

# Washington Street Elementary School



Student Handbook

2018-2019

## PREFACE FOR PARENTS/GUARDIANS

The purpose of this handbook is to give our students and parent's direction and guidance toward programs, expectations, and responsibilities at Washington Street Elementary School. We ask that parents and guardians spend some time reviewing the handbook with their children.

Each parent and staff member wants the best for each child attending Washington Street Elementary School.

Please help us to reinforce these concepts stated within this handbook so that together we may help our children grow academically, physically, emotionally and socially.

Thank you for your interest and cooperation.

## PHILOSOPHY

Welcome to the Washington Street Elementary School. We are happy to have you with us and trust that this coming year will be enjoyable and rewarding for you.

It is our belief that a positive, organized, and pleasant atmosphere helps to facilitate good teaching and learning. We shall try to create such an atmosphere for students and staff each day.

Our task as an elementary school is a challenging one. We are expected to be many things to many children. In order to meet the challenge, we shall strive to:

1. Be concerned with each child as an individual. Help them to feel good about themselves by providing them with tasks of the right level of difficulty, so that they may meet with success.
2. Be concerned with the total development of each student. Offer opportunities to grow academically, socially, emotionally and physically.
3. Provide activities which foster self-direction, self- motivation and self-evaluation.

We shall expect our students to be responsible enough to benefit from their experience. We shall expect them to take responsibility for their own actions, and take responsibility for accepting consequences in an appropriate fashion. If we concentrate on the above, our school will be an outstanding place to attend each day.

## ARRIVAL/DISMISSAL PROCEDURES FOR NON-BUSSED STUDENTS

Students who reside in district designated walking zones are encouraged to walk to and from school, using the approved and designated walking routes/crossing areas. Please review with your child the appropriate walking route.

School doors "officially" open at 9:20 A.M.; school officials are prepared to accept responsibility for students at 9:15 A.M. We ask for parental cooperation, and plan for student arrival NO EARLIER THAN 9:15 A.M.

- Grades K, 1, & 2-Upon arrival students are to enter Door #4 and proceed to their designated table in the cafeteria
- Grades 3, 4, & 5-Upon arrival students are to enter Door #7 and proceed to the their designated line in the gym

The playground area is NOT open to students at this time due to vehicular traffic/safety concerns.

**PLEASE NOTE: For the safety and security of our students, we ask that parents do not use West Earl Court parking lot for dropping off and/or picking up students in the A.M. and P.M. West Earl Court is for bus arrival/dismissal only. Your cooperation in this matter is greatly appreciated.**

### **A.M. OPENING OF SCHOOL**

1. **Walking Students** - All walking students will enter the school building at 9:15 A.M.
2. **Students Arriving By Vehicle** - If children are being driven to school, they should not be arriving before 9:15 A.M. Children should only be discharged at Door # 4 & Door # 7 (Washington Street Entrance) and from the passenger side of the vehicle along the sidewalk area and proceed to their appropriate line. Please drive up to the end of the painted yellow curb before discharging your child, curbside only. Please DO NOT park and walk your child to the door.
3. After students are safely discharged to the sidewalk, all cars should depart the area expeditiously to allow cars in back of them to avail themselves of access to the sidewalks and allow for a more even flow of traffic.
4. All students arriving after 9:25 A.M. must report to Door #1 (Main Office) to receive a late pass.
5. The playground area is NOT open to students at this time due to vehicular traffic/safety concerns.

### **P.M. CLOSING OF SCHOOL**

1. **Walking Students** - At dismissal time, all walking students will exit from either door #4 or door # 6:
  - Grades K, 1, & 2: Door # 4
  - Grades 3, 4, & 5: Door # 6
2. **Students Departing By Vehicle** - Parents/Guardians picking up students are asked to enter from our Washington Street entrance Please greet your child and expeditiously enter your vehicle for a timely exit.
3. Parents/Adults wishing to pick up a student prior to 3:35 P.M. must report to the Main Office to call for and sign out the student. Please allow your child every opportunity to conclude their school day with all of the other children and be dismissed with the bussers, walkers and/or students departing by vehicle.
4. The playground area is NOT open to students at this time due to vehicular traffic/safety concerns.

