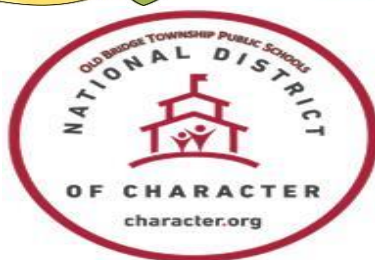




K – 5 Elementary School Handbook

2023-2024

*“Empowering each student to learn and
succeed in the 21st century”*



“Local Pride ~ Global Impact”

PARENT ACKNOWLEDGEMENT FORM

PLEASE COMPLETE AND RETURN

The Elementary School K-5 Handbook is designed to consolidate information pertaining to the Old Bridge Township Elementary Schools.

This booklet will provide you with district guidelines and policies for homework, student conduct/behavior, attendance, wellness nutrition, field trips and other areas. Please read and review the handbook with your child to familiarize yourself with standing guidelines and new guidelines.

Please be advised that I have received and reviewed the Elementary School K-5 Handbook and acknowledge that I am familiar with all the policies and guidelines contained in the Handbook, including but not limited to procedures for Early Dismissal.

Parent Signature _____

Student Name _____

Grade _____

School _____

Elementary School K-5 Handbook

Dear Parents and Guardians,

The Old Bridge Township Public Schools' Board of Education, Administration, and faculty recognize the importance of family involvement, input, and expertise. The education and caretaking of our youngsters is truly a collaborative and team effort and one in which we all take great pride. Communication and the sharing of information is a key component of a strong working relationship between home and school.

To this end, the Elementary School K-5 Handbook is designed to offer families pertinent information relative to the Old Bridge Township Public Schools and elementary education program. Contained herein are district guidelines and policies for homework, attendance, wellness, and field trips, schedules of important dates, and contact numbers. We encourage you to read and review the handbook with your child to familiarize yourself with both existing as well as updated guidelines and procedures. You may rest assured that information will be reinforced through school Open Houses, Principal messages, and through the school and district website.

If you have any questions concerning the information found in this handbook, please know that the district's administration and staff is on hand to field your questions. On behalf of the Board of Education, administration, and faculty, I would like to wish you and your children a successful and exciting school year filled with new learning opportunities and horizons.

Very truly yours,

David Cittadino
Superintendent of Schools
david.cittadino@obps.org

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MISSION STATEMENT

Recognizing that each person has an inherent worth, it is the mission of the Old Bridge Public Schools to empower each student to learn, to achieve success and to become a confident, productive member of a pluralistic, global society prepared to face challenges of the 21st century.

List of Beliefs

We believe that:

Learning is a lifelong process.

All children can learn.

Education is a shared responsibility among the schools, the child, the family, and the community.

All students are entitled to a safe, supportive learning environment.

Self-esteem is necessary for successful learning.

The development of curriculum is an on-going and cyclical process.

The District should provide a dynamic curriculum that recognizes the various needs and learning styles of the students.

An appreciation of the arts and humanities enhances the education of the whole child.

All students should be taught to appreciate and respect the cultural differences in our society.

All students are worthy of educational opportunity, respect, tolerance, and fairness.

Schools should prepare students to function successfully in society.

All children should be encouraged to rise to their highest level of achievement.

June 7, 1995

Board of Education

**M. Scott Carpenter Elementary School: 1 Par Avenue,
Old Bridge, NJ 08857**

Christopher McCue, Principal 732-360-4452
Lynn Reynolds, Secretary
Ashley Giovannucci, Nurse 732-360-4450
Health Fax: 732-360-0628 FAX: 732-360-2964

**Leroy Gordon Cooper Elementary School:
160 Birchwood Drive,
Cliffwood Beach, NJ 07735**

Cathy Gramata, Principal..... 732-290-3881
Marilyn Zino, Secretary
Yona Downes, Nurse 732-290-3882

**Virgil I. Grissom Elementary School: 1 Sims Ave.,
Old Bridge, NJ 08857**

Anthony Arico, Ed.D., Principal..... 732-360-4481
Clarissa Morrabal, Secretary
Mary Alice Maher, Nurse 732-360-4482
Health Fax: 732-607-3902 FAX: 732-360-0725

**James A. McDivitt Elementary School: 1 Manny Martin Way,
Old Bridge, NJ 08857**

Laurie Anne Coletti, Principal 732-360-4512
Tracy Pulaski, Secretary
Kristen Gonzalez, Nurse 732-360-4511
Health Fax: 732-316-0218 FAX: 732-721-5706

**Madison Park Elementary School: 33 Harvard Road,
Parlin, NJ 08859**

John Daly, Principal..... 732-360-4485
Barbara Cohen, Secretary
Joanna Gehr, Nurse 732-360-4486
Health Fax: 732-316-0263 FAX: 732-721-4924

**Memorial Elementary School: 11 Ely Avenue,
Laurence Harbor, NJ 08879**

Raymond Payton, Ed.D., Principal 732-290-3876
Cheryl Hennessey, Secretary
Karen Diamond, Nurse 732-290-3878
Health Fax: 732-441-3489 FAX: 732-583-9431

**William A. Miller Elementary School: 2 Old Matawan Road,
Old Bridge, NJ 08857**

Kimberley Giles, Ed.D., Principal 732-360-4590
Fran Samson, Secretary
Michelle Cregg, Nurse 732-360-4591
Health Fax: 732-238-1286 FAX: 732-698-0448

**Walter M. Schirra Elementary School: 1 Awn Street,
Old Bridge, NJ 08857**

Courtney Lowery, Principal 732-360-4495
Bernadette Conahan, Secretary
Alizia Marques, Nurse 732-360-4496
Health Fax: 732-679-2361 FAX: 732-360-0736

**Alan B. Shepard Elementary School: 33 Bushnell Road,
Old Bridge, NJ 08857**

Joseph Marinzoli, Principal 732-360-4499
Jennifer Ramos, Secretary
Regina Callahan, Nurse 732-360-4500
Health Fax: 732-679-5079 FAX: 732-679-5112

**Southwood Elementary School: 64 Southwood Drive,
Old Bridge, NJ 08857**

Karen M. Foley, Principal 732-360-4539
Karen DelGatto, Secretary
Samantha Piedmont, Nurse 732-360-4541
Health Fax: 732-238-1295 FAX: 732-720-6366

**Raymond E. Voorhees Elementary School: 11 Liberty Street,
Old Bridge, NJ 08857**

Thomas Ferry, Ed.D., Principal 732-360-4544
JoAnn Martinez, Secretary
Pamela Crispino, Nurse 732-360-4546
Health Fax: 732-251-2810 Fax: 732-251-8549

Permanent Floater Nursing Staff:

Melissa Iannone, Antonia Balzano, Saba Qureshi, Siobhan
Toomey

**John Glenn School: 185 Cindy Street,
Old Bridge, NJ 08857**

Alexis Adinolfi.....732-360-4308
Supervisor, Old Bridge Preschool Education FAX: 732-360-4459
Jennifer Scheblein, Nurse.....732-360-1021

DISTRICT ADMINISTRATORS/DIRECTORS

Assistant Superintendent of Educational Programs:

James Tuohy, Ed.D..... 732-360-4461
FAX: 732-360-4459

Director of Arts & Culture:

Anahita Keiller.....732-290-3900 ext. 3805

Director of Athletics:

Daniel DiMino.....732-290-3900 ext. 3924
FAX: 732-290-3853
FAX: 732- 566-6869

Director of Technology

James Yanuzzelli.....732-290-3967
FAX: 732-583-4644

Director of Grants, Intervention & Student Services

Caitlin Colandrea, Ed.D.....732-290-4562
FAX: 732-583-4644

DISTRICT SUPERVISORS

Please dial 732-290-3900 & follow prompt to reach extension 3801:

Industrial Technology/Business/Nurses: Karen Hicks - **OBHS-GNC**

Mathematics: **TBD - OBHS-GNC**

Science & Assessments: Jeff Caulfield - **OBHS-GNC**

English Language Arts 6-12/Social Studies/Librarians: Rocco Celentano - **OBHS-GNC**

Please dial direct:

Special Education 6-12: Christine Dougherty

OBHS-GNC 732-290-3831
FAX: 732-566-6869

Special Education K-5/English Language Arts K-5 & Preschool Education:
Alexis Adinolfi

Glenn School..... 732-360-4308
FAX: 732-360-4459

PTA PRESIDENTS

Carpenter.....	Stefanie Bruno
Cooper.....	Arlee Burlew
Grissom.....	Dana Marchetta
Madison Park.....	Nanci Mento
McDivitt.....	Christine Rue
Memorial.....	Jennifer D'Antuono
Miller	Collette Mataya
Schirra.....	Carissa Maiello
Shepard	Beth DeNardo
Southwood.....	Jessica Cannella
Voorhees	Michela Cooper
Salk Middle School.....	Rebecca Malloy
Sandburg Middle School	Kim Archer
Old Bridge High School	Joanne Cavanagh
SEPTA	Diane Michael
Coordinator	Stacey Pitts
Co-Coordinator	Bridget Hlava

PTA Meetings

M. Scott Carpenter Elementary School

General PTA Meetings: *6:00 pm & 7:00 pm

*September 27, October 18, January 8,
March 4, May 6

Leroy Gordon Cooper Elementary School

General PTA Meetings: 6:30 pm

October 12, November 16, January 11, February 8,
April 11, May 9

Virgil I. Grissom Elementary School

General PTA Meetings: 7:00 pm

September 27, October 18, November 15, February 7,
March 6, April 10, May 1, June 12

James A. McDivitt Elementary School

General PTA Meetings: 7:00 pm

October 2, November 13, December 4,
February 5, March 4, May 6

Madison Park Elementary School

General PTA Meetings: 7:00 pm

October 2, November 6, January 8, February 5,
March 4, April 8, May 6

Memorial Elementary School

General PTA Meetings: 6:00 pm

September 11, October 9, November 6, December 4, January 8,
February 5, March 4, April 8, May 6, June 3

William A. Miller Elementary School

General PTA Meetings: 7:00 pm

September 18, November 13, January 8,
March 4, May 6

PTA Meetings

Walter M. Schirra Elementary School

General PTA Meetings: Time TBD

September 11, October 2, December 4,
February 5, April 8, June 3

Alan B. Shepard Elementary School

General PTA Meetings: 7:00 pm

September 13, October 11, November 15, February 7,
March 6, April 10, May 8

Southwood Elementary School

General PTA Meetings: 7:00 pm

September 27, October 2, November 13, December 4, January 8,
February 5, March 4, April 15, May 6, June 3

Raymond E. Voorhees Elementary School

General PTA Meetings: 7:00 pm

September 11, October 2, November 6, December 4, January 8,
February 5, March 11, April 15, May 6, June 3

SEPTA (Special Ed PTA) Glenn School

General PTA Meetings: 7:00 pm

September 21, November 16, January 18,
March 21, *May 16 (6:30 pm)

PTA Presidents' Council 7:00 pm

September 20 (Carpenter), October 18 (Voorhees),
January 17 (TBD), March 20 (TBD), April 17 (TBD)

Please note that all dates are subject to change.

