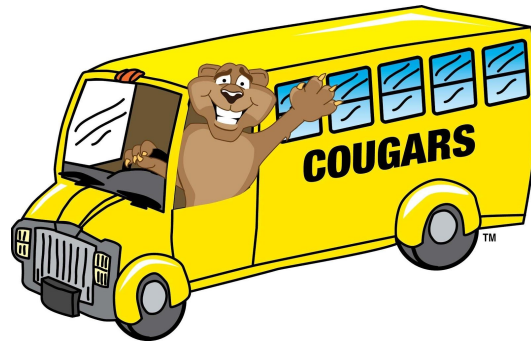


LIVINGSTON PARK SCHOOL
Parent/Student Handbook
2019-2020

Cougar Champs: On the Road to Learning!



"Home of the Cougars"

Established 1896

lp.nbtschools.org

Mr. Sidney Dawson, Principal
Mrs. Lauren Finnegan, Director of Elementary Instruction
Mrs. Denise Wright, Instructional Dean
Ridgewood Avenue
North Brunswick, NJ 08902
(732) 289-3300

(Tear here and return to your child's teacher by Friday, September 27th)

Dear Parents/Guardians,

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

Child's Name: _____

Parent Signature: _____

Teacher: _____

Welcome to the 2019-2020 school year!

September, 2019

Dear Parents and Guardians:

Welcome to Livingston Park School! This handbook was prepared for you and your child to provide information about many of our school policies and procedures. It has been UPDATED for the new school year. **Please be especially attentive to Arrival and Dismissal, Birthdays, Discipline/Conduct, Dress Guidelines, and Personal Possessions.** A basic year-long calendar of school holidays can be found in the front of the Handbook; additional information about scheduled events can be found on the 2019-20 district calendar.

As you read this publication, please discuss the contents of it with your child. All students are expected to know and follow the rules and regulations described within this handbook. By clearly understanding these expectations, Livingston Park students stand prepared to make choices that will create a safe and conducive atmosphere for their learning. **Please return the sign-off sheet documenting your review of this handbook by Friday, September 27, 2019.**

At Livingston Park, we believe in fostering an atmosphere that nurtures and celebrates the diversity of our students. Our staff and administration work every day to support our children and to provide a safe environment where they can thrive academically, where they are empowered to become life-long learners, respectful citizens and active members of the school community.

We also believe that the school's rules, guidelines and code of conduct is our guide to supporting our children to develop self-discipline, respect, trustworthiness, fairness, caring, responsibility and citizenship. We are here to help. Please do not hesitate to call upon us. Remember to check the school's website for updated information throughout the school year (www.nbtschools.org); click on "Schools" tab for Livingston Park).

As we embark upon the 2019-2020 school year, we look forward to building a home-school partnership and working together to establish our Livingston Park School Community.

Best wishes for a **GREAT** school year!

Sincerely,

Mr. Sidney Dawson sdawson@nbtschools.org

Mrs. Lauren Finnegan, Director, lfinnegan@nbtschools.org

Mrs. Denise Wright, Instructional Dean, dwright@nbtschools.org

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2019-20 SCHOOL CALENDAR

<u>September</u>			<u>School Days</u>
Monday	September 2	Labor Day (Schools Closed)	18
Tuesday	September 3	Staff Orientation	
Wednesday	September 4	School Opens- 4 Hour Session for All Schools**	
Thursday	September 5	4 Hour Session for All Schools**	
Monday	September 30	Rosh Hashanah (Schools Closed)	
 <u>October</u>			
Wednesday	October 9	Yom Kippur (Schools Closed)	22
 <u>November</u>			
Monday	November 4	Staff In-Service Day (Schools Closed)	14
Tuesday	November 5	Election Day (Schools Closed)	
Wednesday	November 6	Staff In-Service Day (Schools Closed)	
Thursday and Friday	November 7 & 8	NJEA Convention (Schools Closed)	
Wednesday	November 27	4-Hour Session for All Schools	
Thursday and Friday	Nov. 28 & 29	Thanksgiving (School Closed)	
 <u>December</u>			
Thursday	December 5	4-Hour Session for All Schools**	16
Monday	December 23	4-Hour Session for All Schools	
Tuesday-Tuesday	December 24-31	Winter Recess (Schools Closed)	
 <u>January</u>			
Wednesday	January 1	Winter Recess (Schools Closed)	21
Thursday	January 2	Schools Reopen	
Monday	January 20	Martin L. King's Birthday (Schools Closed)	
 <u>February</u>			
Thursday	February 6	4-Hour Session for All Schools**	19
Friday	February 14	4-Hour Session for All Schools	
Monday	February 17	President's Day (School Closed)	
 <u>March</u>			
Thursday	March 12	4-Hour Session for All Schools**	22
 <u>April</u>			
Thursday	April 9	4-Hour Session for All Schools	16
Friday-Friday	April 10-17	Spring Recess (Schools Closed)	
Monday	April 20	Schools Reopen	
 <u>May</u>			
Thursday	May 7	4-Hour Session for All Schools**	20
Friday	May 22	4-Hour Session for All Schools	
Monday	May 27	Memorial Day (Schools Closed)	
 <u>June</u>			
Friday	June 19	Last Day for Students/Staff	15
Friday	June 19	High School Graduation	
Monday	June 22	Make-up Flex Day for Staff	

Student Days: 183
Staff Days: 188

Livingston Park Bell Schedule:

	Doors Open	Late Bell/Pledge	Dismissal
Regular School Day	8:35 AM	8:55 AM	3:30 PM
1:30 Closing	8:35 AM	8:55 AM	1:30 PM
Delayed Opening	10:35 AM	10:55 AM	3:30 PM

Please refer to the District School Calendar or go to www.nbtschools.org for more information.

Please note, our teachers BEGIN INSTRUCTION DAILY AT 9:00 am. Students arriving at 8:55 will be marked tardy. Our doors open at 8:35. Please aim to have your child to school between 8:35 and 8:54 so that they have time to get to class and get settled before the instructional day begins.

DELAYED OPENINGS/ EMERGENCY SCHOOL CLOSINGS

In a period of temporary emergency, opening of school will be delayed until 10:55 a.m. Transportation will also be delayed. Walkers and pupils being driven to school should plan their arrival no earlier than 10:35 am. Lunch will be served. If a delayed opening occurs on a day when school is scheduled to dismiss early (e.g. 1:30 p.m. closing), the school day will be extended to regular closing times.

