

Welcome to
Wemrock Brook School
The Wildcat Way, every day!

118 Millhurst Road
Manalapan, NJ 07726-4004

*Beverly Wilpon
Principal*



*Janice Brown
Assistant Principal*

Phone: 732.786.2600
Fax: 732.786.2610
District website: www.mers.k12.nj.us

We hope this school year will be a happy one, filled with excitement and learning. This handbook has been designed to assist parents and students in better understanding the operations of the school and student responsibilities regarding the rules and regulations.

We would like parents and students to view the contents of this handbook and return the Wemrock Brook School Student Handbook verification form to the classroom teacher.

SCHOOL DAY

The school day is from 8:10 a.m. – 2:30 p.m. Students should not come to school any earlier than 8:10 a.m., except by special arrangement with a teacher.

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

SCHOOL OFFICE

School Counselor's Office
School Nurse
School Secretaries

Caitlyn Conforti (732.786.2612)
Cheryl Cammarata (732.786.2606)
Grace Leonetti, Jenni Sagnelli



School office hours are 7:30 a.m. – 3:00 p.m.

HOW TO CONTACT A STAFF MEMBER

Each staff member may be emailed by first initial, last name, and the district address. For example, John Doe may be emailed by entering jdoe@mernj.us into the address line. For NEW staff members you need to write out the first name; for example, johndoe@mernj.us. You may also contact every administrator and teacher through voice mail. Simply follow the menu after dialing the school's main number.

NOTE: If you experience difficulty reaching a staff member via email or receive notice that you have been "blocked" by our server, please refer to the Wemrock Brook website.

PARENT DROP-OFF/PICK-UP

The Manalapan-Englishtown School District provides buses for ALL students and everyone is encouraged to ride the school bus on a daily basis. If you feel the need to drive your child, you may drop him/her off in the morning at the side entrance of our school at **8:10 a.m.** After the buses depart, your child may ring the bell for admittance to the Nurse's Office where a late pass will be issued.

Parents and guardians may pick up their children after school. Parents/guardians picking students up at the end of the day must send a note to the teacher that day. Please DO NOT email a pick-up request as the teacher may not have the chance to check email prior to your arrival. If a parent or guardian picks his/her child up every day or on a specific day of each week for the entire year (e.g., karate on Mondays), one note is sufficient for the entire year. At the end of each school day, there will be an announcement that all students being picked up must report to the courtyard hallway where they will be supervised for pick up by their parents/guardians. Students must be signed out by their parent/guardian, and may also be picked up by an authorized person designated by the parent/guardian. In the case of divorced or separated parents, the non-custodial parent must have the permission of the custodial parent to pick up the student. It is necessary to show identification when picking up a student.

If the school does not have a note indicating that a student will be picked up, the student will be sent home on the bus. In an emergency, a parent must advise the school by a phone call to the school office that the request is being made not to place a child on the bus, and the student will be held in the courtyard hallway for parent/guardian pick up. **PLEASE make every effort to inform us in advance with a note as these phone calls can be disruptive to the class and create unnecessary confusion.**

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

PAPERLESS COMMUNICATION

Wemrock Brook is a paperless school! At Wemrock Brook we no longer rely on paper communication but provide our parents with instant information through e-mail. All of our school correspondence is placed on our school website in a backpack that you "subscribe" to. In order to ensure that you receive all school notices, please follow the directions below.



1. Go to the Manalapan-Englishtown website at www.mers.k12.nj.us
2. Click on "Schools" at the top and choose Wemrock Brook
3. Scroll down our main page and click on the "backpack" icon
4. Click on "Subscribe" at the very bottom of the page (envelope icon)
5. Enter your e-mail address in the box (please note that this *does not* give us access to your e-mail address)
6. Maximize the window and hit the "submit" button

Congratulations! You have just subscribed to paperless Wemrock Brook School communication. Any time a notice is posted you will receive an e-mail. Simply click the link contained in the e-mail in order to view the notice. You may also check for any notices you may have missed or refer back to a notice for a due date or pick up time by following steps 1, 2 and 3 above. You will see a list of our postings and the dates they were added.

