False Alarm</b>                   | <p><b>Student delivers message (electronically, verbally, gestural) or orchestrates the delivery of a message of possible explosive materials being on-campus, near campus, and/or that of a pending explosion; student pulls or orchestrates pulling of an unwarranted fire alarm.</b></p>                                                                                                                                     |
| <b>Physical Assault<br/>On Staff</b>                  | <p><b>Student intentionally engages in physical action that targets a staff member.</b></p>                                                                                                                                                                                                                                                                                                                                     |

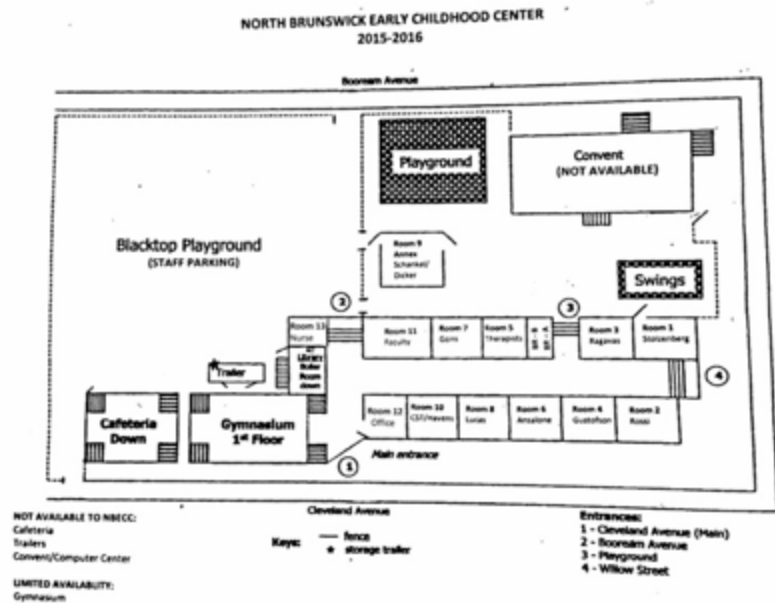
## NBTECC Arrival and Dismissal Plan

will

to the

Full

1:30



Preschool  
Students  
report to  
school  
according  
following  
times:

### REGULAR HOURS

Day PreK  
Classes  
9:30  
Arrival  
3:30  
Dismissal

P.M.  
EARLY

### CLOSING\* SCHEDULE

Full Day Pre-K

9:30 Arrival

1:30 Dismissal

Early closings occur throughout the school year, often on the day before a major holiday, for in-services, and on 5 "Early Closing" dates (usually Thursdays) that are set aside for professional development. Please refer to the District School Calendar for specific 1:30 P.M. closing dates. \*Note: ALL EARLY CLOSINGS ARE at 1:30 P.M.

### 2 Hour DELAYED OPENING SCHEDULE

Full day Pre-K

11:30 Arrival\*

3:30 Dismissal

\*Students must not arrive before 11:30 on a delayed opening day.

### Van Riders Pick Up and Drop Off

Preschool students arriving by van will be met by their teachers and aides at the NBTECC bus location in the staff lot and brought directly to classrooms by staff members.

NOTE: Due to unpredictable traffic patterns throughout the district, bus pick-up time can vary from day to day. All students must be ready and waiting for transportation to arrive 10 minutes prior to their scheduled time. After school, parents must be ready and waiting

**for the child's arrival.** If a parent is not present, the child will be returned to the school for parent pick up.

**Car Riders Pick Up and Drop Off**

Parents who drop off and pick up their child may park on Cleveland Avenue or on a neighboring street and escort the student to and from **Exit 1, the main lobby door.**

**Doors open for drop off at 9:30. Students may not arrive at school prior to 9:30a.m.**

Parents who transport their child to school are asked not to enter the building unless they need to conduct business in the office or have an appointment to meet with a staff member. In these cases, the parent should park on Cleveland Avenue and then sign in with the Security Officer in the lobby. Valid ID is required.

**Pick up should occur promptly at 3:30 pm.** *Children will not be allowed to play or remain on school grounds, walk unescorted to a parked car or respond to a call from the street or other location.* All parents will be expected to exit the school grounds directly after picking up their child. Students are not permitted to play on playground equipment at dismissal time.

***NOTE: The school lot / bus driveway is reserved for District use only. Parents and visitors are not permitted to use this lot.***

***Booream Ave to light on Main ----->***

***Cleveland Ave Parent Parking for Drop Off/Pick up***

***<-----***

## FAMILY HANDBOOK

2019-2020



### NORTH BRUNSWICK TOWNSHIP EARLY CHILDHOOD CENTER

44 Cleveland Avenue

Milltown, New Jersey 08850

Telephone: 732-317-6300

Fax: 732-317-6319

<https://twitter.com/NBTECC>

<https://www.facebook.com/nbtecc>

### NBTECC Family Handbook 2019-2020

Ms. Jennifer Nicosia

Principal

[Jnicosia@nbtschools.org](mailto:Jnicosia@nbtschools.org)

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**(Please return this completed form to your child's teacher no later than Wednesday, September 25, 2019.)**

Dear Parents/Guardians,

Please take the time to carefully review the contents of the NBTECC Family Handbook online with your child. Upon review, complete and return this form to your child's teacher acknowledging receipt and review of the handbook. Thank you.

Child's Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Teacher: \_\_\_\_\_