BOARD POLICY 8601

PUPIL SUPERVISION AFTER SCHOOL DISMISSAL

To best insure the safety and well-being of our elementary school students Pre K through Grade 5, the Board of Education adopted mandated Policy 8601 Pupil Supervision After School Dismissal.

The purpose of this policy is to insure that students who are picked-up every day by a parent, guardian or designated escort, at least 18 years old are met by that person at Dismissal on Full Day session school days, scheduled Early Dismissal days and Emergency Early Dismissal days.

Attached is the form Request for Supervision at Dismissal from School. Please review the policy thoroughly on our website www.oldbridgeadmin.org

If you require this supervision, please complete the form and return it to your child's school. The principal, upon receiving your request, will forward to you the Supervision at Dismissal Plan for the school.

If you have any questions or concerns regarding this matter contact your building principal.

Translations in Hindi and Spanish are available at each elementary school.

Versiones de los documentos 8601 estan disponibles encada escuela primaria.

इस दस्तावेज़ को हिन्दी में प्रत्येक प्राथमिक विद्यालयों में उपलब्ध है

OLD BRIDGE TOWNSHIP PUBLIC SCHOOLS
SCHOOL
Request for Supervision at Dismissal From School
For Pupils in Grades Pre-K to Grade 5

Parent/Legal Guardian Name _____

Phone Numbers _____, _____, _____
Home Work Cell

Child's Name/Grade _____ Teacher's Name _____

Child's Name/Grade _____ Teacher's Name _____

Child's Name/Grade _____ Teacher's Name _____

In accordance with Board of Education Policy, I am requesting my child(ren) listed above not be permitted to walk home from school alone unless escorted by a parent or an escort. Therefore, I am requesting the school only release my child(ren) listed above to a parent/legal guardian or the escorts (at least 18 years old) I designate. I acknowledge I have received and reviewed Board Policy 8601 and understand my obligations in authorizing the school district to maintain supervision of my child(ren) after school dismissal including, but not limited to:

1. I and/or my designated escort may not be able to enter the school building until a time designated by the Principal or program administrator, which may be after other children are dismissed from school.
2. I and/or my designated escort will enter the school building and go directly to the location in the building the Principal or program administrator designates to pick-up my child(ren). I or my designated escort will leave the school building promptly upon picking-up the child(ren).

3. I understand this Request shall be for every school day, including half-session and early closing days due to emergencies, and shall apply for the duration of time designated in Board Policy 8601.

4. I acknowledge a parent or designated escort is provided permission to enter the school building for the purpose to pick-up their child(ren).

The following persons are designated to pick-up my child(ren) after school dismissal in accordance with the terms of Board Policy 8601:

Parent/Legal Guardian: _____

Escorts: _____

Parent/Legal Guardian Signature: _____

Date: _____

The Before and After Care Program is operated by the Township of Old Bridge and is not affiliated with the Old Bridge Township Board of Education. Arrival and dismissal procedures for child(ren) attending the program shall be established by and the responsibility of the Before and After Care program.

Elementary School K-5 Handbook
Old Bridge Township Public Schools



In order to maintain the integrity and accuracy of our student records, it is imperative that you confirm and update your contact information. Because this is part of the Realtime Student Information System, you can now update that information through the Realtime Parent Portal. The Parent Portal is available for contact maintenance until July 31st of each year. On August 1st, the Parent Portal is disabled for routine updates and will reopen on the last Monday of August. At that time, you will have access to class assignments, important correspondence, transportation, and all relative school year information. You are responsible to maintain and update your contact information before the first day of school and throughout the school year.

- Open a web browser on your computer and type in the following web address:
<https://www.fridayparentportal.com/oldbridge>

(Realtime log on information will be provided by your child's school)

- To update your notifications, simply click on the “Contacts” link and update or add new contact information once you enter the Parent Portal. You can also choose the checkbox for email, text, and alternate (“call next”) contact you may wish to include in the notification system.

FOR PARENTAL USE ONLY

MY ID _____

MY PASSWORD _____

If you have any questions, or if you have any difficulty in accessing the parent portal, please contact your child’s school.

Elementary School K-5 Handbook

September 2023 (16 days)				
M	T	W	T	F
				1
4	☆	☆	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Labor Day 4
 Staff In-Service 5 & 6
 School Opening 7
 Fall Break 25

October 2023 (22 days)				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

PLC Day 9

November 2023 (17 days)				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

Election Day 7
 NJEA Conv. 9 & 10
 Early Dismissal 22
 Thanksgiving 23 & 24

December 2023 (16 days)				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Early Dismissal 22
 Winter Break 25-29



2023-2024 School Year

January 2024 (21 days)				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

New Year's Day 1
 Dr. Martin Luther King Day 15
 PLC Day 18

February 2024 (20 days)				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	

President's Day 19

*Calendar reflects 181 instructional days for students, plus two (2) emergency closing days in 2023-2024. Unused days will be returned at the end of the school year. Additional emergency closing days, if needed, will be made up in the following order: Jan. 15, Feb. 19, Apr. 5, & Apr. 4. Any additional days shall be made up at the discretion of the Board.

March 2024 (20 days)				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

PLC Day 20
 Early Dismissal 28
 Spring Break 29

April 2024 (15 days)				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

Spring Break 1-5
 Spring Break 2 22-23

May 2024 (22 days)				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31







PLC Day 16
 Early Dismissal 24
 Memorial Day 27

June 2024 (14 Days)				
M	T	W	T	F
3	☆	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

Staff In-Service 4
 Last Day of School* 21
 OBHS Graduation

Kindergarten AND First Grade Registration for September 2024
 Registration will take place during the month of March, 2024.
 Children registering for **Kindergarten** must be 5 (five) years of age by **October 1, 2024**.
 Children registering for **1st Grade** must be 6 (six) years of age by **October 1, 2024**.

Proposed: 3.15.22
 Adopted: 3.23.22
 Amended: 7.13.23 (PLC Dates added)

- Opening and Closing of Schools 
- School Closed 
- Early Dismissal 
- School Closed for Students Only 
- Inservice Day 
- PLC Day Early Dismissal 

School Hours

Grades	Enter	Dismissal
Elementary (K-5)*	8:50am	3:15pm
Middle (6-8)	8:10am	2:40pm
High (9-12)	7:35am	2:06pm

* Elementary instruction begins at 9:00 am.

Delayed Openings

In case of extreme heat, inclement weather, or other emergencies, you may access the information by visiting our website at www.oldbridgeadmin.org. You will also receive notice through our Realtime Notification System. In the event of a delayed opening, the following schedule will be followed:

	Enter	Dismissal
Elementary Schools	10:50am	3:15pm
Middle Schools	10:10am	2:40pm
High School	9:35am	2:06pm

Lunches will be served on a delayed opening schedule.

NOTE: Situations such as extreme heat, inclement weather, or school emergencies may arise necessitating the early closing of school once it is in session. At the elementary level, parents/guardians will be notified by telephone and via our Realtime Notification System. In the event of an emergency school closing for any reason, it will be necessary for your child to have an alternate plan if a parent/guardian will not be at home. In cases of an emergency closing, please refer to the Early Dismissal Schedule listed.

Early Dismissal

	Enter	Dismissal
Elementary Schools	8:50am	1:15pm
Middle Schools	8:10am	12:20pm
High School	7:35am	11:42am

Lunches will be served on an Early Dismissal schedule.

EARLY DISMISSAL DAYS

School Calendar

Wednesday, November 22, 2023

Friday, December 22, 2023

Friday, March 28, 2024

Friday, May 24, 2024

Elementary Parent Teacher Conference Days

Tuesday, November 28, 2023 (Day and Night)

Wednesday, November 29, 2023 (Day only)

Thursday, November 30, 2023 (Day and Night)

District Teacher In-Service Days (PLC's)

Monday, October 9, 2023

Thursday, January 18, 2024

Wednesday, March 20, 2024

Thursday, May 16, 2024

TRIMESTERS

- 1st September 7, 2023 to December 8, 2023 61 days
Interim Reports – November 1, 2023
Report Cards to Parent Portal – December 22, 2023
- 2nd December 11, 2023 to March 15, 2024 62 days
Interim Reports – February 12, 2024
Report Cards to Parent Portal – March 28, 2024
- 3rd March 18, 2024 to June 21, 2024 60 days
Interim Reports – May 24, 2024
Report Cards to Parent Portal – June 21, 2024 *tentative

**ACADEMIC GRADING KEY - GRADES 3, 4 and 5
LETTER GRADE WITH CORRESPONDING
NUMERICAL GRADE**

A	90 – 100
B+	87 – 89.9
B	80 – 86.9
C+	77 – 79.9
C	70 – 76.9
D	60 – 69.9
E	0 – 59.9

**Grade 3 – Science/Health/Social Studies
Grading Key**

O	90- 100
S	70-89.9
N	60-69.9
U	1- 59.9
I	

Elementary School K-5 Handbook
ELEMENTARY SCHOOL
SUBJECT GRADING RUBRICS
Effective September, 2018

Elementary Grading Rubric - Writing (Grades 3, 4, 5)

	Major Assessments	Minor Assessments	Projects/Activities
Grade 3	40%	30%	30%
Grade 4	40%	30%	30%
Grade 5	40%	30%	30%

Elementary Grading Rubric – Reading (Grades 3, 4, 5)

	Tests/Quizzes	Classwork	Homework	Projects/Activities
Grade 3	40%	30%	10%	20%
Grade 4	40%	30%	15%	15%
Grade 5	50%	20%	15%	15%

Elementary Grading Rubric–Mathematics (Grades 3, 4, 5)