### **ART**

Art instruction is provided once a week to all students. Students should bring a smock for art class. An old shirt, large enough to cover the student's clothes is appropriate. Names should be on all smocks.

### **ATTENDANCE**

A most significant factor in a child's education is his/her attendance on a regular basis. As per Board of Education policy, if illness or other emergency prevents a student from attending school, the child must present a written excuse on the day of return. An excuse should state the date(s) absent, the reason for absence and the parent or guardian's signature. If a parent anticipates a child being absent for more than three days, or if the illness is of a contagious nature, the nurses' office should be notified immediately.

## BOOK FAIR

The Book Fair visitation is scheduled during the school year. Notice is given in advance to prepare the children to select and purchase books.

## CAFETERIA

### SOME HIGHLIGHTS FOR 2018-2019

- What's for lunch today?? Our menus and all nutritionals are now available on the SchoolCafe website/app.
- We are pleased to announce that the applications for Free or Reduced lunches are now available through the SchoolCafe app. We encourage every family to complete the annual application online.
- School Cafe has a mobile app. Which allows parents to monitor purchases, set restrictions, set up low balance alerts, automatic payments etc. Visit School Cafe at [www.schoolcafe.com](http://www.schoolcafe.com). FAQ's are user friendly.
- Accounts are charged a transaction fee of \$1.95 when funds are added through School Cafe account using a debit or charge card. This fee may be avoided by sending cash or money order (No Personal Checks) with your child. When sending cash, please place in a sealed envelope with child's full name on the outside of the envelope. Change will not be provided on site, it will be placed on the child's lunch account.
- If a student is eligible for Free or Reduced Priced lunch, they are eligible to receive breakfast as well. We strongly encourage children to eat breakfast at home or at school as we are all aware of the positive benefits of eating breakfast daily.
- Food Services now has a Facebook Food Services Page and an Instagram...check out what's new in Food Services.
- Help speed cafeteria serving lines by encouraging ALL children to learn their 5 digit ID number.
- Prices:  
Breakfast: Elementary \$1.85      Lunch: Elementary \$2.85
- As a Friendly reminder Toms River Schools Food Services Department utilizes automated phone system to notify parents that a student's meal account balance is low. This is done when a student's account reaches negative \$2.00. Elementary students are allowed to charge meals until account reaches negative \$5.00.

As of October 19, 2018, the previous year's meals determinations will expire. If you haven't received notification that your family is approved to receive free or reduced priced meals for the 2018-2019 school year, please complete an annual application at your earliest convenience to ensure children continue to receive meals. Applications may be obtained on SchoolCafe, from the main office at schools or the Accounting Department, 1144 Hooper Avenue.

In accordance with new laws (Bill A-1796/S-2000) which were signed February 5, 2015, parents/guardians must be notified regarding debt accrued for breakfast & lunch provided by districts. When an account is not funded or cash not provided by a parent/guardian, a meal consisting of a tuna fish sandwich, fresh vegetable, Suncup 100% juice and milk will be offered. Students who accept this meal will have their account charged.

Please visit the Food Services link on the district web site for menus, ingredients, nutritionals, meal, ala carte prices and much more information. You may also contact Food Services at 732-505-5595 ext 215595.

We want each child to enjoy the privilege of having lunch in the school cafeteria. General lunchroom rules and procedures are presented by the classroom teachers.

Students are scheduled for a 35 minute lunch period. After the first 15 to 20 minutes, the children are dismissed for playground recess as they finish their lunches. Weather permitting, all children will go outside.

In colder weather, we request that you anticipate that the children will be going outside during the short lunch recess. Most children want to expend some energy, play and have a few minutes of "free" time. Please have the children appropriately dressed for the weather.

