

GBMS STUDENT HANDBOOK

Green Brook Middle School
132 Jefferson Avenue
Green Brook, NJ 08812
Telephone: 732-968-1051

GBMS Administration
Mrs. Alicia Subervi, Principal
asubervi@gbtps.org

GBMS School Counselor

Ms. Shaune Casazza
scasazza@gbtps.org
ext. 2050

GBMS Student Services
Ms. Lisa Ferreira
lferreira@gbtps.org

Mrs. Danielle Cooper - CST Office
dcooper@gbtps.org
ext. 1300

GBMS School Health Office
Ms. Thanya Mendez, RN - School Nurse
tmendez@gbtps.org
ext. 2040

Secretaries

Mrs. Gisela Campanelli
gcampanelli@gbtps.org
ext. 2001

Mrs. Adrienne Casale
acasale@gbtps.org
ext. 2002

Tech Support
parenthelp@gbtps.org

Board of Education
732-968-1171

School Hours: 8:00 am - 3:04 pm

STUDENT ARRIVAL/ENTRY TO SCHOOL

When the TARDY BELL bell rings, students must be present in their homeroom. After the TARDY BELL, students will be **marked tardy** and must receive a late pass from the office before arriving to class.

GBMS Bell Schedule

Daily Schedule		Single Session Schedule		Delayed Opening Schedule	
1st Bell	8:00	1st Bell	8:00	1st Bell	10:00
Tardy Bell	8:10	Tardy Bell	8:10	Tardy Bell	10:10
Period 1	8:10 - 9:05	Period 1	8:10 - 8:57	Period 1	10:10 - 10:45
Period 2	9:07 - 9:59	Period 2	8:59 - 9:43	Period 2	10:47 - 11:19
Period 3	10:03 - 10:55	Period 3	9:47 - 10:31	Period 3	11:23 - 11:55
Period 4	10:57 - 11:49	Period 4	10:33 - 11:17	Period 4	11:57 - 12:29
PGC - Grades 5 & 6	11:53 - 12:32	Period 5	11:21 - 12:05	PGC - Grades 5 & 6	12:33 - 1:12
Lunch - Grades 7 & 8	11:53 - 12:32	Period 6	12:07 - 12:51	Lunch - Grades 7 & 8	12:33 - 1:12
Lunch - Grades 5 & 6	12:35 - 1:14	Dismissal	12:51	Lunch - Grades 5 & 6	1:15 - 1:54
PGC - Grades 7 & 8	12:35 - 1:14			PGC - Grades 7 & 8	1:15 - 1:54
Period 5	1:18 - 2:10			Period 5	1:58 - 2:30
Period 6	2:12 - 3:04			Period 6	2:32 - 3:04

ATTENDANCE

Arriving and Entering School

No cars are allowed to drive through the bus area in front of the building in the drop off/pick up area during student arrival or dismissal.

See the linked map for details: 

Attendance and Absences ([Policy 5200](#))

Regular and punctual attendance is critical to academic and social success. Excessive absences or tardiness may result in academic difficulty, **possible retention** ([Policy 5410 – Promotion and Retention](#)), and truancy procedures.

Reporting an Absence

- Call the attendance line at **732-968-1051 (option 1) by 8:30 a.m.** with the reason and expected duration of the absence.
- If no call is received, the school will send a ParentSquare message.
A student is truant if absent without notification.

Excused Absences (per N.J.S.A. 18A and district policy)

- Religious observances (N.J.S.A. 18A:36-14–16)
- Veterans Day observance (N.J.S.A. 18A:36-13.2)
- District board of election activities (N.J.S.A. 18A:36-33)
- Take Your Child to Work Day
- Lack of busing from the sending district
One civic event day (grades 6–12, N.J.S.A. 18A:36-33.2)

Unexcused Absences

- Family vacations/extended holidays during school session
- Non-essential appointments during school hours
- All absences, even with parental verification, count toward absence limits unless specifically excused.

Chronic Absences

For recurring medical conditions (e.g., asthma):

- Parents must call the Health Office (732-968-1051) daily or email the nurse.
- Documentation may be required.
- Students may be eligible for home instruction ([Policy 2412](#)).