	Tests/Quizzes	Classwork	Homework	Projects/Activities
Grade 3	40%	30%	10%	20%
Grade 4	40%	30%	15%	15%
Grade 5	40%	30%	15%	15%

Elementary Grading Rubric – Social Studies (Grades 4, 5)

	Tests/Quizzes	Classwork	Homework	Projects/Activities
Grade 4	40%	30%	15%	15%
Grade 5	50%	20%	15%	15%

Elementary Grading Rubric – Science (Grades 4, 5)

Tests/Quizzes		Classwork	Homework	Projects/ Activities
Grade 4	40%	30%	15%	15%
Grade 5	50%	20%	15%	15%

Elementary Grading Rubric – Health (Grades 4, 5)

Tests/Quizzes		Classwork	Homework	Projects/ Activities
Grade 4	40%	30%	15%	15%
Grade 5	50%	20%	15%	15%

Elementary Open House – Wednesday, 9/27/23

Conferences: Tuesday, 11/28/23 – Day & Night
Wednesday, 11/29/23 – Day
Thursday, 11/30/23 – Day & Night

EasyCBM Benchmark Testing

EasyCBM language arts and mathematics benchmark assessments are administered to all students in grades K-5 in the Fall, Winter and Spring. Benchmark assessments help the district to track individual student's progress and identify student needs. These benchmark assessments provide us with detailed data to assist the district in meeting the needs of its students. Assessment results are made available to parents through our Realtime Parent Portal. EasyCBM was created to support a "Response to Intervention" framework by providing both a highly predictive and reliable norm-referenced universal screening measure and progress monitoring assessments.

Dynamic Learning Maps (DLM) – Alternate Proficiency Assessment

TBD

TESTING DATES

NJSLA – Regular Administration

TBD

NJSLA- Science Administration

TBD

Kindergarten & Grade 1 Registration

Kindergarten and Grade 1 registration for the next school year is held by appointment during the month of February. It is suggested that registrations be completed in a timely manner. **All registrations will be centralized. The link for centralized registrations is available on the district website.**

To be eligible your child must be five (5) years old **on or before** October 1 for Kindergarten and six (6) years old **on or before** October 1 for Grade 1.

The following items need to be presented at the time of registration:

1. Birth or Baptismal Certificate (original)
2. Proof of immunization, under a doctor's signature of:
 - DPT Series and Booster (after age 4)
 - Polio Series and Booster (after age 4)
 - Measles Vaccine (two doses) after 1st birthday
 - Rubella (German Measles) Vaccine
 - Mumps Vaccine
 - Hepatitis B Vaccine Series with appropriate interval spacing
 - Varicella (Chicken Pox) Vaccine after 1st birthday or past history of disease
3. Proof of Old Bridge Township residency. Accepted forms of residency verification include any two of the following:
 - current tax bill or receipt
 - mortgage statement
 - rental agreement or lease
 - contract to purchase a home
 - notarized letter from landlord or property owner
 - property deed

- a recent utility bill (two recent bills if renting)

Information regarding Kindergarten registration will appear in local newspapers and will be aired on Cable TV Channel 118, FIOS Channel 24 and the District website.

Revised: 27 June 2000, 21 November 2000

Code Revisions Only: 16 May 2005

General Elementary Registration

Registration for Elementary School grades K-5 may take place during the school year. It is suggested that registrations be completed in a timely manner. **Effective November 1, 2019 all registrations will be centralized. The link for centralized registrations is available on the district website.**

If the student is transferring from another educational institution outside of Old Bridge Public Schools a transfer card along with the following required documents should be presented at the time of registration:

1. Birth or Baptismal Certificate (original)
2. Proof of immunization, under a doctor's signature of:
 - DPT Series and Booster (after age 4)
 - Polio Series and Booster (after age 4)
 - Measles Vaccine (two doses) after 1st birthday
 - Rubella (German Measles) Vaccine
 - Mumps Vaccine
 - Hepatitis B Vaccine Series with appropriate interval spacing
 - Varicella (Chicken Pox) Vaccine after 1st birthday or past history of disease

3. Proof of Old Bridge Township residency. Accepted forms of residency verification include the following:
- current tax bill or receipt
 - mortgage statement
 - rental agreement or lease
 - contract to purchase a home
 - landlord affidavit form (new)
 - property deed
 - a recent utility bill (two recent bills if renting)
 - parent/guardian affidavit of residency form (new)
 - host family affidavit of residency

The Parent/Guardian will be requested to complete an Authorization Release for cumulative records from the previous school.

Overflow of Students to District Neighboring Schools

The Old Bridge Board of Education will make every effort to assign children to their designated home school. When class capacity is reached in the home school it may become necessary to assign your child to a neighboring district school. Overflow determinations will be made on timely registrations with first come first served decisions.

In the event that this situation affects your child, bus transportation will be provided for your child. If there are additional siblings in the family, accommodations will be made to assign all the children to the same elementary school. However, the parent may choose to have a sibling remain in their designated home school.

Depending on class capacity, every effort will be made to return students to their designated home school for the next school year.

KINDERGARTEN INFORMATION
WELCOME TO KINDERGARTEN!

As your child enters Kindergarten, a new world of experiences is opening to him or her. We welcome you and your child to this exciting adventure. Join with us to make these experiences happy and meaningful.

This kindergarten section has been designed to assist you in helping your child make the best possible adjustment to Kindergarten. We hope the information presented will serve to acquaint you with the basics of the Old Bridge Township Kindergarten curriculum and show you how we can work together for your child.

WHY KINDERGARTEN?

Kindergarten literally means a “child’s garden.” It is a place where each child can grow and flourish to his or her potential. Your child’s year in Kindergarten will be filled with opportunities to grow socially, emotionally, physically, and mentally.

Our primary goal is to provide a foundation for your child’s future education. We strive to make a smooth transition from home to school, and to ensure that each child’s first elementary school experience is a successful and happy one.

The Kindergarten program is designed to help stimulate a good self-concept, and to provide each child with many experiences of achievement. Kindergarten children will work and create independently and learn to cooperate with others in a group.

Play is one of the primary approaches to learning available to children in early childhood. Sense impressions and ideas bubble up from within them, much as they do in an artist, or a composer. The children use the arts as a form of expression, but most often they use play itself to express their ideas. Through play, they try on every role and situation they’ve encountered in life. They explore the world around them and make it their own. Their play is often serious, but it is also enjoyable and deeply satisfying.

HEALTH AND ATTENDANCE

Before School Starts:

Visit your family physician for a complete physical examination. The State of New Jersey requires an entrance exam for your child. It is preferable that the physical is submitted at the time of registration but must be submitted no later than 30 days after the 1st day of school. You can find the form at www.oldbridgeadmin.org, district-new student registration-Kindergarten and print out the universal child health record. The parent health history form is there also- form #4 and should be filled out in its entirety by the parent and submitted with your registration documents.

If you are going to have a **dental exam** by your family dentist, your school nurse can supply you with a form if you would like to have the dental exam documented, but it is not required.

Health Screenings:

In accordance with NJ guidelines, the school nurse will screen height, weight, blood pressure, scoliosis (5th grade), visual acuity, and auditory activity during the school year.

Follow-up is advised on any recommendations referred by your physician, or school nurse.

Get proper Immunizations:

NJ Sanitary code, Chapter 14, has mandated that all children attending any public school **must** have the following immunizations. Please bring a copy of the immunization record with you to registration.

DISEASE	MEETS IMMUNIZATION REQUIREMENTS
DTaP	A minimum of four (4) doses of DPT with at least one dose given on or after the fourth (4 th) birthday, or any combination to equal a 5 th dose total.
POLIO	A minimum of three (3) doses of Polio vaccine

	(IPV or OPV) with at least one dose administered on or after the fourth (4 th) birthday, or any 4 (four) doses.
MEASLES MUMPS RUBELLA (MMR)	Two (2) doses of Measles containing vaccine and one (1) dose each of live Mumps and Rubella containing vaccine given no less than one month (28 days) apart with the first dose given on or after the first (1 st) birthday. Laboratory evidence of immunity shall also be accepted for the 2 nd dose only (Holly's Law).
HEPATITIS B	Three (3) doses of Hepatitis B vaccine (or any combination of Hepatitis B vaccine), meeting state mandated minimal interval requirements.
VARICELLA	One (1) dose of Varicella (Chickenpox) vaccine on or after the first (1 st) birthday. Laboratory evidence showing immunity, a physician's statement or a parental statement of previous Varicella disease shall be accepted.

ATTENDANCE IS IMPORTANT

Your child should attend school each day that he or she is well. Every absence, even part of a school day, interferes with your child's progress at school. Parents should also carefully weigh the value of any prolonged absences against the value of classwork to be missed. The Kindergarten activities done in class are important can cannot be made up at home.

IN CASE OF SICKNESS

If your child is going to be absent, call or e-mail the school nurse as soon as possible. School numbers and e-mails are listed on our website www.oldbridgeadmin.org. You may leave a telephone message on the Health Office voice mail before normal school hours.

INDICATORS FOR KEEPING YOUR CHILD AT HOME

Fever (100* F. or above) ...child should be fever free, without any medication, for 24 hours before he/she returns to school.

1. remain home for 24 hours after an upset stomach/vomiting
2. severe cold symptoms
3. headache

4. sore throat
5. remain home for 24 hours after having a rash
6. swollen glands
7. remain home for 24 hours after having diarrhea
8. earache
9. persistent cough
10. pediculosis (head lice)
11. conjunctivitis (pink eye)
12. other communicable diseases
13. contagious rash or rash of unknown origin

ILLNESSES OR ACCIDENTS AT SCHOOL

If a child is injured, or becomes ill at school, parents will be notified. If the parents are not available, then the person designated to be called in an emergency will be contacted. It is vital that you update the parent portal of any change in telephone numbers, addresses, places of work, and emergency contacts.

MEDICATION

All medication which has been ordered by the physician to be given in school must be brought to the school nurse's office by the parent or guardian. **Do not send medication to school with a student.** All medication to be dispensed by the school nurse must be received in its **original labeled container** and accompanied by a written parental request and doctor's note stating medication, dose, and time to be administered in school.

No over the counter medications will be administered in school without a physician's order. Over the counter medications must be brought in by a parent in an unopened container.