School closings or delayed openings that are caused by inclement weather or other emergencies will be publicly announced via School Messenger, email, voicemail and on radio stations WMGQ (FM 98.3), New Jersey 101.5 FM, and WCTC (AM 1450.). You may also call the Board Office at 732-289-3000, or check the District Website (www.nbtschool.org). Timelines for delayed openings are different from our regular day -

- Delayed openings are 2 hours in length. (Note that the regular late bell is 8:55, while the delayed opening late bell is at 10:55.) Buses will run on a 2-hour delay.
- Students must arrive between 10:35 and 10:50. Parents are asked to simply drop children off at the usual drop off location and NOT to enter or wait inside the building.
- The Late Bell (tardy) rings at 10:55; instruction begins.
- Lunch will be served at the regular time.
- *If a delayed opening occurs on a day when school has been scheduled for a 1:30 p.m. closing, the school day will be extended to the regular closing times of 3:30.*

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.

Emergency closings, generally for snow, will be announced between 6:30 and 8:30 a.m. on local radio stations (WCTC 1450 AM and WMGQ 98.3 FM) as well as via the District's phone/email notification system. Information will also be available on the School and District websites: (www.nbtschools.org) as well as via a SCHOOL MESSENGER e-blast or phone call.

In the event of an emergency early dismissal, these same sites will also make announcements. In addition, an e-blast will be sent from the School Messenger system. ***For this reason, it is extremely important that you have all of your phone numbers and emails address kept updated with the main office. In addition, children should know what contingency plan is in place in the event that their parent cannot be reached.*** That is, they should know where they are to go if you are not at home - be it a neighbor or friend or relative. They should also have a card with emergency contacts that they could call inside their book bag or lunchbox.

2019-20 ELEMENTARY GRADING TRIMESTERS

Trimester	End of Trimester *	Grades Distributed to Parents
First Trimester	December 3 (day 60)	December 13
Second Trimester	March 9 (day 120)	March 19
Third Trimester	June 8 (day 178)	June 19 (or last day of school)

All dates subject to change. *Dates are for attendance purposes.

**Grades will be completed before the final attendance can be recorded.

+Tentative, based on snow days.

REPORT CARD AND INTERIM COMMUNICATION

Interim Communication reports are issued once per quarter according to the following schedule:

Marking Period	Type of Contact	Date	Who Receives
1st	Open House	09/19	All invited
1st	Conferences	10/23, 10/24, 10/25	All parents invited – serves as interim communication between report cards
1st	Report Card	12/13	All
2nd	Interim	No formal interims	Teachers will reach out to parents if a child is struggling at any point between first and second report card.
2nd	Report Card	3/19	All
2nd	Conferences	3/19, 3/20	Parents of Struggling Students
3rd	Interim	No formal interims	Teachers will reach out to parents if a child is struggling at any point between first and second report card.
3rd	Report Card	6/ 19	All

Teachers and parents are encouraged not to wait for report cards to make contacts. Questions and problems should be acted upon immediately. Interim progress reports are also sent home in the middle of each marking period as needed.

BUILDING PROTOCOLS

ADMISSION TO THE BUILDING

Please note that our first priority is always to ensure a safe environment for our students and staff. Therefore, anyone entering the building for any reason must report to the Security Desk and sign in, showing some form of picture identification. They should obtain a visitor's badge before traveling throughout the building.

We have a police officer who leads and monitors our school security. Two building aides work under the direction of the police officer. There is a security desk at the front entrance to the school and another at the rear entrance by the gym where students are dropped off in the mornings.

If your child forgets his/her lunch, please drop it off to the building aide at the front entrance with the child's name and grade written on it and we will ensure that it is properly delivered.

Parents should not disturb teachers and students by going directly into classrooms unless a visit has been pre-arranged with the teacher. We also ask that you drop off and pick up your children at the assigned exit doors and not at the classroom doors.

ANIMALS

Animals are not to be kept in the classroom without permission from the principal. Consideration must be given to health and safety issues.



ARRIVAL AT SCHOOL

In the interest of safety, students should not arrive at school prior to 8:35 a.m. since there is no teacher supervision until that time. The loop in the front of our school is closed from approximately 8:20 am to 8:55 am for buses.

If you are driving, please use the back loop by the gym to pull up and drop off your child. Students will walk directly into the gym entrance. DO NOT GET OUT OF YOUR CAR. If you need to walk your child to the building, please park your car in the visitor's lot or side streets (Newton, Matthew, Antonio, & Ridgewood Ave.) and walk your child to the building back entrance. Your child will be met by staff members from 8:35-8:55 am to ensure their safe arrival into the building.

Upon arrival at school, students will report directly to their gathering locations outside of their classrooms and will sit in the homeroom lines until their teachers arrive to let them into the classrooms. Teachers are assigned each morning to monitor the hallways.

L.E.A.L

Parents who need to send their children before 8:35 should make arrangements for supervision in the AM LEAL program provided by the municipal Department of Parks & Recreation. Please call the North Brunswick Township for more information at: 732-247-0922 ext. 475 or visit them online: <http://www.northbrunswickonline.com/Leal.html>.

Bicycles

Youngsters are permitted to ride their bicycles to school **only if their parent/guardian has submitted written permission for them to do so.** This note must be given to and kept on file by the homeroom teacher. Bike riders must walk their bicycles on school grounds and must secure them in the bike rack with a chain lock. The school cannot accept liability for damaged or stolen bikes.

Also, please note that New Jersey requires helmets for bikers under the age of 14. Students who do NOT wear helmets as required by law, will not be allowed to ride their bikes to school.

Walkers

Students who walk to school should be instructed to walk on sidewalks and to cross at corners where Crossing Guards are stationed. Youngsters should also be told to avoid rides or contact with strangers and to go directly home after school.

ASSEMBLIES AND SCHOOL PROGRAMS

Parents are invited to attend school programs and assemblies if space allows. We recommend that parents contact the school before arriving for any daytime event. Fully open school programs include Open House, American Education Week, Mid-Winter and Spring Concerts, Physical Education Fitness Night Program, and PTO Programs. Information on special programs will be sent home with the children and dates will be listed on the website and on the District calendar.

ATTENDANCE

Each pupil is required to attend school regularly and to arrive on time. Regular, on-time attendance is an essential part of academic success. Parents are asked to notify the school by telephone between **4:00 P.M. (the previous day) until 8:00 A.M.** of the day of the absence. Excessive absenteeism is a serious issue and will be addressed.

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 health care 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: TO AVOID HAVING AN ABSENCE COUNT TOWARD TRUANCY, 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.

Parents are asked to call the school answering machine (732-289-3300, option #1) 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.

Absence for Religious Observance

A student who is absent for religious observance will be given opportunity to make up any missed work. A written excuse, signed by the parent/guardian, must be presented to the homeroom teacher upon the student's return to class. A list of state approved religious absences can be found at this [NJ State website](#).

Truancy

Any unauthorized absence from school shall be considered truancy. Although this is commonly thought of as an absence of which a parent is unaware, there are instances when a child's absence, even with a parent's knowledge, can be construed as truancy. All truanies will be reported to the principal for review and possible legal action.

