



# **2022-2023 PARENT GUIDE**

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## A MESSAGE FROM THE PRINCIPAL

Dear Parents/Guardians,

On behalf of the Brunner School staff, I welcome you to the 2022-23 school year. This directory has been prepared in order to provide you with information that is pertinent to our school. I hope that this handbook will be well used and provide you with information about school procedures and the variety of programs offered by the PTA and the school.

I am extremely proud to be a part of the Scotch Plains-Fanwood Board of Education and am honored to be your principal. The curriculum and programs we provide for your children are carefully planned and implemented to meet the needs of our students. We are focused on the whole child, including their academic, emotional, physical and social growth. We are interested in fostering respect for oneself and others as well as learning tolerance.

These goals can only be achieved with the support of our parents, who play an essential role in the educational process. It is important that we maintain open lines of communication and cooperation so that we can not only be role models for our children, but also help them to establish a solid foundation for their future.

Brunner School is extremely grateful that we have so many wonderful parent volunteers to help our school run so smoothly. Our children certainly do benefit from all the extras that the PTA provides. Listed in this booklet are many of the committees and activities that the PTA leads. Please get involved. Call the committee chairs to offer assistance or volunteer to head a committee where a vacancy exists. We all benefit from your involvement.

In closing, I hope that you find this handbook useful and that you and your child(ren) have a great school year!

Dr. Scott Bortnick

## HOWARD B. BRUNNER SCHOOL

721 Westfield Road, Scotch Plains, NJ 07076

[www.spfk12.org/brunner](http://www.spfk12.org/brunner)

Main Office: 908-889-2148

Special Services: 908-889-0100

Pre-K Office: 908-889-0559

## SCOTCH PLAINS-FANWOOD PUBLIC SCHOOLS BOARD OF EDUCATION

512 Cedar Street, Scotch Plains, NJ 07076

908-232-6161

[www.spfk12.org](http://www.spfk12.org)

### SCHOOL BOARD MEMBERS:

President: Dr. Karen Kulikowski

Vice President: Mr. Evan Murray

Nancy Bauer, Amy Boroff, Deb Brody, Karen Mitchell, Stephanie Suriani,  
Tonya Williams, Amy Winkler

All correspondence to the Board of Education should be directed to Dr. Karen Kulikowski, President, at the Board of Education office or via email at [Boe@spfk12.org](mailto:Boe@spfk12.org)

### BOARD OF EDUCATION MEETINGS

Held at the Board of Education Office - regular Board of Education meetings are held at 8:00 PM on the fourth Thursday of each month.

Agenda Setting meetings are held at 7:30 PM on the second Thursday of each month. These meetings are open to the public and the public is encouraged to attend.

### DISTRICT ADMINISTRATION

Superintendent of Schools

Asst. Superintendent for Curriculum, Instruction

School Business Administrator/Board Secretary

Director of Special Services

Director of Human Resources

Director of Operations & Special Projects

Dr. Joan Mast

Dr. Robert McGarry

Mr. Christopher Jones

Dr. Lisa Rebimbas

Mr. Peter Pitucco

Mrs. Jeanne Cleary

### SPECIAL SERVICES

Director of Special Services

Supervisor of Special Services

Supervisor of Special Services

**Tel: 908-889-0100**

Dr. Lisa Rebimbas

Mrs. Diane Peneno

Mrs. Andrea Tomesko

## **AFFIRMATIVE ACTION STATEMENT**

The New Jersey Constitution and implementing legislation guarantee each child in the public schools equal education opportunity regardless of race, color, creed, religion, sex, ancestry, national origin, or social or economic status. To assure these basic rights, the Commissioner of Education and the State Board of Education have developed regulations which specifically implement N.J.S.A. 18A: 36-20 and the State Board of Education Resolution concerning sex equality in educational programs. These regulations have also been developed in conformity with relevant Federal and State statutes concerning discriminatory conduct.

Affirmative Action Officers: Mr. Peter Pitucco (for Employment Practices)  
Dr. Joan Mast (for Educational Programs)

**HOWARD B. BRUNNER SCHOOL**  
**ADMINISTRATION, FACULTY AND STAFF**  
**Telephone: 908-889-2148 Main Office: ext. 11002 or 11003**  
**Fax: 908-889-4718**

<b>Principal</b>	<b>Dr. Scott Bortnick</b>	<b>sbortnick@spfk12.org</b>
<b>Executive Secretary</b>	<b>Mrs. Sheila Lockier</b>	<b>slockier@spfk.12org</b>
<b>Clerk Typist; Attendance</b>	<b>Mrs. Kathy Palella</b>	<b>kpalella@spfk12.org</b>
<b>School Nurse</b>	<b>Mrs. Melissa Paine</b>	<b>mpaine@spfk12.org</b>
<b>GRADE/ SUBJECT</b>	<b>TEACHER</b>	<b>EMAIL</b>
PRE-K	Ms. Melissa Buckley	mbuckley@spfk12.org
	Miss Diana Espinal (AM)	despinal@spfk12.org
	Ms. Alexandra Graham	agraham@spfk12.org
	Ms. Victoria Neves	vneves@spfk12.org
	Mrs. Samantha Strulowitz	sstrulowitz@spfk12.org
Kindergarten	Ms. Deirdre Donovan	ddonovan@spfk12.org
	Mrs. Jacqueline Farley	jfarley@spfk12.org
	Mrs. Amber Jarrett	ajarrett@spfk12.org
	Mrs. Laura Smith	lsmith@spfk12.org
Gr.1-4 MD Class	Ms. Angelica Wojewodka	awojewodka@spfk12.org
Grade One	Mrs. Jessica Brzezinski	jbrezezinski@spfk12.org
	Ms. Kristen Lipari	klipari@spfk12.org
	Mrs. Anne Lynch	alynch@spfk12.org
	Mrs. Brianna Tufaro	btufaro@spfk12.org
Grade Two	Mrs. Karen Joseph-Lee	kjoseph-lee@spfk12.org
	Ms. Louisa Ruela	lruela@spfk12.org
	Mrs. Raquel Santiago	rsantiago@spfk12.org
Grade Three	Mrs. Charlene Hall	chall@spfk12.org
	Ms. Gabriella Marino	gmarino@spfk12.org
	Ms. Genna Pepe	gpepe@spfk12.org
	Mrs. Heather Terantino	hterantino@spfk12.org
Grade Four	Mrs. Katie Bertogli	kbertogli@spfk12.org
	Mrs. Corinne Dougherty	cdougherty2@spfk12.org
	Mrs. Samantha Melworm	smelworm@spfk12.org
	Mrs. Kate Vanderheyden	kvanderheyden@spfk12.org
Student Assistance Specialist; School Anti-Bullying	Miss Lakendra McFadden	lmcfadden@spfk12.org
Child Student Team	Mandee Leonardis	mleonardis@spfk12.org