Make-Up Work

- Students are responsible for all missed work.
- Single-day absences: Submit work and take assessments on the day of return.
- Extended absences (2+ days): Check teacher websites or email teachers. Work may be picked up outside the Main Office.
- Homework is not provided in advance for planned absences/trips.

Lateness and Early Dismissal (Policies [5230](#) & [5240](#))

Students are late if they arrive after 8:10 a.m. and must report to the office to sign in.

Lateness Categories

- Excused: Parent call/note for illness or doctor's visit.
- Unexcused: Any other reason.
- If arrival is after 8:30 a.m., parents must call the attendance line or send a note. Otherwise, the school will contact the parent. Students must arrive by 11:00 a.m. and attend at least 4 hours to participate in after-school activities.

Excessive Lateness

- More than 5 unexcused tardies per marking period results in detention.

Early Pick-Up

- Parents/guardians should notify the office in advance and sign students out at the Main Office.
- Early departures that result in fewer than 4 hours of school attendance count as an absence.

Early Dismissal (Policy [5230](#))

- Appointments should be scheduled outside school hours whenever possible.
- Parents/guardians must **call the Main Office at 732-968-1051** or send a note in advance with the following:
 - Student's full name
 - Grade
 - Date/time of dismissal
 - Reason for dismissal
- Students will be dismissed **only through the Main Office** with a pass.
- Only adults listed as guardians or emergency contacts may pick up a student. If another adult is designated, the parent/guardian must provide their name and relationship in writing.
- Early dismissals resulting in fewer than **4 hours of attendance** count as an absence. Frequent early dismissals may require an **attendance support plan**.

Delayed Opening

- When weather conditions make morning travel hazardous, school may open **2 hours later** than usual.
- Bussed students will be picked up **2 hours later** than their regular time.
- Please refer to the **Delayed Opening Bell Schedule** for adjusted times.

Emergency School Closing

- In the event of an emergency (e.g., severe weather), school may close early.
- Notification will be provided via the **district website** and **ParentSquare alert**.
- Families should ensure students know what to do if parents/guardians are not home during an emergency dismissal.

ACADEMIC INFORMATION

Report Cards

Marking Period	End Date	Report Card Posted
First	11/03/2025	11/14/2025
Second	1/23/2026	1/30/2026
Third	3/27/2026	4/10/2026
Fourth	6/5/2026	6/12/2026

Grading

The following are the numerical equivalents of the letter grades:

Numerical Grades	Equivalent
100-90	A
89-80	B
79-71	C
70-66	D
65 and below	F

Honor Roll

HIGH HONOR ROLL -

HONOR ROLL -

Incomplete Grading

A grade of “incomplete” will be given to those students unable to complete the work assigned to the course for reasons beyond the student's control.

- Except for unusual circumstances, make up work should be completed within two weeks of the end of the marking period.
- The student's completed work will be graded and the teacher will submit a grade, which will replace the incomplete grade on the student's transcript.
- A student who does not complete the work within the period allowed will receive a grade of “F” for the assignment.

Assignments

Student assignments and tasks must be purposeful, meaningful, and differentiated based on the individual needs of students. Student work shall be used as a tool to provide teachers with information on how well students understand the information that was taught in relation to learning objectives. At times, it is appropriate to differentiate assignments

based on student learning needs and should not be altered in a manner that would limit or diminish the formative information being gathered by the teacher. Reviewing this practice work during completion and after completion will provide teachers with the information to address learning and allow for feedback and adjustments to both instruction and learning.

Classwork/Homework specifically have the following fundamental purposes:

- For Practice:
 - Must be related to instructional objectives
 - Reviews and reinforces newly acquired skills of knowledge
 - Gives independent practice for a new concept/skill
 - Should have an allowance for mistakes as part of the learning process
 - Should be commented on or spot-checked but not counted as part of the academic grade
 - Demonstrates effort, not mastery of concept
- For Preparation:
 - Provides background information for upcoming lessons
 - Indicate with completion effort, not outcome mastery
- For Extension/Integration:
 - Are frequently long-term continuing projects that parallel classwork
 - Enrich classroom experiences and deepen the student understanding
 - Provide opportunities for problem solving and critical thinking
 - Integrate skills applying many different skills and knowledge sets to a task
 - Require students to apply previous learning to complete these assignments
 - Require project expectations and grading procedures for the assignment to be clear to students and parents

Assignments to be completed at home will be communicated daily and can be viewed online.

