



CAMBRIDGE ELEMENTARY SCHOOL

Parent and Student Handbook Addendum
2018-2019

South Brunswick School District Mission Statement

“South Brunswick School District will prepare students to be lifelong learners, critical thinkers, effective communicators and wise decision makers. This will be accomplished through the use of the New Jersey Core Curriculum Content Standards (NJCCS) and/or the Common Core State Standards (CCSS) at all grade levels. The schools will maintain an environment that promotes intellectual challenge, creativity, social and emotional growth and the healthy physical development of each student.”



WELCOME MESSAGE

On behalf of the Cambridge Elementary School faculty and staff, welcome to the 2018-19 school year. Whether new to the Cambridge family or a returning Cougar, we look forward to building a partnership that will last for many years. Our school-family partnership will enable our dedicated staff to better know your children as we learn from one another to ensure their growth. In closing, I invite you to use this handbook to learn more about our school procedures, protocols, and events. It should provide the answers to most questions, but feel free to telephone us or stop by the school office should you need more information.

Ms. Christi Pemberton
Principal

The CAMBRIDGE COUGARS
RESPECT * RESPONSIBILITY * EXCELLENCE

School Colors - Blue and Gray
Our District and School Web Site: www.sbschools.org

Cambridge Parent and Student Handbook 2018-2019
Imagine if every child knew they were loved.

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Cambridge Elementary School, nestled in the heart of the Kendall Park section of South Brunswick Township, has been recognized locally and nationally as a model elementary school. The themes of cooperation, assertion, responsibility, empathy and self-control are consistently woven into the curricular and co-curricular activities of the school. The school has been selected as a National Blue Ribbon School of Excellence, a New Jersey "Star School," and "One of America's Best Elementary Schools" by *Redbook* magazine. The school was also selected by *New Jersey Monthly* magazine as one of the "31 Great Elementary Schools" in New Jersey.

GENERAL INFORMATION FROM A TO Z

* Denotes District Policies

ANTI-BULLYING SPECIALIST

Our school counselor, Mrs. Christine Doles, is our Anti-Bullying Specialist. She can be reached on x3611.

ARRIVAL AND DEPARTURE

Only school busses are permitted to enter the school bus drop off and pick up area on Leahy Road between the hours of 8:45 and 9:15 AM and 3:15 and 4:00 PM. Cars are not allowed to drop off children on Leahy Road.

POLICY 7490 – ANIMALS ON SCHOOL PROPERTY*

The Board of Education will make every reasonable effort to maintain school grounds in a condition appropriate for the activities of school pupils.

Pet animals are not permitted on school district grounds, except by the express permission of the Building Principal. Without such permission, a pet owner who brings or permits his/her animal on school grounds has committed an act of trespass. If an animal is found running at large on school grounds, its owner will be deemed to have permitted the animal to enter school property.

The Board directs the Building Principal to give notice regarding the prohibition of pets by posting appropriate signs on school property. The Principal shall report to the appropriate municipal authorities any pet that runs at large on school property and any pet owner whose animal is present on school property is in violation of this policy.

BEFORE / AFTER SCHOOL PROGRAMS

Before and/or after school care is available on a tuition basis. For more information, log on to the Community Education website at www.sbschools.org/community_ed/ba_programs.php. Tuition assistance is available to those who qualify.

Students in the Before School Program should enter the building on the Leahy Road side, near the gymnasium.

CAMBRIDGE SCHOOL-WIDE GUIDING VALUES

These values guide our work each day with one another. They are part of our Code of Student Conduct and Character Education work. Each setting at Cambridge applies these values as appropriate:

- Respect Yourself.
- Respect Others.
- Respect the Environment.

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CLASS DIRECTORY

With permission of the parents, the CAMBRIDGE PTO will provide parents with a list of addresses and phone numbers for your child's classmates. This directory will be disseminated early in the fall of the school year. This contact information can be helpful for making play date and party arrangements. ***If a parent misuses the information in the PTO directory, they will not have access to the directory information for the following school year.***

COMMUNICATION*

Should you have a question regarding your child's educational experience, please consider the following options to best answer your question or concern. All communication should begin with the classroom teacher except in the event of an emergency.