<b>GRADE/SUBJECT</b>	<b>TEACHER</b>	<b>EMAIL</b>
Art	Mr. Brian Rosenberger	brosenberger@spfk12.org
Basic Skills	Mrs. Amie Rothbort	arothbort@spfk12.org
ESL teacher	Ms. Brianna McErlean	bmcerlean@spfk12.org
Media Specialist	Mrs. Amanda Chewning	achewning@spfk12.org
Music-Instrumental	Mr. Charles Jackson	cjackson@spfk12.org
Music-Vocal	Ms. Caroline Voyack	cvoyack@spfk12.org
Music-Vocal	Ms. Devenny Komar	dkomar@spfk12.org
Nurse	Mrs. Melissa Paine	mpaine@spfk12.org
OT	Mrs. Irene Kousouris	ikousouris@spfk12.org
PT	Mrs. Jenn Skara	jskara@spfk12.org
Physical Education	Mr. Driss Senhaji	dsenhaji@spfk12.org
Quest	Mrs. Deb Close	dclose@spfk12.org
Reading Recovery	Mrs. Tara Tencza	ttencza@spfk12.org
Spanish	Senora Reyna Martoccia	rmartoccia@spfk12.org
Spanish	Senora Karen Sanchez	ksanchez@spfk12.org
Special Education	Miss Diana Espinal	despinal@spfk12.org
Special Education	Ms. Emily Bentivegna	ebentivegna@spfk12.org
Special Education	Mrs. Anna Tulipani-Lopez	atulipanilopez@spfk12.org
Special Education	Mrs. Fernanda Waxman	fwaxman@spfk12.org
Special Education	Mr. Neopan Ramiro	nramiro@spfk12.org
Speech	Mrs. Marissa Kurtz	mkurtz@spfk12.org
Speech	Ms. Ashley Skrec	askrec@spfk12.org
Custodians	Mr. Kenny Buckalo	kbuckalo@spfk12.org
Custodians	Mrs. Claudia Ramirez	
Custodians	Mr. Jermaine Lyken	
Classroom Aides	Mrs. Amy Beversluis	
	Mrs. Cheryl Coyne	
	Mrs. Laurie DiFabio	
	Ms. Michelle Dorcent	
	Mrs. Laura Ellison	
	Ms. Kera Johnson	
	Mrs. Debbie Kaye	
	Mrs. Erin Kekelis	
	Mrs. Adititi Khatri	
	Mrs. Maggie Lester	
	Mrs. Ronnie Manette	
	Mrs. Rosemarie Pearce	
	Mrs. Rosemary Piccola	

	Mrs. Lizette Rodriguez	
	Mrs. Rameshwari Salunke	
	Mrs. Cheryl Veglia	
Lunch/General Aides	Mrs. Yahmira Arthur	
	Mrs. Annette Carrascoso	
	Mrs. Diane Dwyer	
	Ms. Rebecca Gannon	
	Mrs. Frances Isleta	
	Mrs. Jennifer McDonald	
	Mrs. Erin Olsen	
	Mrs. Kathy Palella	
	Ms. Francine Branco Lossassi	
	Mrs. Luciana Guimaraes Nunes Cunha	



## COMMUNICATION REGARDING SCHOOL ACTIVITIES

It is imperative that the principal be notified of any activity (by class or school-wide) that is being planned for our students, especially during the school day. Please send Dr. Bortnick a note or request an appointment to meet with him before proceeding with any activity.