Please call Jenni or Grace at 732-786-2601 if you experience any trouble.

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

ABSENCES

When a student is absent from school, the parent/guardian is required to call the attendance line or the school nurse to inform her of the reason for the absence. Upon the student's return to school after an absence, the parent/guardian must send the nurse a note that includes the student's name, date(s) of and reason for absence, as well as the signature of the parent/guardian.

The district's Attendance Policy, approved by the Board of Education in June 2007, meets the requirement of school districts to establish an action plan to improve attendance for each child who has exhibited a pattern of unexcused absences.

An excused absence is defined as follows:

1. Pupil illness (cumulative and/or non-cumulative). The district has determined that the first **ten** days a student is absent due to illness, either a doctor's note or a letter written by parent is required for documentation. On the **eleventh** day and beyond, a doctor's note is required.
2. Excused religious observances, pursuant to N.J.S.A. 18A:36-14 through 16.
3. Educational opportunities.
4. When appropriate and consistent with Individualized Educational Programs and individualized health care plans.
5. The pupil's suspension from school.
6. The pupil's required attendance in court.
7. Necessary and unavoidable medical/dental appointment that cannot be scheduled at a time other than the school day.
8. An absence for a reason not listed above, but deemed excused by the superintendent.

Please be aware that any school days missed due to a family vacation will be considered unexcused absences in accordance with our district attendance policy. It is not the responsibility of the teachers to provide homework in advance.

Late to School

Students who arrive in their classrooms after 8:20 a.m. are considered to be tardy. Students who are tardy **MUST** report to the Nurse's Office for a late pass before going to the classroom. According to Board Policy 5210, the Board of Education believes that promptness is an important element of school attendance. Students who are late to school miss essential portions of the instructional program and create disruptions in the academic process for themselves and other students.

Procedure for Excessive Tardiness

Tardiness is defined as arriving late to school (after morning announcements).

- At 5th tardy, letter from administration sent to parent/guardian and placed in student's file.
- At 6th + tardies, referral to administration for assignment **of an appropriate consequence**.

Attendance in School – After-School Activity

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

ACADEMIC ETHICS – BOARD POLICY #5701

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

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

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

ACCIDENT REPORTS

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

ASSEMBLY PROGRAMS

Assembly programs are an important part of the educational program. Students are expected to be courteous and to show respect for everyone involved in the assembly program.

BATHROOMS

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

BEFORE/AFTER SCHOOL CARE

The following information is provided by the YMCA. Please contact the YMCA at 732.462.0464 (ext. 155) for registration and tuition.

**Provided by YMCA of Western Monmouth County
State Licensed School-Age Child Care Program
Program Philosophy**

The Before and After School Care Program is designed to provide children of working parents safe, caring, fun and enriching "home away from home" during those hours that school is out, but parents are at work.

Staff: All programs operate under the direct supervision of YMCA School-Age Child Care Directors. Each school site is led by Program Supervisors who have been selected for their skills and leadership with youth. Many of the staff are certified teachers. Staff are trained and certified in CPR and First Aid.

Activities: Arts and crafts, organized games, sharing time, outdoor or gym time, board games, homework assistance, snacks, special theme activities: *Arts & Humanities, Character Development, Health & Fitness Awareness, Literacy, Science & Technology, Service Learning, Social Competence and Conflict Resolution.*

Location: Held in elementary schools and sites are determined by number of children registered (by August 1) for the upcoming school year.

Hours: AM – from 7:00 a.m. until school start time PM – from school dismissal until 6:30 p.m.