## CAFETERIA RULES

1. Talk in a normal tone of voice. No shouting.
2. Stay seated.
3. Clean up the area where you are sitting.
4. Follow directions given by the cafeteria aides.
5. Permission to leave the cafeteria must be granted by the cafeteria aide.
6. Show respect towards others.
7. Use courtesy words at all times - "please," "thank you," and "excuse me."

## CAFETERIA SUPERVISION

The cafeteria is monitored by aides, who maintain order and provide any assistance needed. The children are expected to obey and respect the aides as they would any other school authority.

All pupils are expected to display proper conduct and manners while eating and handling food. Conversation is permitted; however, loud voices, shouting, or poor etiquette will not be tolerated. Each child will be responsible for clearing his/her area of waste material.

## CALL BACK TELEPHONE NOTIFICATION SYSTEM

A computerized call will be provided to notify parents that the school is making them aware of their child's absence. The student's home phone number will be used for the **Call Back System** unless otherwise notified by the parents. Please notify us during the school year if any changes take place.

## CELL PHONES

Cell phones are not to be on, activated, or visible during school hours. If your child needs to be contacted please call the main office at 732-505-5910. A visible cell phone will be brought to the main office for parent pick up.

## CHAIN OF COMMAND

District website: <http://www.trschools.com/administration/ChainofCommand>

## **CHILD STUDY TEAM**

The Toms River Regional School District provides Child Study Team services for any eligible child in the district. The functioning of Child Study Teams is guided by state rules and regulations. It is composed of a Learning Disabilities Teacher/Consultant, Social Worker and School Psychologist. One of the CST's main functions is to assist teachers, parents and administrators in providing programming for the educationally handicapped students. The Child Study Team is consulted only after every available resource in the school has been exhausted. i.e. I&RSC, Basic Skills Reading and Math, Guidance and Speech. The referral classification and programming process is guided by state rules and regulations to protect the interests of all concerned.

## **CLASS PARTIES**

Parties are held at the teacher's discretion. All parties must be planned by the teacher. Surprise parties are not permitted. All parties need to meet the regulations of the N.J. Administrative Code for Child Nutrition. (N.J.A.C.2:36)

## **ELECTRONIC SURVEILLANCE (VIDEO RECORDING, SAFETY/SECURITY)**

District Policy 7441:

The Board of Education authorizes the use of electronic surveillance systems in school buildings and on school grounds to enhance the safety and security for school district staff, pupils, community members, and other building occupants and to protect the school district's buildings and grounds.

The content produced by the surveillance system under certain circumstances may be considered a student record, in which it will be subject to the Board of Education policy and regulations regarding confidential student records, If the content of the surveillance system becomes the subject of a disciplinary proceeding, it shall be treated like other evidence in the proceeding, and the district declares such use to be a legitimate educational interest.

The following statement shall be posted in a prominent, public place in buildings and on school grounds where electronic surveillance equipment may be used:

The Board of Education authorizes the use of electronic surveillance monitoring devices in school buildings and on school grounds. Therefore, all school buildings and school grounds within this school district may be monitored using such devices in accordance with Board Policy.

In addition to posting, the district shall notify school staff members, parent(s) or legal guardian(s), and pupils that electronic surveillance may be used in school buildings and on school grounds through publication in student and staff handbooks, school calendars, notice sent home with pupils, or any other effective means to publish the district's use of electronic surveillance equipment in school buildings and on school grounds.

Requests for viewing or listening will be limited to persons with a direct interest in any proceedings, disciplinary or otherwise, resulting from the recordings, as deemed appropriate by the Building Principal or designee or the Superintendent of Schools or designee.

