

Dwight D. Eisenhower School



Dale Rubino
Principal

601 Ernston Road, Parlin, NJ 08859
(732) 525-5230

STUDENT HANDBOOK

2026 - 2027



WELCOME

Welcome Aboard to the 2026-2027 school year at Eisenhower School. My name is Dale Rubino and I am the Principal of Dwight D. Eisenhower Elementary School. I look forward to working with you to make it a phenomenal school year. The teaching staff and the administration are looking forward to another successful journey into the upcoming academic year at Eisenhower Elementary.

Please accept my best wishes for a successful school year at Eisenhower School. I welcome your thoughts, comments, and suggestions. If you have any questions, please do not hesitate to reach out to me, as my door is always open to you.

I look forward to working with you and your child throughout the school year to provide a productive and safe learning environment that supports student success.



MISSION STATEMENT

Our goal at Eisenhower Elementary is to provide a safe, secure and enriching environment that allows teachers and students to focus on the demands of a busy academic schedule uninterrupted by distraction. In such an atmosphere children can and will rise to meet the highest expectations set forth for them.





Back to School Night

Monday, September 14, 2026



Parent/Teacher
Conferences

Tuesday, January 19, 2027 (evening)
Wednesday, January 20, 2027 (afternoon)
Thursday, January 21, 2027 (afternoon)
Friday, January 22, 2027 (afternoon)

(Reminders with more specific information will be provided to parents prior to scheduled dates)



PTO Meetings

September 15, 2026
October 13, 2026
November 17, 2026
December 15, 2026
January 12, 2027
February 9, 2027
March 16, 2027
April 13, 2027
May 11, 2027

GENERAL SCHOOL INFORMATION



School Hours

School begins promptly at 9:05 am with students dismissed at 3:20 pm. All students may begin entering the building at 8:50 am and are expected to be in their classrooms by 9:05 am. Any student who arrives after 9:05 am must be signed in by a parent/guardian with the security guard at the main entrance in the front of the building.

Early dismissal hours

School begins at 9:05 am with students dismissed at our early dismissal time of 1:35 pm. All students may begin entering the building at 8:50 am. Please be sure to note our early dismissal days, which can be found on our district calendar.

www.sayrevillek12.net

<https://eisenhower.sayrevillek12.net>

ARRIVAL AND DISMISSAL

Drop-Off / Pick-Up Policy

As a reminder for student safety, please do not drop students off in the morning before 8:50am without adult supervision. Students must be with a parent/guardian until our staff comes to the door. Our staff will open the doors and will be outside to assist with morning drop off at 8:50am.

For the safety of our students, staff and parents, we ask that you assist us by following the guidelines listed below.

- AM drop-off: Drivers are required to use extreme caution when dropping students off. Please have students sit in the backseat-passenger side, follow traffic around to the drop off area where staff will direct students to their designated area. If you prefer to park and walk your child to the door, please park in the back parking lot and walk your child to the door. DO NOT cross drop-off line traffic. Students will enter the building using the side entrance closest to our back parking lot.
- If you plan to pick-up your child(ren) from school during the year, please provide your child(ren) with the pick-up notice which can be found posted on the Eisenhower Website. Notices should be submitted to the homeroom teacher immediately upon entering the classroom.
- Parents/Guardians must have proper ID during student dismissal. Teachers will not dismiss students to anyone that is not listed as an emergency contact in Oncourse.
- Walkers will be dismissed at the designated exits listed below:
 - o Kindergarten – Exit 6 (Back Courtyard)
 - o 1st Grade – Exit 7 (Back Courtyard)
 - o 2nd Grade – Exit 10 (Back Parking lot)
 - o 3rd Grade – Exit 8 (End of 3rd grade wing)
- Parking in the front driveway along the bus and fire lanes is prohibited for both arrival and dismissal.
- Parking and driving in the grass areas behind the school is strictly prohibited.



CHANGE IN DISMISSAL ROUTINE

Students begin to prepare for dismissal at 3:15 pm. Should a situation arise where a change in your child's dismissal routine is necessary, please fill out the “**Change in Dismissal**” form that can be found on the school's website and have your child bring it into school with them. An email should also be sent to your child's teacher with a copy to the Main Office. In case of a last minute emergency, please notify the Main Office via a phone call.

If your child is scheduled to attend the afternoon Leading Edge program, but you request a change such as dismissing him/her as a walker, or riding the bus home, you must fill out a “**Change in Dismissal**” form notifying the teacher of the change. Leading Edge must be notified of the change as well. A call or email should also be sent to the Main Office.

In the interest of safety, a teacher will not change the dismissal routine of a student without a written note from the parent/guardian.

STUDENT EARLY RELEASE FROM SCHOOL

All requests for early pickups must be submitted on the “**Change in Dismissal**” form and sent to school for your child's Homeroom Teacher. If your child is being picked up prior to the normal 3:20 pm dismissal time, the child must be signed out by a designated guardian in OnCourse. The adult must have proper ID to show the Security Guard and must sign the student out in the record book.

Please note: If a child arrives at school after 10:35 am, or is picked up prior to 1:35 pm, they will be marked *absent*.

CHANGE OF STUDENT INFORMATION

Accurate student information is essential; therefore, any change of address or home/work/guardian telephone number(s) must be submitted in the OnCourse parent portal. If you need assistance entering this information, send an email to parent.portal@sayrevillek12.net

Changes to Emergency Contacts must be updated during the school year. Log in to www.onscourseconnect.com and make the necessary changes. When adding emergency contacts, be sure to check “allow contact” otherwise they will not be able to pick the child up from school if necessary.

Please keep in mind that you cannot “override” one contact for another. You must delete the contact you wish to remove, then add the new contact separately.