CONTACT YOUR SCHOOL NURSE WHEN

- You have new information to add to your child's health record
You suspect a hearing, vision, speech, or other physical problem that can affect your child's school progress
- **YOUR CHILD MAY BE ABSENT FOR A PROLONGED PERIOD, AND MAY NEED HOME INSTRUCTION**

- You need a referral to a medical resource
- You have a new emergency phone number and were unable to update the parent portal.
- Your child is not feeling well and you are unsure if they can attend school.

To keep your child healthy, be sure he/she is -----

WELL RESTED. . .

10 to 12 hours of sleep is recommended for children going to Kindergarten and first grade.

WELL NOURISHED. . .

Meals should be well balanced and unhurried. Insist on wholesome, nutritious foods; avoid empty calorie foods.

Teach your child how and when to blow his/her nose, to cover his/her mouth when coughing and sneezing and wash his/her hands before eating and after using the toilet.

SPEECH—LANGUAGE SERVICES

Speech-Language Services are provided to students who are either eligible for Speech-Language Services, or those who are eligible for Special Education and Related Services.

In the past, the Speech-Language Specialists screened the speech skills of all second graders to determine if further assessment was needed. The state's special education code does not allow for such screenings, but the therapist can address concerns about children's speech or language skills if these are raised by parents or teachers.

If you have a concern about your child's speech and/or language skills, you can write a letter to the Speech-Language Specialist at your school, and they will schedule a meeting with you and a teacher to discuss concerns, make suggestions, and determine if an evaluation is warranted to see if your child is eligible for Speech-Language Services.

***CHARACTERISTICS OF A
SPEECH-LANGUAGE DISORDER***

The major types of communication disorders are impairments of

ARTICULATION, LANGUAGE, VOICE and FLUENCY. The following characteristics may indicate the presence of a speech-language disorder. Assessment by a Speech-Language Specialist can reveal whether these behaviors are indicative of normal, delayed, or disordered development of oral communication skills.

An **ARTICULATION DISORDER** is characterized by difficulty with the way sounds are formed and strung together. You, or a teacher, might consider referring a student to the Speech-Language Specialist if that student:

- substitutes one sound for another
- omits, distorts, or adds one or more sounds
- is unintelligible or difficult to understand
- produces sounds that are distracting or unclear to the listener

A **LANGUAGE DISORDER** is characterized by difficulty in understanding and using the symbols of language. You, or a teacher, might consider referring a student to the Speech-Language Specialist if that student has significant difficulty:

- communicating through speaking, relying on gestures to express needs and wants, initiating verbalizations, or producing original sentences
- using language appropriately without etiologic or perseverative verbalizations
- labeling or retrieving (recalling) the names of objects or events
- using aspects of grammar such as verbs, pronouns, comparatives, superlatives, prepositions, or “wh” questions
- using complete sentences or a variety of sentence structures
- understanding and using age-level vocabulary
- expressing word meanings
- describing objects or events
- completing a sentence or remaining on topic
- sequencing words, thoughts and events, and relating events in an organized sequential manner
- understanding or using semantic categories such as quantity, time, or multiple meanings of words
- classifying (categorizing) objects or events or forming associations between them

- demonstrating the ability to use abstract language

A **VOICE DISORDER** is characterized by inappropriate pitch, volume, duration or quality. You or a teacher might consider referring a student to the Speech-Language Specialist if that student's voice is:

- inappropriate for age, sex, or stature
- too high or too low
- persistently hoarse or harsh
- hypernasal (through the nose)
- hyponasal (like having a cold)
- lacking appropriate inflections or never changing (monotone)
- interrupted by breaks in pitch
- too fast or too slow
- too weak to complete an utterance

A **STUTTERING DISORDER** is characterized by an interruption in the flow or rhythm of speech. It is demonstrated through hesitations, prolongation of sounds, or repetition of sounds, syllables, words, or phrases. You, or a teacher, might consider referring a student to the Speech-Language Specialist if that student:

- demonstrates dysfluent speech behaviors
- has accompanying physical mannerisms while speaking such as facial grimaces, eye blinking, finger snapping, head shaking, foot stamping, or fist tightening
- exhibits overall body tension in the act of speaking
- gasps for air, or appears unable to emit a sound
- avoids verbal contact or talking before a group

GET YOUR CHILD OFF TO A GOOD START! GETTING READY FOR SCHOOL

In Kindergarten, your child will learn basic skills in language, reading, math, and writing along with arts, music, and other lifelong skills.

Here are some things to help prepare your child for school.

TEACH YOUR CHILD TO BE SAFE:

Your child should know:

- first and last name
- parent's name
- phone number
- address
- not to talk to or go with strangers
- to go to and from school the safest way

- to obey school patrols
- to cross the street carefully
- to go straight home from school
- to behave properly on the school bus
- where to go in the event school is closed early

TEACH YOUR CHILD TO BE RESPONSIBLE:

Your child should know:

- how to listen and follow directions
- how to get dressed independently
(how to identify, put on, take off and hang up outer clothing)
- how to use the toilet independently and wash and dry hands
- how to clean up and put toys away

TEACH YOUR CHILD TO LEARN:

Note: Parents can help develop responsibility by having their child do small household chores.

- be cooperative, courteous and respectful
- print his/her name with first letter as a capital and all others in lower case i.e. *Thomas ...refer to the alphabet sheet provided on the inside back cover of this booklet.*
- hold and use scissors correctly
- use glue
- be familiar with crayons and coloring
- button and zipper jackets
- begin to tie shoes
- know birth date, phone number and address
- recognize letters of the alphabet
- recognize numerals 0-10
- recognize basic colors

- recognize basic shapes

TEACH YOUR CHILD GOOD CHARACTER:

- Respect
- Citizenship
- Caring
- Fairness
- Responsibility
- Trustworthiness

YOUR CHILD WILL NEED...

- a positive attitude
- clothes that are simple, washable and sturdy
- clothes that can easily be fastened and unfastened
- boots, if worn, that come off easily
- identification on each child for the first few days of school
- a lightweight backpack that is easy to open and a folder
- crayons, pencils, scissors and glue for use at home

ONCE SCHOOL BEGINS

The first day of school is a milestone in your child's life. Your understanding at this "turning point" is important to your child's future attitude toward school, and to his or her healthy growth and development.

On the first day of school

- arrive on time (not too early; not too late)
- leave cheerfully
- do not linger
- explain to your child where his/her parents will be and what they will be doing while he/she is in school

Things to think about

- hanging your child's schoolwork up at home will reward and reinforce good efforts
- praise your child and offer positive rewards
- most of your child's accomplishments come from having a positive self esteem

Get Involved

- read daily with your child
- promptly review notices
- keep in touch with the teacher
- spend quality time with your child
- support the PTA
- attend scheduled programs

SPECIALS

The children will have physical education two times a week—art, music, and computers once a week with the special teachers. They must wear sneakers to school in order to participate in physical education class.

HELP US HELP YOUR CHILD

- If you are coming into school for any reason, **report to the office first**. All visitors are required to sign in and show I.D. For safety reasons, **DO NOT** go straight to the classroom.
- Label all clothing with first and last name.
- When sending money into school, include exact change in a sealed envelope labeled with your child’s full name, and an explanation.
- Send a note if someone else is to pick up your child from school.
- Make sure your child eats before coming to school.
- All notes should be sent to school **inside** their Kindergarten folder.

HOMEWORK

Homework is an integral part of the students’ total program. It is the perfect opportunity to review and practice what your child learns in the classroom. Give the assistance your child needs, but do not do the homework for the child.

The amount of homework will vary from day to day based on subject matter, and varying abilities of the students. The time allotment for Kindergarten is 10-15 minutes daily.

Absences for vacations or family trips cannot be approved by the school staff, and requests for future assignments will not be given.

JOIN THE P.T.A.

Take an active role in school life for your child's sake and for the

school's sake. Get acquainted with the school staff, discuss common problems, hear fine speakers, and work together to improve the school.

THE KINDERGARTEN PROGRAM

A copy of the board approved Kindergarten curriculum is available in the main office and on the district website of each elementary school. The Kindergarten program is flexible and prepares your child for his or her future in school. Your child is recognized as an individual with his or her own strengths and limitations. Experiences are planned to stimulate your child's growth in keeping with his/her capacity to learn.

Each child's experiences and abilities are different. Avoid making comparisons. Encourage your child to do his or her best which is all you should expect from him/her.

The year spent in Kindergarten is an important one in the life of your child. During this first year, your child will learn the following:

- to feel comfortable at school
- to work alone and with others and to share and take turns
- to develop good work habits
- to learn to listen and follow directions
- to learn to care for materials

Kindergarten will also help your child to:

- develop large muscle coordination through games and rhythms
- develop skills in the use of pencils, paints, scissors and other materials
- increase his/her vocabulary through observation and stories
- enrich his/her background through planned activities to aid in

reading readiness

- to build self-confidence
.....and much more.

SKILLS LEARNED THROUGH CURRICULUM

The children will be able to do the following:

- listen and enjoy a story
- recognize shapes and colors
- recognize similarities and differences
- learn to classify/sort by color, shape and size
- learn book handling skills
- recall and sequence events in a story
- recognize letters and discriminate consonant sound
- recognize rhyming words and opposites
- begin forming letters correctly
- begin using writing to record ideas
- identify positional words
- recognize, identify, number group concepts and reproduce numbers 0-20
- understand the concept of equal, more and fewer
- measure
- identify and create patterns
- graphing, tallying
- calendar concepts
- birthday, phone number, address
- recognize some frequently used sight words

A FINAL NOTE

Once your child is enrolled in school, our partnership becomes even more important. Feel free to contact the teacher if a problem, question, or concern arises about how your child is doing. Remember that you are an important member of the teaching team.

We will keep you informed about your child's progress. Report cards and parent-teacher conferences are some of the best ways for you to see how well your child is doing. Kindergarten students do not receive report cards for the first marking period.

By working together, we will be sure your child gets off to a good

start and has a successful school experience every year.

ATTENDANCE POLICY

The Board of Education requires that the pupils enrolled in the schools of this district attend school regularly in accordance with the laws of the state. The educational program offered by this district is predicated on the presence of the pupil and requires continuity of instruction and classroom participation. The regular contact of pupils with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

Prolonged or repeated absences excused or unexcused, from school or from class, deprive the pupil of the classroom experience deemed essential to learning and may result in retention at grade level in accordance with policies of this Board. Chronic

absenteeism is defined by missing 10% of the school year instructional days. A warning notice shall be given to the parent or legal guardian of any pupil, who has had repeated absences, truancies or tardiness.