EMERGENCY CLOSING PROCEDURES FOR BEFORE/AFTER SCHOOL CARE

- If school is *closed for inclement weather* there is NO Before or After School Care.
- If school has a *delayed opening for inclement weather* there is NO Before School Care.
- If school has an *early unscheduled dismissal due to inclement weather* there is NO After School Care. Please make certain that your child's school and your child are aware of alternate arrangements for early dismissal

BULLYING

The Manalapan-Englishtown School District has adopted policy 5512.01 on harassment, intimidation and bullying which may be accessed on the district website. A series of proactive lessons are presented to students each year beginning in kindergarten. In the primary grades (1st-3rd), five lessons are presented to students each year to help them recognize bullying behaviors as well as learn how to handle bullying situations. Students are educated about when they should use an "I-Message" (using their words instead of their hands) to express how they are feeling and stand up for themselves and when it is necessary to get assistance from an adult immediately. In the intermediate grades (4th-5th), six lessons reinforce the concepts discussed in the primary grades while extending knowledge of the topic. In addition, students learn about the effects and consequences of cyber-bullying. Our staff is committed to educating our students about bullying. More detailed information about the anti-bullying policy/program is available on our district website: www.mers.k12.nj.us.

CELL PHONES / ELECTRONIC READING DEVICES (4th & 5th Grade Only) / OTHER DEVICES

Cell phones must be turned off and placed in a backpack during the instructional day and on the school bus. This includes extracurricular activities. Cell phones that interfere with instruction and violate the "off and away" policy may be confiscated. The entire policy may be read on the district website: www.mers.k12.nj.us.

An increasing number of our 4th and 5th grade students own and use electronic reading devices such as Nooks and Kindles and want to bring those devices to school for their independent reading. A review of Board Policy 5516- STUDENT USE OF REMOTELY ACTIVATED OR ACTIVATING COMMUNICATION DEVICES, PAGERS, CELLULAR TELEPHONES AND OTHER DEVICES indicates that appropriate use of an electronic reading device in school is acceptable. Policy 5516 explicitly states that "The Board of Education assumes no responsibility in any circumstances whatsoever for the loss, destruction or theft of any cellular phones, remotely activating paging device or similar device that is brought to school at any time or to any extra-curricular or after school activity."

In order to guarantee that your child has your permission to bring his or her electronic reading device to school and that you understand that Policy 5516 protects the Board of Education from any responsibility for the device, we ask that you complete and return a permission form. This form is located on the district website.

Use of personal gaming devices such as PSP and Nintendo DS, i-Pods, laser pens and any other electronic devices are not permitted in school or anywhere on school property (including the school bus) and should not be brought to school. Lost personal property is not the responsibility of the school district.

DRESS CODE

- When standing at attention shorts and skirts should be of “fingertip” length.
- Lower-body garments and shirts should meet at all times so as not to reveal skin.
- All clothing must be opaque, not transparent.
- The part of your shirt covering your shoulder should be approximately three fingers in width.
- Loose-cut tank tops must be accompanied by a shirt worn underneath.
- Flip-flops are not permitted due to safety concerns.
- Clothing that may have offensive or inappropriate writing/pictures on it is not permitted.
- Flip flops are not permitted due to safety concerns. All sandals must have a closed back or ankle strap.



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

EMERGENCY

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

EMERGENCY DRILLS

For the safety of all children, emergency drills (such as Fire, Lockdown, Emergency Assembly, Evacuation, and Shelter in Place) will be practiced routinely throughout the school year.

EMERGENCY/EARLY CLOSINGS

Delayed Opening/School Closing due to inclement weather:

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

- NEWS 12 NEW JERSEY, Channels 4, 5 & 7
- District Phone Line: 732.786.2555 (recorded messages during appropriate situations)
- District Website: www.mers.k12.nj.us

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

Early Dismissal Due to Inclement Weather/Other Emergency Situations:

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

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

Consistent with the district’s policy for regular length school days and regularly scheduled early dismissal days, on emergent/inclement weather early dismissal days **STUDENTS WILL BE DROPPED OFF AT THEIR REGULAR BUS STOPS WHETHER OR NOT AN ADULT IS PRESENT**. Please review the school calendar (included in this handbook and posted on the district’s website) carefully for scheduled early dismissal days (noted as 4-hour days), and keep informed about emergent/inclement weather dismissals. If you do not want your child to take the bus on early dismissal days, you must send a note to your child’s teacher and the student will be held to be picked up. In emergencies, please call the Main Office.

EXTRACURRICULAR ACTIVITIES

During the year there are many after school and evening activities. We hope you can come to all these events. At all activities, students and guests are expected to follow district policies and the school code of conduct.