During the summer months, you will be asked to update your child(ren)’s information in OnCourse. This is your opportunity to carefully review and revise any information in OnCourse as well as update medical and residency documentation which you can upload. The annual update must be done by a specified date in August so that you can view your child(ren)’s schedule for the upcoming year when they are made available online.

If your residency documents have expired, you will receive the notice appearing on the following page as a reminder.

DWIGHT D. EISENHOWER SCHOOL



**601 ERNSTON ROAD
PARLIN NJ 08859
732-525-5230**

RESIDENCY UPDATE REQUIRED

Please be reminded Board Policy requires that your proof of residency be updated and submitted each school year. The residency documents we have on file for your child (lease and/or Affidavit of Residency) **have expired**. Please note that Affidavits are valid for 1 year from the date of signing and must be resubmitted each year.

**BLANK AFFIDAVIT FORMS CAN BE FOUND ON THE DISTRICT WEBSITE
WWW.SAYREVILLEK12.NET**

**Kindly email your updated lease/renewal or current
Affidavit of Residency (notarized) to
donna.goldmann@sayrevillek12.net
You can also send the documents in with your child in their
folder. Please make sure they are marked to the attention of
the Main Office.**

Please Note:

If you are residing in a house and your name is not on the deed -
You must provide a copy of the deed or current tax bill for that
address along with an Affidavit of Residency. The Affidavit must
be signed and notarized.

**THANK YOU FOR YOUR PROMPT ATTENTION
TO THIS MATTER**

STUDENT BIRTHDAYS

Food treats of any kind cannot be sent in or served to students due to dietary, religious, and health concerns. If you feel like you would like the entire class to indulge in a special treat, an excellent alternative to food would be stickers, pencils, or erasers. An even better way to celebrate your child's birthday with the entire class is by purchasing a book to donate to the school or classroom library in his/her name. Such a gift encourages reading, can be shared by the entire class, and can be enjoyed not only by your child's class, but also future classes.

BIRTHDAY INVITATION POLICY

To maintain an inclusive and respectful environment and avoid hurt feelings:

- Invitations may not be distributed during class time or in common areas (e.g., lunchroom, playground, hallway) unless prior approval is given by the teacher.
- If invitations are distributed at school, one of the following must apply:
 - The entire class is invited, or
 - All students of the same gender in the class are invited (if the party is gender-specific).
- Selective distribution that excludes certain classmates is not permitted on school grounds.
- Families are encouraged to handle invitation distribution outside of school hours using email, text, or other private means, especially if the party is limited to a smaller group.
- Teachers may facilitate distribution at dismissal or via take-home folders only if the above criteria are met.

CAFETERIA / FOOD SERVICES



Students at Eisenhower Elementary School have several opportunities for nourishment throughout the day. This includes breakfast, lunch, and snacks. Below are some of the details regarding our programs:

Breakfast in the Classroom - Students are provided an opportunity to eat breakfast in the classroom every day. Students who receive free or reduced lunch are entitled to a free breakfast available through our grab and go system in the cafeteria. Some students may wish to purchase a breakfast which is available in the cafeteria through our grab and go system. Students may also bring breakfast in from home. Please note that some classrooms have dietary restrictions. Please check with your child's teacher prior to sending food items to be eaten in the classroom.

Lunch - Students are provided an opportunity to eat lunch in the cafeteria every day. Hot and cold lunches, milk, and drinks are available for purchase. For payment options, please see below. All payments are added to your child's account. Students may bring their own bagged lunches. We do not allow glass containers. Soft drinks or water bottles in the hallways are not allowed. No outside food should be delivered to the school for the students during the course of the school day (ie McDonalds).

SNACKS

- From the cafeteria - On occasion, the cafeteria will have snacks for sale. If a pupil has a negative balance they will not be able to charge snacks or a la carte items until the negative balance is paid in full. Similarly, cash purchases of snacks or a la carte items will not be allowed until the negative balance is paid in full.
- In the classroom - Each teacher has their own procedure for snacks. Please reach out to your teacher regarding their specific routines and procedures.

PAYMENT OPTIONS



Place money in an envelope and print your child's name clearly and state what the money is for ie. lunch money, etc.



Write a check payable to Eisenhower Elementary School Cafeteria. Place the check in an envelope. Print your child's name clearly on the envelope and mark it Lunch Money



Create an online account for your child at **Payschools.com**
Here you can place money on your child's account as well as view their balance at any time.



CAFETERIA / RECESS BEHAVIOR

While in the cafeteria, students are expected to practice the Eisenhower Elementary School Code of Conduct.

When finished eating, students are required to return their trays and leave the tables and eating area clean in consideration of the students who will be eating during the next lunch period.

To provide for a safe cafeteria environment, students must obey the following rules:

Be Respectful

- Use an inside voice.
- Follow the directions of the teachers and cafeteria aides.
- Be respectful toward others and their food/belongings.

Be Responsible

- Clean up after yourself.
- Raise your hand if you need to get up or need assistance.
- Follow bathroom procedures.

Be Safe

- Walk at all times and stay in your assigned area.
- Stay in your seat until your class is dismissed by your teacher.

Students will be allotted 20 minutes a day for outdoor recess. On inclement weather days, indoor recess will be held in the cafeteria where students can play games, read, or draw at their table.

To provide for a safe environment during outdoor recess, students must meet the following expectations:

Be Respectful

- Take turns and include others.
- Use kind words and appropriate language.

Be Responsible

- Take care of the equipment.
- Resolve conflicts peacefully or seek an adult for help.

Be Safe

- Stay in the play area
- Keep hands and feet to yourself
- Walk and line up when the whistle blows.