Tardiness

Promptness is important. **If students are not in their classrooms by 8:55 a.m. they are considered tardy or late.** Tardiness is recorded on your child's permanent record AND is reported to the state. Remember tardiness is not only disruptive to your child, but to the teacher and other students in the class as well. If tardiness becomes habitual, steps will be taken to see that the problem is corrected. When a school bus is late, those students will proceed directly to their classrooms and will not be counted as tardy. A student who arrives late to school must report to the attendance clerk in 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 as well as possible loss of recess or after-school detention. Legal action may be instituted in cases of excessive tardiness.

Transfers

If you transfer your child to another school district, please notify the office at least one week in advance. You will need to provide your new home address and the name of the new school and school address, so the appropriate papers can be prepared for you in a timely manner.

CLASSROOM PARTIES



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 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 classroom or school library in honor of your child and his/her birthday. (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.

Please contact the building principal, Mr. Dawson with any questions.

Deliveries

Deliveries of flowers, balloons, etc. to children will not be accepted. Please have these sent to the home, as they constitute a disruption at school.

DISMISSAL



Please note: Parents parking for dismissal may utilize the visitor's lot on Ridgewood or park along the neighborhood side streets such as Newton, Antonio, Matthew and the areas of Ridgewood PAST the school, FARTHEST AWAY from the congestion of Livingston

Avenue. Parents should park and meet their children at the back dismissal loop. No one is to park in the loop in front of the school where the buses pick up students. ***No child may cross Ridgewood Avenue to get into a parked car by themselves. For safety, students and parents should utilize the crossing guard on Ridgewood Avenue.***

Early Pick Up/Dismissal

Parents are urged to leave their children in school for the entire day. 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.

If it is necessary to pick up your child before the end of the scheduled school day, you are asked to provide a ***written request for early dismissal***. This request is to be given to the homeroom teacher on the same day and must state the reason for the early dismissal as well as the time you expect to report to the office so your child may be released to you. You must sign the student out of school at the main office.

PICKUPS AFTER 3:00 PM, REQUESTS FOR EARLY DISMISSAL CANNOT BE ACCOMMODATED. If you need to pick up a child early, this must be done before 3:00 on a regular day and before 1:00 on an early dismissal day. Please realize that with such a large student body, requests for pick up during the final 30 minutes of the day become disruptive and create problems with students being dismissed to their proper locations.

If you need to pick up your child early any regular day, plan to do so before 3:00pm and 1:00pm during a 1:30 closing.

- Please realize that with such a large student body, requests for pick up between 3:00pm and 3:30pm become disruptive and create problems with students being dismissed to their proper locations.
- Phone calls to the school should not be made about changes in dismissal plans unless there is an emergency.
- On regular school days, students are expected to leave the building and grounds immediately upon dismissal. Loitering in and around the school building is discouraged.

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 child out.

For safety reasons, if a person other than the parent/guardian is designated to make the student pick-up, that person must be listed on your child's emergency contact form. Proper picture identification and written parent/guardian permission will be required for sign out.

Note: Children are not permitted to walk home alone during the school day.

Other Pertinent Dismissal Information:

- All bus students report to the cafeteria at the end of the day and load as their buses arrive at LP.
- All walkers/car riders are to be picked up at the rear of the school in the drop off loop. Classes will be standing together. Parents should connect with the teachers as they pick up their children.

DRESS GUIDELINES

PLEASE REVIEW AND DISCUSS THIS ENTIRE SECTION WITH YOUR CHILD.

Dress guidelines at Livingston Park School 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. Spaghetti straps, halter tops, bare midriffs, short shorts and skirts, extremely low-riding pants, and tube tops **may not be worn**.
- Footwear shall be safe and appropriate for school activities. Flip-Flops often cause tripping hazards and are strongly discouraged.
- Sneakers with retractable rollers may not be worn.
- **Sneakers are required of all students participating in physical education classes.**
- Form-fitting leggings should be worn with tops that extend approximately to mid-thigh, completely covering the crotch and buttocks.
- 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
 - Chains that hang from wallets, wrists, or waists
- 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 FORMS

ONE emergency contact form will be sent home with your child the first day of school. **It is essential that you make any updates or corrections on this sheet with phone numbers, up-to-date addresses, telephone numbers, and email addresses at which responsible persons can always be reached in cases of sickness or accident.** **IT IS ESSENTIAL THAT THE SCHOOL HAVE THIS CONTACT INFORMATION** if a pupil must leave school due to illness, an adult listed on the emergency form will be called to bring the child home. Youngsters are not permitted to return home alone. Any updated information on this card will be added to our district database which is used on a regular basis to contact parents, check names of authorized persons to pick up your child, etc.

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 and 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.

ENROLLMENT

New students may be enrolled when they arrive in the district. This will be done in the School's main office throughout the year and during the summer months at the Board of Education Office (732-289-3000). The following information is needed:

- Birth certificate
- Immunization record
- Emergency telephone numbers
- Proof of residence
- Recent report cards

EVENING EVENTS

If a child is absent from school, or goes home sick from school, that child may not participate in an after school/evening event that day.

FIELD TRIPS

As teaching aids, field trips provide direct experiences for learning and are an extension of what is being taught in the classrooms. A signed permission slip is required and a fee may be collected for all field trips. Such excursions are viewed as a privilege and good school behavior is required for a child to be eligible to attend. As representatives of Livingston Park, students are expected to dress appropriately and conduct themselves properly on field trips.

FIRE & EMERGENCY DRILLS/LOCK-DOWN, ETC.

A state law requires safety and security drills each month. The bill defines a school security drill as an exercise, other than a fire drill, to practice procedures that respond to an emergency situation including, but not limited to, a non-fire evacuation, lockdown, or active shooter situation, that is similar in duration to a fire drill. Detailed routes are posted inside the door of each classroom. Students are reminded to follow the safety rules established in the building. There is no talking or running during a fire drill or emergency drill.

LOST AND FOUND

A Lost and Found Box is maintained in the cafeteria. Each year many items are turned in but never claimed. Some of the items are new. Parents are encouraged to label student clothing, lunchboxes, etc. to help us in identifying owners. Periodically, items, which are unclaimed, are given to charitable organizations.

RECORDS AND TRANSFERS

Your child's records are available for review at anytime by appointment. When transferring to another school, be sure to notify Mrs. Fuzesi in the main office (732-289-3303) as soon as possible. She will complete a transfer card for the parent to sign and take care of forwarding records to the new school.

SMOKING

Livingston Park maintains a smoke-free campus as is required by State law.

SCHOOL COUNSELOR

Ms. Brielle Pryor is LP's full-time school counselor. Referrals for group or individual counseling may be made by parent or teacher, or she may be sought out by the student. While Ms. Pryor is called upon as needed to deal with emergencies or unanticipated problems, written parent approval is required for her to initiate regular counseling contacts. Ms. Pryor will also visit classrooms to conduct lessons that support all students' social and emotional development.