Communication Sequence

Classroom Teacher
School Counselor (Depending on Concern)
Assistant Principal
Principal

The District understands and values the importance of effective communication between school and home. The District uses electronic means as its primary communication vehicle to keep our families and the community informed about information related to our schools. However, if the need arises, a letter from the building principal or the Superintendent may be sent home through the postal mail or in students' backpacks on any day throughout the school year. Parents or guardians are encouraged to check their child's backpack, mail and email daily.

AUTODIALER

The District may implement its automated telephone communication system, Auto Dialer, at any time. This communication enables administration to reach thousands of phone numbers in a matter of minutes. This system will be used to communicate emergency information, including but not limited to inclement weather closings, early dismissals and/or other information deemed important by the District. In such instances, parents or guardians will need to have emergency accommodations in place. Parents or guardians are informed of this service and are given directions for sign-up so that they may be apprised of emergency information immediately. Parents and guardians have the responsibility for ensuring that this information is updated if telephone numbers change.

EMERGENCY EMAIL ALERTS

The District offers several email notification/alert services to subscribers. In the event of an emergency (example – inclement weather closing/emergency dismissal or cancellation of after-school/evening activities), the District may utilize the Emergency Email notification service to communicate such information. This supplements the Auto Dialer system. To sign up to receive email alerts, visit www.sbschools.org and click on the email notification button; follow the necessary steps.

ONLINE FRIDAY FOLDERS K-8 / HIGH SCHOOL EMAIL UPDATES

Our K-8 schools send a weekly electronic communication to parents and guardians and the High School sends periodic updates to its parents. These communications could include information/announcements from the principal and school as well as outside organizational flyers such as recreation or scouts. This electronic communication will be the primary communication outlet to our families. Materials that are sensitive in nature (e.g. class trip permission slips) are sent home via hard copy. There may be instances - such as health-related updates - that require more than one communication to be sent out each week.

Parents and guardians should sign up for these and other email services offered by the School District so that they may be apprised of emergency information immediately. Register by clicking on the Email Notification Sign Up icon located on the Home Page of the District's Web site, www.sbschools.org. Parents or guardians with children in multiple grade levels (high school notifications) or school buildings have the ability to sign up to receive more than one communication.

As students advance to the next grade level or move to another building, parents are asked to update their subscription (e.g. from grade 5 to 6, or 9 to 10, etc.) as the District does not determine/dictate what should be received. This is a privacy/choice issue and one that can be changed only by the parent or guardian.

WEB SITE

The District's Web site, www.sbschools.org, is another one of the primary sources of informational outlets for our parents and guardians. The site provides up-to-date news, including but not limited to need-to-know information, policies and upcoming events and/or emergency information. Each school hosts and maintains its own Web site, which communicates information directly targeted to its parent community. Important announcements and school policies are posted on the individual school sites. Contact information for staff members is also made available on the site. If the need arises, the District's Home Page features a scrolling Announcement

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Banner that contains important information such as school closings, registration dates and links to announcements or press releases. Each school also has the ability to post an Announcement Banner to their individual site, if needed.

MEDIA AND WEB

Pursuant to the Federal Educational Rights and Privacy Act (FERPA), school districts are permitted to release “school directory information” unless parents exercise their right of refusal. Under the FERPA law, this information could include: student name, residential address, email address, phone numbers, photographs/images, school locations, field of study, degrees, honors and awards received and participation in athletics and other activities.

It is the intent and practice of the School District to publish, post online to District-hosted or District-approved sites, or distribute a student’s name and/or photograph, audio and/or video recording, displays of work, or other information related only to student achievement or accomplishment (e.g. academic/athletic recognition, award received, selected work).

Annually, South Brunswick School District provides parents or guardians with the opportunity to rescind this permission through the issuance of Media and Web Non-Consent forms. Parents or guardians who do not grant the District permission to release “directory” type information, as it relates to student achievement or accomplishment, must sign and return the necessary paperwork to the school’s main office by the date indicated on the form. Permission may be rescinded at any time during the school year by contacting the school directly.

VIKING TELEVISION NETWORK

The District operates two television stations. One station is used for internal use at South Brunswick High School and includes live broadcasts of the morning announcements and other high school-related programming. Viking Television Network (VTN) broadcasts to the community through Comcast Cable Channel 28/Verizon FIOS Channel 36. The station broadcasts a bulletin board slide show of upcoming events and/or important announcements. Board meetings are rebroadcast on this station regularly. Other programming includes District events and features activities from all levels. The broadcast schedule for VTN is also available on our Website.