ATTENDANCE

Attendance is an extremely important aspect of the educational process for all students. Without regular attendance, the school is at a disadvantage to assist students to master the skills and knowledge that are essential to their educational development. Certainly we are not advocating that students report to school when they are ill, but we do ask that parent's guardians carefully evaluate all absences.

Please be aware that the Sayreville board of Education's Policy #5200, Promotion and Retention directs that students who have been in attendance fewer than 162 days face possible retention and, therefore, may not be promoted to the next grade.

If your child will be absent from school, please use the following guidelines:

- Parents must call the attendance line at 732-525-5230 ext 3100 to inform the school of their child's absence.

Absences may also be recorded in ParentSquare or email
EEShealthoffice@sayrevillek12.net

Please note that you will still get an automated call notifying you of your child's absence.

- Doctor's notes must be presented within three days of the child's return to school. This note should be presented to his/her homeroom teacher upon return.
- After a child has been absent for three or more consecutive days, a doctor's note (certificate) may be required before the child is readmitted to school.
- In the event of three or more absences, make-up work will be provided. If a child is absent for more than three consecutive days because of an illness, parents may contact the teacher or send a note with another child requesting make-up work. The work will be collected and ready for parents or another child to pick up in the security office or in our outside drop-box. Please note that a child absent for less than three consecutive days will be given make-up work upon returning to school. A student who is absent from school during the day cannot attend after school programs or activities on that day.
- Absences from school amounting to greater than five non-sequential days may require a meeting with administration in order to create an action plan to be implemented to improve attendance.





NEWS FROM THE NURSE'S OFFICE

Illness Policy/Dismissal from school Policy

If your child is feeling unwell, he/she may visit the school nurse for assessment. If the school nurse determines your child is too unwell to be in school you will be called to pick your child up.

It is imperative that you have updated emergency contact information in Oncourse and that you have someone who is available during the school day who can pick your child up within 30 minutes.

Please be mindful, if your child has a fever, vomiting, diarrhea, or difficulty breathing and they cannot be picked up within 30 minutes this can potentially become a medical emergency requiring transport to the hospital. We understand parents work, and can sometimes need time to travel to school, but that is why it is so important to have emergency contacts available for your child's health and well-being.

When to keep your child home
Exclusion Criteria from our school physician,
Dr. Speesler



FEVER

If your child has fever, your child must stay home until they are fever-free for 24 hours without taking medication to reduce the fever before returning to school.



VOMITTING

If your child is vomiting, they must be able to tolerate food without vomiting for a full 24 hours before returning to school.



DIARRHEA

If your child has more than one incident of runny, liquid stool then your child must remain home until diarrhea free for 24 hours. If your child has diarrhea due to a medical condition or as a side effect of a medication, they must come to school with a letter from their doctor that states they are not contagious and may attend school.



PINK EYE

If your child's eye is red and has discharge, they will be sent home and need to follow up with a doctor.
. They must be treated with medicated eye drops for 24 hours before returning to school.
The eye should no longer have discharge before returning.



HEAD LICE



If live lice is found, the student must go home and seek treatment. If nits are found, your child must receive treatment before returning back to school. Please provide documentation of what treatment method you use. Documentation can be a receipt, picture of the product, or any other evidence your child has been treated. The nurse will recheck the student's hair in one week.

Other concerns:

If your child has a cough, they may attend school. However, please make sure they have no difficulty breathing, and that the cough is not causing them to vomit. Remind them to cover their mouths to not spread germs. Please see your doctor if the cough persists or sounds concerning.

If your child complains of a sore throat, has swelling of the neck, or develops a rash, please see your doctor to make sure it's not strep throat. If your child is diagnosed with strep, they should stay home for 24 hours after starting antibiotics.

Children belong in school when possible

Aside from the illnesses described above, children are encouraged to attend school as consistently as possible. Teachers are encouraged to help students work through minor issues like paper cuts by washing their hands and applying a band aid in the classroom. If a student has a headache or stomachache, they are encouraged to drink water, have a snack, use the bathroom, or take a rest for a few minutes before going to the nurse. Our goal is to minimize missing instructional classroom time.

Medication Policy

"Medication" means any prescription drug or over-the-counter medicine or nutritional supplement and includes, but is not limited to, Tylenol, Ibuprofen, vitamins, allergy medicine, etc.

All medications must be hand delivered by an adult to either the school nurse, security personnel, principal or the building administrator. Children are not to transport medications to and from school in their backpacks. All medications will be secured in the nurse's office.

Even if a child is capable of self-administering medication, all medication must be kept in the nurse's office. The student will present to the nurse's office to receive all medication.

The medication must be in its original container with the prescribing information included.

Medication will not be administered to a student who is physically unfit to attend school or has a contagious disease. Any such student should not be permitted to attend school and may be excluded in accordance with Policy 8451. Do not treat your child for a fever and send them to school if they have had a fever within 24 hours.

This poses a health risk to their peers.

Parent requests for the administration of medication in school must be made in writing and signed by the parent.

The parent must submit a certified statement written and signed by the student's physician.

The statement must include:

- a. The student's name;
- b. The name of the medication;
- c. The purpose of its administration to the student for whom the medication is intended;
- d. The proper timing and dosage of medication;
- e. Any possible side effects of the medication;
- f. The time when the medication will be discontinued;

In some cases, a physician may need to certify that the student is physically fit to attend school and free of contagious disease.



Sharing of Health Information

If your child has a chronic illness, it is in his/her/their best interest to share pertinent health information with the staff who comes in contact with your child on a daily basis. If you do not wish to share your child's health information, please send in a signed letter to the nurse.

Only need-to-know personnel will receive any information about your child's health and it is only so that staff can recognize if your child has a health need while they are in the school environment.