Students with continuous absences beyond 10 days require removal of the student from the school rolls. Students who have been removed must re-register upon their return to school.

Participation in “After School Activities”

The student who is absent and/or suspended will be prohibited from attending or participating in any school day or after school activities.

(Examples of reasons for absence include but are not limited to illness, same day suspension; personal reasons).

(Examples of activities include but are not limited to: PTA assemblies/gym show/band concert/fifth grade social/fifth grade moving up ceremony).

Complete Board of Education Attendance Policy #5200 may be viewed on the district web site www.oldbridgeadmin.org

The following section has been added to the Attendance Regulation #5200:

Unexcused Absences That Count Toward Truancy/Excused Absences

1. “An unexcused absence that counts toward truancy” is a student’s absence from school for a full or a portion of a day for any reason that is not an “excused absence” as defined below.
2. Pursuant to N.J.A.C. 6A:16-7.6(a)(3), the Old Bridge School District defines “an excused absence” to include only absences:
 - a. for a full day or a portion of a day for the observance of a religious holiday pursuant to N.J.S.A. 18A:36-14 through 16.
 - b. due to closure of a busing district that prevents a student from having transportation to the receiving school.
 - c. for visits to post-secondary educational institutions.
 - d. Veterans’ Day.
 - e. Take our Children to Work Day.

Truancy

Truancy as defined by New Jersey Statute 18A:38-27.
Truancy and juvenile delinquency defined.

Any child between the ages of six and 16 years who shall repeatedly be absent from school, and any child of such age found away from school during school hours whose parent, guardian or other person having charge and control of the child is unable to cause him to attend school and any pupil who is incorrigible, actually vagrant, vicious, or immoral in conduct, shall be deemed to be a juvenile delinquent and shall be proceeded against as such.

It is the responsibility of every parent/guardian to have his/her child attend school regularly. Repeated truancies may result in the school contacting the Division of Youth and Family Services (DYFS) for investigation and possible action.

ELEMENTARY SCHOOL NUTRITION **GUIDELINES**

The Old Bridge Board of Education School Nutrition Policy #8505 was adopted in June 2006 in compliance with the New Jersey Model Nutrition Policy that becomes effective September 2007, revised November 2014 and edited August 2017.

The cooperative efforts of parents and the school staff will provide a consistent message to the children of the importance of healthy nutritional habits.

The following guidelines were developed through the cooperative efforts of parents, administrators, teachers, nurses, PTA Representatives and Aramark Food Service personnel.

ARAMARK FOOD SERVICE INFORMATION

- Full Price lunch is \$3.25
- Lunch money can be brought in each day or to save time on line lunch money can be placed on your child's account by setting up profile at www.mymealtime.com. Your child's ID number will be used to set up a profile. You may call the school to find out your child's ID number
- Healthy snacks are available to purchase. Snacks cannot be "charged".
- A full lunch consists of an entrée, fruit, vegetable and milk. Each student **MUST** take a fruit or vegetable or the meal will be charged as an a la carte purchase.
- For more information please call **Tim Chevalier at 732-290-3900 x1730**.

Breakfast is offered at the following schools: Cooper, McDivitt, Madison Park, Memorial, Shepard and Southwood. If your child is eligible for Free or Reduced Lunch than he/she is automatically eligible for Free/Reduced breakfast. Full priced breakfast is \$1.75.

The following guidelines are in compliance with the NJ Model Nutrition Policy.

Elementary School Party Guidelines

1. Holiday class parties continue to be limited to three: Halloween, Winter Recess and End of the Year.
2. Duration of class parties shall be 45 minutes to 1 hour.
3. Parties may involve class parents.
4. A craft project is optional.
5. Siblings may not be brought to class parties.
6. Efforts will be made to provide healthy nutritional refreshments in compliance with the State of New Jersey guidelines. **The following items may not be served, sold or given out as free promotion anywhere on school property at any time before the end of the school day:**
 - Foods of minimal nutritional value (FMNV), as defined by USDA regulations: soda water, water ices, chewing gum, candy such as hard candy, jellies, marshmallow candies, fondant, licorice, spun candy and candy coated popcorn
 - All food and beverages listing sugar, in any form, as the first ingredient
 - All forms of candy.
7. Nutritional foods such as fruits or vegetables, 100% fruit juices are suggested. Popcorn, goldfish and graham crackers are also allowed.
8. Cookie trays may be ordered from Aramark, and a nutritional label is available from Aramark or your building nurse.

Valentine's Day

Valentine's Day celebrations remain optional for Grades K-2 and must correlate to the Core Curriculum Content Standards. Emphasis should be on acts of kindness and character education.

Grade Level/Class Celebration Activities

These activities must be related to the curriculum and the Core Curriculum Content Standards with the approval of the building principal prior to initiating plans.

Birthday Celebrations

Recognition of a student's birthday shall take place in the classroom so as not to impact on the school lunch program.

1. Parents should not be in attendance.
2. **Goodie bags are not to be prepared or distributed.**
3. The celebration should be short in duration so as not to minimize instructional time.
4. Acknowledging each child's birthday is important.

Suggestions:

- Morning announcements
 - Birthday Bulletin Boards – classroom, lobby and hallway
 - Small gift – building principals have the option of providing each birthday child with a small gift (i.e. pencil, stickers, book from PTA, etc.)
 - Line Leader
 - Birthday card or cards created by students
 - Special seat at the lunch table
 - Poetry or special literature reading
5. Birthday acknowledgements should be contained within the classroom with the exception of a visit to the main office.

Fundraisers

Fundraisers that include the sale of candy off school property must be picked up at the school by the parent.

PTA's are encouraged to seek other products to sell for fundraising as much as possible to give the students a consistent message throughout the environment.

Incentives and Rewards

It is recommended that teachers not use food for rewards and incentives. Research has shown that using food items for rewards can negatively impact students' healthy attitudes toward eating. Teachers are encouraged to look for healthier options to offer their students as much as possible, to give the students a consistent message throughout the school environment.

Multicultural & Curriculum Based Celebrations

Curriculum related activities may include lessons on foods from other cultures. Food items related to a particular culture may be prepared/tasted by the class.

ALL SCHOOL CELEBRATIONS DURING THE SCHOOL DAY WILL COMPLY WITH THE DISTRICT'S NUTRITIONAL GUIDELINES WITH MINIMAL EMPHASIS ON FOOD. ADDITIONALLY ALL NECESSARY AND APPROPRIATE PRECAUTIONS RELATED TO STUDENT FOOD ALLERGIES ARE TO BE TAKEN BY THE BUILDING PRINCIPAL, TEACHER AND NURSE.

District Bus Procedures

At the beginning of the regular school year, check each student as they board the bus at the school to be sure they are on the right bus. At each stop check to be sure the children are getting off at the correct stop. Wait and observe. Do not leave the stop until all children are claimed by an adult or are walking home with older siblings. *If a child seems lost or confused, make sure they stay on the bus until you are certain you know their correct stop.* An adult **MUST** meet every kindergarten student at the bus stop. If an adult meets a child every day, regardless of age and one day is not there presume there is a problem and do not let that student off the bus. Call the office for instructions.

Miscellaneous Information

For safety reasons, strollers and carriages are not permitted in classrooms and/or at school functions at any time when students are present.

PTA volunteers for book fairs and other school day events should not be accompanied by pre-school aged children or other children for whom they serve as caregivers.

Birthday invitations will only be distributed to students if an invitation is extended to every child in the class or all boys for a boy's party or all girls for a girl's party.

Students may return to school to retrieve forgotten books, assignments, homework, etc. until 4:00 pm. Students must be accompanied by an adult and report to the main office.

Parents and/or students participating in extra-curricular activities, including Recreation Department Programs, are not permitted to enter a child's classroom to retrieve forgotten materials or personal items after the 4:00 pm deadline.

Elementary School Field Trips

Each year our teachers may plan curriculum based trips for their students. Often, parent volunteers will be asked and are encouraged to chaperone. Parent chaperones serve important and essential functions during these class trips.

Information is provided to you to help you understand the responsibilities and expectations of chaperones. If you are asked by your child's classroom teacher to accompany the group on a trip, please consider being a part of an exciting field experience for your child.

Also, please understand that we may not be able to accommodate all parents who may wish to attend a trip, although we try very hard to be equitable. Parents who are not chosen as chaperones are not to follow the group to the trip site. All chaperones must accompany students on the bus. Extra individuals are not approved volunteers, are not counted in the numbers given to the trip venue, are not allowed to interfere with the itinerary of the trip, and are not allowed to be included in scheduled tours or activities related to the trip. Young children often do not understand why they must remain with the assigned chaperone when their parent or sibling is also there. This confusion compromises the integrity of the trip and is unfair to the children.

The PTA sponsors a fifth grade Year End trip. The fifth grade teachers in consultation with the building principal will select the destination for the trip with approval from Central Administration.

Please take a moment to read the following information. If you do decide to volunteer to chaperone a trip, we genuinely hope you have a wonderful day with your child and his/her classmates.

***As of the 2010-2011 school year all elementary field trips will only be to township and district facilities unless the trip is related to grant requirements or exceptional program requirements which must receive prior approval of Central Administration and the Board of Education.**

Volunteer Parent Chaperones

All volunteer parent chaperones must adhere to Old Bridge Policies and Regulations.

#5850

- Each social event and class trip must be properly chaperoned by responsible adults under the supervision of at least one teaching staff member.
- Chaperones who are not district employees serve as volunteers subject to Policy No. 9180 and will not be compensated by the Board for their services.
- Chaperones should arrive promptly at the scheduled activity and, if possible, well in advance of the pupil participants.
- Chaperones should acquaint themselves with school rules of conduct and with the distinctions between minor and serious rule infractions.
- Chaperones should report to a teaching staff member any serious infraction of rules.

#2340

- The teacher in charge of the trip is responsible for appointing and training chaperones. Chaperones should be known to the teacher to be responsible, dependable, and comfortable with children of the pupils' age and maturity.
- Chaperones will be assigned a specific group of pupils and are accountable for the welfare of those pupils. Pupils must not be left unattended; if a chaperone must briefly leave his/her assigned pupils, the chaperone should ask the teacher or another chaperone to take his/her place for the absence.
- Smoking and the use of alcohol or drugs or the possession of weapons is prohibited for both pupils and chaperones.
- Prior to their arrival at the destination, chaperones should inform the pupils in their charge of the expected conduct, the time and place of departure, and any other information necessary to the trip.