TELEPHONE USE

Cell Phones *also see Personal Property*

For safety purposes, students *may* bring cellphones to school *with parent permission*. Teacher notification is strongly recommended. **Cell phones may not be turned on or in use during the school day.** They must be kept in the child's book bag and they must be turned off and kept out of sight at all times while school is in session. A student who attempts to use a cell phone in school will be referred to an administrator.

Parent/Student Calls

Parents are asked to make after school arrangements with their children before they leave home. It is not desirable to disrupt classroom instruction to deliver messages nor feasible to handle last minute calls for all students in the building. Students are permitted to use the phones in the main office to contact home in case of an emergency. Pupils should not call home for missing homework, projects, and band instruments. Instead, they must assume responsibility for coming to school prepared. Students are to make only extremely necessary or emergency calls from the office telephone. Students may not use cell phones during the school day. 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.

TRAFFIC AND SAFETY

Please observe parking restrictions around the school. Traffic congestion at our building is always a problem—especially during inclement weather. Parking is very limited and on-site parking in the first lot closest to the building is reserved for staff. Parents are asked to find street parking or park in the second lot if it is open. School buses and vans have priority and must have immediate access to the building. **Please see the map in the appendix for drop off and pick up locations.**

VISITORS TO THE BUILDING

Livingston Park School 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 and report directly to the main office. There, visitors must sign in and obtain and wear a visitor's tag. A photo ID may 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 must be made at least one day before the desired date and time.
- The visit will be of reasonable length and will generally be limited to one standard (40 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, must be completed and submitted to the Principal 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 Livingston Park School; 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. **Principal permission must be obtained for volunteers who serve on a frequent or routine basis (e.g. more than 20 hours per month).** By district policy, such volunteers are also required to undergo a background check. *Note that volunteers who serve the school on a regular basis may be required to undergo fingerprinting and Mantoux tuberculin skin testing.* See the principal for details.

Parents, grandparents, and senior citizens are encouraged to become part of the Livingston Park educational family by offering to volunteer at the school. Your talents and skills are needed; please contact the office 732-289-3302 to enlist.

CAFETERIA

BREAKFAST

Breakfast is available to all students through our food service. It is delivered to homerooms in the morning and is usually eaten in the homeroom during the first few minutes of the school day. Students participating in the breakfast program are encouraged to arrive early enough to complete their meal by 9:00. Breakfasts are available for purchase at a daily cost of **\$1.50*** (regular price) or \$.00 for those on free or reduced lunch plans. Homeroom teachers will distribute order forms each week for pre-ordering breakfast.

***For any further questions regarding breakfast please contact Director of Dining Service - Adam Sawchak Phone - 732-289-3014 E-Mail - asawchak@nbtschools.org.**

LUNCH

Students may either buy food or bring their lunches from home. Parents/Guardians of children who buy lunch are encouraged to purchase it by using the online payment and account information program Payforit.net that can be accessed on our school website www.nbtschools.org and then by clicking on the Food Services link on the left of the page. The direct website for the online payment program is: <https://www.payforit.net>

Parents can also send in a check in an envelope clearly labeled with the child's name and teacher's name on the envelope. Cash can be sent in as well in a marked envelope; however we encourage the use of the online payment program or the use of a check.

***For any further questions regarding lunch please contact Director of Dining Service - Adam Sawchak
Phone - 732-289-3014 E-Mail - asawchak@nbtschools.org.**

PLEASE REVIEW AND DISCUSS THIS ENTIRE SECTION WITH YOUR CHILD.

Students may either buy food or bring their lunches from home. Parents/guardians of children who buy lunch are encouraged to purchase it by the week by sending cash or a check in an envelope labeled with the child's name and teacher's name. Free or reduced price meals are available to those who qualify for financial assistance.

FREE & REDUCED MEALS

Applications for free and reduced meals are all completed online. **A new application must be completed every year.** Go to the North Brunswick district website and click on the Food Services tab or go directly to <http://lunchapp.nbtschools.org/>. The New Jersey Department of Education sets the income eligibility guideline. Please contact the office if you need assistance in filling out this form or do not have a computer.

Food from outside (i.e. fast food restaurants) is strongly discouraged. If you are returning your child to school following an outside appointment and return them to school with a soda and fries, this can become a distraction to other students at the lunch tables. Please have them eat such lunches before they return to school.

Meal prices for the 2019-2020 school year are as follows:

School	Breakfast
Elementary Schools	\$1.50

School	Lunch
Elementary Schools	\$2.75

**Reduced Lunch - \$.40
Reduced Breakfast Cost is \$.00**

LUNCH SCHEDULE for 2019-20

**Gr. 2 & 3 11:06 - 11:46
Gr. 4 & 5 11:48 - 12:28
Gr. K & 1 12:30 - 1:10**

While in the cafeteria, children are assigned to tables by class and are expected to behave in a calm, quiet and orderly fashion. The following guidelines have been established in order to provide a safe and pleasant atmosphere.

- The adults in charge will send students to the lunch line.
- All jackets, coats, etc. will be left at the student's cafeteria seat when the students are called to the lunch line.
- Cutting in line is not acceptable.
- Students must stay in their seats and request permission (via hand raising) if they wish to leave their seat to dispose of garbage or to use the lavatories.
- Tables must be kept clean. Students are responsible to pick up their own trash and discard it properly.
- School rules regarding safe movement, use of proper language and manners, and respect for others will be consistently maintained in the cafeteria.

RECESS AFTER LUNCH

Whenever weather permits, students will go outside for recess. Students will bring necessary clothing outside and will not be permitted to return to classrooms once lunch/recess has begun. Food and drink are not permitted outside. Candy/gum chewing is never permitted anywhere in the school or on the campus. Good sportsmanship is expected at all times. Any equipment brought to the playground from the classroom must be used responsibly. Courteous respectful play is always expected. ***Games involving body contact such as wrestling, touch football, tag, tackling, piggyback rides, etc. are not permitted.*** Students must keep within the boundaries of the playgrounds.

Students will line up when the whistle is blown and return playground equipment to its proper place. Students will follow the directions of the adults supervising the playground.

2019-2020 Lunch/Recess Rules



1. Students will show respect for others and settle their differences peacefully by using S-T-P guidelines for conflict resolution. **Physical fighting will not be tolerated.**
2. Students will not call each other names, use unacceptable language or racial slurs, or tease each other.
3. Students will follow supervisor's instructions the first time they are given.
4. Students will stay in designated recess/assembly areas unless they have written permission from a teacher. Students must obtain a bathroom or nurse pass to leave the playground area during recess.
5. Students will stay within playground boundaries, keeping away from puddles and snow.
6. Students will not pick up stones, sticks, or other dangerous objects.
7. Students will adhere to their scheduled times for the use of the playground areas.