Toileting/Bathroom Accidents

Staff members are not permitted to assist your child with toileting. If your child has an accident, the best thing you can be sure to do is pack a change of clothing including: weather appropriate clothing ie. pants, shirt, socks, underwear, and in some cases a pair of crocs or other footwear.

Your child should be self-sufficient at undressing, dressing, and if they are soiled to an extent that they need assistance from an adult, they will most likely need to be picked up.



Administration of Medication

For the full policy regarding the Administration of Medication see Board of Education Policy #R5141 posted on the district website.

The Board shall not be responsible for the diagnosis and treatment of pupil illness. The administration of medication to students during the school day or at a school function or activity shall be governed by board policy and regulations and only when the student's attendance is contingent on such arrangement.

. The regulations apply to both prescription and nonprescription medicines, including aspirin, hay fever tablets, and cough preparations. All medicines shall be kept by the school nurse, except in specific, required and approved instances of self-medication.

Before any medication may be administered to or by any pupil during school hours, the Board shall give permission for such administration and relieve the Board and its employees of liability for administration of medication. In addition, the Board requires the written order of the prescribing physician. All documents shall be kept on file in the office of the school nurse.

Pupil Self-Administration of Medication

Self-administration of medication by a student may only be permitted for asthma, a life-threatening allergic reaction, or potentially life-threatening illnesses. A parent request to allow a student to self-administer medication, during the school day or during a school function or activity, must be made in writing in accordance with the rules for administration as listed in board policy #R5141.21.

Emergency Administration of Epinephrine

The school nurse shall have the primary responsibility for the emergency administration of epinephrine via a pre-filled auto-injector mechanism to students suffering from anaphylaxis. The school nurse may designate, in consultation with the board, employee(s) to administer the epinephrine via a pre-filled auto-injector mechanism when the nurse is not physically present at the scene. Such individuals shall be properly trained in the administration of epinephrine via a pre-filled auto-injector mechanism using standardized training protocols established by the Department of Education in consultation with the Department of Health



Asthma Policy

According to N.J.A.C. 6A:16-2.3 each school in the district shall have and maintain for the use of pupils at least one nebulizer in the office of the school nurse or a similar location. Each certified school nurse or other persons authorized to administer asthma medication will receive training in airway management and in the use of nebulizers and inhalers consistent with State Department of Education regulations. Every pupil that is authorized to use asthma medication or a nebulizer must have an asthma treatment plan prepared by the pupil's physician which shall identify, at a minimum, asthma triggers, the treatment plan and other such elements as required by the Department of Education.



Use of Medical Devices in School

If your child has an injury, please consult with a medical professional before applying any sort of splints, ace wraps, slings or other medical equipment. We are required to have a note from a doctor that grants permission for your child to wear such devices at school. The doctor should write a note stating what medical accommodations your student will need, including the use of any equipment, and how many days they will need to be excused from gym/recess.



HOW TO REPORT ABSENCES



732-525-5230 EXT 3100



REPORT YOUR CHILD'S ABSENCE IN
PARENTSQUARE



EEShealthoffice@sayrevillek12.net

Eisenhower Elementary School

Visitor Procedures

Please be aware that the following procedures will be followed for any person not employed by the Sayreville Board of Education who visits the building for any reason. All visitors are encouraged to make an appointment and to use the plastic bin to drop off student supplies.



1. All visitors must have an appointment and/or approval of administrator to enter the building.
2. If a visit is for the purpose of dropping off a child's homework, lunch, musical instrument, etc., a plastic bin has been put outside to place them in. Please ensure that all items are properly labeled with the name of the student, their grade level, and their homeroom. Periodically throughout the day a staff member will retrieve the contents and deliver them to the appropriate person.
3. Visitors must notify the school (preferably in writing) in advance of their visit if they or another person will be picking up their child from school. See form attached.
4. Visitors should park in the upper parking lot in the visitor parking spaces next to the handicapped parking spaces. There is no parking along the horseshoe or along the curb in the front of the building.
5. All visitors should have ID. We encourage visitors to leave all bags in their vehicle. Metal detectors are in use and all bags are subject to a search.
6. All visitors must enter the building through door #6 which is located in the front of the building along Washington Road.
7. All visitors will be screened for identification and appointment over the intercom before being permitted to enter the building by the Campus Monitor. Visitors without an appointment may be asked to leave and return at another time with an appointment. Visitors must present valid government issued identification.
8. After passing through the security checkpoint, visitors will be logged into our visitor management system and issued a red lanyard and visitor pass at the security desk. Visitors should leave identification or vehicle keys at the security desk, which will be returned to the visitor when the visitor pass is returned to the security desk.
9. All visitors will be escorted to their destination. (no visitors will be allowed to traverse through the school without being accompanied by a staff member).
10. If the visitor needs the immediate assistance of an administrator, the office staff will attempt to see if he or she is available. If they are not, they will not be allowed to remain and will be asked to make an appointment.

11. When the visit is over, visitors will be escorted back to the main entrance, where they will need to give back or dispose of their visitor badge and sign out.

SCHOOL COUNSELOR INFORMATION

At Eisenhower Elementary School, the school counseling program is designed to facilitate and foster a rapport among students, teachers, administration, and parents with the goal of student success academically, socially, and emotionally. This is accomplished through regular conferences with parents, teachers, administrators, and students, as well as with individual and small group counseling sessions. Proactive classroom lessons also take place with regard to academic, social, and career awareness. The program employs requirements based on the National Standards for School Counseling. If a student is recommended for outside counseling, community resources will be available upon request from the school counselor in order to help facilitate the student's academic, social and emotional growth.

