



CARL SANDBURG MIDDLE SCHOOL

Old Bridge Township Public Schools
3439 Highway 516
Old Bridge, New Jersey 08857
732-360-4400

January 5, 2024

Dear Sandburg Parents/Guardians,

Happy New Year! We hope your families enjoyed a restful winter break. Time is flying and cannot believe the end of the second marking period is approaching. We ask for your continued support in ensuring a safe, healthy and orderly school environment. Please be advised we continue to diligently reinforce the student code of conduct, as outlined in the student handbook. Students are expected to do the right thing and demonstrate good character in all that they do. Consistent consequences will be given as necessary. We urge you to review and enforce these expectations with your child at home:

- a) No cell phones are permitted in school. Students are prohibited from taking photos and/or videos while inside CSMS. If the cell phone must be brought to school, they should be held in your child's locker for the duration of the day. Headphones/air pods are only for instruction.
- b) Dress code. Students must come to school dressed appropriately, ready to learn. Students cannot wear hoods/hats, pajama pants, shirts must meet the waistband of the pants/shorts, tanks not permitted, shirts/shorts must extend to the length of one's fingertips when standing, no slippers/slides, or anything with offensive language.
- c) Students must remain in the class/lunch they are assigned to each period, with the exception of bathroom breaks, etc. If students leave a classroom for any reason, they MUST have a staff-issued pass indicating they have permission to do so.
- d) Students must come prepared to school each day ready to learn. Your child's Chromebook is an essential instructional tool, and it must be charged nightly in preparation for daily learning activities. If your child has an outstanding technology repair balance, please pay it in a timely manner. Contact the office should you need to secure a flexible payment option.
- e) There are NO backpacks permitted in school throughout the day for safety. Students are able to carry belongings into and out of the building each day using a backpack, but it must be stored in their locker.
- f) The CSMS cafeteria has been updated to improve the efficiency of our food service. Cafeteria staff kindly request all students utilize their student IDs for cafeteria purchases.
- g) To sustain adequate hydration, students are encouraged to bring their own water to school daily. Students cannot carry Gatorade, energy drinks, Dunking Donuts, etc.
- h) Please report any absences to Mrs. Patel in our attendance office. For COVID related concerns/guidelines, please contact the health office.
- i) During a time of heightened illness, it is imperative that all contacts are updated on Realtime with current phone numbers. It is suggested you add additional contacts in the event of an emergency.
- j) Should you need to pick your child up from school in the event of sickness, the student must be picked up from CSMS within 30 minutes.
- k) Respect. Sandburg School is a National and State School of Character and expect our students to treat each other and our staff with respect.

CSMS is committed to open and ongoing communication with our families. Please be sure to regularly check the Virtual Backpack on our website for news/announcements, and the parent portal to monitor your child's academic growth and success. Below is a list of important dates in the weeks ahead:

January 15th – School closed for Martin Luther King Day
January 18th – PLC for staff and ½ day for students
January 25th – End of 2nd marking period
January 27th – Report Cards available in Parent Portal

Thank you for your support and collaboration as reflect on another successful school year.

Sincerely,

Mr. Timothy Dolan

Principal



Old Bridge Township Public Schools: A "High-Performing" School District
A distinction awarded by the State of New Jersey Department of Education



School Counseling Office
Kathleen Corsentino
Samantha Fazio
Kerryann Silvestri, DSW, LSW
(732) 360-4400

Stacy Ritz
Courtney Zapanta
School Nurses
(732) 360-4400

Attendance Office
(732) 360-4400