Total Average Expected Time on Assignments

Grades 5-6	45-90 minutes
Grades 7-8	60-100 minutes

Missed Assignments Due to Absence

Planned Absences / Vacations

- Homework is **not provided in advance** for planned absences or vacations.
- Work missed during vacations must be completed after the student returns. Parents are encouraged to schedule vacations around the school calendar.

Support and Completion

- Students should use **Personal Growth Cycle (PGC) time** to get help and stay up to date.

- Teachers will notify parents if missed assignments are not completed.
- Parents/guardians are responsible for ensuring their child completes all assignments.

EXTRACURRICULAR ACTIVITIES

It is the desire of the school to provide opportunities for students to be involved in various activities outside of the school day. Students are encouraged to take part in these activities which provide opportunities to expand and reinforce skills as well as provide a forum to interact socially in a less formal school setting. The school is closed to students after 3:15 pm unless they are involved in or attending a specific school activity or under the direction of a teacher. Students need to be picked up from after school/evening activities within 10 minutes of the ending time, or the student's privilege to attend future activities may be suspended.

Students need to maintain "academic eligibility requirements" in order to try out and participate in extracurricular school activities. [Policy/Regulation 2430](#)

Expectations for Students Involved in Extracurricular Activities

Students who are involved in extracurricular activities are expected to:

- Make every effort to be at each meeting of the activity.
- Participate in the activity displaying his/her best effort.
- Remain in the room or location of the activity at all times.
- Notify the teacher/advisor if unable to attend.

Students serving a detention or suspension will not be allowed to participate in any activities on that day (extracurricular, ceremony, celebrations...)

Academic Eligibility for Extracurricular Activities

To be eligible to participate in athletics and extracurricular activities:

- Students must maintain a "C" (70%) average in each full year class with no failing grade in any class.
 - Students trying out for extracurricular activities in the Fall will have their 4th period grades from the previous year used for reference for eligibility to tryout/participate.
 - Grades are checked on the 15th and last day of the month. If a student does not meet the criteria, he/she will be placed on probation and will have two cycles (grade checks) to demonstrate the previously mentioned academic standards.
 - Students will only be given one probation period during the season/activity and will not be able to attend practices/meetings, attend or play in games or events, or travel with a team/club while on probation.
 - If, after being placed on probation, the student has not demonstrated the required academic standards, the student will be suspended from the team/activity/club permanently. Any participant that is placed on probation and restores his/her status by meeting the required academic standards must maintain that status for the remainder of the activity or be removed from the team/activity/club.

- Students must demonstrate proper behavior.

Interscholastic Sports

Parent/guardian permission forms are to be completed and submitted to the coach or advisor before participation will be permitted. Physical exams are required to participate in interscholastic sports and are valid for 365 days from the date of the physical exam.

State law requires that a current Physical Examination (within 365 days) be on file in the Health Office for a student to try out/participate in a specific interscholastic sport.

Once a current Physical Examination is on file at the School, for each individual sport season your child wishes to try out, ONLY a new, current HISTORY FORM must be completed by the parent/guardian and submitted to the Health Office.

NOTE: All State-approved medical forms, permission forms, and other required paperwork can be found on the Genesis Parent Portal under the “Forms” tab.

[IMPORTANT DATES - Tryouts & Deadline for Physicals](#)

COMMUNICATION

Teacher Conferences

Parent-teacher conferences are encouraged on an "as needed" basis. As parents, you are encouraged to contact teachers whenever you feel the necessity to do so. Many times a few moments over the telephone can prevent major concerns from developing. Teachers are likewise encouraged to contact you for the same purpose. A teacher may be contacted via email or Parent Square. You may also call the main office and the office will notify the teacher to contact you.

The District does schedule November conferences which are mainly designed for students who may be experiencing difficulty and need the combined efforts of parents and teachers to help them be successful. Students who are already performing at or above grade level may not be invited to conferences during this time although parents may request one. Parents may request a conference with a teacher or the entire team at any time during the school year. Our goal is to work together to support all students.

Genesis Parent Portal

Research shows that when parents are engaged, students become more active participants in the educational process, which helps alleviate problems, instills better study habits, and addresses issues as they arise – all of which are key factors in academic success.