Our counselor has an open-door policy for students with permission from their teacher. Students may also participate in counseling groups during their lunch period or throughout the school day. The focus of these groups includes, but is not limited to, conflict resolution, friendship, and study skills. Upon request of the student, the counselor will send home a permission slip to the parents/guardians explaining the school counseling program and will set up times to conduct the sessions with the input of the teachers involved to maximize the learning process.

Parents, teachers, and students alike can request counseling services from Ms. Banerman. Students are encouraged to ask their teacher to come to the Guidance Office when he or she feels they need assistance socially, academically, or personally. In addition, parents are encouraged to contact the School Counselor directly via email or telephone. Typically, the school counselors meet with students to provide encouragement and support for academic and social-personal topics.

The Response to Intervention (RTI) Committee is formed by the administration to help the regular classroom teacher brainstorm additional differentiated techniques and instructional practices that will help their students who are struggling to master the grade level curriculum. Within a multi-tiered system of support, teachers will monitor student progress in Math and/or Language Arts and provide intervention when necessary. Please see a School Counselor with any academic concerns that you may have to start this process.

ADMINISTRATIVE GUIDELINES / INFRACTIONS OF THE CODE OF CONDUCT

Following the district Code of Conduct is an important part of a student's education at Eisenhower Elementary School. Students who infringe upon a school rule or become a disruption are subject to disciplinary consequences to help prevent further occurrences. Any class work missed while a student is in the office will be completed at home. Parents will be notified of any disciplinary consequences via a telephone contact made by an administrator.

DISCIPLINARY CONSEQUENCES

The most updated list of disciplinary consequences can be found on the school and district website. Discipline consequences are subject to change as the policy is revised. Please note that the consequences listed serve only as a guideline and that the Administration reserves the right to interpret and consequence students beyond the scope of the disciplinary consequences in order to maintain safety, order and discipline of the school.

HARRASSMENT, INTIMIDATION, BULLYING

Eisenhower Elementary School will conform to the NJ Anti-Bullying Law/Bill of Rights Act and district policy. Information and resources can be found on the district website.

<https://www.sayrevillek12.net/district/hib-resources>

PROMOTION/RETENTION

Students must meet the criteria set forth by the district and defined within Board of Education policy.





EISENHOWER ELEMENTARY



Behavior Expectations

	BE RESPECTFUL	BE RESPONSIBLE	BE SAFE
On the BUS 	- FOLLOW THE DIRECTIONS OF THE DRIVER/AIDE - USE INSIDE VOICES - USE KIND WORDS AND APPROPRIATE LANGUAGE	- KEEP THE BUS CLEAN - KEEP FOOD AND DRINKS AWAY	- STAY SEATED AT ALL TIMES WITH YOUR SEATBELT ON - KEEP HANDS AND FEET TO YOURSELF
During ARRIVAL 	- FOLLOW TEACHER DIRECTIONS - GREET YOUR TEACHERS AND CLASSMATES	BE ON TIME AND READY TO LEARN	- GO DIRECTLY TO BREAKFAST OR CLASS - WALK ON THE RIGHT SIDE OF THE HALLWAY
In the HALL 	- VOICES OFF - RESPECT STUDENT WORK - GIVE PERSONAL SPACE	- GO DIRECTLY WHERE YOU HAVE PERMISSION TO GO - KEEP THE HALLWAYS CLEAN	- WALK AT ALL TIMES - STAY ON THE RIGHT SIDE - KEEP HANDS AND FEET TO YOURSELF
During CLASS 	- USE MATERIALS, BOOKS, AND TECHNOLOGY FOR SCHOOLWORK ONLY - RESPECT YOURSELF AND OTHERS	- BE ON TIME AND READY TO LEARN - DO YOUR BEST WORK	STAY IN THE CLASSROOM UNLESS THE TEACHER GIVES YOU PERMISSION TO LEAVE
At LUNCH 	- USE AN INSIDE VOICE - FOLLOW THE DIRECTIONS OF THE TEACHERS/AIDES - BE RESPECTFUL TO OTHERS AND THEIR FOOD/BELONGINGS	- CLEAN UP AFTER YOURSELF - RAISE YOUR HAND IF YOU NEED SOMETHING - FOLLOW BATHROOM PROCEDURES	- WALK AT ALL TIMES AND SIT IN ASSIGNED AREA - STAY IN YOUR SEAT UNTIL DISMISSED
At RECESS 	- TAKE TURNS AND INCLUDE OTHERS - USE KIND WORDS AND APPROPRIATE LANGUAGE	- TAKE CARE OF THE EQUIPMENT - RESOLVE CONFLICTS PEACEFULLY OR SEEK AN ADULT FOR HELP	- STAY IN THE PLAY AREA - KEEP HANDS AND FEET TO YOURSELF - WALK AND LINE UP WHEN WHISTLE BLOWS
In the BATHROOM 	- ALLOW FOR PRIVACY - KEEP THE BATHROOM CLEAN	- WASH YOUR HANDS - USE THE BATHROOM QUICKLY AND QUIETLY	- KEEP YOUR HANDS AND FEET TO YOURSELF - RETURN DIRECTLY TO CLASS WHEN YOU ARE FINISHED
At an ASSEMBLY 	- ENTER AND EXIT QUIET AND ORDERLY - SIT QUIETLY WITH YOUR CLASS	PAY ATTENTION AND SHOW RESPECT TO THE SPEAKER OR PERFORMANCE	- SHOW A CALM BODY - WAIT FOR DIRECTIONS FROM AN ADULT
At DISMISSAL 	- FOLLOW THE DIRECTIONS OF THE TEACHERS - USE INSIDE VOICES	- GET YOUR BELONGINGS QUICKLY AND QUIETLY - STAY IN THE CORRECT BUS LINE - LISTEN FOR BUS ANNOUNCEMENTS	- WALK IN THE HALLWAYS WITH YOUR CLASS - GO DIRECTLY TO YOUR BUS LINE

BE RESPECTFUL • BE RESPONSIBLE • BE SAFE

Eagles Soar Every Day!