### BRUNNER CALENDAR 2022-2023

September 7	SCHOOL OPENS - FULL DAY
September 9	Pretzel Sale - Wear Red, White & Blue (Patriot's Day 9/11)
September 15	Back to School Night/Single Session Day
September 19-23	Sandy Hook Promise Week/Start with Hello
September 20	PTA Meeting 7:00 PM
September 23	Room Parent Meeting 2:30 pm
September 24	PTA Clothing Drive (9am-1:30 pm)
September 26-27	School Closed/Rosh Hashanah
October 3-7	Week of Respect/Wellness Week
October 5	SCHOOL CLOSED/Yom Kippur
October 6	Walk and Bike to School Day
October 7	PJ Day and Pretzel Sale 3:10 pm
October 11	SCHOOLS CLOSED for Students/Staff Professional Day/Columbus Day
October 17-21	Violence Prevention Awareness Week
October 28	Brunner Halloween Party 7-9 pm
October 31	Brunner Halloween Parade 11:00 am & 1:30 pm Brunner Halloween class parties for students (2:00-3:00 pm)
November 2-4	Parent Teacher Conference Days/Single Session (Dates)
November 3	Parent Teacher EVENING Conference
November 3	Brunner PTA Gift Card Drive BEGINS
Nov. 3-4	CoGat Testing - Grade 3 students only
November 4	Blue Day
November 9	Veterans Day Guest Reader
November 10-11	SCHOOLS CLOSED/NJEA Convention
November 14-18	American Education Week
November 16	Brunner PTA Meeting 7:00 pm
November 18	Pretzel Sale 3:10 pm
November 23	Single Session Day/Early Dismissal
November 24-25	SCHOOLS CLOSED/Thanksgiving Weekend
December 2	Pretzel Sale/School Spirit Day/Mismatch Day
December 5	Gift Card Drive begins
December 16	Holiday Boutique (3:10-6:00 pm)
December 23	PJ Day
December 23	Single Session Day
December 24-Jan. 2	SCHOOLS CLOSED/Winter Recess Begins
January 3	SCHOOL RESUMES!
January 6	Pretzel Sale/School Spirit Day/Crazy Hat Day
January 16	SCHOOLS CLOSED/OFFICES CLOSED/Martin Luther King, Jr. Day -
January 18	PTA Meeting 7:00 pm
January 30	Variety Show Practice starts

February 3	School Spirit Day/Favorite Sports Team Day & Pretzel Sale 3:10 pm
February 3	Gr. 4 Winter Concert 1:30 pm
February 6-10	Souper Bowl Canned Food Drive donations
February 10	Gr. 4 Snowball Social 3:30-6:00 pm
February 20	SCHOOLS CLOSED/Offices Closed/Presidents Day
February 27-March 3	Read Across America Week
March 2	Read Across America Day
March 3	Favorite Book Day & Pretzel Sale 3:10 pm
March 4	Day of Discovery 12-2 pm
March 7	Brunner Grade 4 Visits Nettingham Middle 9:00 am - 11:00 am
March 10	Staff Professional Day/SCHOOL CLOSED
March 22	PTA Meeting 7:00 pm
March 25	Brunner Parent PTA Social 7-10 pm (off campus parent event)
March 27-30	Think Purple Week
March 30	Spring Pictures
April 3-7	Spring Break
April 12	Grade 4 Picture
April 14	Pretzel Sale/School Spirit Day/Wear Spring Colors
April 22	Earth Day
April 24	Variety Show Rehearsal @ HS 3:30 pm - 6:00 pm
April 27	Take Your Child to Work Day
April 28	Variety Show @ HS 7:00 pm - 9:00 pm
May 1-5	Staff Appreciation Week
May 3	PTA Staff Luncheon
May 5	School Spirit Crazy Hair Day; Pretzel Sale 3:10 pm
May 10	National School Nurse Day
May 17	Brunner PTA Meeting 7:00 pm
May 24,25,26	Possible Give Back Days
May 25	Field Day
May 29	SCHOOLS CLOSED/Memorial Day
May 30	Field Day Rain Date
June 1	Kindergarten Orientation
June 2	School Spirit/Rainbow Day; Pretzel Sale 3:10 pm
June 9	Art Show 5:00-7:00 pm
June 14	Gr. 4 Evening of Recognition/Spring Concert/PTA Meeting 6:00 pm
June 16	Gr. 4 Picnic 10:00 am - 2:00 pm
June 20	Gr. 4 Picnic Rain Date; Single Session Day
June 21	PTA Joint Executive Board Mtg. @ 9:00 AM
June 21	Last Day of School/Single Session Day
June 21	Gr. 4 Clap Out/Single Session Day

**\*Some dates subject to change**

## **SCHOOL HOURS**

	REGULAR SESSION	SINGLE SESSION	DELAYED OPENING
PreK: Strulowitz/Graham/Neves	8:25 am-2:30 pm	8:25 am-12:40 pm	9:55 am - 2:30 pm
PreK AM	8:25 am-11:20	8:25 am-10:35 am	9:55 am-12:15 pm
PreK PM	12:20 pm-3:10 pm	10:35 am-12:40 pm	1:00 pm-3:10 pm
Grades K-4	8:25 am-3:10 pm	8:25 am-12:40 pm	9:55 am-3:10 pm

### **PLAYGROUND**

Please be aware that the playground, blacktop, etc., is closed during school hours. Following PK dismissal at 11:20 am, please promptly exit school property.

### **SCHOOL CLOSING AND DELAYED OPENINGS**

During hazardous weather or other emergency situations, it may be necessary to cancel school completely or delay the opening of the Scotch Plains-Fanwood Public Schools. A decision will be made on school closing by 6:30 AM on a given day. The district's notification system will automatically notify parents.

The announcement of a delayed opening means that schools will open 1½ hour later than usual. Those students who are bussed will meet their bus at the same bus stop exactly 1½ hour later than the normal time. Elementary students are requested to arrive at school no earlier than 9:55 AM-10 minutes before the delayed opening time. ON delayed opening days, dismissal time will not change and all elementary students will remain in school for lunch

### **SAFE ARRIVAL/DISMISSAL**

Students should arrive at school between 8:25 am and 8:35 am when the session begins. Visitors, with an appointment, will not be permitted into the building until after 8:40 am. To assure their safety and well being, students should enter through their designated areas during these times. PreK PM students should arrive at 12:20 PM. We do not have supervision before these times and do not assume responsibility for the supervision of children who do not comply with this directive. Students are dismissed from school at 3:10 PM and are asked to leave the school grounds in a timely manner. Any student remaining on school grounds after dismissal must be under the supervision of a parent, guardian or other responsible adult.

