

Meadowbrook School

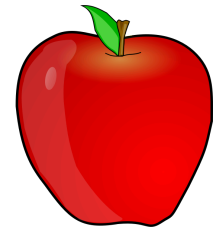
Student/ Parent Handbook



School Mascot
Eagle

School Colors
Blue and **Yellow**





Dear Parents and Students,

Welcome to the school year! This edition of the Meadowbrook Parent/ Student handbook is designed for you, our parents and students. It contains information about our school, programs and activities. Please read it together with your child.

Please use this book as a reference, it will give you a better understanding of the expectations of our school and encourage your commitment to our goals and your child's educational success.

The administration and staff of Meadowbrook School are dedicated to serving the needs and interests of all our students and community. I encourage you to share your questions, suggestions, and concerns with us.

I join the Board of Education, the administrators, and the staff in wishing you a successful and exciting school year.

Sincerely,

Tiffany Boufford
Principal





MEADOWBROOK SCHOOL MISSION STATEMENT

The faculty and staff of Meadowbrook School, in partnership with our parents and community, are committed to providing a high-quality education for all learners to enable them to excel. Students will be encouraged to work independently and cooperatively with others to promote positive social skills.

Our mission is to establish a strong foundation for student learning and create a sense of belonging by providing a safe, nurturing, inclusive environment which motivates, empowers and challenges students to achieve their maximum potential while making connections, piquing their curiosity, and celebrating their achievements in an increasingly complex society. We believe that diversity enriches our school, promotes an atmosphere of mutual respect by recognizing the contributions of a variety of ideas, values, and cultures.

In all we do, our mission is to see our students become positive, contributing members of our society.

EATONTOWN DISTRICT VISION STATEMENT

Eatontown Public School's vision is to develop a community of lifelong learners where children have healthy self-esteem, respect and compassion for others, essential and technological knowledge, and the creative problem-solving skills needed to meet the challenge of successful citizenship in an ever-changing multi-cultural global society.

DISTRICT ADMINISTRATION

Dr. Scott McCue - Superintendent of Schools
Mr. Gregory Hillman - Business Administrator
Mrs. Tara Micciulla - Director of Education
Ms. Nicole Viola - Supervisor of Special Services
Mr. Kenneth Dioguardi - Director of Facilities
Mrs. Tiffany Boufford - Principal, Meadowbrook School
Mr. Kristoffer J. Brogna - Principal, Memorial School
Mrs. Angela Torres - Principal, Vetter School
Dr. Megan Okuniewicz - Principal, Woodmere School
Mrs. Trisha King - Supervisor of Preschool



SCHOOL DAILY TIME SCHEDULE **(GRADES PRE-K - 1)**

School begins	-8:30 a.m. Doors open at 8:20
Dismissal	-2:58 p.m.

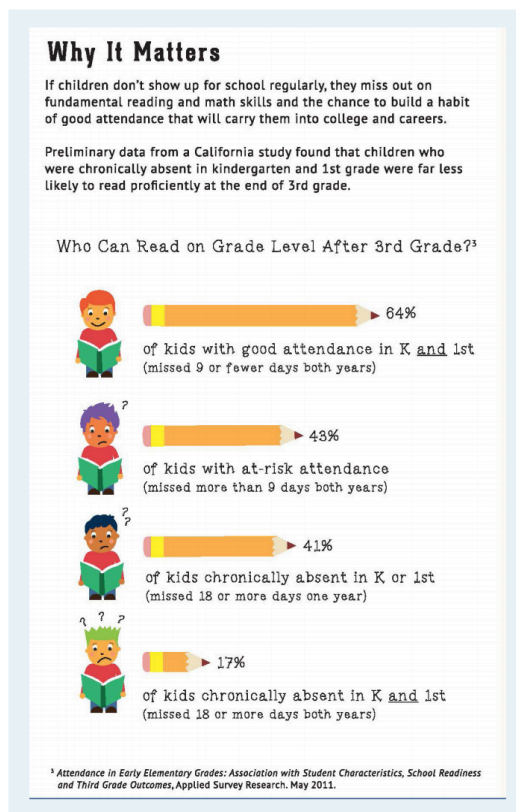
ATTENDANCE AND EXCUSES

Each pupil is required to attend school regularly and on time, and in each case of absence or tardiness, **shall present to the teacher, on his/her return, a written excuse** from the parent or guardian. It should contain the child's name, grade, date(s) of absence, reason for absence, and signature of parent or guardian. **All parents of students who will be absent must call the school before 8:30 a.m. to report the student's absence.** If the school does not receive such notice, the school nurse is obligated to call your home or work. To report an absence, **please call 542-2777 ext. 1.**