WATER BOTTLES

To maintain a safe environment, metal water bottles (ex: Hydro flasks, Yetis, etc.) should not be used during class time. These metal bottles are of concern regarding safety and distractions. If you choose for your child to have water during class time, please have him/her bring and use a container made of plastic material. During class time, students should only be hydrating with water when necessary.

Other child appropriate drinks may be sent in with students to drink during lunch periods. Thermos and insulated containers may be used at lunch time when needed.

PERSONAL PROPERTY

All personal items of financial or sentimental value should remain at home. Items such as, but not limited to, smart watches, iPods/iPads, tablets, cameras, electronic games and devices, toys, cards (i.e. Pokémon) and large sums of money should all remain at home. None of these items are permissible for use during the school day, and parents/students assume all responsibility (financial and otherwise) for any items brought to school. Additionally, students shall not lend money to other students. Students at Eisenhower Elementary School are discouraged from bringing cell phones, smart watches, and other electronic devices to school (see the “CELL PHONES/ELECTRONIC DEVICES” section for more details). Toy guns, including, but not limited to Nerf guns and Orbie Blasters, should not be brought to or used at the bus stop, school bus, or in school at any time. Students found to be in possession of, or using toy guns at the bus stop, on the bus, or in school, may receive a consequence in accordance with the district’s weapons policy.



CELL PHONES/SMART WATCHES/ELECTRONIC DEVICES/GPS TRACKERS

Per BOE Policy and Regulation 5516:

The Board of Education prohibits student use of internet-enabled devices on school grounds during the school day in accordance with N.J.S.A. 18A:36-40b.

Internet-enabled device, means any device capable of connecting to the internet and accessing online content (e.g., smartphones, tablets, smartwatches, smart glasses, etc.), including social media applications. An internet-enabled device does not include an internet-enabled device provided by the Board when used for educational purposes.



HOMEWORK

Education is a cooperative effort between the home and the school. Teaching strategies designed to meet the goals and objectives of the curriculum become more effective when strong home support is evident. Homework is an important daily part of your child's grade and should be checked by parents. Parents/guardians are asked to help develop student study skills and work habits. It is the student's responsibility to make up assignments and tests when they are absent. Daily homework assignments can be found on teachers' webpages.

Links to those webpages are on our school website.



LIBRARY/MEDIA CENTER

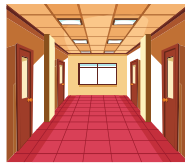


Students are encouraged to use this facility and to observe the library rules. Fines for overdue books must be paid by the end of the school year. Unpaid fines may result in the student's account being locked for the next school year. Please refer to the library regulations that may be found in the library.

Library Book Returns: All borrowed material must be returned to the library two days prior to the classes scheduled visit.

Notices for materials not returned within a month will be sent to students' homes.

PASSING IN THE CORRIDORS



Courteous behavior should be practiced in the hallways. To ensure safety, students are requested to walk to the right, to refrain from shouting and pushing, and to keep in mind that other classes are in session. The Eisenhower Elementary School Code of Conduct should be followed at all times.

LOST AND FOUND

Report the loss of any valuable article to the main office. All other articles are to be placed in the "Lost and Found" area located outside the cafeteria. Any clothing remaining in "Lost and Found" at the end of the school year will be donated to charity.

PHYSICAL EDUCATION



Physical education is an important part of a child's school career. Because of the physical nature of the activities done in class it is extremely important that students listen to the teachers and follow directions at all times to prevent injuries from occurring. The following rules must be followed in order to maintain a safe classroom environment for physical education.

Follow the Eisenhower Code of Conduct

Dress appropriately for activity.

Safe, secure sneakers, tied properly, must be worn to participate. Sneakers must fit completely around the heel and the top of the foot must be covered.

Quietly enter the gymnasium and sit in your assigned squad. Line up orderly and exit quietly.

Follow all safety rules. These include general gymnasium rules AND activity-specific rules.

Food, drinks and candy/gum are NOT allowed in the gymnasium at any time.

Any student not allowed to participate for medical reasons, must bring their doctor's note to the nurse during homeroom. Any long term medical will be given written assignments to earn credit for physical education.

Any student not allowed to participate in physical education classes for medical reasons will not be allowed to participate in outdoor recess or Field Day activities.

A student MUST BE cleared medically for physical education classes in order to participate in outdoor recess or Field Day activities.

REWARD ACTIVITIES

Throughout the year, numerous and varied events, such as, but not limited to, assemblies, parties, and field trips, are scheduled. All students are afforded the opportunity to participate so long as they are behaving appropriately in school. Administration has the right to exclude students from reward activities and parents will be notified of their child's exclusion.

TRANSPORTATION



BUS SAFETY

Bus safety is vital to your child's well-being and requires the cooperation of the student and parents, as well as school personnel. The school bus driver shall be in authority with regard to pupil behavior and conduct in or about the vehicle. Students who are disruptive and who violate bus safety rules will be subject to the school's regular disciplinary policy. Students are expected to follow the Eisenhower Elementary School Code of Conduct. Students are permitted to ride only their assigned bus to and from school. Please review "School Bus Safety" found in the District's "Our Schools Information Guide." The following safety rules are in effect on every bus:

- ✓ [Follow the directions of the driver/aide.](#)
- ✓ [Use inside voices and kind words/appropriate language.](#)
- ✓ [Keep the bus clean and keep food or drinks away.](#)
- ✓ [Stay seated at all times with your seatbelt on.](#)
- ✓ [Keep all objects and body parts inside the bus at all times.](#)
- ✓ [Keep hands and feet to yourself.](#)

In cases of repeated and/or continuous misconduct, the offending student may be excluded from the school bus. Appropriate disciplinary action in accordance with board policy will be taken. The child's parent/guardian shall provide transportation to and from the school during any period of exclusion. Parents must follow drop-off procedures outlined in the ARRIVAL AND DISMISSAL section of this handbook.