Teach your children the safest way to walk to and from school. Remind them to walk on the sidewalks when possible and against traffic if it is necessary to walk on the street.

Teach your children never to talk to or to take rides from strangers. Children entering the school grounds from Westfield Road must use the walkway and crosswalk to proceed to their class entrances. Do not walk through the parking area. Parents accompanying children are required to use the crosswalk as well when escorting children to or from the school building.

## **ANIMALS ARE NOT PERMITTED ON SCHOOL GROUNDS.**

### **DRIVEWAY RESTRICTIONS**

There is no curbside drop off area at Brunner School. If there is a parking space available in the front of the building you may use it, however, if no spot is available you **MUST** not stop in the parking lot to drop off your child(ren). With buses, parents and children walking, teachers arriving, stopped cars pose a safety hazard for child(ren) as well as others.

Parents should obey all **NO** parking and **DO NOT ENTER** signs on school property, as well as those on Redwood Road, Homestead Terrace, and Westfield Road. With the exception of the parking spaces in front of the school, there is no parking allowed on school property. The parking spaces to the right and left of the school are for staff only.

### **BICYCLE SAFETY**

Bicycles are to be walked on school property and locked in the bicycle rack. Children should be taught to ride on the right-hand side of the street, moving with traffic and stay close to the curb. Bicycle riders are to obey all traffic signs, including a full stop at all stop signs and to comply with traffic lights.

### **VISITORS TO THE BUILDING**

Visitors will not be permitted into the building without having an appointment. All individuals must ring the bell to the right of the front doors in order to enter the building. Please state your name and purpose of your visit. A secretary will see you through a “hidden” camera and buzz you in. **PLEASE PROCEED DIRECTLY TO THE OFFICE**, sign the visitor’s log and obtain a pass. There are parking spaces located near the front entrance of the school building.

To ensure the authenticity of all visitors, anyone who wishes to visit the school must make an appointment prior to coming. Once at the school all visitors must report to the main office. This procedure ensures the safety of all students attending Brunner. Loiterers and trespassers are subject to arrest. Forgotten lunches, books, etc. may be left in the blue bin outside of the main entrance. A staff member will bring them in and have them delivered to your child.

### **RE-ENTER THE BUILDING AFTER SCHOOL**

The office is closed at 4:00 P.M. After that time, items left behind, forgotten, etc. will have to be retrieved the following day. If you or child(ren) need to re-enter Brunner following dismissal, you **MUST** ring the front doorbell. If you are picking up a child(ren) from an after school activity, you **MUST** wait outside for your child(ren) to be dismissed.

## **GENERAL INFORMATION**

It is important that a child be present each day school is in session to ensure continuity of instruction. While attendance is important, it should never be stressed to the point where that child is sent to school ill.

### **ATTENDANCE CALL SERVICE**

If a child is absent from school due to illness or for matters other than illness, it is necessary to call the school attendance service as early as possible at (908) 889-2148 option 1. Please leave a message with the reason for absence. The attendance line is open 24/7. Parents must notify the school from the first day until return and a written explanation, signed by the parent or guardian, is required upon the child's return to school. An excused absence is one in which the school has been notified by the parent. An unexcused absence is one in which there is no notification. After 20 days of an unexcused absence, the student will be dropped from our rolls. NOTE: Non-response to a phone call from the school within 24 hours requires the school to notify the police department.

### **TARDINESS**

A child is considered tardy if the student is not in the classroom, ready to begin by 8:35 AM and 12:20 PM for afternoon preK. Any child arriving after 8:35 AM must report to the main office for a late slip. Unavoidable exceptions, caused by weather or transportation will be excused at the discretion of the school principal. Frequent tardiness will be called to the parent's attention. As is the case when a child is absent a written explanation, signed by the parent or guardian, is required when the student is tardy.

### **BUS TRANSPORTATION**

The Scotch Plains-Fanwood Public School District provides bus transportation to those students who meet the requirements. Parents are notified when children qualify for bus transportation. Bussing is a privilege and is provided on a conditional basis while the student being bussed abides by the general rules set forth.

#### **Bus rules:**

- No food or drink may be consumed on the bus.
- Students are to remain seated until given permission to disembark.
- Seatbelts must be fastened.
- Students are to keep their hands, feet and belongings to themselves.
- Students are not to tease, taunt or harass others.
- Problems should be resolved by reporting them to the bus driver and classroom teacher.
- Persistent problems should be reported to the principal as soon as possible.

Students who do not abide by the above rules may lose their bus privilege. The ultimate responsibility for getting students to school rests with the parents or guardians.

## **LUNCH**

Lunch and recess spans from 11:20 AM -12:50 PM. Lunch may be brought from home (please label bags or lunch boxes with the child's name) or purchased through the school. If a child brings lunch to school, it is assumed that the child will remain in school, under school supervision during the lunch hour. If you wish to grant permission for an exception to the above guidelines, a letter or email to that intent must be received before a child can be permitted to leave school during the lunch hour. FOR ADDED SECURITY AND STUDENT ACCOUNTABILITY, EACH TIME A STUDENT LEAVES FOR ANY REASON HE/SHE MUST BE SIGNED OUT AND SIGNED BACK IN BY PARENT OR GUARDIAN IN THE MAIN OFFICE.

Students may not bring snacks containing peanuts or tree nuts (walnuts, almonds, pistachio, hazelnut, nutella, etc.)