GAMES AND ELECTRONIC DEVICES

Use of personal gaming devices such as PSP and Nintendo DS, I-Pods, laser pens and any other electronic devices are not permitted in school or on the bus, and should not be brought to school. Lost personal property is not the responsibility of the school district.

GRADING

Report cards are issued (through Parent Portal) at all grade levels (1st – 5th) three times a year. Reports cards are Standards-Based and use following codes to rate student performance rather than typical grades of A, B, C, D, & F:

- E/4 = Exceeds end of year grade level standards
- M/3 = Meets end of year grade level standards
- P/2 = Progressing towards end of year grade level standards
- N/1 = Not making adequate progress toward end of year standards

HEALTH OFFICE GUIDELINES

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

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

Medication

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

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

Students with Life-Threatening Allergies

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

HOMEWORK POLICY

Our Manalapan-Englishtown Board of Education strongly believes in and reasserts "...its belief that homework is an integral, necessary and required part of the teaching-learning process." Therefore, homework is assigned on a regular basis to review and/or reinforce what has been taught. Homework is part of the students' final grades and should be completed with care. Parents are encouraged to keep a constant check on assignments.



School Planners (grades 2-5)

Students should carry the school issued student planner with them at all times. The main purpose is to record homework assignments. Parents are *strongly* encouraged to check the planner regularly.

Homework requests due to absence

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

LICE

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

LOST AND FOUND

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

Valuable items are held in the Main Office. Due to Integrated Pest Management recommendations, we will hold lost clothing items for no more than one week. Please assist us in identifying lost items by writing your child's name, initials, homeroom number or any other identifying information on his/her clothing that might be left at Wemrock Brook School. This will assist us in returning items to your child rather than discarding them.

LUNCH

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

Recess at Lunchtime

Students are permitted to enjoy a brief recess during lunchtime when weather is acceptable. For the safety of our students, appropriate footwear is required to enjoy this benefit.

SCHOOL CONDUCT



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

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

SCHOOL CODE OF CONDUCT

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

Expectations of Student Behavior

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

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

General School Rules

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

Disciplinary Action

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

- a. Warning
- b. Parent contact

- c. Detention
- d. Suspension

The severity of the consequence will depend upon the nature of the infraction and the student's previous pattern of behavior.

- Cafeteria and playground rules will be reviewed with students by school administrators.

It should be noted that policies from the Code of Conduct are enforced any time that students are at school or are attending school-related activities, including but not limited to those which are PTA-sponsored. **Please note that all activities are privileges, which the school may revoke from students who do not meet behavioral or academic expectations.**

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



SCHOOL SPIRIT

You should think about school spirit in three ways:

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

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

SPORTSMANSHIP – being able to win and lose gracefully.

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

STUDENT MOVEMENT THROUGH HALLS

Students are to walk quietly in the halls and not touch the walls or bulletin board displays. The displays are there to look at and enjoy.

TEXTBOOKS / DISTRICT ISSUED MATERIALS (e.g., headphones)

Textbooks and workbooks are provided by our Board of Education. Students are expected to take good care of their materials when they are using them. If any school issued item is lost, it will be replaced; however, the student will be charged for the new materials. All textbooks are to be covered for protection, and the student's name is to be written on the front inside cover.

TRANSFER TO ANOTHER SCHOOL

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

TRANSPORTATION

Our Board of Education provides buses for all students. As per Board Policy #3541, only one seat on one bus route is reserved for each child going to and from school. **Students are not permitted to ride any bus other than their own;** there will be no excuses and/or permissions accepted. Students may only get off at their assigned bus stop unless there is a note from the sending and receiving parent stating otherwise. The notes must be submitted to the main office so that a bus pass may be issued to the student. It is State law that all students wear a seat belt. The bus driver represents the authority of the school and is in complete charge of the bus. **State law permits the school to exclude a student from riding the bus if, after repeated counseling, his/her conduct does not follow the district guidelines.** Such a child must still attend school, and the parent/guardian must assume the responsibility for regular attendance. Please refer to the current Manalapan-Englishtown *Bus Safety Rules for Children* brochure or call the Transportation Department if they have any questions.