8. Students are responsible for their belongings, including trash. Gum and candy are not permitted on the playground. Students will take care of any equipment loaned to them.
9. Students will stop playing and line up when directed by playground aides or teachers on duty.

A NOTE FOR STUDENTS:

If you choose to disobey rules, some of the consequences are:

- You may have to *freeze*, stay with the supervisor, or go to *time out* as directed.
- A message about your problem behavior may be sent to your teacher.
- You might have to stop playing and write about the problem. This will go on a special form that will be kept on file in the office.
- Your parent/guardian may be contacted.
- You may be sent to the office for a serious offense (like fighting or using a racial slur) or for choosing to repeat a problem behavior.
- You may lose all or part of your playground privilege for one or more days depending upon the rule you have chosen not to follow.

HEALTH SERVICES



office.

Livingston Park employs a full-time nurse to care for student health. The nurse's office is open every day from 8:45 AM to 3:30 PM for health related problems. Students becoming ill or injured during the school day must notify the teacher/supervisor in charge to obtain a pass to the nurse's office. If the nurse is not available, the student is to report to the main

Injuries incurred other than at school must be cared for at home. Similarly, children who feel ill in the morning **should be kept at home for the day**. Whenever it is determined that a student's condition warrants leaving school, a parent/guardian/designated adult will be notified. In such cases, arrangements must be made to pick up the child. Such children may not be sent home unescorted. In medical emergencies, the North Brunswick Rescue Squad will be called and every effort made to contact the parent in order to facilitate the necessary care of the child.

INFORMATION FOR PARENTS REGARDING HEALTH SERVICES

Emergency care at Livingston Park is limited to first aid for accidents or minor illnesses that occur in school or on the way to school. In case of an accident or sudden illness, parents, guardians, or alternate contacts are notified so that the child may be taken home or to a physician. The school cannot provide transportation. In emergencies, the local First Aid Squad will be called.

Should you have any questions please contact Mrs. Cheryl D'Auria at 732-289-3300 option #2 or 732-289-3304.

I. Medical Guidelines for Attendance

A child who is ill the evening before a school day or on a school day morning must remain at home until they are symptom free without the assistance of medication (Tylenol, Advil, Motrin etc.), for a full 24

hours. The following conditions are examples that would require a child to remain home or be sent home from school:

- Fever greater than 100 degrees
- Red throat/Red throat with white patches
- Severe cough that is disruptive to student and class
- Vomiting/Diarrhea
- Ear infections if complaining of pain

For example, fever 100 degrees or greater, vomiting, etc, they **must remain at home the following school day**. They may not return to school until they are symptom free for a full 24 hours without the assistance of medication (Tylenol, Advil, Motrin). Please understand that this is to protect your child as well as his/her classmates from becoming ill.

II. Medication

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 request from the parent that the medication be administered.
- Over-the-counter medicines such as Tylenol, cough medicine and allergy/cold medicine should also be in the original container.
- All medications should be brought to school by the parent/guardian and should be picked up at the end of the school year or the end of the period of medication.
- Any medications not picked up by the parent will be discarded on the last day of school. Medications will be secured and dispensed by the school nurse.

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

In all cases, a note must accompany medication requests from the parent/guardian giving our school nurse, **Mrs.D'Auria (732-289-3304; cdauria@nbtschools.org)**, permission to administer the drug, the time it is to be given, and the reason for giving it.

It is important for us to have every child's emergency information form on file with the school nurse so that she may contact you quickly if necessary. Parents are encouraged to **call Mrs. D'Auria whenever there is a health-related problem or question 732-289-3304.**

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. While we understand students suffer throughout the year with Seasonal Allergies, please contact your school nurse regarding the administration of allergy medication at school including eye drops. A doctor's note is needed for all prescription and over the counter medication, but once received along with a note

from the parent, your child can receive the necessary medication in school to allow him/her to remain in class.

V. District Head Lice protocol:

- If a child is suspected of having lice or complains of symptoms associated with Head lice, they 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.
- We will not be checking the remainder of the class as this is not justified through evidence based practice
- There are no lice notifications 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.

While Head lice can be a nuisance, they have not been shown to spread disease. For this reason as well as the recommendations of the American Association of Pediatrics and the National Association of School Nurses, students are not excluded for Nits once treatment has been administered. The child will need to remain home until the Live lice have been eradicated.

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

2019-20 DISTRICT NUT PROTOCOLS FOR NORTH BRUNSWICK ELEMENTARY SCHOOLS

- All classrooms will be “**Nut aware**” classrooms. Students will not be permitted to bring in food products for classroom consumption that contain nut products or are processed in a plant that processes nuts.
- Class parties/Birthday parties for all classrooms- all items sent into the school must be commercially purchased with the ingredient label attached and MUST BE NUT FREE. **(Birthday treats THAT ARE NOT FOOD ARE STRONGLY ENCOURAGED.**
- Bake sales- all items sold must be Nut free and commercially purchased with the ingredient label attached.
- Each elementary school will have either a Nut free table (allergic child will sit) or a Nut table (students who bring a Nut containing lunch will sit) to accommodate the life threatening allergy students. Nurses will discuss with parents to determine if a child needs to sit at Nut free table.

This table needs to have its own cleaning solution and cleaning rag/chamis that is not used on any other table to prevent cross contamination.

- All items sent in with your child for consumption in the classroom (i.e. snacks) must be NUT FREE.
- If you wish to send edible treats for the class, they must be commercially packaged with clear and visible ingredient labels. **ITEMS WITH NUT OR NUT PRODUCTS WILL NOT BE ALLOWED.**
- Please note ANY bakery items without an ingredient label will not be allowed. Likewise, Dunkin Donuts products are not permitted because they are processed in an environment that has the potential for cross contamination with nuts; they also do not contain an ingredient label.
- We encourage students to develop healthy eating habits. Individual classroom teachers decide when and/or if students may have a healthy snack in class. Chewing gum and candy are inappropriate. Beverages may not be in glass containers. NO peanut products are allowed for classroom snacks.

HOME INSTRUCTION

Home instruction services will be provided to any students during extended absence due to illness or accident. Special Services (732-289-3015) will require a written recommendation from the attending physician. Arrangements will be made based on student needs.

IMMUNIZATIONS

State law mandates immunization requirements. Parents must provide documented evidence of their child having the necessary immunizations. Failure to comply will result in exclusion from school.

INSURANCE

Envelopes and forms explaining the optional school insurance available to you are sent home with students. If you decide to purchase, simply return your remittance as soon as possible. You are asked to send checks — not cash. If you do not wish to purchase this insurance, please sign and return the application form indicating “NO” in the appropriate spot.