## **CHILD FIND INFORMATIONAL LETTER**

New Jersey recognizes the importance of providing services to children with special needs through its Project Child Find efforts. Local school districts can provide evaluation for children three to 21 years of age who appear to have problems in communication, motor, social-emotional, or learning areas. The evaluation is available to preschoolers; to highly mobile students with disabilities, such as migrants and homeless students; and to students who may be disabled even though they are advancing from grade to grade. Children found to be eligible for special education and related services are entitled to free and appropriate special education programming and related services. Information is provided to parents of children from birth through three years of age regarding early intervention services.

If you know of children who appear to have one or more of the following signs, please ask their parents to call the Department of Special Services at 908-889-0100:

- Significant delays in acquiring language or significant speech problems
- Significant difficulty walking, running, or manipulating small objects
- Frequent health problems or disabilities present from birth
- Consistent trouble seeing or hearing
- Tendency toward temper tantrums or excessive anxiety or shyness
- Significant difficulty playing appropriately with other children; and/ or significant problems paying attention and listening.

All information about such requests will be kept confidential. Thank you for helping to disseminate this important information.

## **PRE-K MILK PURCHASES**

Milk sales will take place on a monthly basis only on the specific day indicated on the milk form that comes home with your child each month. Milk is sold for the number of school days in the upcoming month. Individual cartons of milk are not sold and refunds for days your child is absent will not be made. Milk is not available for purchase on a day-to-day basis for Pre-K students. Please complete the entire form for each child and return it to your child's teacher. Forms received after the due date will not be processed. Milk forms are also available on the Brunner web site.

For detailed information about purchasing school lunch and or milk, please refer to the Brunner web site.

## SNACKS

**Snack:** please remember to bring a daily small healthy snack. Snack should be a quick opportunity to eat something small. Please send in something small and manageable for snack and be sure **all food eaten in the classroom is peanut and tree nut free.**

Please refer to our district's nutrition policy regarding healthy snacks at school.

## BIRTHDAYS IN SCHOOL

Many families choose to have their child(ren) share their birthday(s) with classmates. **Due to the severity of food allergies among our students, birthday treats or snacks are not allowed at celebrations/parties.** We ask that parents consider instead being a guest reader, or providing a book to be read for birthday celebrations.

### Birthday Guidelines

**Siblings and close friends are not allowed in the classrooms.**

## PARTY INVITATIONS, CLASS LISTS, TELEPHONE NUMBERS

**No party invitations are to be handed out in school.** Class lists and telephone numbers are confidential information and may not be shared without the approval of that person. If your child wants the telephone number of another child, the student must ask his/her peer (or parent) for the phone number.

## SCHOOL PARTIES

There will be two class parties permitted during the school year. Parents will be notified as the year progresses regarding parties. **PLEASE NOTE-VALENTINE'S TO SHARE WITH CLASSMATES SHOULD BE LIMITED TO CARDS-NO CANDY - NO GOODIE BAGS.**

## TEACHER CONFERENCES

Teacher Conferences will be November 2-4. A conference is planned in order to discuss pupil progress and any other question or concerns.

## HOMEWORK

Homework is used as a tool for reinforcement of the lessons that took place during the school day. In the event of a short absence, a decision will be made if it is relevant to send homework home. Since homework is a tool for reinforcement it is not appropriate to give children homework assignments for lessons for which they were not present. As such, homework will not be provided in advance of prolonged absences such as vacation or traveling. We suggest that the student keep a daily journal during their absence that can be shared with the class upon return to school.

## KINDERGARTEN REGISTRATION

Kindergarten registration begins in February. It is helpful to us if you would share this information with a neighbor who anticipates the entry of a child into kindergarten. Please note that a child must reach five years of age on or before October 1<sup>st</sup> to enroll in kindergarten and six years of age on or before October 1<sup>st</sup> to enroll in first grade.

Kindergarten orientation will take place on June 1st. Children who have been registered, will be invited to visit a Kindergarten class in order to acquaint both parent and children with the Kindergarten program. At the same time, parents will meet with Dr. Bortnick to learn about kindergarten and logistics at Brunner School.

### **TRANSFERS**

If you are moving either within Scotch Plains or Fanwood or out of town, please notify the office in advance of the last day your child will attend Brunner. You will receive a transfer card, which should be presented to the new school. Upon receipt of a request from the new school, your child's permanent records will be forwarded.

### **BRUNNER WEBSITE**

The [Brunner School Website](#) is another portal of information and communication for the Brunner community. The entire Parent Guide, the school calendar, PTA events and fundraisers as well as on-going news from school (lunch menu, notices and, etc.), will be available on the web site. Additionally, frequently used forms, such as the milk form, will be made available for printing. Internet resources for students, teachers and parents will be an added feature here.

### **FLYERS**

In our school's commitment to be "green," most school information and announcements from community organizations of direct interest to students and parents will be placed in Brunner "virtual backpack." Most flyers will also be available on the school website [Brunner Flyers](#)

The Backpack is a weekly email that is distributed to Brunner parents, teachers and staff. Sign up now to get updated information from the PTA and the SPF school district. Brunner Weekly e-blasts:

[Click here to sign up for the Brunner Backpack](#)

### **LOST AND FOUND**

Any items, which are found on school property, are turned into the office and are kept for a reasonable length of time to be claimed by the rightful owner.

### **VIDEOTAPING**

Parents should be advised that students may be videotaped in classroom learning experiences for staff professional development or share with local news outlets. Parental consent is obtained by a written permission slip when the student enters Brunner School. Permission lasts until the student leaves Brunner.