Please note that all students will be dropped off at their assigned stop regardless if a parent is present or not. Parents who wish to routinely pick up their child(ren) at the assigned stop must make alternate plans when not able to be present. In an emergency, a parent must advise the school by a note to the child's teacher or call the main office if a request is made not to place a child on the bus. The child will then be held in the office for parent pick up.

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

Bus Safety

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

Bus Detention and/or Suspension

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

VISITORS

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

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

VOLUNTEERS

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

Manalapan-Englishtown Regional School District

Primary School Philosophy

We believe that all children can learn. We further believe that a primary education should take place in a community of learners that provides a developmentally-appropriate, active environment with high expectations for all. By providing students with a strong foundation in literacy, communication skills, number sense, and citizenship, we will ensure the building blocks for success and a love for learning.



Intermediate School Philosophy

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

REVISION

**Manalapan-Englishtown Regional Schools
2017-18 School Year**

Wednesday, August 30	New Staff Orientation
Thursday, August 31	New Staff Orientation
Friday, September 1	Staff Orientation
Monday, September 4	Labor Day - Schools Closed
Tuesday, September 5	Staff Professional Day/ Kindergarten Visitation (ELC only)
Wednesday, September 6	Staff Professional Day/Kindergarten Visitation (Milford Brook and Taylor Mills)
	1 st Grade Orientation (Clark Mills, Lafayette Mills and Wemrock Brook)
Thursday, September 7	Schools Open
Tuesday, September 12	Back-to-School Night – MEMS 7 th Grade
Wednesday, September 13	Back-to-School Night – Pine Brook
Monday, September 18	Back-to-School Night – MEMS 8 th Grade
Tuesday, September 19	Back-to-School Night – Clark Mills
Thurs. – Fri., September 21-22	Rosh Hashanah – Schools Closed
Monday, September 25	Back-to-School Night – Wemrock Brook
Tuesday, September 26	Back-to-School Night – Milford Brook
Wednesday, September 27	Back-to-School Night – John I. Dawes Early Learning Center
Thursday, September 28	Back-to-School Night – Lafayette Mills
Thursday, September 28	Back-to-School Night – Taylor Mills
Monday, October 9	Columbus Day - Schools Closed For Students Only – Staff Professional Day
Thurs. – Fri., November 9 - 10	Schools Closed (NJEA Convention)
Wednesday, November 22	Schools Close After 4 hr. Day
Thurs.-Fri., November 23-24	Thanksgiving Recess - Schools Closed
Monday, December 4	Schools Closed For Students Only-Parent/Teacher Conf.–Afternoon-Evening
Tuesday, December 5	4 hr. Day-Parent/Teacher Conf.-Day
Friday, December 22	Schools Close After 4 hr. Day
Monday, December 25	Christmas Day - Winter Recess - Schools Closed
Tuesday, January 2	Schools Reopen
Monday, January 15	Martin Luther King Day Observed – Schools Closed
Monday, February 19	President’s Day – Schools Closed
Friday, March 30	Spring Recess – Schools Closed
Monday, April 9	Schools Reopen
Friday, May 25	Memorial Day Weekend – Schools Closed
Monday, May 28	Memorial Day - Schools Closed
Thurs. – Fri., June 21 & 22	4 hr. Student Day

	<u>Students</u>	<u>Staff</u>
September	15	18
October	21	22
November	18	18
December	15	15
January	21	21
February	19	19
March	21	21
April	16	16
May	21	21
June	16	16

Total Staff Days – 187 (189 New Staff)
Total Student Days - 183

NOTE: There are three snow days built into the calendar for inclement weather and other emergencies. In the event the district needs to make up more than three days due to emergency closings, the calendar will be modified to make up those days on holiday/recess days. In the event the district needs to make up a day prior to Martin Luther Jr. Day, school will be open on Monday, January 15, 2018. In the event the district needs to make up days after Martin Luther King Jr. Day schools will open on following dates: Friday, May 25, 2018, Monday, February 19, 2018. In the event the district needs to make up additional days they will be added to the end of the year.

Revised Calendar Approved:
June 13, 2017