TECHNOLOGY

Our district policy on technology states in part: *While in school, student access to technological resources will be under the supervision of teaching staff and will be monitored by the staff member in the same manner as any other classroom activity.* **No student shall be allowed to use the computer network and/or the Internet unless they have filed a consent form signed by the students’ parent(s) or guardian(s) in grades kindergarten through five.**

Our district guidelines specifically prohibit a student’s use of our technological resources for non-educational purposes. Of course, disrupting or damaging equipment, software, or the operation of the system, is also prohibited. Students who violate district guidelines are subject to disciplinary action. The entire district policy and guidelines are available upon request at the school office. Below is the current district Acceptable Use Policy:

Technology serves a major function in North Brunswick’s classrooms. Online programs allow students to experience curriculum and connect with their classmates, teachers, and people around the globe. Safety and proper usage of the chosen technology is vital for students and teachers to be successful in its implementation. Please note, student participation must be in accordance with the current District Acceptable Use Policy for Technology. Please note this policy is currently under revision and will be shared with all stakeholders once adopted.

Students' online presence is limited to the regulations in the District Media Release sent to all families on the first day of school. Students whose families opt-out of the media release will not have an online presence and will be excluded from such activities. North Brunswick prohibits anonymous publishing of text or media on any website, as all posts must be linked to an accountable individual user profile. Students must be guided through the account setup process or have accounts created for them. Students are not permitted to use personal email addresses to register for website username/passwords. Public and/or private "commenting" features must be turned off, approved by a teacher prior to posting, or moderated in private/accountable environments.

COMPUTER USE POLICY /AUP (ACCEPTABLE USE POLICY) See form in APPENDIX

Courtesy should be the key to a student's conduct at school. A positive attitude and respect for teachers and classmates will make the experience enjoyable for all. The following are the general rules of conduct:

- Students have primary responsibility for their own actions. We encourage self-control.
- Students must observe the safety rules of the school for their own security and that of others.
- Students shall respect the person and property of others.
- Students must show respect for the truth.
- Students shall follow class rules established by the teachers and school rules established by the administration.

We believe at Livingston Park that by following these expectations, students will experience pride and self-worth. They will be able to experience the satisfaction of having made good choices, and will enjoy the knowledge that they belong to and are supported by other LP Students who are working to create a truly harmonious school community.

PARENT-TEACHER ORGANIZATION (PTO)

The PTO is a liaison between home and school. Its purpose is to work closely to improve our children's learning environment. The parents and teachers cooperate on various activities. This is purely voluntary—but a vital part of Livingston Park. Please consider helping out at your child's school. Our PTO sponsors the following activities listed below. Many are fund-raisers that enable us to provide class trips, programs, entertainment, and support for various school functions.

Please support the PTO by joining as soon as the membership drive begins. Note: You must be a PTO member in order to be active on any committee, including acting as a Class Parent.

2019-20 PTO MEETING SCHEDULE of EVENTS

All meetings take place in the school's Media Center on the following dates:

- **10/15/19**
- **01/14/20**
- **03/10/20**

▪ **05/12/20**

Please check the school's website for details on meeting times.

PTO Functions

Theater Week	September 23-27, 2019
Theater Week Performance	September 28, 2019
Pasta Night	October 4, 2019
PTO Membership Dance	November 22, 2019
Holiday Shop	December 11-13, 2019
PTO Cake Decorating	January, 24, 2020
Ice Cream Social	March 13, 2020
Mother's Day Plant Sale	May 7-8, 2020
4th Grade Moving Up Dance	June 5, 2020
5th Grade Send-off	June 12, 2020

PROGRAMS – Scheduled during the year at various dates.

This is one of the benefits of our PTO fundraisers. The programs that we schedule throughout the year are both educational and entertaining.

TEACHER APPRECIATION WEEK - May 4th – 9th:

Celebrates the dedicated professionals of Livingston Park.

CONDUCT & DISCIPLINE

STUDENT EXPECTATIONS

As a Livingston Park student, at all times I am expected to:

- ◆ Be prepared to learn.
- ◆ Work to my potential, putting forth effort each day in a positive manner and seeking help when necessary.



- ◆ Be respectful of everyone and everything.
- ◆ Display appropriate behavior and manners.
- ◆ Take responsibility for my own actions.
- ◆ Work cooperatively with others.
- ◆ Keep hands, feet, and objects to myself.
- ◆ Walk quietly and safely through the halls.
- ◆ Seek assistance from appropriate school personnel in time of need.
- ◆ Use time and resources responsibly.
- ◆ Meet individual class requirements
- ◆ Relay information to parents and return responses to school personnel as appropriate.
- ◆ Participate in the maintenance and cleanliness of the school.

If I choose to disobey rules, some of the consequences, which may be issued, include:

- ◆ Time out
- ◆ Suspension of privileges
- ◆ Parent/guardian contact
- ◆ Detention: recess or after school
- ◆ Office referral

Core Beliefs

Livingston Park Elementary School nurtures and celebrates the diversity of our students. Our children thrive academically in a safe environment where they are empowered to become life-long learners, respectful citizens, and active members of our school community.

Conflict Resolution (see Appendix more for information)

In order to promote a caring school environment in which our students are ready to be citizens of the community, the following steps are utilized if the need for a conflict resolution should occur:

1. Take time to cool off.
2. Use “I messages” to state feelings.
3. Each person states the problem as the other person sees it.
4. Each person says how they are responsible for the problem.
5. Brainstorm solutions together-choose a solution that satisfies both.
6. Affirm, forgive, or thank each other.



Livingston Park School Community's Code of Conduct

"Respect yourself, respect one another, and respect this place."

The students and staff at Livingston Park School work together to foster a school community

using the six pillars of character education: **TRUSTWORTHINESS, RESPECT, RESPONSIBILITY, FAIRNESS, CARING, CITIZENSHIP** and act as COUGARS of CHARACTER.

ELEMENTARY DISCIPLINE PROCEDURES

As we believe that students work to their greatest academic capacity within an environment that is peaceful and orderly, we strive to utilize discipline procedures that address students' problems in a manner that is both prescriptive and dignified. Discipline is a cooperative responsibility shared between teachers, administrators, parents and, most importantly, the students themselves. Our goal is to structure and apply consistent discipline procedures in a manner that will equip our students with the skills they will need to function as cooperative, respectful, responsible citizens. Our expectation is that students will practice these skills and improve upon them continuously through demonstration of the following core principles of Conscious Conduct.