The Genesis Parent Portal provides parents/guardians real time access to information tied to your child(ren), such as attendance, grades, and future assignment descriptions. Parents/guardians will only be able to see information for their own child(ren) through the use of their own Genesis Parent Portal account. In addition, the Genesis Parent Portal allows teachers and parents/guardians to communicate electronically so that information is shared on a regular, timely basis.

EMERGENCY PROCEDURES

Fire Drills

In case of a fire or other emergency, the signal to evacuate the building will be a continuous sounding of the fire bell. There is an evacuation plan posted in each room which shows the route of evacuation for the particular room. In case of an alarm, walk to the fire exit area designated for your room. If you are not in your assigned class, walk to the nearest exit. There is to be no talking during any emergency situation.

Security Drills

Security drills will be held periodically throughout the school year. These drills are conducted to train students and staff on what to do in the event of an emergency.

Building Security

Visitors and Identification

- All visitors to the school should make an appointment or call ahead so they can be added to the visitor list.
- Entrance into the building can only occur through the School's Main Office.
- There is a area in the vestibule just inside the main entrance for parents who need to drop off small items (lunch, water bottles, books, sneakers, Ipads, Chromebooks). Please have items labeled with the student's first and last name prior to drop off. These visitors will not be permitted to enter beyond that point. The Item Drop-Off area will be checked at the end of every class.
- We ask that all guests and visitors to GBMS sign in at the Main Office and receive a visitor's badge. Please wear the badge during your visit. Sign in procedures will be in effect from 8:00-3:00 pm.
- All staff members and substitute teachers will wear identification badges.

CODE OF CONDUCT

Student Accountability

Effective behavior codes provide children with opportunities to learn from their mistakes and to develop self-discipline. A personalized approach when dealing with children allows one to more effectively take into consideration each child's uniqueness, therefore, flexibility is an important code characteristic that allows a range of responses to misbehavior. The following variables may be considered when attempting to determine the most appropriate consequence that will enhance a child's ability to learn from his/her experiences and to make good decisions in the future:

- The age of the child
- Previous behavior
- Seriousness of the infraction
- Influence of provocation

Accountability in the form of progressive consequences helps to reinforce this concept and to motivate us to adjust our behavior accordingly. The absence of consequences may deny children learning opportunities that are necessary for a smooth transition to responsible adulthood. The positive reinforcement of desirable behaviors will boost self-esteem and confidence and add desired balance to a child's school experience.

Consequences for failing to demonstrate responsible behavior range from a warning or reprimand to suspension from school. Included within that range of consequences are such behavior control strategies as:

- Warning or reprimand
- Referral to the principal's office
- Recess detention(s)
- Parent conferences(s)
- In-school suspension(s)
- Lunch detention(s)
- Elimination of certain school privileges
- After-school detention(s)
- Out-of-school suspension(s)

Parents will be notified of any serious breach of school rules or continued misbehavior. Violent behavior, vandalism, and insubordination to adult authority will result in a parent contact. A parent conference with the principal will be required after any out-of-school suspension(s), or if detentions prove ineffectual. The success of any school-imposed disciplinary action is to a large extent, dependent upon the full cooperation of the home.

Teachers are expected to deal with classroom discipline problems in a manner which reflects a positive attitude towards students and reinforces the policies of the Board of Education. There are certain behaviors that are inappropriate regardless of where they

occur. Those behaviors require administrative intervention, as they impact on the quality of school life for students, teachers and visitors. All students responsible for these behaviors will be directed to the office. It is not intended that the following list replace/supplant a teacher's expectations for classroom behavior.

The following five general behaviors will require principal intervention and parent contact:

1. Inappropriate physical contact with another student;
2. Willful disregard of an adult's authority;
3. Being sent to the office for disruption of a substitute teacher's classroom activity;
4. Throwing anything AT anyone;
5. Bullying behavior of any kind, verbal or physical.

For the Table of Specific Behaviors and Consequences, please refer to [Policy/Regulation 5600](#).

Academic Dishonesty

At GBMS, we promote academic integrity as an essential element for the intellectual growth and academic success of our students. Therefore, it is expected that students will complete all assignments to the best of their personal ability and refrain from participating in unethical behaviors that involve academic dishonesty.