## **HEALTH INFORMATION**

A student's health record must include a record of required immunization as required by the State of New Jersey and board of Education Policy. As children receive re-immunizations, a written statement from the physician should be returned to the school nurse in order to update health records. Physical examinations are mandated for all new students entering Brunner.

When absence is due to serious illness, prolonged illness, surgery, or injury, a note is to be brought back from the physician approving attendance at school and stating limits of physical activity. Verbal information cannot be accepted. If the nurse requests any of the above information, a written statement from the physician must be provided. The nurse will inform the parent if she does not have all the information.

### **MEDICATION AT SCHOOL**

The school nurse should be notified of any medication, over-the-counter or prescription, being taken by a child attending school, particularly those that might cause a change in behavior and those which might cause an allergic reaction.

The school staff may not provide students with aspirin or any other medication. If a student requires medication (prescription or over the counter) during school hours, a form is available in the nurse's office, which must be completed by the physician and the parent or guardian. The nurse should always be notified in writing of any change or adjustment to any medication, being administered to the child, by both the physician and the parent.

In order to avoid the possibility of any student taking an overdose of medication, or of a medication getting into someone else's possession, a parent or a responsible adult must deliver the medication to the school nurse. A child should never be given any medication to take on his own.

### **FIRST-AID**

Diagnosis or treatment beyond first aid procedures may not be, and is not the responsibility of the school. Any questionable injury will be reported to the parent. If the school nurse feels that a child should be sent home, a parent or guardian will be contacted. A child may not leave school unless accompanied by an adult and it is the parent's responsibility to see that the child is transported safely to his home. In the event transportation is not available by the parent, other means of transportation must be provided by the parent. Parents are required to complete an emergency contact card annually which will be used in the event a parent or guardian cannot be reached.

## COMMUNICABLE DISEASES

DISEASE & SYMPTOMS	PERIOD OF CONTAGION
CHICKEN POX - Small clear pimples or blisters, more on covered body. Low fever possible.	1 day before and 7 days after the appearance of the rash or no new evidence of rash.
GERMAN MEASLES - Slight cold followed by red rash on face and body (prickly heat type).	Until the rash disappears (about 4 days).
MEASLES - Watery eyes and nose-eruptions in mouth, rash on face and body.	From diagnosis until 7 days after the appearance of rash.
MUMPS - Fever, painful swelling of salivary glands located just under the ears.	Until all swelling of the salivary glands has subsided.
SCARLET FEVER - sore red throat, bright red tongue, vomiting, fever, rash appearing first on neck and chest.	48 hours after the start of treatment by the physician. If symptom free, may return to the school while receiving antibiotic therapy for 10 days.
H1N1 FLU - Highly contagious, fever, body aches and other usual flu-like symptoms	Exclusion until 24 hr. period fever-free without medication.
IMPETIGO - Pimple with tan, yellow or whitish blisters, scabs or crusts (as the common cold sore).	Exclusion until after treatment has been started by a physician.
RINGWORM - Highly contagious. Spread in a circular fashion, forming lesions up to 2 inches.	Exclusion until receiving medication under the supervision of a physician.

**NOTE:** Children who show symptoms of sore throat, earache, runny nose, fever, cough, stomach upsets, vomiting, rash, diarrhea or reddened watery eyes during the preceding 24 hours should remain at home until total recovery. A confirmed diagnosis of strep or pink eye requires a full 24 hour absence along with antibiotic treatment. A confirmed diagnosis of COVID 19 should be reported to the nurse as soon as possible.

If your child vomits or has a fever they must remain home for at least 24 hours. If they return prior to the 24 hours, you will be called to pick up your child.

### **Homeless Youth-the McKinney-Vento Act**

The Scotch Plains-Fanwood Board of Education provides services in accordance with 42 U.S.C Section 11432 (g) (6) (A) (iv), (v) and (vii) regarding enrollment, school nutrition and transportation. Please contact the building principals should you require services.

**SMOKING IS NOT PERMITTED IN SCHOOL BUILDINGS, ON SCHOOL GROUNDS OR ON SIDEWALKS IMMEDIATELY ADJACENT TO THE SCHOOL.**

## Elementary School Code of Student Conduct

### Behavior Expectations In School

Students are active participants in creating a pleasant, safe learning environment. Students are expected to demonstrate appropriate behaviors while within the school environment including arrival and dismissal, classroom time, lunch/recess, class trips, and after school. While the general connotation “appropriate behaviors” might be clear to the adults involved; it may not be clear to all of our students. The staff, thus, has a responsibility to fully acquaint students with school expectations, and to deal firmly and fairly with those students who do not conduct themselves properly.

**CODE OF STUDENT CONDUCT** - please read for further information [Code of Student Conduct](#)

### **Harassment, Intimidation or Bullying**

The Board of Education expects students to treat each other with civility and respect, and will not tolerate acts of harassment, intimidation or bullying. Like other disruptive or violent behaviors that have the intent or effect of creating a hostile environment, this conduct interferes with a student’s ability to learn and a school’s ability to educate its students in a safe environment.