In the event a student exhibits behavior that adversely affects classroom instruction, – both classroom teachers 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 a continuing pattern of problems or an extreme behavior event, an office referral may be necessary. Mrs. Denise Wright, our Instructional Dean, is our administrator who oversees discipline. Consequences will be based on the severity of the infraction. Individual student characteristics, such as the student's behavioral history, will be taken into consideration when assessing any of the following consequences:

1. Verbal Warning
2. Redirection to correct behavior
3. Time out
4. Completion of a Behavior Reflection document and/or Behavior Contract
5. Loss of privilege(s)
6. Removal from the room or event
7. Notification to homeroom teacher
8. Notification to parent
9. Referral to an Administrator's Office
10. In-school or out of school suspension

Severe Clause:

Students will be referred to an administrator when serious behaviors occur or when an action that is deemed extreme takes place. Such behaviors may be cause for immediate suspension and possible police involvement. Severe behaviors include but are not limited to –

- Assault (fighting or horseplay)
- Bullying, harassment, or intimidation (see district HIB policy found on www.nbtschools.org)
- Sexual harassment (see district policy found on www.nbtschools.org)
- The presence of a weapon or explosive. This includes an item or toy that looks like a weapon.
- The presence or use of alcohol, drugs, or tobacco.
- Consistently continuous and/or blatant disrespect for authority

If a student chooses NOT to follow these rules, s/he will experience one or more of the following consequences according to the offense: Inappropriate behaviors will fall into 3 categories or levels of offense. Each level is addressed either by the classroom teacher, school counselor or administration.

<u>Incident</u>			<u>Action</u>
Classroom Tier 1	Counselor Tier 2	Administration Tier 3	Tier 1 Action
Inappropriate behaviors handled in the classroom. Three referrals moves to Tier 2 <ul style="list-style-type: none"> not following directions excessive talking interrupting disrupting instruction name calling throwing things running hitting/pushing disrespect physical contact other _____ Number of prior offenses in this category	Intervention handled by the counselor. Three referrals moves to Tier 3 <ul style="list-style-type: none"> rumors/gossip hitting/ pushing teasing inappropriate gestures taunting/mock throwing objects inappropriate bathroom behavior first offense stealing disrespect exclusion defiance or noncompliance other _____ Number of prior offenses in this category	Administration intervention due to tier progression or the seriousness of the offense. <ul style="list-style-type: none"> defiance or noncompliance hitting/ pushing damaging property hitting/ fighting indecent exposure kicking pushing spitting ostealing cheating weapons disrespectful profanity/ offensive language bullying/ threatening (zero tolerance policy) other _____ Number of prior offenses in this category	<ul style="list-style-type: none"> Student reflection time Reteach behavior Conference with student Counselor assistance Parent contact Three referrals to Tier 2 Tier 3 offense to Administration oOther

			<p><u>Tier 2 Action</u></p> <ul style="list-style-type: none"> • Student reflection time • Conference with student • Behavior intervention plan • Three referrals to Tier 3 • Tier 3 offense to • Administration • o Parent contact • oOther •
			<p><u>Tier 3 Action</u></p> <ul style="list-style-type: none"> • Conference with student • Parent contact • Parent conference • Lunch detention • In-school suspension ____ day(s) • Out-of-school suspension ____ day(s) • Other
<p><u>Explanation of Incident (antecedent, behavior, consequence)</u></p>			

(Administration Signature)

(Parent/Guardian Signature)

(Date)

DETENTION

The school reserves the right to assign students detention. Sometimes students are detained for make-up work, extra help, or disciplinary reasons. Detention may be assigned to students who are tardy. Parents will be informed should this be necessary.

HARASSMENT, INTIMIDATION, and BULLING 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 District website at www.nbtschool.org to read the policy in its entirety.

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) to access the complete policy.

SUSPENSION

Out of school suspension is reserved for serious transgressions such as possession of weapons/fireworks/inappropriate substances, theft, violence, vandalism, and harassment. The suspension may range from one to ten days in duration. Students may not participate in any school-sponsored activity during the entire period of suspension. Suspended students permitted on school grounds.

BUS TRANSPORTATION

Students receive their bus assignment, bus stop, and boarding time from our Transportation Department. It is the bus driver's responsibility to insure the safety of the passengers. For the safety of all, students must always behave in an appropriate manner while waiting for and while riding on the bus. **Due to transportation statutes and insurance regulations, requests for students to ride on buses other than their own cannot be approved.**

If it is necessary for a student to be picked up at school instead of riding the bus home, a written notification must be submitted to the pupil's homeroom teacher. Without a written notice, children are put on their regular bus at dismissal.

GUIDELINES FOR RIDING THE BUS:

Please talk to your child about the following rules and procedures for riding the bus to and from school. Help your child understand that the bus is a privilege and requires students to follow a set of rules and procedures in order to continue to ride the bus.

Buses: **All students must exhibit behavior that is safe and orderly while waiting for the bus at their designated bus stop, while riding the bus and while exiting the bus.** Infractions of bus safety and conduct rules that do not promote safety, order and the rights of others will be reported to parents and may result in disciplinary action including verbal warnings, reassignment of seats and suspension of bus privileges.

1st offense: *verbal warning, possible reassignment of seat and warning that next offense will result in a bus suspension*

2nd offense: *reassignment of seat, 1 day bus suspension with warning that additional offenses will result in longer suspension from the bus*

3rd offense: *3 day suspension from the bus*

4th offense: *5 day suspension with warning that next offense leads to a permanent suspension from the bus*

Any problems involving buses should be directed to Ray Kuehner, Transportation Coordinator, Board of Education, 732-289-3066, rkuehner@nbtschools.org.

ACADEMICS/INSTRUCTION

ACADEMIC SUPPORT TEAM

Livingston Park School has five Academic Support Teachers that provide support in reading through a program called LLI or Leveled Literacy Intervention.

We also have two math ASTs, Ms. Russo and Ms. Saber and one Child Development Specialist who provides additional kindergarten academic support, as well as, movement, art and literature classes for our Kindergarten students.

ART

Formal art classes are scheduled once per week with Ms. Peppe (jpeppe@nbtschools.org) for all gr. 1-5 classes. K students have Art & Literature with CD (Child Development) teacher, Mrs. Bonett. Other art activities are a regular part of the total program. You should consider sending in a smock or an old shirt for your child, which can be worn during art times to protect clothing.

CONTACTING TEACHERS

Teachers cannot be called to the telephone from their classrooms except in cases of emergencies. By leaving a message on the teacher's voice mailbox, parents may be assured a return call will be forthcoming when the teacher is able. Teachers must not be called at their homes.

GATE

Gifted and Talented Education is open to all qualified students from grades three through five. Classes meet on a regular basis with a full time teacher after school. Buses are provided. The curriculum is differentiated and students are involved in units of study separate from classroom curricula. Criteria for selection: Teacher Recommendation, Standardized Tests and a test for Creative and Cognitive Thinking. Please contact Mrs. Lauren Finnegan, Director of Elementary Instruction with any questions.