## **EMERGENCY/INCLEMENT WEATHER SCHOOL CLOSING INFORMATION**

When weather conditions or emergency situations make it necessary to close schools, appropriate radio and T.V. stations will be contacted to make public announcements of the details of the closing. Announcements are made on the following radio stations:

WOBM AM 1170  
WJLK AM 1310  
WOR AM 710

WADB FM 96.9  
WOBM FM 92.7

WJRZ FM 100.1  
WJLK FM 94.3

T.V. Channel 21

Emergency/inclement weather information may also be found on our district website,  
[www.trschools.com](http://www.trschools.com)

### **EMERGENCY EARLY DISMISSAL NOTIFICATION PROCEDURE**

On rare occasions, it may become necessary to implement an early dismissal of pupils from school due to emergency circumstances e.g., prolonged power failure, lack of water services, etc. If such an early dismissal becomes necessary, the following notification procedures will be implemented uniformly in all elementary schools. The intent of this procedure is to provide for a fail-safe-system, in order that appropriate caregivers and parents can be notified as early as possible as to the decision to dismiss schools for emergency purposes.

Whenever it becomes necessary to implement the “*Early Dismissal Schedule*,” the afternoon (P.M.) Y-Kids and extended day activities will be cancelled for that day. Related announcements about the early dismissal decision will be communicated by the district to the local media i.e. newspapers and local radio stations, and will be aired on the Toms River Schools Public Channel 21 and our website, [www.trschools.com](http://www.trschools.com).

***The following schedule will be used for either a delayed opening or early dismissal:***

#### **Delayed Opening**

1. School opening is delayed to 10:55 A.M.
2. Report to bus stop 1 hour and 30 minutes later than regular time.
3. Before school Y-Kids cancelled.

#### **Early Dismissal**

1. School will be dismissed at 1:55 P.M.
2. All after school activities are cancelled.
3. After school Y-Kids cancelled.

**\*\* PLEASE MAKE SURE YOUR CHILD'S EMERGENCY INFORMATION CONTAINS AN ACCURATE PHONE NUMBER THAT WILL ALLOW US TO REACH A PARENT DURING THE SCHOOL DAY\*\***

#### **Evacuation**

If for any reason an evacuation is necessary, Washington Street Elementary School students/staff will be transported to High School North for reunification with parent/guardian.

### **FIELD TRIPS AND PERMISSION SLIPS**

School activities such as field trips require the signature of a parent or guardian on a permission slip. This will assure us that the parent is aware that the child will not be in school on that day. If a signed slip is not returned to the school, the school has the right to keep the child from participating in the activity. Please check your schedule for the day of the trip and record the phone number you can be reached at that day on your child's permission slip.

## **FIRE AND SECURITY DRILLS**

Fire Drills are a serious business. Children must leave the room in a single file line without talking. Listening for directions will help assure safety. Procedure for the correct route out of the building is posted in each classroom and is reviewed by the teacher with the students at the beginning of the school year. Security drills will also be practiced once per month per state guidelines.

Students and staff will follow procedures for lockdown and evacuation drills, which have been approved by the Toms River Board of Education, local law enforcement and the Emergency Management Team. Should an emergency occur, measures will be taken to ensure the safety and security of each and every child that attends Washington Street Elementary School.



## **GIFTED-TALENTED EDUCATION PROGRAM**

The Toms River Schools, in accordance with the Thorough and Efficient State Law, provides services for the gifted and talented students. Eligibility criteria is available at parental request in the Main Office.

### **GUIDANCE**

Washington Street Elementary School has the services of an elementary guidance counselor. The counselor's role is to work with children on a regular basis or in small group sessions, teach classroom lessons, and consult with teachers, parents and the school administration. The counselor helps children with many kinds of problems. Children may be referred to the counselor by a teacher, the school administration, the child's parents or guardian, or by a self-referral. If it is felt that the counseling will require more than one session, the counselor will request that the parents or guardian provide a written consent for the counselor to continue seeing the child.

### **GUM**

Chewing of gum is not permitted on school property.

### **HALLWAY SAFETY**

All students are expected to walk in the hallways. There will be no running or jumping when traveling from activity to activity. All students should stay to the right side of the hallway. No loitering will be permitted.