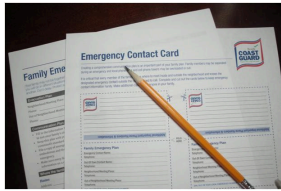
If a parent wants to pick up homework for an absent student, he/she must call before 10:00 a.m. to give the teacher time to gather the necessary books and materials. The homework will be available in the main office of the school at dismissal. It should be completed within the same number of days the student was absent.

Student academic progress can be "at risk" if excessive absences or tardiness occur. When such a determination is made, the parents will be formally notified of the school's concern and may meet with the principal to discuss the consequences of a pattern of repeated absences. Every effort will be made to identify the difficulties and investigate the causes of the behavior and, where necessary, modify the educational program to meet the student's particular needs. **After an excessive number of absences, your child will be considered for possible retention.**

All contagious diseases must be reported to the nurse as soon as diagnosed. Please notify the school immediately if your child has a communicable disease. In certain cases, a doctor's certificate may be required upon the child's return to school



<https://www.attendanceworks.org/wp-content/uploads/2017/06/Attendance-in-the-Early-Grades.pdf>



EMERGENCY CARDS

Emergency cards are maintained in the school office and health cards are kept in the nurse's office. **It is imperative that all changes of address, phone numbers, emergency contacts, allergies, etc., be kept current for the safety of the child.** Kindly contact the school secretary or nurse to make the necessary changes.



TELEPHONES

The office telephone is for business use only. Office phones may be used by students **only** for emergencies. Students must obtain permission to use the telephone during school hours. **Students are not permitted to have cell phones in school. If you feel your child needs to have a phone, it must remain off in the backpacks.** If they choose to bring it to school, we are not liable for damage to it. Phones will be confiscated and parents will be required to retrieve it.



BREAKFAST and LUNCH PROGRAMS

A breakfast and lunch program is offered to all students.

Free and reduced price lunches are provided to those students who are eligible in accordance with federal guidelines. Applications are available online on our website. **The new applications require only one (1) application per family.**

Per district policy, the district allows students in the district to pay for lunch with cash, a check from their parent/guardian, or to charge a meal on the occasion when they may have lost or forgotten their lunch money. Please be aware that advance purchase meal tickets are sold by the food service department to minimize the amount of cash handled by the students.

When a child comes to school without lunch or lunch money, the following procedures will be followed in all school cafeterias regarding charging lunch.

1. On the first occasion, the student will be served the meal of his/her choice.
2. On the second and third occasion, the student will be served a sandwich, fruit, vegetable and milk.
3. If charges have not been paid after the third charge, a letter will be mailed to the parent/guardian, followed by a phone call from the building principal.
4. Any future charges will only be allowed on a case-by-case basis as determined by the food service manager and the Principal.

IMPORTANT EVENTS



Field Trips

Field trips are scheduled by teachers to provide visits to places of interest or performances of various kinds as a means of enriching and expanding the school curriculum. While away from school on such trips, students are expected to observe the highest standards of conduct and to dress appropriately.

Students may be excluded from such trips if general school behavior throughout the year is poor and would present a clear and present danger to themselves and others. Written notice of the possibility of exclusion from a trip will be given to allow a student the opportunity to improve his/her daily behavior. An exception to the written notice may be made if a serious incident occurs just prior to or during the field trip.

Chaperones are welcomed and encouraged, however priority will be given to students with medical needs.

PARENT TEACHER ASSOCIATION (PTA)

The Eatontown School's PTA is an organized support group for the students, faculty, and administration of the school. All parents are invited to join the group whose meetings are usually scheduled for the third Wednesday of each month. Please check the school calendar for dates and times.