- Chaperones should attempt to regulate pupil conduct. Any significant or persistent disciplinary problem should be reported to the teacher for appropriate action.

#1980

- A volunteer may serve only under the direction and supervision of a teaching staff member.
- A volunteer should perform no duties other than those expressly assigned him/her.
- A volunteer must respect the individuality, dignity, and worth of each pupil. A volunteer must never punish or rebuke a pupil.
- A volunteer who imparts information to pupils must be mindful of the age, maturity, and sensibility of those pupils and exercise proper care and discretion accordingly.

CHALLENGE PROGRAM

Mission Statement

Old Bridge Township Public School Challenge Program recognizes the exceptional innate abilities of students and assists them in reaching an elevated potential through the use of higher order thinking skills and strategies. The program provides a rigorous academic environment designed to meet the intellectual, creative, social and emotional needs of gifted individuals within their unique culture. Challenge Program fosters self-directed lifelong learners who will thrive and flourish as productive citizens and positive contributors to society.

Purpose

To provide specialized instruction in an alternate classroom setting whereby students exhibiting advanced learning capabilities, task commitment, and cognitive abilities will be addressed. Additional details can be found on the Challenge Program website that is accessible on every elementary school's home page under the Parent and Student dropdown tabs.

HOMEWORK GUIDELINES

Homework has a positive influence on learning and achievement. Students who benefit the most from formal education are those who approach it with curiosity, varied interests, and a willingness to work hard. It is important that homework be viewed as a cooperative effort between home and school.

Research shows that completing homework assignments successfully has a strong positive effect on the academic achievement of students as they progress through the school grades. For children of elementary school level the most favorable kind of homework is comprised of materials that are not completely unfamiliar.

Assignments can serve as preparation for a class lesson or as an extension or reinforcement of a lesson that has already been taught. The development of appropriate study skills starts with homework activities that are carried out properly.

Absences for vacations or family trips cannot be approved by the school staff, and requests for future assignments will not be given. If individual situations arise that require special attention, please contact the principal.

Purpose of Homework

Work done at home may be assigned to fulfill different purposes. In a variety of subjects work can be assigned that will accomplish the following:

- provide practice that will strengthen or reinforce concepts taught
- prepare students to learn new ideas by encouraging research or additional reading
- extend classroom learning by applying knowledge gained in class to new projects
- encourage students to develop into independent learners and competent problem solvers

Responsibilities of Administrators

To interpret and implement the current District Homework Policy to staff, students, and parents:

- To develop and disseminate the policy guidelines and procedures to teachers, students, and parents on a periodic basis
- To assist with concerns or questions related to homework procedures within the school setting
- To review homework assignments and practices regularly as part of the evaluation of professional staff
- To make recommendations or suggestions regarding the guidelines and procedures known to Central Administration

Responsibilities of Teachers

- To be sure that students understand homework assignments and time allotted to them
- To provide modifications to assignments when necessary for individual students
- To communicate with parents and keep them informed of students' performance and to provide assistance and suggestions on study skill improvements
- To identify resources available to students working on long-term projects
- To review homework submitted and provide timely and specific feedback to students
- To meet with colleagues and coordinate homework assignments whenever possible
- To assign homework which expands and enriches classwork
- To provide specific written explanations for long-range assignments so that requirements and expectations are clearly understood by students and their parents

- To incorporate homework performance in the grading system

Responsibilities of Students

- To write down homework assignments and due dates
- To bring questions or concerns to the teacher's attention before the homework is due
- To inform parents(s) or/guardian(s) of assignments and due dates
- To take home books and/or materials needed to complete assignments
- To hand in completed assignments on time
- To assume responsibility for making up work when absent
- To practice good study habits and have a set time for doing homework each night
- To recognize homework as a priority before other outside of school activities
- To understand that non-completion of homework will have an adverse effect on academic achievement

Responsibilities of Parents/Guardians

- To ask students to see a written record of daily homework assignments
- To provide a suitable location and environment for homework
- To assist in planning time for homework as a regular part of a student's day
- To help students discover resources and materials needed to complete assignments
- To keep lines of communication open between home and school
- To instill an attitude of self-worth and responsibility by giving praise and support
- To bring concerns or questions to the attention of the teacher or administrator

Time Allotments

The amount of homework will vary from day to day based on the subject matter. All time allotments are suggestive rather than absolute. The amount of time required to complete assignments may vary from student to student. The **RECOMMENDED** time allotments are as follows:

Kindergarten	10-15 minutes daily	Grade 4.....	4-5 hours weekly
Grade 1	15-20 minutes daily	Grade 5.....	4-5 hours weekly
Grade 2	20-35 minutes daily	Grade 6.....	4-6 hours weekly
Grade 3	30-40 minutes daily	Grades 7–12...	6–8 hours weekly

All times reflect the total time spent. Teachers should coordinate efforts so that study assignments do not compete with each other. At particular times a long-range project might add to the regular schedule. These projects should also be arranged so that they do not overlap.

Types of Homework

Homework assignments take a variety of formats. Both daily and long-range assignments commonly occur at all grade levels.

1. Written assignments – as reinforcement to learning and extension to the creative process
2. Preparing for tests
3. Research/project assignments – applying material learned in class to a new situation, locating additional information on a given topic or questions, preparing a report, project, or display that extends classroom learning
4. Supplementary reading – practice reading skills, locate new information

Absence

Sending materials home to a child who is ill and has missed the class instruction is not practical and usually is unfair to the child.

If a student is going to miss school due to extended illness the school nurse should be contacted and the possibility of home instruction explored.

Requests for homework in advance of instruction are also impractical. Difficulties arise in predicting in advance which subject areas will need additional classroom instruction before homework assignments are made.

The following procedures are to be followed for homework related to student absences for illness:

- Homework in advance of the instruction is not beneficial and may cause the student stress and anxiety.
- Homework should not be work just to keep a student busy.
- Homework may be sent home on the 3rd day of an absence due to illness if requested. This work would allow the student to read what was covered in English Language Arts, Mathematics, Science, Health and Social Studies. Parents may request homework by noon on the 3rd day for pick up and may need to allow for up to 24 hours for the work to be gathered and ready (arrangements can be made with the secretary). Books and materials will not be sent home with siblings, friends or neighbors due to the quantity of materials.
- Only work that is essential for assessment performance should be required for make-up, giving 1 make-up day for every day absent.
- Homework is not provided for students taking extended vacations during scheduled school days.
- Individual circumstances may be addressed by the building principal.

Homework as “Helpwork”

Homework is the perfect opportunity to review and practice what your child learns in the classroom. Give the encouragement and assistance your child needs, but don't do the homework. Check homework daily to support and encourage student efforts.

Look for Homework

When your children don't bring work home, find out if they're completing it in school or forgetting to bring it home. Some teachers give more homework than others, but just make sure that whatever is assigned is understood and completed.

Watch for Signs that Help is Needed

Check your children's study habits. Do they have difficulty completing homework?

Poor study skills are signs that children may have problems that reduce their ability to complete homework and keep up with the class. Try to pinpoint personal problems that might be affecting their ability to concentrate.

If you have questions or would like to offer suggestions please

- contact your child's teacher
- contact the principal of your child's school

Academic Dishonesty

Cheating in the academic setting will be defined as receiving or giving information to or from another student or using an unauthorized source during an academic assignment (i.e., quiz, test, individual project or homework). Plagiarism and resubmitting (for grade change consideration) graded quizzes/tests that have been altered are also forms of cheating. Students may receive a lower grade or no credit for any act of academic dishonesty. In addition, parental notification by the teacher will occur and student may be subject to disciplinary action.

ELEMENTARY SCHOOL CODE OF STUDENT CONDUCT

A. GENERAL STUDENT CONDUCT

Philosophy/Disciplinary Actions

We at the Old Bridge Elementary Schools attempt to offer the best available educational opportunities to all individuals. The elementary school code of conduct is designed to assure a safe and orderly environment where all members of the learning community can work and study with dignity and respect. Students are expected to respect the rights of other students and all staff to live and learn in an environment free from physical and verbal abuse. The staff and administration of all Old Bridge Elementary Schools believe that the most effective discipline is self-discipline. Any conduct that is construed as causing a reasonable possibility for disruption of the educational process or that interferes with the health, safety, or rights of others is prohibited.

B. CHAPTER 156, LAWS OF 1969(Assembly Bill No. 877 Approved September 5, 1969) An ACT concerning education and amending 18A:37-2 of the New Jersey Statutes. BE IT ENACTED by the Senate and General Assembly of the State of New Jersey.

1. **Section 18A: 37-2 of the New Jersey Statutes** is amended to read as follows: 18A:37-2. Any pupil who is guilty of continued and willful disobedience, or of open defiance of authority of any teacher or person having authority over him, or of the habitual use of profanity or of obscene language, or who shall cut, deface or otherwise injure any school property, shall be liable to punishment and to suspension or expulsion from school.

Conduct which shall constitute good cause for suspension or expulsion of a pupil guilty of such conduct shall include, but not be limited to:

- Continued and willful disobedience;
- Open defiance of the authority of any teacher or person having authority over him;
- Conduct of such character as to constitute a continuing danger to the physical well-being of other pupils;

- Physical assault upon another pupil or upon any teacher or other school employee;
- Taking, or attempting to take, personal property or money from another pupil or from his/her presence, by means of force or fear;

- Willfully causing, or attempting to cause substantial damage to school property;
- Participation in an unauthorized occupancy by any group of pupils or others of any part of any school or other building owned by any school district and failure to leave such school or other facility promptly after having been directed to do so by the principal or other person then in charge of such building or facility;
- Incitement which is intended to and does result in unauthorized occupation by any group of pupils or others of any part of a school or other facility owned by any school district;
- Incitement which is intended to and does result in truancy by other pupils;
- Possession or consumption of alcoholic beverages or controlled dangerous substances on school premises or being under the influence of intoxicating liquor or controlled dangerous substances while on school premises;
- Harassment, intimidation or bullying.