### **HARASSMENT, INTIMIDATION, AND BULLYING**

District Policy 5512:

<http://www.straussesmay.com/seportal/Public/DistrictPolicy.aspx?policyid=5512&search=5512&id=0e1d1b55c5644d6496660d0d1c675905>

## HEALTH CLASSES

Health instruction will be given to all students in Grades 1, 2, and 3 on a weekly basis. Health in these specific grade levels will be taught by a certified Health and Physical Education instructor.

## HEALTH OFFICE PROCEDURE

The full-time nurse at Washington Street Elementary is responsible for many varied health related duties. Any questions pertaining to health such as immunizations, kindergarten registration requirements, contagious diseases, etc. should be directed to the school nurse. We ask you to consider the following:

1. The emergency card issued each September should be filled out completely and signed by a parent or guardian. Emergency numbers are essential and any changes during the school year should be reported to the nurses' office **immediately**.
2. All medications that have to be given during the school day must be brought in by the parent to the nurses' office. Medication has to be in the original container accompanied by a note from the parent as to the time and dosage to be given.
3. Actively ill children do not belong in school. If your child has a fever or active symptoms, such as recent vomiting, or diarrhea, he/she should be kept home.
4. Injuries or illnesses incurred at home should be treated at home.
5. Accidents that occurred in school must be reported to the nurses' office immediately. If not reported by child, parent should do so. Please phone: 732-505-5912.

The following health services are provided on an annual basis:

1. Kindergarten pupils are weighed and measured, given a hearing and vision screening.
2. Grade 1-5 pupils are weighed and measured in September.
3. Hearing screening is done on all students in Kindergarten through Grade 4.
4. Vision screening is done on all students in Kindergarten, Grade 2 and Grade 4.
5. Grade 3 pupils receive a blood pressure screening.
6. Grade 5 pupils are screened for scoliosis.
7. Grades 5 pupils are provided with maturation information by the school nurse and/or a health teacher.

**Any screenings administered by our Health Office are not meant to replace yearly physical examinations. We strongly recommend all students have a yearly physical exam by their own doctors to make sure all health needs are met.**

## HOMEWORK

Homework assignments are very important as a follow-up of work that is done each day in the classroom. Each child should be conscientious about completing homework assignments and take pride in doing them as neatly and as accurately as possible.

Homework should be a follow-up to material previously covered in the classroom. The amount of work assigned is increased with advancing years. It is one of the best ways the school has of telling parents what children are doing in school. Homework is utilized to help a pupil to become an independent worker.

If a student is absent from school due to illness, that student would be given the number of days absent to make up missed class and homework assignments. For example, if a child is absent for two days, that student will be given, upon returning to school, two days to complete those missed assignments. When parents anticipate a child being absent for more than a few days, they should make arrangements with the school to personally pick up work at school. **No work will be sent home with another student.**

If a parent wishes to request work for an absent child, the school should be so notified before 9:45 A.M. of that day and the parent should pick up this work after 2:45 P.M. on that day. **Again, no work will be sent home with another student.**

An exception to this policy will be when the absent student has a sibling in the school. If a parent notifies the school and requests that the sibling take the work and books home, the school will abide by the request. The work will be sent to the office and the sibling will pick up the items there.

A student who will be absent from school because of vacation plans would make up missed class and homework assignments upon their return to school. **No work will be given to a student prior to the vacation.** A student will be allowed the same amount of time absent from school to make up the missed work. For example, if a child is absent for a vacation for one week, that child will be given one week to complete the missed work.

## **IDENTIFICATION CARDS**

Upon registration within the Toms River Regional School District, each student is assigned a 4-5 digit 'ID' number, used to identify each student throughout his/her duration in the district. Each school year, the student's name, classroom number, ID number and yearly school photo is placed on a plastic card, commonly referred to as the 'lunch card.' These cards remain in the classroom teacher's possession for the entire school year and do not leave the school building. Student ID cards/numbers are used within each school for breakfast and lunch purchases and checking out material from the Media Center.