At GBMS, we expect that students will:

- Make every effort to complete their assignments on time and to their utmost potential.
- Ensure that their answers on all assignments and assessments are kept confidential and exclusive from their peers.
- Respect the learning environment at GBMS and be held accountable for their own choices, both positive and negative.
- Appropriately reference and cite all outside resources used to complete an assignment.
- Refrain from all acts of academic dishonesty, including cheating and plagiarism.

Examples of unacceptable and dishonest behavior include (but are not limited to):

- Copying homework or class assignment from another student (past or present) and submitting it as one's own work.
- Using any unauthorized notes or an electronic device during an assessment.
- Sharing Google documents (unauthorized collaboration) with peers.
- Using language, words, or ideas from an outside source without proper citations.
- Copying answers from another student during an in-class assessment.
- Altering, destroying, or stealing work completed by other students.

As per [Policy 5701](#), a student found guilty of academic dishonesty may be subject to a full range of penalties including, but not limited to, reprimand and loss of credit for all of the work.

Cell Phones and Electronic Devices

Cell phones need to be off and in student lockers. Other electronics should not be in school and will result in confiscation and disciplinary action.

- Cell phones/electronics are to be off and in lockers all day.
- Cell phones/electronics should remain off until students are outside of the school building.
- Teachers may allow students to use their cell phone/electronics for educational purposes. Once the class is over, cell phones must be shut off and returned to locker.

Cell Phone & Electronic Device Infractions - Confiscation

1st Offense – Students may pick up item from the Main Office at the end of the day.

2nd Offense – Parents pick up confiscated item.

3rd Offense – Parent to speak with Principal and pick up confiscated item.

4th Offense or more - Student will receive a suspension for disregard and parent pick up the confiscated item.

Dress Code

In keeping with the [Policy/Regulation 5511](#), the choice of school clothing should be made based on safety, cleanliness, practicality, comfort, simplicity, and modesty. Types of dress that distract other students from learning or that cause disruptions are not acceptable in the school setting. What is appropriate for the beach or playground may not be appropriate classroom attire. With these general guidelines in mind, the specific regulations apply:

- Students are expected to be clean and well-groomed in their appearance.
- Clothing should be neat and clean.
- Clothing must be suitable and cover the torso and undergarments.
- No see-through clothing or clothing with holes that reveal the torso or undergarments.
- Clothing such as shorts, skirts, dresses, etc. should be mid-thigh length or longer
- No flip-flops, Crocs, or slippers. Shoes should be secured around the heel with backing or a strap. Please consider shoes that provide safety when climbing stairs and participating in recess.
- Any clothing or item which interferes with the identification of a student, (hats, sunglasses, hoods, etc.)
- Clothing with offensive or inappropriate/suggestive language. This includes symbols and/or graphics of drugs, alcohol, violence, weapons, gangs, sex, or discriminatory references.

Lunch Behavior

All general school rules are in effect in the lunchroom. All activity is to stop when the

whistle is blown so that directions can be given. Students are expected to demonstrate proper table manners and be considerate of others at all times. No food or drink is permitted outside the lunchroom unless permission is obtained from the classroom teachers or lunchroom supervisors. All general school rules are in effect while students are in the gym or outdoors. They are to gain permission of the lunchroom supervisors before re-entering the building.

Harassment, Intimidation, and Bullying (HIB)

Board policy prohibits any gesture, written, verbal, or physical act that is motivated by an actual or perceived characteristic that will have an effect of harming a student or damaging the student's property, or cause substantial disruption in the orderly operation of a school. Consequences for students who commit acts of harassment, intimidation, or bullying may range from behavioral interventions up to and including suspension and expulsion.

Bullying includes a wide variety of behaviors. It can involve direct attacks (such as hitting, cyber-bullying, threatening, or intimidating, maliciously teasing and taunting, name-calling, making sexual remarks, and stealing or damaging belongings) or subtler, indirect attacks (such as spreading rumors or encouraging others to reject or exclude someone).

We address bullying through guidance modules, character education, advisory and special disciplinary measures. The discipline code is a guideline to be used when determining a consequence for misconduct. The administration may alter those guidelines to address certain situations as necessary for the protection of all students and in concurrence with school law.