The PTA provides hospitality for school events, sponsors special projects and assembly programs, and other activities. Fundraisers are held to support class trips and the other mentioned PTA activities.

Parental participation in every facet of your child's education is invited and encouraged. Volunteering is encouraged and welcomed, however the office must be notified ahead of time.

Meadowbrook Elementary School PTA Executive Board

Jackie Larson	President
Erika Berry-Cherry	Meadowbrook Vice President
Stephanie Wolthorf	Secretary
Pilar Capuano	Treasurer



BIRTHDAY CELEBRATIONS



Birthday celebrations are valued here at Meadowbrook School. Students and their families interested in celebrating birthdays in school are asked to review the following guidelines and adhere to them fully. As you look forward to planning your child's school celebration, please keep in mind the following:

- Celebrations should be limited to a 10 minute time frame which will be designated by the teacher. Due to the limited time frame, parents are encouraged to drop off any food items in advance so that the Nurse may review the ingredients.
- **Goodie bags, candy, balloons, and other party related items are not allowed in school.** All party food should be consumed in the classroom, and nothing should be taken home from the event. **If goodie bags are sent in, they will be returned home with your child.**
- The students' parents or families will need to contact the classroom teacher to arrange a date and time for the birthday celebrations.
- **Invitations for a birthday party outside of Meadowbrook cannot be distributed in the school or classroom.**
- Foods of minimal nutritional value such as gum and candy are not allowed to be served, sold, or given away during school hours.

SUGGESTED ACTIVITIES OR FOOD ITEMS FOR BIRTHDAY PARTIES

As you are aware, it is difficult to ensure the safety of children with food allergies when various types of foods are sent into school. Providing healthy classroom celebrations demonstrates a school commitment to providing healthy behaviors. **Please remember that all items must be "store-bought" and contain an ingredient label. Home baked goods are not permitted.** Parents may bring in cupcakes as long as they also provide a healthy snack alternative for students who would like a healthy choice. **If there is no healthy treat, cupcakes will not be distributed.** The following list includes "non-food alternatives" to celebrate birthdays. If it is important for you and your child to have a food item as a treat, the list also includes "healthy food alternatives."

- Reading a book to class
- Donating a book to the classroom library
- Providing a sticker or pencil to classmates
- Healthy snacks, such as fruit
- Graham Crackers
- Pretzels
- Frozen fruit bars
- Fresh fruit assortment
- Vegetable platters
- Low-fat pudding/yogurt-Gogurt
- Cereal Bars

*****All food should be considered "finger food." There should not be any cutting or pouring involved.**



REPORT CARDS

The primary report card is used for students in grades K-1. Students are graded on achievement in subject areas. They receive grades from 1 to 4.

4- expands expectations

3- meets expectations

2- approaching expectations

1- developing

NA - not assessed at this time

Report cards for grades 1 are distributed four times a year. Pre-school and Kindergarten report cards are issued three times a year. Parents can access report cards utilizing the Eatontown Parent Portal website.

PARENT/TEACHER CONFERENCES AND STUDENT REPORTS



Parent/teacher conferences for all students in grades preschool through 1 are scheduled once a year. Conferences will be held in March on an as needed basis. Conference and report card dates are as follows:

(These conference dates are presented at this time so that you may plan your time in advance. It is important to your child that you attend these conferences).

Conferences - Will be held on:

November 2 & 3, 2026- Afternoon and Evening

March 5, 2027 - Afternoon (as needed)

Report Cards Will Be Released to Parent Portal On:

November - Grades 1 only

February - Grades preschool, kindergarten, 1st grade

April 1 - Grades preschool, kindergarten, 1st grade

June (last day of school)- Grades preschool, kindergarten, 1st grade

Special conferences, other than those regularly scheduled, are encouraged and may be arranged at any time through your child's teacher.