## **INSTRUMENTAL MUSIC PROGRAM**

Music lessons are offered to all fourth and fifth grade students. Students may choose from violin, viola, cello, flute, clarinet, saxophone, oboe, bassoon, trumpet, French horn, trombone, baritone horn, tuba, and percussion. Students receive one group lesson per week during the school year. Rental/Purchase information is available to students in September.

### **I & RSC (Intervention and Referral Service Committee)**

The Intervention and Referral Services Committee's (I & RSC) mission is to "leave no child behind by providing assistance, strategies and support to staff members, parents/guardians and the child. The committee consists of professional staff members and meets each month. The committee meets with the current classroom teacher to obtain an overview of the educational, social and emotional needs of the student. Suggestions are discussed and a course of action is developed to ascertain the student's strengths and weaknesses, as well as provide instructional and behavioral strategies that might increase the child's productivity. Parents/Guardians are advised of a student's referral prior to the I & RSC meeting and are encouraged to attend.

## **LAVATORY**

The lavatories are to be kept clean and personal hygiene must always be of the utmost concern. Good health habits should be practiced in the lavatory as well. Hands should be washed with soap and water and dried before leaving.

Paper towels should be put in trash cans. Throwing of paper, soap or water is not permitted, as serious

injury can result. Purposely throwing paper towels or toilet tissue into a lavatory facility can cause a most unhealthy and dangerous situation and will not be tolerated.

### **LOST AND FOUND ITEMS**

Lost items are stored in the cafeteria. Certain articles such as eyeglasses, wallets, keys and jewelry will be held in the main office. Articles not claimed by the end of June will be removed from the building. Please place your child's name on all items that they bring to school.

Children are encouraged to check the Lost and Found area for missing items, as many articles remain unclaimed at the end of the year.

### **LUNCH BOXES**

If a child brings a lunch box to school, it is important to have his/her name and classroom number on it. Occasionally lunch boxes become misplaced. Having them labeled will help insure their return. Names should also be on bagged lunches.

### **MEDIA CENTER**

Our Media Center serves all the students and teachers of the school. The Media Center is staffed by our Media/Technology teacher.

All students, Grade K-2, are scheduled to visit the Media Center on a weekly basis. During the scheduled library period, approximately half the time is devoted to book exchange and the other half for library lessons.

### **MEDICATION POLICY TOMS RIVER SCHOOLS**

The administration of medication to children in the Toms River Regional Schools will be conducted under these specific rules:

1. No medication will be given to a student by the nurse unless it is delivered by the parent or guardian accompanied by a written doctor's order which must include:

Name of student

Name of teacher

Name of medication

Doctor's Signature, name, date, and Physician's stamp

Time dosage is to be taken

Number of days medication will be required

Date and signature of parent or guardian

The above also pertains to over the counter medication such as vitamins, digestive aids, cough drops, etc.

2. All medications are to be held in the nurse's office, with the parent assuming responsibility for delivering such and picking up unused amounts when no longer needed.
3. Opportunities must be provided for pupil/parent/physician school communications.
4. With a written request from the parent/guardian and with a written note from the physician, an asthmatic student may be allowed to carry his/her RX inhaler during school day/school activities.

No child will be allowed to medicate him/herself during school hours. The only exception is Number 4.

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Dear Parents,

New Jersey State Law provides for the following procedure if your child must take medicine during school hours.

1. Parent must sign a permission slip giving the school nurse permission to administer medicine.
2. The doctor must sign an authorization slip stating the medication, diagnosis, dosage and time schedule the drug is to be given. This must be in addition to the medication label.
3. Medication must be brought to school by the parent/guardian in its original container with the pharmacist's label, stating child's name and the dose to be administered.

We look forward to your cooperation in this venture.