The Board of Education believes that harassing, bullying, and hazing activities of any type are inconsistent with the educational process and the Board prohibits all such harassing, bullying, and/or hazing behavior at any time on school premises, at any school-sponsored function, or on any school bus.

Any person who believes that he or she has been the victim of harassment, bullying, or hazing, or any person with knowledge or belief of conduct which may constitute harassment, bullying, or hazing, shall report the alleged acts immediately to an appropriate school official.

[Policy/Regulation 5512](#)

HEALTH OFFICE

IMPORTANT FORMS

Immunization and Medical Records

NJ State Statute requires that all students immunizations be accurate and up-to-date before they can be admitted or attend school. Specific questions regarding immunizations should be directed to the school nurse.

Administration of Medication

Students will not be permitted to carry medications to or from school under any circumstances. They will not be permitted to keep or consume any medications which have not been cleared through all steps of this procedure.

All medications (prescription and over the counter) to be taken during school hours must meet the following requirements (as stated on the Medication Authorization Form):

- Provide a written physician's statement identifying the name, dosage, and purpose of the medication.
- Provide written parent/guardian permission for the nurse to give the medication prescribed by the physician.
- Provide the medication in the original label pharmacy container with the child's name, date, name of medication, dosage schedule and physician's name. A non-prescription drug is to be in its original container.
- Parent/guardian (not the child) must bring the medication to the school nurse.

Sixth Grade Vaccinations

The State of New Jersey, Department of Health and Senior Services, has mandated that children born after January 1997 and entering 6th grade must receive a booster dose of Diphtheria, Pertussis and Tetanus (Tdap) and one dose of the Meningococcal vaccine.

Documentation of having received these vaccines must be provided upon entry into 6th grade. If your child receives these immunizations during his/her 5th grade school year, please send documentation to the school nurse.

If you have any questions regarding this requirement, please contact the nurse's office.

Minimal Immunization Requirements for School Attendance in New Jersey

DISEASE(S)	MEETS IMMUNIZATION REQUIREMENTS	COMMENTS
Tdap	GRADE 6: 1 dose	For pupils entering Grade 6 on or after 9-1-08 and born on or after 1-1-97. A child does not need a Tdap dose until FIVE years after the last DTP/DtaP or Td dose.
MENINGOCOCCAL	Entering GRADE 6: 1 dose (Entering a four-year college or University, previously unvaccinated and residing in a campus dormitory): 1 dose (2)	For pupils entering Grade 6 on or after 9-1-08 and born on or after 1-1-97. (Previously unvaccinated students entering a four-year college or university after 9-1-04 and who reside in a campus dormitory, need 1 dose of meningococcal vaccine. Documentation of one prior dose is acceptable.)

Health Guidelines

Children should not be sent to school with any signs or symptoms of illness (see below) or if they are not able to participate in normal daily routine activities within a school day. Sick children expose other children and staff members to illness. We ask for your cooperation, as this is very important in providing a healthy and an optimal learning environment.

In the event a child becomes ill during the school day and needs to be picked up, the parent/guardian will be contacted to pick up the child as soon as possible. If the parent/guardian cannot be reached, the emergency contact person will be called.

Notify the school nurse as well as the Main Office if your child's absence is due to illness. If you leave a voicemail, please include the symptoms and if the child has had exposure to Covid-19. The school nurse will contact you for further details.

When to keep your child home

- **COVID-19 Exposure:** Any exposure to someone with COVID-19 (According to current NJDOH/CDC guidelines)
- **Influenza:** Children who have a combination of any flu like symptoms should be kept home 24 hours without any anti-fever medicine. These symptoms include fever, cough (deep croupy cough), sore throat, runny/stuffy nose, body aches, headache, chills, fatigue, diarrhea, and/or vomiting.
- **Fever:** Children cannot be at school with a temperature greater than 100 degrees as this is an indication of illness. Children who have fevers upon awakening in the

morning or who may have had a fever during the night should not be sent to school. Children must be fever free (less than 100 degrees) for at least 24 hours without Tylenol, Advil, or any other anti-fever medicine before being sent back to school. If sent home from school with fever the 24 hour rule applies.