INTERVENTION AND REFERRAL SERVICES (I & RS)

In accordance with N.J.A.C. 6A: 16-7.1(a), Meadowbrook School established its Intervention and Referral Services Committee, replacing its Student Assistance Committee. The I & RS is established to “implement a coordinated system in each school building for the planning and delivery of intervention and referral services that are designed to assist students who are experiencing learning, behavior, or health difficulties...” . The committee will meet regularly to assist staff with students who would benefit from these services. If you have any questions regarding these services, please contact the school counselor at (732) 542-1093.



SCHOOL CROSSINGS

Two school crossing guards are on duty on Wyckoff Road and Broad Street from 8:00 a.m. until 9:00 a.m. and from 2:30 p.m. until 3:30 p.m.



GAMES, TOYS, ELECTRONIC EQUIPMENT

Toys, games, cards, and all electronic equipment, unless requested by the classroom teacher, are **not** to be brought to school.



MONEY AND VALUABLES

We strongly urge that students not bring unnecessary money or valuables to school. However, if it is necessary to do so, the money or valuables should be given to the teacher for safe keeping or the child should keep it on his/her person. The school can not be responsible for lost or misplaced items. **Money or valuables should never be put in a desk, backpack, jacket, lunch box, etc.**

FAX MACHINE

The school has a fax machine (732) 935-0813, which is used for doctor's convenience, inter and intra school communication, etc. **Please do not send notes regarding your child's absence or change in transportation through the fax.**

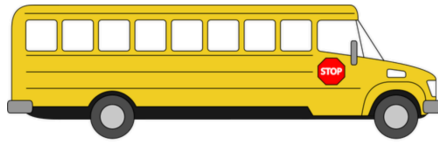
ANTI-BULLYING LEGISLATION

New Jersey's Anti-Bullying Bill of Rights Act was signed into law in 2011. As such, each school district is required to have an anti-bullying coordinator, specialist and school safety team. This team meets regularly to discuss school climate and review any cases of bullying. Below is a list of the district and school's anti-bullying team. More information regarding the anti-bullying legislation is available on the district's website.

District Anti-Bullying Coordinator
Ms. Katlyn Oesterle, School Anti-Bullying Specialist
Mrs. Nicole Faas, Alternate School Anti-Bullying Specialist
Mr. Matthew Zuretti, Member of School Safety Team
Mrs. Tiffany Boufford, Member of School Safety Team
One Meadowbrook Parent

DISMISSAL

If changes are made to your child's dismissal, a note must be sent in with your child in the morning. We will not accept phone calls.



BUS TRANSPORTATION

Free transportation is provided for those elementary children so designated by the Board of Education. Children are only allowed to ride on their assigned bus. In order to provide safe service, children are required to be orderly and seated when riding the bus. Your child is under the supervision of the bus driver, who has the authority of a classroom teacher until the child leaves the bus. **Students who are designated as walkers may not ride school buses to and from school.** If your child is a bus rider and you need to pick him/her up at school, please notify the school **in writing** and pick up your child in the office.

***** PLEASE DO NOT DRIVE YOUR CAR ALONG THE BUS LANE IN THE FRONT OF THE SCHOOL BETWEEN 8:00 A.M. AND 3:30 P.M.** This is for the safety of your child as well as others. Buses will be using this area from 8:00 a.m. to 3:30 p.m. The police department does monitor this area and has issued summonses. You will be in danger of being blocked in.

FOR STUDENTS:

Please observe the following guidelines and rules at all times. Your school bus driver depends on you to do so, and you are expected to do so by the principal and your parents.

Safety Action Plan

Be at your designated bus stop before the bus arrives.

Always show respect for the property of citizens living near the bus stop.

Conduct yourself in a safe manner; stand well back from the roadway while waiting for the bus.

Wait for the bus to come to a complete stop before you enter the bus. Enter the bus without pushing or shoving other students.

Please review the following procedures with your child:

- After you board the bus take your assigned seat quickly and buckle your seat belt.
- Keep all parts of your body inside the bus.
- Eating and drinking are not permitted on school buses.
- Please take any papers, books, or trash off the bus when you exit.
- Glass bottles or objects are not permitted on the bus for safety reasons.
- Bus riders **MUST** remain seated while the bus is in motion.
- Loud talking, yelling, and other loud noise can distract the bus driver and may result in a serious accident. Ordinary conversation is permitted.
- Vulgar or obscene language and disruptive conduct are strictly prohibited on the bus.
- Tampering or damaging the bus or any of its equipment is prohibited.
- Never throw anything out of the bus windows.
- Ride only on your designated school bus.
- **ONLY** bus pupils are permitted to ride a school bus to and from school.
- Pupils should leave a school bus only at their designated stop.
- If you must cross the road after the bus stops, check traffic in both directions and then cross about 10 feet in front of the bus after the driver signals that it is all clear.