The Board prohibits acts of harassment, intimidation or bullying against any student on school property, at any school-sponsored function or on a school bus. Harassing, intimidating or bullying behaviors are defined as aggressive behaviors of a physical and/or psychological nature carried out by one or more individuals against one or more individuals that may have the intent or effect of:

- a. harming a student or damaging the student’s property, or placing a student in reasonable fear of harm to his/her person or damage to his/her property; or
- b. insulting or demeaning one or more students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

The policy will impose consequences for acts of harassment, intimidation or bullying that occur off school grounds, such as cyber-bullying (e.g. the use of electronic or wireless devices to harass, intimidate, or bully) to the extent this policy complies with the provision of N.J.A.C 6A:16-7.6 Conduct Away from School grounds and the district’s pupil code of student conduct. In all instances of harassment, intimidation, or bullying behavior occurring off school grounds, the consequences only may be exercised when it is reasonably necessary for the offending pupil’s physical or emotional safety and well-being or for reasons relating to the safety and well being of other pupils, staff or school grounds, pursuant to N.J.S.A. 18A:25- 2 and 18A:37-2, and when the conduct which is the subject of a proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. All acts of harassment, intimidation, or bullying that include the use of school property (e.g. school computers, other electronic or wireless communication devices) apply to the provision of N.J.S.A. 18A:37-15 and N.J.A.C.6A:16-7.9, harassment, intimidation and bullying, whether the subject or recipient of the bullying is on or off school property.

Any school employee, or volunteer who has witnessed, or has reliable information that a student has been subject to harassment, intimidation or bullying must report the incident to the school principal who must then report it to the Affirmative Action Officer. The Board shall not tolerate an act of reprisal or retaliation against any person who reports an act of harassment, intimidation or bullying. Students who witness such acts are encouraged to report such incidents, as well.

The Superintendent shall develop appropriate regulations to enforce this policy. The Superintendent shall take all necessary steps to publicize this policy, and shall inform students and staff that harassment, intimidation or bullying is prohibited on school property, on school buses or at any school-sponsored function. This information shall also be incorporated into student handbooks and employee training programs.

### Disabled Students

Classified students are subject to the same disciplinary procedures as non-disabled students and may be disciplined in accordance with their IEP. Discipline of a classified student must be reviewed by the Case Manager, except for cases involving dangerous threats, zero tolerance, illegal weapons and substance abuse.

Staff shall comply with state and federal law and the regulation of the New Jersey Administrative Code in dealing with discipline and/or suspension of all students with disabilities.

### Implementation

The Superintendent shall ensure that the rules for this policy are applied consistently and uniformly, and that all disciplinary sanctions are carried out with necessary due process. The Board shall review all related policies on a regular basis.

### **Student Attendance And Absence**

Regular attendance is essential for success in school. It shall be the policy of this Board of Education to monitor the attendance of all pupils enrolled in the district and to report to the appropriate law enforcement and/or child welfare authorities, instances of extended and/or unexplained absence from school and to investigate any unexplained absence. The Board believes that parents and teachers play an important part in helping each student to develop good attendance habits. It is essential that each teacher make an all out effort to improve attendance habits by maintaining communication with the home. Classroom teachers, counselors and disciplinarians will use appropriate counseling to discourage absences and tardiness. This policy will provide for the equitable treatment of all students in the district regardless of race, color, creed, gender, national origin, or socioeconomic background. All registered students are required to attend school during all the days and hours that school is in session, except as provided in the attached regulations. It is the responsibility of the Superintendent to establish those rules and regulations required to implement this policy.

### **Guidelines for student attendance**

NJSA 18:38-25, 26 requires that all children between the ages of six and sixteen must regularly attend school during all the days and hours that the public schools are in session in the district.

- I. Truancy
  1. A student absent from school without an acceptable excused absence note from the parents shall be considered truant.
  2. When truancy is determined, the principal or his/her designee will take school disciplinary action. Guidance counselors/case managers will be made aware of the

situation.

3. Further incidents of truancy will result in any one, or combination of the following measures:
  - a. Suspension from school following the formal “Guidelines for Suspension and Expulsion of Students.”
  - b. “Legal Notice to Parent or Guardian to Send Child to School” sent to parents by certified mail with return receipt requested, (NJ Department of Education Form A 59, copy attached).
  - c. A formal complaint filed against parents for failure to insure that their child attends school.
  - d. Referral to other community, county or state agencies.

## II. Cutting

1. Cutting is the authorized absence from any class for which the student has been scheduled.
  - a. Building principal or designee will be informed by the teacher when a pupil is illegally absent from a scheduled assignment with that teacher.
  - b. A parent conference will be held with the principal or his/her designee.
  - c. Administrators, counselors, case managers and/or teachers will counsel pupils having difficulties.
  - d. School disciplinary action will be administered.

## III. Unexpected Extended Absences

The educational program offered by this district is predicated on the presence of the student and requires continuity of instruction and classroom participation. If a student is absent for more than 20 consecutive school days, for reasons other than illness, they will be removed from the school roll. Registration will be required to re-enter school and there can be no guarantee that the student will be able to return to the same classroom. All decisions of reassignment will be based on class size and available space. Students absent for long periods of time (due to family travel, etc.) will have to meet the proficiency criteria for the grade level they are returning to. School work cannot be provided to students who are leaving on extended leaves.

## **SCOTCH PLAINS-FANWOOD PTA COUNCIL, INC.**

### **The objectives of this council are:**

To provide a forum for officers and representatives of the PTA, school administration and liaison of local organizations that share matters of common interest with the public schools of Scotch Plains-Fanwood.

To promote unity, acquaintance and good will among the local public school associations.

To afford local educational leadership an opportunity to exchange ideas with the representatives of the different associations.

The Council, which meets bi-monthly, is comprised of: a President, Vice President, Corresponding Secretary, Recording Secretary, Treasurer, the Superintendent of Schools, all the School Principals, a Community Liaison to the Union County, Council of PTA's, a representative of the SPFEA, and the President and four other representatives from each school PTA. There are also committee chairpersons who help coordinate activities such as Cultural Arts, Health, and Young People's Theatre among the schools in our district.