CONFERENCES

On-going communication between home and school is critical to your child's success. Parent/Teacher Conferences are held at least once a year. Should you need a conference at another time during the year, contact your child’s teacher.

COUGAR APPAREL

One way to ensure that children meet our clothing guideline is to consider purchasing multiple sets of our “Cougar Apparel” for daily school wear. Wearing our school shirts also promote school spirit and help us identify students during class trips. Requests for information regarding “Cougar Apparel” can be directed to the PTO at any time. Also, our school store will be open several times this year during the student lunch hour. Fridays are Cougar Pride days and all students and staff are encouraged to wear their Cougar apparel!

EMERGENCY EMAIL NOTIFICATION SYSTEM*

South Brunswick School District offers a variety of email notification services.

- Online Friday Folder (K-8)
- Email (by individual grade level)
- Board Meeting Agendas/Highlights
- Emergency Email Alerts

An Emergency Email Notification keeps subscribers informed of emergency closings or delayed openings or other instances where parents may be required to take action (school evacuation due to power outage, etc.). Signing up is simple. Visit www.sbschools.org for instructions.

EMERGENCY STUDENT INFORMATION AND PROCEDURES

In accordance with advice from local, state, and federal authorities, the school has devised a series of plans to ensure the safety of students and staff. In the event of an emergency, parents or guardians will be notified of the school’s plans and course of action at the appropriate time. Parents can facilitate this process by maintaining accurate, updated emergency form information with the Main Office. *New home phone numbers, cell phone numbers, and local emergency contact persons should be reported to the Main Office immediately.* The importance of maintaining updated information cannot be

overemphasized. Also, parents are encouraged to sign up for the South Brunswick Emergency EMail Notification System. See the district website for more information.

EXTRACURRICULAR ENRICHMENT PROGRAMS/CLUBS

In addition to the strong instructional program that is offered to our students, a range of extracurricular programs will be available to our students. The Cambridge Enrichment Club Program affords students opportunities to pursue and enhance their interests and talents through a range of lunchtime and after school programs. The goals of the Club Program is to extend and enrich student learning beyond the classroom in a variety of educational areas as well as to create smaller learning communities based upon student interest and skill. Participation in such programs will require parent permission. Additionally, a nominal fee will be collected from students who participate in this After School Club Program in order to cover some of the program costs.

FRIDAY FOLDERS

The *Friday Folder* goes home on Friday of each week. The folder will contain samples of the student's work and important school messages as well. In addition to the *Friday Folder* that each student carries home from school on Fridays, the school also sends out a weekly *Electronic Friday Folder*. Be sure to sign up for this service at http://www.sbschools.org/parents_students/control_panel_nl.php.

PARENT TEACHER ORGANIZATION

Cambridge Elementary School has an outstanding Parent Teacher Organization. The PTO is a vital organization that supports the school in many ways. In addition to fundraising, the organization is continually planning and coordinating fun-filled family events. The PTO prides itself on dedicating time and energy to supporting the Cambridge School families and further encouraging a strong academic program. All parents are encouraged to join our PTO and attend meetings regularly. Please check each monthly calendar for specific dates and times, all are welcome to attend. More information about the PTO can be obtained by visiting the school website and reading the PTO welcome packet. Congratulations to the following PTO Executive Board Members for the 2018-2019 school year:

- Mrs. Lori Angermeier – Co-President*
- Mrs. Dawn Winkler – Co-President*
- Mrs. Danielle Barrow – 1st Vice President*
- Mrs. Sophia Kastanis – 2nd Vice President*
- Mrs. Lakshmi Chittor – Corresponding Secretary*
- Mrs. Maria Brown – Recording Secretary*
- Mrs. Vanessa Dunbar – Treasurer*

PARENTS DELIVERING ITEMS TO SCHOOL

Our policy is that students will not be permitted to call home for forgotten items. Should a parent or guardian drop off an item or homework forgotten by a student, **at Cambridge School**, it will be placed on the table in the vestibule until the office staff retrieves it. Please label all items with the student name and teacher name. Classroom instruction will not be disrupted by calling classrooms to retrieve forgotten items.