VIOLATIONS OF THE ABOVE RULES MAY LEAD TO THE SUSPENSION OR CANCELLATION OF BUS RIDING PRIVILEGES.

Motor Vehicle Laws

Under the Motor Vehicle Laws of New Jersey, Chapter 175, Laws 1969 (b) states that: "The driver of a school bus shall be in full charge of the bus and pupils."

PLEASE COOPERATE WITH YOUR SCHOOL BUS DRIVER

DRESS CODE

Students are expected to dress appropriately for school. If student attire is deemed inappropriate or disruptive to others, he/she will be instructed to call home for a change in clothing.

Students are requested to use "good judgment" when wearing tee-shirts, shorts, and jackets to school. Students are not to wear offensive, derogatory logos or statements on their shirts or other attire. Students wearing such attire will be asked to call home for a replacement shirt or jacket.

Although backless shoes (sandals, flip-flops) are fashionable, they are not appropriate for school. These types of foot apparel can produce unsafe situations for your child. Please be sure that your child's shoes are conducive to school activities.

Hats and other head coverings are permitted outdoors only. (religious and uniform are exceptions) Students wearing head coverings in school will receive verbal warning the first time. Any subsequent time they are observed wearing a head covering in school will result in disciplinary action. The head covering will be taken and returned to the student at the end of the day.



SCHOOL VISITORS

For security reasons and to ensure continuity of education, parents will not be allowed into the building during school hours. Parents are welcome to enter the vestibules to speak to the office staff, drop off or pick up their child, and pick up work. No one will be admitted past the vestibule unless there is a previously scheduled appointment,

EMERGENCY PREPAREDNESS PLAN

An extensive emergency preparedness plan has been developed by community emergency and school personnel. In the event of a major emergency situation, strict procedures will be followed.

One fire drill and one emergency drill, such as lock downs and evacuations, are practiced every month.

SCHOOL HEALTH SERVICES

School Health Services are conducted by the school physician and/or the school nurse for the following purpose:

1. Care of emergency sickness;
2. Prevention and control of communicable diseases;
3. Communication of perceived health needs to pupils and parents and appropriate follow up.

The school nurse is employed on a full time basis. All children are weighed and measured during the school year. Vision and hearing tests are conducted as required by law. Any concerns noted are reported to parents.

You will be contacted should your child become ill or injured while at school and have to be sent home. Please make sure that an emergency telephone number is on file in the school office.



MEDICATION

It is the policy of the school that in cases requiring special medication, the school must have:

1. A written order from a licensed physician containing:
(a) child's name, (b) generic name of drug, (c) dosage, (d) time medication is to be administered, and (e) reason for medication.
2. A written statement from parent/guardian requesting that the school nurse assist the pupil in taking his/her medication the appropriate times as prescribed by the physician.
3. The school nurse assumes responsibility and maintenance of records of all medication given during the school hours.
4. Medication should be in the original container, clearly marked, and hand carried to the nurse by a parent.
5. Medication shall be administered as prescribed by the school nurse or parent/guardian. State law requires that only the school nurse or physician may administer medication. No other school personnel is permitted to administer medication.
6. In an emergency situation, and in the absence of an RN or parent, a designated staff member may administer an Epi-Pen.

AFFIRMATIVE ACTION

The Affirmative Action Officer for the Eatontown Schools is Mr. Kristoffer Brogna, who can be reached at Memorial School at 732-542-5013.

BEHAVIOR

Meadowbrook School closely follows the Board of Ed. approved code of conduct:

5600 - STUDENT DISCIPLINE/CODE OF CONDUCT Mandated

Click below to view this policy.

[Board Approved Code of Conduct](#)