### **PTA COUNCIL MEETING**

All meetings are held at the Board of Education Offices at 9:15 am.  
Please check the district and/or school website for dates.

## **HOWARD B. BRUNNER- PARENT/TEACHER ASSOCIATION**

The Brunner PTA is a member of the National Congress of PTAs, the State PTA, Union County PTA, and the Scotch Plains-Fanwood PTA Council. As such, the Brunner PTA accepts the following objectives:

To Promote the welfare of children and youth in home, school, community and place of worship.

To raise the standards of home life.

To secure adequate laws for the care and the protection of children and youth.

To bring into closer relation the home and the school, that parents and teacher may cooperate intelligently in the education of children and youth.

To develop between educators and the general public such united efforts will secure for all children and youth the highest advantages in physical, mental, social and spiritual education.

### **MEMBERSHIP**

Anyone may join the PTA at any time during the year. The dues are \$9.00 per person per year. We encourage membership of every parent as well as any other family members.

Brunner PTA is an active organization, providing many volunteer services to our children's school as well as supporting other community organizations.

Also important to the PTA is providing good communication between the school and the home through this Parent Guide, the "Brunner Backpack", the school website and special flyers. PTA membership meetings, open forums, and PTA board meetings provide additional opportunities to learn about and communicate with the school.

While our volunteer hours of service are most vital, the PTA also finds it necessary to support fundraisers to fund cultural arts programs, safety programs and summer scholarships for our students just to name a few. We hope you will join the Brunner PTA and get involved in our many varied activities!

[Here is the link to join the PTA!](#)

### **PTA GENERAL MEETINGS**

Most General PTA Meetings coincide with an evening event for the pleasure of parents and children alike. Please refer to the monthly calendar (which can be found on the Brunner website) for dates and times.

### **EXECUTIVE BOARD MEETINGS**

Brunner PTA officers, chairpersons of PTA committees, and general PTA members and interested persons, attend the Executive Board meetings. All parents are encouraged to attend PTA meetings so they may be kept up to date about school information and events. This is a great way to get involved in your child's school and meet new people. Please check the calendar for the date and time of meetings.

## BRUNNER PTA EXECUTIVE BOARD 2022-2023

President	Sharon Dowling	908-337-2073	sharondowlingpta@gmail.com
Past President	Sharon Dowling	908-337-2073	sharondowlingpta@gmail.com
Honorary President	Dr. Scott Bortnick	908-889-2148	sbortnick@spfk12.org
First Vice President	Monica Sandler	917-363-3131	Monicasandler@gmail.com
Second Vice President	Jennie Darrow	973-479-2463	jenniedarrowpta@gmail.com
Recording Secretary	Elaine Dion	415-615-2658	elaine.demare@gmail.com
Corresponding Secretary	Andrea Piccininni	267-255-5959	avorwig1234@yahoo.com
Treasurer	Melissa Tuscano	917-273-6604	Brunnertreasurer@gmail.com



**Brunner PTA Activities**  
**(See calendar for dates)**  
**ACTIVITIES PROVIDED FOR STUDENTS**

**Chemical Dependency Week**

A week of alcohol and drug awareness.

**Cultural Arts**

Assemblies held throughout the year for the students.

**Field Day**

Volunteers help the Physical Education teacher with a day of sports and fun.

**Fourth Grade Activities**

The 4<sup>th</sup> grade class participates in special events throughout the year including a picnic, pool party and the Evening of Recognition. The Evening of Recognition includes putting together a yearbook and slideshow. Students receive T-shirts at the end of the year.

**Guest Reader**

A day when guests from families and the community come into the classroom to share a good book.

**Holiday Boutique**

An after school shopping day for children to purchase Holiday gifts.

**Variety Show**

An annual show that the students perform in the high school. It consists of skits, musical performances and comedy.

**Week Of Respect**

A week of awareness of the meaning of Respect.

**ACTIVITIES PROVIDED FOR BRUNNER FAMILIES**

**Halloween Party or Other Event**

A ghoulish family gathering for students and their families.

**Day of Discovery**

Our Science day where students participate in hands-on science activities.

**School Outing**

An annual event for Brunner families.

**PTA Fundraising**

The PTA generates a budget to cover the cost of all of its events. It also provides services to the school.

**School Pictures**

Annual pictures are taken. A sibling day will be held in the Spring.

**Boxtops for Education**

Collection of General Mills Boxtops that is ongoing in the classrooms. The money goes directly to the teachers.

**Parent's Social**

An annual evening parent event, filled with food, fun and winning of prizes!

**Scholastic Book Fair**

Two fairs are held annually. One is in the fall and the other is the annual Buy-One, Get-One Free sale in the spring.

**SERVICES PROVIDED BY PTA AND ITS VOLUNTEERS****Teacher Appreciation Week**

A week in May when we honor the teacher and Staff with a luncheon and various events throughout the week.

**Beautiful Brunner**

Money is allocated for planting around the school.

**Brunner Children's Garden**

Volunteers work to keep the garden growing all year long.

**First Day of School**

Planners are purchased for 2nd, 3rd and 4th grade students and folders are purchased for PK, Kindergarten and 1<sup>st</sup> grade students.

**Room Parents**

The PTA Coordinates the assignment of room parents to each class.

**Brunner Spiritwear Sale**

An annual sale of Brunner logo T-shirts, sweatshirts, etc.

**Playground/recess**

The PTA collects or purchases indoor and outdoor games and equipment for use at recess during the school year.

**Community Service**

Includes Food and Clothing Drives during the school year.