C. THE ELEMENTARY CODE OF CONDUCT

The Elementary Code of Conduct recognizes that to maintain effective learning conditions, it may be necessary to deny a student educational participation for varying periods of time due to conduct which seriously disrupts the educational environment of the class or school:

- **Expulsion** is the permanent denial of school attendance due to serious violation(s) of school rules and /or regulations.
- **Suspension** is a denial of participation in the educational process for a period of time as a result of violation(s) of school rules and/or regulations. (Students shall meet with their parent/guardian/guardian and the building principal prior to reinstatement in school.)
- **Detention** is a reporting to the principal or his/her designee during recess time or after school.
- **Behavioral probation** is a closely monitored set of individual conditions for a specific amount of time expected to modify student behavior.

- **Exclusion** is a denial of participation in school programs/activities/trips.

The Elementary Code of Conduct is applicable to students' behavior both during regular hours as well as at such other times and places, including but not necessarily limited to school sponsored events, field trips, athletic functions and the like, where appropriate public school teachers/administrators have jurisdiction over students. The Code also applies to student behavior to and from school on school buses.

D. INFRACTIONS

The Elementary Code of Conduct defines a number of types of student conduct which interfere with a learning environment. These include but are not limited to:

Abusive Language

Any student who uses profanity, abusive, discriminatory and/or inappropriate language will be subject to disciplinary action ranging from office detention to out of school suspension.

Assault on member or employee of Board of Education

Physical assaults by a student on any school employee may result in immediate suspension pending a hearing by the Board of Education.

Bus Misconduct

Students found causing disruptive behavior or acting improperly on the bus, when the personal safety and lives of other children are involved, will be subject to disciplinary action ranging from warning to suspension of bus privileges and/or suspension from school.

Cheating

Cheating in the academic setting will be defined as receiving or giving information to or from another student or using an unauthorized source during an academic assignment (i.e., quiz, test, individual project or homework). Plagiarism and resubmitting (for grade change consideration) graded quizzes/tests that have been altered are also forms of cheating. Students may

receive a lower grade or no credit for any act of academic dishonesty. In addition, parent/guardian notification by the teacher will occur and student may be subject to disciplinary action.

Dress Code

Students are expected to dress appropriately, modestly, and in good taste. It is the obligation of the students to maintain their personal appearance in a manner that reflects well on themselves and on the school. Attire should not be so outlandish or extreme as to create a disturbance in the educational environment. Any type of clothing that does so will not be acceptable.

- Proper and safe footwear is required at all times. Students may not go barefooted. The following footwear is not considered acceptable: flip flops, high heels, Heelys (sneakers with wheels).
- Head coverings, except for religious purposes, for both males and females, are not permitted. Bandannas, hats, etc. may not be worn.
- Clothing designed for outdoor use is not permitted to be worn in the classroom unless deemed necessary by the teacher or principal.
- Clothing or jewelry that could cause damage to any student or school property is not to be worn (i.e., spiked bracelets, rings, belts, and chains). Earrings, necklaces, and rings should not be worn during physical education classes. Students are responsible for removing and storing these items should they be worn, or students will not participate in class. The school and district assume no liability for lost or stolen jewelry.
- Halter tops and tube tops are not permitted, athletic jerseys with exposed underarm area must be worn with a tee shirt underneath. Skirts and shorts should be finger-tip length. Pursuant to Board of Education Policy #5511 Dress and Grooming “the building principal shall determine whether the dress or grooming of pupils comes within these prohibitions”.
- Sunglasses may not be worn within the school building unless prescribed by a physician.

- T-shirts that are not undershirts are acceptable as long as they are clean and do not have indecent messages.
- Slogans or pictures which are obscene or promote drugs cannot appear on clothing, nor may patches or emblems be placed on clothing in areas of the body which distract from good taste and do not reflect modesty.

The dress code shall serve as a minimum code. The principal may institute additional rules and regulations when appropriate.

Drugs/Alcohol

Discipline for possession, distribution, sale, use/abuse will follow the Board of Education Drug and Alcohol Policy #5530. In accordance with this policy, students suspected of being under the influence of an illegal, dangerous substance will be immediately tested. For the purpose of compliance, “immediately” shall be interpreted by the administration to mean within a four (4) hour time period.

- Any student found to be abusing a dangerous substance for the **first time** shall be subject to a minimum of a four-day suspension from school, must be medically cleared and urine screened by a physician prior to returning to school, and may be required to appear before the Superintendent and/or the Board of Education for a discipline hearing. As a result of this hearing, additional disciplinary measures mandating a complete assessment of the student’s mental and/or physical condition, recommendations for treatment, and potential conditions for return shall be considered.
- Any student found to be abusing a dangerous substance for the **second time** shall be given a minimum seven-day suspension from school and must again be medically cleared and urine screened by a physician prior to returning to school. A second re-admittance conference will be scheduled and attended by the student, the parent/guardian/guardian, guidance counselor, and the building principal. This meeting may be upgraded to a district disciplinary committee hearing.
- Any students found to be in possession of alcohol, paraphernalia, or CDS: If the administration has reason to

believe that a student is guilty of the use, possession or transportation of a controlled dangerous substance on or off the school premises an informal hearing shall be held as soon as possible. At this time the student shall be informed of the charges against him/her and be given an opportunity to present his/her version of the facts. If the administration has reasonable cause to believe that the charges are true, the student will be put on out-of school suspension for nine (9) days. A parent/guardian conference will be held with the parent/guardians, student, guidance counselor, and an administrator. The student will be referred to the district disciplinary committee for a hearing.

- Any student found selling and/or distributing a dangerous substance shall be given a nine-day suspension from school and be **required** to appear before the Superintendent and/or the Board of Education for a hearing. As a result of this hearing, additional disciplinary measures including expulsion and potential conditions for return will be made. (Since the above are violations of criminal code, the Juvenile Department of Old Bridge Police Department shall be called by an administrator once reasonable causes have been determined.)
- Any student who voluntarily seeks assistance from school personnel for a substance abuse problem may be exempted from the above disciplinary sanctions as determined by the school Principal. In this case the Principal or designee shall take appropriate action which shall include assistance from appropriate personnel to help the student.

False Allegations/Statements

Students who make false allegations against another person will be subject to disciplinary action ranging from warning to out-of-school suspension. Students who provide false statements to an administrator and/or impede an investigation will also be subject to disciplinary action ranging from warning to out-of-school suspension.

Fighting

Physical altercations, which may include but are not limited to the following:

- Throwing punches
- Wrestling on the ground/floor
- Horseplay/play fighting
- Pushing
- Objects being thrown or used in a manner that could cause harm or injury

Students guilty of any of these infractions will be subject to disciplinary action ranging from warning to out-of-school suspension.

Forgery

Any student who commits an act of forgery, including altering a school, medical, or legal document, will be subject to disciplinary action including an out-of-school suspension. Police notification may also occur.

Gambling

Old Bridge School District recognizes that gambling is an addiction. Gambling is also illegal. Anyone in possession of or playing with dice, playing cards, etc. for the purpose of gambling, will face disciplinary action ranging from warning to out-of-school suspension. Gambling paraphernalia will be confiscated and not returned.

Gangs and Gang Activity

Gang activity on school property is prohibited. A gang is defined as an organized association, either formal or informal, of two or more persons with common signs, symbols and other identifying factors, who individually or collectively engage in criminal activity. Gang activity includes, but is not limited to, intimidating others, threatening others, and participating in and/or enticing others to participate in any form of physical violence involving persons or property. Gang member activity may be identified by: self-admission of gang membership, witness testimony, correspondence such as notes, letters, tapes, etc. of gang membership, paraphernalia

or photographs of gang activities, gang related clothing or colors, association with known gang members, the display or possession of gang symbols, soliciting others for membership, requesting payment of dues, insurance, or other forms of protection from any individual, intimidating or threatening any individual, and/or inciting others to participate in any form of physical violence involving persons or property, or other criminal activity. Gang identifiers, which may change periodically, will not be allowed to be displayed by anyone at any time including after-school events or school sponsored activities. The building principal may prohibit any apparel, verbiage, or behavior deemed to be associated with gang related activity. Law enforcement may be notified and a complaint filed. Students engaging in gang activity will be suspended out of school and may face an expulsion hearing with the Board of Education.

Harassment/Intimidation/Bullying/Discrimination

Harassment, intimidation or bullying means any inappropriate gesture, written, verbal or physical act that takes place on school property, at any school sponsored function or on a school bus. Harassment, intimidation or bullying may include the following when related to sex, gender, race, religion, national origin or disability:

- Verbal conduct such as the use of unwelcome, derogatory or otherwise inappropriate comments, slurs, innuendoes, nicknames or jokes
- The use of obscene or objectionable language, intimidation or threats
- Visual conduct such as making or displaying offensive pictures, cartoons or other materials
- Physical conduct such as assault, damaging property, interfering with movement or work
- Unwelcome or inappropriate touching, hugging, kissing or rubbing
- Unwelcome sexual advances or making sexually suggestive gestures

- Spreading rumors about or rating others in regard to their sexual activities or performance
- Retaliation for having reported or having threatened to report harassment
- Insulting or demeaning any pupil or group of pupils in such a way as to cause substantial disruption in or substantial interference with the orderly operation of the school.
- Hazing

Pupils are required to conform to reasonable standards of socially acceptable behavior; respect the person, property and rights of others, obey constituted authority and respond to school district teaching, support and administrative staff.

Harassment, intimidation and/or bullying will be taken seriously. Students guilty of harassment, intimidation or bullying will receive appropriate disciplinary action which could range from warning to out-of-school suspension. Refer to Policy #s 5512.01 and 5512.

Inappropriate Items

Students who bring inappropriate items to school including but not limited to lighters, matches, or any kind of incendiary devices will be subject to disciplinary action ranging from warning to out-of-school suspension. These items will be confiscated and not returned. Police notification may also occur.

Insubordination

Students who fail to cooperate with staff members or administrators, are willfully disobedient, and openly defiant will be subject to disciplinary action ranging from warning to out-of-school suspension. A continued pattern of defiance and willful disobedience will result in escalating out-of-school suspensions. Students may also be subject to a disciplinary hearing.

Internet

No student may have access to the Internet at school without a signed contract. Student users must always obtain permission from their instructors prior to using the Internet.

Unacceptable Internet Practice:

- Use of the Internet for “for-profit” activities.
- Use of the Internet for private or personal business.
- Academic dishonesty.
- Transmission of material in violation of any U.S. or State regulation. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret.
- Any malicious attempt to harm or destroy data of another user.
- Uploading, downloading or creating a computer virus.
- Cyber bullying.