BUS STOP

[Information regarding a child's bus stop is listed in the parent portal.](#)

An adult must be at the bus stop to pick up a child. If there is no adult present, the child will be returned to the school. You will be notified that your child has been brought back and you must come to get them.

STUDENTS NOT PICKED UP AT BUS STOP



An adult must be at the bus stop to pick up a child. If there is no adult present, the child will be returned to the school. You will be notified that your child has been brought back and you must come to get them. In the case that a child is returned to school on the bus, they must be picked up within 15 minutes after being returned. After 15 minutes, the child will be placed in Leading Edge aftercare at the expense of the parent. The parent will be notified via phone call and email if this occurs. Once the child is placed in Leading Edge, the child must then be picked up at Leading Edge by 6 pm. If the child is not picked up by 6 pm, the child will be picked up by the Sayreville Police Department and taken to the police station where the parent will then need to pick the child up from. Parents will be notified by school administration that their child is being picked up by Sayreville Police.

Where's The Bus App

The WheresTheBus™ Parent App is now available to all Sayreville School District (NJ) bus riding households. This app is free to use and lets you know precisely when your bus will arrive at your bus stop, providing up-to-the minute arrival time and bus location information. Information on how to sign up for the app can be found on the district website under Transportation.

CONTACT TRANSPORTATION



732-525-5200 EXT 1307

DRESS CODE



The Board of Education recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices affect their safety or the educational program within the schools.

Therefore, the manner of dress must not create classroom disorder or distract others. The administration reserves the right to restrict or prohibit any manner of dress or apparel judged to be inappropriate, a distraction to the learning environment, or apparel that presents a safety hazard. The following guidelines have been established to assist parents and students in selecting the proper dress for school:

1. Students may not wear apparel that promotes or endorses illegal substances (e.g., drug, alcohol or tobacco products). In addition, students may not wear clothing with messages deemed offensive, profane, or inappropriate as judged by the administration.
2. Students may not wear strapless, see-through, one shouldered, off-the-shoulder, or halter tops. Additionally, bustiers, tops with cut-outs or shirts that allow the midriff to be exposed are not permitted. With arms raised, all shirts must cover the midriff. Proper attire should include undergarments. However, undergarments may not be visible or worn as outerwear.
3. Tank tops or sleeveless tops with straps may be worn but the top must fall reasonably close to the neckline, as judged by the administration and fall directly below the underarm to insure the torso and undergarments are not exposed inappropriately.

4. No sunglasses may be worn during the school day unless medically prescribed and approved by an administrator.

5. Students may not wear short skorts or short shorts. Shorts and skirts must have a reasonable distance from the knee but should be no shorter than mid-thigh. Ripped jeans are also considered inappropriate.

6. Students are not permitted to carry or wear hats or outerwear, such as winter coats, rain coats, heavy jackets, or varsity jackets, during the school day. Windbreakers or lightweight jackets that are part of a uniform or a warm-up suit are permitted.

7. Ski masks are not permitted to be worn in school. Any similar type of hats or hoods that hide the face are not permitted and will be confiscated.

8. No sweatbands, headbands, scarves, bandannas, do-rag kerchiefs, or large jewelry chains may be worn on any part of the body, on backpacks, or visibly displayed in any other fashion while in school unless approved by the administration for religious or medical reasons.

9. Students are not permitted to wear clothing that are clearly pajamas, slippers or sleepwear.

10. Students may not wear gloves of any kind.

11. Students may not wear articles of clothing that are inappropriately altered, soiled, ill-fitting, or considered by the administration to be inappropriate and/or unsafe for school activities.

12. Any jewelry that is sharp or studded is not permitted in school.

Two jewelry items including religious items may be affixed to the body or clothing or worn on a chain. The chain shall be considered part of the piece that it supports. A chain worn alone shall constitute one item worn. A pin or pendant shall not exceed one inch on any one side, measured, if irregularly shaped from tip to tip. The following items will be considered inappropriate for school: non-jewelry chains, wallet chains, studded bracelets and the like.

13. Any footwear that is not secured to the foot and presents a potential safety hazard as determined by the administration is not permitted

14. The administration may permit changes in the policy to address special occasions or emergent conditions.

EMERGENCY CLOSINGS



Children should be instructed prior to an emergency or school closing where to go and what to do in the event that someone is not home. This is particularly true for working parents. Please make necessary arrangements for your children in the event of an emergency early dismissal. Students will be dismissed to go home on the bus at 1:35 p.m.

When it is necessary to close our school due to inclement weather or other emergencies, announcements will be made on Central New Jersey's leading radio stations or the school district website at www.sayrevillek12.net. An automated phone call will also be sent through the district. Please ensure that the school has your most current phone number on file.

EMERGENCY STUDENT INFORMATION

Accurate student emergency information is essential to help us provide your child with a safe and responsive school environment. Often parents or guardians need to be contacted with regard to schoolwork, student behavior, illness, or emergency situations.

Contact the main office immediately if there are any changes to the emergency contact information.