PARKING

All parking spaces, in both of our lots, are assigned to Cambridge School Staff. Parents are not permitted to park, drive through, pick-up, or discharge children in the parking lot areas. Parents who enter the parking lots at the beginning of the day or at dismissal create a hazardous situation for our children. Parents should park along Nassau or Cambridge Roads. Parents are asked to always use the sidewalks and not cut through the parking lot when entering and exiting the building with children. Also, only specified staff may park in the designated parking spots in the front lot.

PARTIES

All classes will have three parties a year: Halloween, Before Winter Recess, and End of the Year. Room Parents work with the classroom teacher to plan parties and the classroom teacher must approve the party plan. Parent volunteers are not permitted to bring siblings or children under the age of 18.

PLAYGROUND SAFETY

When using the playground equipment during free time and recess the following rules should be reinforced to keep the student's safe:

Swings

- *One person on a swing at a time
- *Students should sit on the seat, *not stand or kneel*
- *Do not walk in front or behind the swings. Stand behind the boxed area.
- *Do not jump off the swings

Platforms/Climbing Rock

- *Tag games should not take place on or near the equipment
- *No one should jump off of the **Climbing Rock** or the **Platforms** of the equipment
- *Don't climb up or over walls, tunnel, beams, or rails

Slides

- *Students should slide *feet first, never head first!*
- *Use the ladders and platforms to reach the top of the slide. *Do not climb up the slide*
- *One child should slide down at a time. When the area is clear and the previous student is off of the slide, the next person can begin

Climbing Equipment

- *Do not walk underneath the bars while someone is going across
 - *Both hands should be used, moving *one bar at a time*
 - *Climbing should start on the same side of the equipment and move across it in the same direction
 - *One person on at a time
 - *Hang and move with hands *under the equipment*
 - *Do not hang upside down, climb across the top or sit on top of the climbing equipment
 - *No FLIPS
 - *Land in a "safety stop" on 2 feet, knees bent and arms out in front of chest
- Please Note:** The climbing equipment that stands alone closest to the fence is to only be used by 4th and 5th Grade Students.

Fire pole

- *Wait until the pole and ground is clear
- *Get a good grip on the pole before you leave the platform
- *One person at a time

Track Rider

- *Do not walk underneath the riding path
 - *Reach, do not jump on to the handle
 - *Hold on to handle with two hands
 - *Lift Feet
 - *Lower feet at opposite end to stop
 - *Do not push another rider
- Please Note:** The track ride can only be used by 3rd - 5th Grade Students who can reach the handle independently. Students should not pick each other up to reach the handle. Students should not run and jump on to the handle.

PERSONAL ITEMS*

Students are expected to bring to school only those supplies, books and other materials needed for learning. The school provides students with recreational supplies and equipment for use during recess and/or Physical Education. Personal items including but not limited to electronic devices such as cell phones cannot be used in school.

RELEASING CHILDREN EARLY

If you intend to pick your child up from school before the end of the school day, please be sure to send a "Note to School" form (aka – the PINK SLIP) to your child's teacher. In order to avoid classroom disruptions, parents who pick up a child early must report to the main office where he/she will meet the child. **If you need to make a last minute change to your child's dismissal plan and your child is already at school, please call the main office. DO NOT email any changes in dismissal to either your child's teacher or the main office.**

Cambridge School has developed a standardized form to collect and maintain all of this data. This PINK SLIP can be found in our Main Office as well as on the web-site for you to download as needed.

SELLING AND MONEY

Students are not permitted to exchange money in school with other students. Any money that a student brings to school should be brought only for lunch and specific school-related reasons.

SNACK

All classes will have a daily working snack time. Parents are encouraged to send a healthy, nutritious snack with their children.

VISITORS AND ASSEMBLIES

Each year at Cambridge, grade levels showcase a particular unit or study of learning. This is done in the form of an assembly and/or classroom presentation. We are excited to be able to give your child the opportunity to utilize the skills they have developed to speak in public, perform for an audience and most importantly, shine! There are some instances where it will be requested that young children not attend due to program logistics and in an effort to ensure that the focus of the event remain on the children performing. You will be notified by your classroom teacher in advance when this is the case. We thank you in advance for your cooperation.