HOMEWORK

While it is impossible to state the exact length of time that homework assignments will take, the average total amount received by a student in grades K-3 should be between 15 and 30 minutes, while the average total amount for a student in grades 4-5 should be between 30 and 60 minutes.

If the pattern of homework length is frequently inconsistent with these averages, parents are encouraged to contact the teacher(s) for clarification. Students who have been absent from school due to illness or for religious observance will be given the opportunity to make up homework upon their return. If the student is well enough to complete work at home, parents may contact the school office in the morning and arrange for assignments to be sent home. Both the quality and the regularity of homework completion are factors in assessing a child's progress. Homework must be submitted on time. Credit may not be given for daily homework that is late. Partial credit for any homework assignment may be given at a teacher's discretion.

INSTRUMENTAL MUSIC

Mr. Stephen Komar (skomar@nbtsschools.org) is Livingston Park's Band/Orchestra Director. Students are recruited for our String program beginning at grade 3. Opportunities for violin, viola, and cello are offered. Beginning at grade 4 students may elect to study another band instrument — brass, woodwind, or percussion. The orchestra and band students receive small group instruction during the school day as well as whole group practice. The youngsters traditionally perform at two evening and two day concerts during the year (please see District Calendar for exact dates).

I&RS (Intervention and Referral Services)

In accordance with the NJ administrative code, North Brunswick's elementary schools are dedicated to providing equal access to education to all of our students, regardless of whether the learner struggles with academic, behavioral or health concerns. Intervention and Referral Services is a coordinated system in which we support teachers' and students' needs within the general education population. It serves as a primary way for planning and delivering intervention plans to assist students who are experiencing learning, behavior, or health difficulties, and to assist staff who need support in addressing students' needs. Through coordinated efforts between staff members and parents, guided interventions and monitoring plans for at-risk learners are developed and implemented. Further information about the I&RS process can be gained through your child's teacher and from the Director of Elementary Instruction, who chairs the I&RS committee.



LIBRARY

Students will have a scheduled library class once per week for forty minutes with Ms. Ngo, our Media Specialist. Opportunities to visit the library at other times are also available. Responsibility for care of borrowed materials rests with the child and the home.

MATERIALS

While the school provides most materials, requests may be made at times for special kinds of notebooks, extra pencils, etc. Your cooperation is appreciated. With textbooks becoming more and more expensive, we require that all books going home are covered. Book covers are periodically available through our school store at a nominal cost. Damage to, writing in or destruction of textbooks will result in fines or assessments for replacement.

Book Bags

Please provide a backpack for your child to carry their school materials. **Rolling backpacks will not be permitted. These have caused a safety concern in our hallways and buses.**



PARENT CONFERENCES

Parents are encouraged to contact teachers to discuss any aspect of their child's performance or progress in school. Appointments can be made by leaving a message in the teacher's voice mailbox, sending the teacher an email, or sending a note to school. The teacher will respond to the request and establish a mutually agreeable meeting time. There are two formal conference periods scheduled for the Fall and Spring. **Please refer to the District Calendar for exact dates and times.**

Stopping by the classroom unannounced is inappropriate, disruptive, and problematic in terms of our overall building security measures. When anyone enters the building they are expected to first sign in at the main office. Parents should not approach classrooms without first obtaining a pass from the main office. Teachers have been directed not to admit any visitors unless they display the pass.

Email is the preferred method of communication with staff. Everyone has an assigned address with their first initial, last name@nbtschools.org (example: jsmith@nbtschools.org).

PARENT REQUESTS

Parents sometimes feel a need to request an individual teacher for their child for the coming school year. Since parent opinion and input are valued, parents may make requests for the coming year provided that they are made directly to the Principal in writing before May 15th. However, parents **SHOULD NOT request a specific teacher by name.** Rather, describe the personality needs of your child. Please know, logistics often prohibit all requests from being granted so no promises can be made even if a written request is submitted. Sometimes students will ask (through their parents) to be placed in a classroom with a particular friend or group of friends. Such requests are discouraged and will not be accommodated.

SCHOOL COUNSELOR

Mrs. Brielle Pryor (732-289-3300; bpryor@nbtschools.org) is Livingston Park's full-time guidance counselor. Referrals may be made by parent or teacher, or she may be sought out by the student. While Mrs. Pryor is called upon as needed to deal with emergencies or unanticipated problems, written parent approval is required for her to initiate regular counseling contacts.

STUDENT COUNCIL

Under the direction of **Mrs. Alvarez and Ms. Palermo**, Livingston Park's Student Council gives youngsters a voice in school issues. We believe the student government experience promotes citizenship and shared responsibility for the school. These values will carry over into the child's life. Such activities also develop the student's sense of community.

VOCAL MUSIC

Classes are scheduled once a week for forty minutes with Miss Fackelman (efackelman@nbtschools.org) or Mr. Komar (skomar@nbtschools.org).

PERSONAL POSSESSIONS

PLEASE REVIEW AND DISCUSS THIS ENTIRE SECTION WITH YOUR CHILD.

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. The following guidelines will also be maintained:

CELL PHONES: For safety purposes, students may carry cell phones to school *with parent permission.* **They must, however, be kept in the child's book bag and they must be turned off and kept out of sight at all times during the school day.**

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.

The only time students should bring toys, games, card collections, etc. to school is when their teacher instructs them to do so (e.g. for Show & Tell or a project). The students will assume responsibility for any items brought to school. **Items specifically not to be brought to school include electronic games, tape/disc recorders, cell phones, pagers, personal communication devices (walkie talkies, PDAs, etc.), radios/stereos, laser pointers, or potentially hazardous items.** Sports equipment should also be left at home. Such belongings can easily be lost or broken. We would appreciate your help in keeping toys at home.

No weapons of any kind - real or facsimile - should be brought onto school property.

These as well as other offending items that may detract from an optimal learning environment are prohibited at school. They will be confiscated and may be returned to the student at a parent conference or at the end of the school year. Additional offenses will be considered insubordination. Students who disregard these rules will be subject to loss of the item and / or disciplinary action.

DRESS: Students are expected to follow the requirements for dress described under DRESS GUIDELINES.



PICTURES

Individual and group pictures will be taken on numerous occasions throughout the school year. Please refer to the district calendar for picture day and stay tuned to notices that are sent home with regards to pictures.

Annual Integrated Pest Management Notice

Livingston Park Elementary School

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 Livingston Park 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 Livingston Park School property:

Essentria IC3 Insect Concentrate – Rosemary Oil None

Advion Ant Gel Bait – Indoxacarb #100-1498

Evergreen Pyrethrum Dust – Pyrethrins None

Eco Exempt D – Dust Insecticide with Hexa-hydroxyl – 2-Phenethyl Propionate None

Ma xforce FC Pro Ant Killer Bait Gel – Fipronil #432-1264

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

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