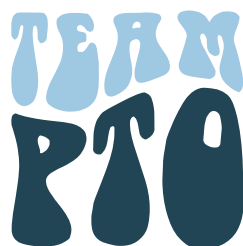
FIRE DRILLS / EMERGENCY MANAGEMENT DRILLS

Fire and emergency management drills are required by law and are an important safety precaution. During a fire drill, it is essential that when the alarm sounds, everyone obeys it promptly, clears the building quickly and quietly by the assigned route & proceeds to an area of safety. Lines should not cross or stop. If an exit is blocked, students should go to the alternate exit available. Students not in a class should join an exiting class and report to that teacher. When reentering the building, students should be quiet and follow teacher directions. The Eisenhower Elementary School Code of Conduct should be followed at all times. Students should also follow the directions of the teacher during an emergency management drill. Parents will be notified that an emergency management drill took place following the conclusion of a drill.

WITHDRAWAL OF STUDENTS

When planning to withdraw a student from school, a parent/guardian must schedule an appointment with the main office. The parent must provide all related information necessary. A transfer card will be forwarded to the receiving district.

PARENT/TEACHER ORGANIZATION



The P.T.O. exists to promote the welfare and education of the children. They sponsor many educational opportunities for the students; they also provide special activities, assembly programs, and gifts for our school. They work with the administration and faculty to enhance the positive atmosphere of the Eisenhower Elementary School. The P.T.O. sponsors after school clubs and activities.

Sign-up and club information can be found on the Eisenhower PTO website and Facebook page.

PTO meeting dates can be found under Save the Dates in front of this booklet. PTO activities will be posted on the monthly district calendars and flyers will be sent to parents via ParentSquare throughout the school year.

Attachment C-4

SAYREVILLE SCHOOL DISTRICT

SCHOOL CALENDAR 2026-2027*

September-26				
M	T	W	T	F
	1	2	3-F	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

October-26				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

November-26				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

December-26				
M	T	W	T	F
		1	2	3
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

January-27				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Schools Closed	
1	Staff Report No Students
F -	First day
L -	Last day
0	Shortened day

September

- 1&2 All Teachers Report - No students
- 3-F 1st Day - Early Dismissal for Students & GCN (2.5hrs) Staff
- 7 School Closed - Labor Day
- 18 Early Dismissal
- 21 School Closed - Yom Kippur

October

- 5 Early Dismissal for Students & PLC (2.5hrs) Staff

November

- 3 Staff In-Service Day - No Students
- 5-6 School Closed - N.J.E.A. Convention
- 11 School Closed - Veterans Day
- 25 Early Dismissal - Thanksgiving Weekend
- 26-27 School Closed - Thanksgiving Break

December

- 7 Early Dismissal for Students & PLC (2.5hrs) Staff
- 23 Early Dismissal - Winter Recess
- 24-31 School Closed - Christmas Eve, Christmas Day / Winter Recess

January

- 1 School Closed - New Year
- 11 Early Dismissal for Students & PLC (2.5hrs) Staff
- 18 School Closed - Martin Luther King Day
- 19-22 Early Dismissal - Parent Teacher Conferences

February

- 1 Early Dismissal for Students & PLC (2.5hrs) Staff
- 15 School Closed - Presidents' Day

March

- 8 Early Dismissal for Students & PLC (2.5hrs) Staff
- 9* School Closed - Eid al-Fitr *Subject to change
- 26-31 School Closed - Good Friday, Easter / Spring Recess

April

- 1-2 School Closed - Spring Recess
- 22 School Closed - Passover

May

- 17* School Closed - Eid al-Adha *Subject to change
- 24 Early Dismissal for Students & PLC (2.5hrs) Staff
- 31 School Closed - Memorial Day

June

- 8 Staff In-Service Day - No Students
- 18 School Closed - Juneteenth
- 23-24 Early Dismissal for Students
- 25-L Early Dismissal - Last day for Students
- 28-L Last day for Teachers

February-27				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

March-27				
M	T	W	T	F
1	2	3	4	5
8	9*	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

April-27				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

May-27				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17*	18	19	20	21
24	25	26	27	28
31				

June-27				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25-L
28-L	29	30		

*Please note Calendar dates may change due to emergency closings.

Note: (3) days have been built into the calendar in the event that schools are closed for any unanticipated reason. If they are not used they will be deducted from the last day of school. If there are additional closings for unanticipated reasons, calendar changes will be made in the following order: January 19th will be a half day for students, February 17th will be a full day for students, and full days for students will be taken from Spring Break beginning with March 31st and moving sequentially backward.

Number of possible days:

184 - Students

189 - Teachers

BOE Approved: 7/21/2026



Sayreville Public Schools
Dwight D. Eisenhower
Elementary School

601 Ernston Road
Parlin, New Jersey 08859
Phone: (732) 525-5230



Mr. Dale J. Rubino, Principal

Dale.Rubino@sayrevillek12.net

Fax (732) 525-5234

Early Student Pick-Up Form/ Dismissal Change

Security of our students is a priority at Eisenhower School. The following procedure must be adhered to throughout the school year. This district/school policy requires that:

- ✓ Parents/Guardians must present their identification for entry into our building. This includes visitation, pick-ups, and school celebrations. ***Without identification, you will not be able to enter our building or pick up a student.***
- ✓ Parent phone calls for early pick-up, without this completed form, will be honored for ***emergencies only***. If dismissal is already in progress, there will be no unscheduled pickups.

Student Name _____/Grade _____

Today my child's dismissal procedure will change: Date: _____

☐

Will be going home on the bus (if applicable)

☐

Will be a walker – Will be going home with:



Full name _____



Relationship _____

☐

Will be attending leading edge (if registered)

Pick up/ Leave Early:

My child is being picked up at (time) _____ on (date) _____

Parent's Name (print) _____

Parent's Signature _____

Name of person picking up student (print) _____

Relationship to student _____

(Must be in oncourse as an emergency contact)

OFFICE USE ONLY

☐

RETURN ALL NOTES IN YOUR CHILD'S BACKPACK AND OR PARENT/TEACHER FOLDER