Students who are found to have violated acceptable internet practice will be subject to disciplinary action ranging from warning to out-of-school suspension.

Personal Electronic Equipment

Radios, IPODS, MP3 Players, portable video games, CD players, laser pens and cellular phones are not allowed in school. Students are strictly prohibited from taking pictures or videos during school hours. Paging devices are illegal for anyone under the age of 18 (N.J. Law 2C:33-19). The school and district assume no liability for lost or stolen items.

The electronic device will be taken and returned only to a parent/guardian/guardian. Behavioral issues which arise and are not covered above may be treated on an individual basis pending the seriousness of the incident and may be subject to disciplinary action ranging from warning to out-of-school suspension. Refer to Policy #5516.

Physical Assault

Students will be held responsible for their actions. Inappropriate physical contact of any sort will not be tolerated. In almost every instance, a student has the opportunity to walk away from a potential fight and report the problem to a teacher, counselor, or administrator. Our elementary schools implement numerous interventions when conflicts arise that allow us to help our students

resolve conflicts without physical violence. Students who engage in inappropriate physical contact will be subject to disciplinary action ranging from warning to out-of-school suspension.

Physical assaults by a student on any school employee may result in immediate suspension and a disciplinary hearing.

Profanity

Any student who uses profanity, discriminatory, and/or inappropriate language will be subject to disciplinary action ranging from warning to out-of-school suspension.

Sales

Pupils are not permitted to sell any item to fellow pupils or staff members for personal profit.

Search of Student Property

School authorities are charged with the responsibility of safeguarding the health, safety, and well-being of the students in their care. The principal and/or designee may conduct a search of desks and/or book bags if there are reasonable grounds for suspecting that the said search may reveal evidence that the student has violated or is violating the law or the regulations of the school.

Smoking (Possession or Use of Tobacco)

The Board of Education recognizes that smoking is against the law and presents a health hazard, which can have serious consequences, both for the smoker and the nonsmoker and is, therefore, of concern to the Board. The possession or use of tobacco products on school property is prohibited. Students who violate this policy will be subject to disciplinary action ranging from warning to out-of-school suspension. (Contacting DYFS may be necessary to address parent/guardians who state they supply, purchase, and/or condone the use of tobacco products by their children.)

Stealing

Students who find, or are given, school and/or another person's property are expected to immediately relinquish the item to the main office or be subjected to a stealing offense. Students who are in possession of stolen property will be subject to the same consequences as students who steal. Students who have information

regarding individuals involved in theft must report it to the teacher or main office or will be subject to discipline. Stealing may result in suspension depending upon the nature and severity of the incident. In all cases, the student and parent/guardians will be held responsible for damage or compensation.

Truancy

Students determined as truant from school shall be referred to the Attendance Officer. Repeated incidents shall be referred to the Division of Youth and Family Services (DYFS).

Vandalism

Any offense causing damage or defacing of school property may result in suspension depending upon the nature and severity of the incident. In all cases, the student and parent/guardians will be held responsible for damage or compensation.

Verbal Assault/Threat

Students who verbally assault or threaten a member of the staff will be suspended from school for a minimum of one to three days. Prior to returning to school the student and his/her parent/guardian or guardian shall meet with the building principal.

Weapons

A weapon is defined as any item capable of causing harm or bodily injury for which there is no educational purpose. The definition includes, but is not limited to guns, knives, stun guns, mace, tear gas, brass knuckles, blackjacks, martial arts weapons, and explosive devices.

Any student found to be in possession of a weapon will be reported to the local police for appropriate prosecution and will be suspended from school, followed by a hearing before the Superintendent and/or Board of Education. The duration of the suspension will be determined by the Superintendent and Principal based on the individual situation.

Character Ed and how it complements the Discipline Policy in the elementary schools:

The Elementary Code of Conduct and Infractions sections are very detailed.

Due to the age variations present in a k-5 buildings and students' cognitive development, disciplinary dispositions will vary based on the circumstances of the incident and the individual needs of the student(s).

Teachers, counselors, RTI team members, and school personnel utilize different tools to mitigate disciplinary infractions and unexpected student behaviors. Methods may include private discussions with students, group discussions, counseling sessions, and/or correspondence to parents. Staff and Faculty use a common language that links back to the Character Education lessons to help connect students to the school expectations.

If an infraction raises to the level of School Principal involvement, the incident at that point may be recorded on the child's school record. A Principal may notify parents of an infraction via a Realtime Correspondence and/or a telephone call or email. A reflection form (e.g., Think About It, Behavior Reflection Sheet, Think Sheet) is utilized after a discussion with a Principal, Counselor, or Teacher to allow the student to reflect on the action and determine other possible outcomes. The form is a way to foster self-reflection and is a component of restorative practices, which are intended to mitigate reoccurrences of unexpected behaviors. Consequences such as detention or suspension may also be issued depending on the individual circumstances of the event.

Repeat offenses involving the same offender will result in an escalating disciplinary action.

An incident that crosses into HIB will follow the procedures outlined by the HIB policy.

Character Education fits hand and glove with schoolwide expectations and the Elementary Code of Conduct. Teachers and staff members at the elementary school follow a prescribed way of introducing Character Education, but its instruction is a **Shared Responsibility**. Parents and community members must support the Schoolwide Expectations and the Character Education Program in the school for the program to be effective and to support positive character development in our youth.

Together we teach the values and skills necessary to help children succeed and develop socially, emotionally, and academically. Make sure you review the school’s expectations and our district-wide practices so that you may support our instruction and review them with your child.

Old Bridge Public Schools supports Character Education, Social-Emotional Learning, and the wellbeing of all students. We recognize it is the shared responsibility of parents, teachers, and members of the community, to come together to promote the positive development of our youth. Together we teach the values and skills necessary to help children succeed and develop socially, emotionally, and academically. Please take a moment to review our elementary schools’ core values and review them with your child.



Self-awareness (Fairness, Trustworthiness)	Self-management (Citizenship)	Social Awareness (Respect)	Relationship Skills (Caring)	Responsible Decision Making (Responsibility)
Ask for help	Listen to others	Do nice things for others	Take turns when you talk	Do the right thing
Identify how you are feeling	Follow the rules	Stand up for others	Get along with others	Own your actions
Demonstrate honesty and integrity	Pay attention to your work	Shows concern for others	Ask others to do things with you	Respect other people's things
Have a growth mindset	Stay calm with others	Forgives others	Practice teamwork and collaborative problem-solving	Do your part in a group
Develop interests and a sense of purpose	Express your feelings	Shows kindness to others when they are upset	Make compromises	Listen to different ideas
Experiencing self-efficacy	Uses appropriate language when upset	Taking others' perspectives	Resolves disagreements calmly	Say when there is a problem
Tell others about your skills	Receives feedback without getting upset	Recognizing strengths in others	Say please and thank you	Demonstrating curiosity and open-mindedness
Practice optimism	Managing one's emotions	Demonstrating empathy and compassion	Communicating effectively	critical thinking
Integrate personal and social identities	Identifying and using stress management strategies	Understanding and expressing gratitude	Develop positive relationships	Identifying solutions for personal and social problems
Identifying personal, cultural and linguistic assets	Exhibiting self-discipline and self-motivation	Identifying diverse social norms, including unjust ones	Demonstrate cultural humility	Anticipating and evaluating the consequences of one's actions
Linking feelings, values, and thoughts	Setting personal and collective goals	Recognizing situational demands and opportunities	Resolving conflicts constructively	
Examining prejudices and biases	Using planning and organizational skills		Resisting negative social pressure	
	Showing the courage to take initiative		Showing leadership in groups	
			Seeking or offering support and help when needed	



How you can help support practices:

- Participate in the PTA and various committees if you are able
- Reinforce school-wide expectations at home by encouraging your child to practice expected behaviors
- Model the expected behaviors of your child
- Volunteer in school activities if you are able
- Attend parent workshops if you are able
- Communicate with your child's teacher and the school counselor regularly

Before they come to school, teach them to be successful socially, emotionally, and academically!

Teach your child to:

- ✓ Ask for help when needed
- ✓ Practice using kind words
- ✓ Say, "Please, Thank you, and Excuse Me."
- ✓ Ask questions when unsure about something
- ✓ Identify and express their feelings when frustrated, confused, intimidated, worried, or disappointed
- ✓ Try their best!

E. DISCIPLINE FOR STUDENTS WITH IEPs AND 504s

The Individuals with Disabilities Education Improvement Act of 2004, Section 504 of the Rehabilitation Act of 1973, and the New Jersey Administrative Code (6A:14) are statutes which guarantee the rights of students with disabilities to receive an appropriate education in the least restrictive environment. Students with disabilities are subject to the same disciplinary procedures as non-disabled students unless an exemption is noted in the student's 504 Plan or Individualized Education Program (IEP). When disciplinary action is proposed for a student with an IEP, the Administrator consults with the Child Study Team and reviews the IEP. The parent/guardian is provided with written documentation of the behavior when the discipline action results in a suspension.

District Anti-Bullying Coordinator
Administration Building: 4207 Route 516
Matawan, NJ 07747

Kathleen Hoeker, Ed., D..... 732-290-3970
E-mail: kHoeker@obps.org

Information on the School Anti-Bullying Specialist can be found on each school's website.

Information on the Anti-Bullying Coordinator can be found on the district website.

***Board of Education Policies Relevant to
Elementary Education***

Please refer to the below Old Bridge Township Public Schools Board of Education policies regarding the following:

1. Pupil Supervision After School Dismissal – Policy 8601
2. Attendance – Policy 5200
3. Harassment, Intimidation and Bullying – Policy 5512
4. Entrance Age – Policy 5112
5. Homework – Policy 2330
6. Local Wellness/Nutrient Standards for Meals and Other Foods – Policy 8505
7. Use of Electronic Communication and Recording Devices – Policy 5516
8. Social Events and Class Trips – Policy 5850
9. Field Trips – Policy 2340
10. Community Volunteers – Policy 9180

District QR Code

The QR Code listed below can be utilized to access the district website without typing in a URL. A simple QR code reader app, such as Red Laser, can be downloaded for free from the iTunes, Goggle Play or Microsoft App Stores (depending on the type of phone/tablet you have).



PLEASE BE AWARE THAT ALL DATES IN THIS HANDBOOK ARE TENTATIVE AND ARE ACCURATE AT THE TIME OF POSTING.