- **Diarrhea:** Children are not to come to school if they have diarrhea. The child's physician should be consulted if diarrhea persists. Should diarrhea occur in school, the parent will be notified and requested to pick up their child from school. The child should remain home until there are no further episodes of diarrhea for 24 hours.
- **Vomiting:** Children are not to come to school if they are experiencing vomiting. Whenever a child has the combination of vomiting and diarrhea, a physician should be consulted. The child should remain home for 24 hours without diarrhea or vomiting before returning to school.
- **Conjunctivitis (Pink Eye):** Sometimes whites of the eyes are red, eyelids are red and irritated, and sometimes the lids and lashes are crusted. This is a common, contagious condition that clears up easily with medication for 24 hours. Students can return to school if their eyes have no redness or drainage.
- **Rash/Skin Lesions:** If a suspicious rash or lesion is present the child is to be excluded from school until a physician's note allows the student to return or rash/lesion disappears or heals.
- **Impetigo:** Sores, some with crusts or scabs usually on the face around the nose and mouth. The contagious condition requires medication. The child must be cleared by a physician and will require a doctor's note upon return to school.
- **Lice:** In the event the child has head lice, he/she will be sent home from school immediately. It is recommended the pediatrician be consulted. Information on cleansing procedure is available from the School Nurse. Prior to being readmitted to school, the parent is to bring the child to the School Nurse. She will examine to make sure that treatment has been given. Even after treatment, nits (eggs) can remain. The child will be rechecked 7 days after treatment.
- **Ringworm:** Ringworm of the scalp and/or body requires treatment by a physician and requires a doctor's note stating the child is under treatment and may return to school.
- **Ear/Nose (Purulent) Drainage:** If the discharge is thick, yellow, green, excessive, or uncontrollable the child should remain home. The child will be readmitted to school after receiving clearance from the doctor.
- **Streptococcal Infection:** Caused by Group A-Beta Hemolytic; Incubation period is 1-3 days and communicability is 10-21 days (untreated). The child can return to school after a minimum of 24 hours after antibiotic therapy and a physician's note.

If antibiotic treatment is needed, your child is to remain home for the first full 24 hours of medication. (e.g. if your child has 3 doses ordered per day, then 3 doses must be administered prior to returning to school).

When is a physician note needed?

- Absent for three (3) or more consecutive days
- Has had surgery

- Is returning after a hospitalization and/or requires exclusion from gym or use of an assistive device such as crutches/arm sling/boot
- Has been under a doctor's care for a significant illness
- Is returning after being excluded because of a communicable disease or symptoms of communicable disease

SUPPORT SERVICES

Intervention and Referral Services

The goal at GBMS is to have all students succeed at all levels. The Multi-Tiered System of Supports (MTSS) is a framework used to maximize the success of all students. The MTSS framework allows for the implementation of continuous improvement processes at all levels of the system (academic, behavioral, social and emotional domains). When a student does not make expected academic gains and/or experiences challenges that impact performance, the classroom teacher may refer the child to the Intervention and Referral Services Committee (I&RS). The I&RS Committee is a multidisciplinary team that includes the Principal, teacher and others, as appropriate. Parents are also part of the I&RS process. The committee's role is to identify strategies and interventions to support the child in the classroom. For more information about I&RS and tiered interventions, please contact your child's guidance counselor.

Student and Parent Concerns

Who You Should Contact With Classroom Concerns

If you have a question or concern, the first person to contact is the teacher. (In the event the complaint involves a matter of such a serious nature that discussion with the teaching staff member would not be appropriate, the matter should be brought immediately to the attention of the Principal).

When a teacher is made aware of a concern, he or she can provide important information in clarifying the concern and deciding the best course of action. This is true whether the question is about classroom performance, the general curriculum, or social interactions. Therefore, please make an appointment to discuss your questions with the teacher before taking your concerns to the Principal. Having specific information from the teacher may ease concerns or clarify them. To contact a teacher, you can send a direct Parent Square to the teacher, an email or call the Main Office and ask to leave a message on the teacher's voice mail. Teachers will answer emails, Parent Squares and return calls within 24 hours. At that time, you may outline your concern and decide whether a meeting is necessary. Students may wish to use their guidance counselor to help them bring their concern to the teacher.

If the problem is not resolved, then you may want to contact the Principal or counselor and explain the situation. It is important, however, to be sure that you have attempted first to work things out with the teacher. Respect for the teacher's professional judgment and expertise is appreciated by everyone at the School.

If your concerns persist after talking to the teacher and the Principal, you may bring the issue to the Superintendent.

Concerns Beyond the Classroom

Sometimes there are specific concerns about broader aspects of the School beyond a particular classroom and the purview of a teacher. For such a situation, you may want to contact the guidance counselor or nurse. If your concerns persist, you should contact the Principal. If a resolution is not reached you may wish to then contact the Superintendent.

If there is ever a concern about safety or possible violence you should report it to a school administrator immediately. If a school administrator is not available, or the concern comes to your attention outside of school hours, it should be reported to the Green Brook Township Police Department.

GENERAL INFORMATION

Transportation

The Board of Education has the legal responsibility to provide transportation for students within its jurisdiction under rules established by the state. However, bus riding is also a privilege that may be revoked. It should be clear that in the event a student is excluded, it becomes the responsibility of the parents/guardians to transport the child. The policies/regulations of the Board of Education have been established to ensure that all students who ride the buses are afforded safe and orderly transportation to and from school.

All eligible students are assigned bus stops and times for pick up and dropoff. **Students are not allowed to ride a bus other than their assigned bus. Students are not allowed off at any other stop than their assigned stop.**

EMERGENCY REQUEST

Parents may submit a written request stating the emergency reason to the main office in the morning. Parents will be notified if the route change has been approved.

Lockers

A locker is assigned to students (Grades 6 - 8) each year. It is expected that the locker will be kept clean. Regular locker clean-out periods will be provided during the year.

Students (Grades 6 - 8) are issued a combination lock each year. Students are responsible for their lock. Combinations should not be shared with anyone. Pupils are not to share lockers. Any locker problems should be reported to the homeroom teacher.

The lockers are school property therefore they may be inspected and/or searched by school administration or designated staff. School officials will seize any illegal materials that are found during locker inspection/searches. Such materials may be used as evidence against a student in disciplinary proceedings. Prior to a locker search, a student shall be notified and given an opportunity to be present at the search. If, however, school authorities have reasonable suspicion that the locker contains material that poses a threat to the health, welfare, and safety of students in school or the school environment, a student's locker may be searched without prior warning. ([Policy/Regulation 5770](#))

Books and Equipment

The school loans textbooks, Media Center books, technology and other materials to students. Students are responsible to maintain items loaned to them in the same condition as they were at the time loaned. Lost or damaged objects must be paid for, or replaced. Students who owe items or payment for lost or damaged materials will be given ample notice to do so. If the deadline is not met, they may serve detention and/or be removed

from end-of-year activities.

Lunch

Parents who drop off lunches are to place them on the table in the front lobby. The child's name must be on the lunch. Students will be called to the office at lunch time.

All students will be sent outdoors during recess unless severe weather conditions prevent them from doing so. Please have your child dressed appropriately when they leave for school. Please understand that cold weather will not necessarily mean that the children will be indoors. However, during inclement weather days students will remain indoors.

Lost and Found

All lost and found items are sent to the lost and found area in the cafeteria with the exception of electronics, keys and jewelry, which are kept in the Main Office. Any student that finds an item that is not his or hers must bring the item to the Main Office. Students may check for lost items during their specified lunch period and before and after school.

Applying to Private Schools

Students who are applying to private schools or one of the public school academies for high school must provide all necessary paperwork to the 8th grade guidance counselor at least three weeks prior to the due date. Please submit paperwork to Guidance.

Bicycles

Bicycles should be placed in the bicycle racks in the front of the building. The racks are available for the convenience of students and the school cannot assume responsibility for theft or damage done to any bicycles. Proper security measures should be taken by students to protect their property. All bicycles should be securely locked each day.

Backpacks

For health and safety reasons, students may not carry backpacks in the building or the hallways during the course of the school day. Fifth graders will keep their backpacks in their Homeroom class. Sixth, seventh, and eighth graders will keep their backpacks in their lockers during the school day.

Class Trips

School trips taken throughout the year play an important role in the well-rounded education of our students. Trips are planned for all grade levels and are a privilege earned by students. There will be guidelines established for all trips to ensure the most beneficial experience for all of the students. If the cost of a field trip is prohibitive, please contact your child's guidance counselor for assistance.