**NO CHILD WILL BE ALLOWED TO MEDICATE HIM/HERSELF DURING SCHOOL HOURS.**

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-- PERMISSION TO  
MEDICATE

N.J. State Law requires an authorization slip signed by the doctor and parent of any child who must be medicated at school.

|  |                   |
|--|-------------------|
| Student's Name_                        | Date              |
| Diagnosis                              |                   |
| Medication_                            |                   |
| Dosage_                                |                   |
|  | Length of Time on |
| Medication_                            |                   |
| Physician's Signature                  |                   |
| (Authorizing School Nurse to Medicate) |                   |
| Parent's Signature_                    |                   |
|  |                   |
| (Authorizing School Nurse to Medicate) |                   |

**CRUTCHES ON SCHOOL PROPERTY**

District Policy 5334:

<http://www.straussesmay.com/seportal/Public/DistrictPolicy.aspx?policyid=5334&search=crutches&id=0e1d1b55c5644d6496660d0d1c675905>

**Nutrition Policy**

In accordance with the State of New Jersey Department of Agriculture, Toms River Schools is required to adopt a School Nutrition Policy (N.J.A.C. 2:36) consistent with the Dietary Guidelines for Americans and the USDA nutrition standards for National School Lunch, School Breakfast, and/or After School Snack programs.

The Toms River Regional School district has adopted the "NJ Model School Nutrition Policy." All snacks meet the USDA's Smart Snack Initiative: <http://www.nj.gov/agriculture/divisions/fn/pdf/resources.pdf>.

We at Washington Street Elementary School are dedicated to providing healthy and nutritional food and beverage choices to our students. We appreciate your support and cooperation by considering these state requirements when sending in food and beverages to all our students.

Lunch prices for the current school year will be \$2.75. Additional items are available ala carte. Money may be put on account for lunches. Please visit <https://www.parentonline.net/public/login.aspx> to set up your child's lunch account.

### **OYSTER CREEK EMERGENCY EVACUATION**

All Toms River Regional Schools located south of Route 37 are within the Ocean County Emergency Management Evacuation Zone in case of an accident at the Oyster Creek Nuclear Power Plant, Lacey Township. As determined by the Ocean County Emergency Management Plan, in the case of an evacuation during the school day, students at Washington Street Elementary School will be transferred to Toms River High School North in Toms River Township. This evacuation will take place under adult supervision. Students will be cared for until a parent/guardian picks up the students.

In January 2001, the Federal Nuclear Regulatory Commission amended its policy on the availability and usage of the over-the-counter drug, potassium iodine (KI), during a radiological emergency. As a result, the State of New Jersey revised its policy regarding providing KI to the general population within ten miles of a nuclear generating station. Part of this revised policy allows for the storage and use of KI at schools located in the ten-mile emergency planning zone.

Should the County and/or State Health official recommend the use of KI during an emergency the school will have KI available on-site for your child. Evacuation remains our primary protective radiological action. In the event that evacuation is not immediately possible, and KI is recommended by County and/or State officials, an appropriate dose of KI will be available for your child.

### **PARENTAL CUSTODY PROCEDURE**

In recent years the school has had an increasing number of requests from parents to release children from the school during the school day to specifically identified adults. If custody problems are anticipated and a child is to be released to only specific people, we suggest that the following be adhered to:

1. Copies of custody papers **MUST** be filed in the child's permanent folder. A letter from the parent to the school principal stating concern in this area often is challenged by a second party, therefore, some legal hold on the child **MUST** be filed in the school office.
2. Current home and emergency phone numbers where the parent or guardian can be reached are essential.
3. The school office be notified annually that the problem exists and requires continued surveillance.
4. We want very much to protect the health and welfare of every child assigned to our school. It is the responsibility of the parent to supply the school with the proper information to help us offer this protection.



## PARTY INVITATIONS

Unless the entire class is going to receive a party invitation, party invitations **are not to be distributed at school**. This often creates embarrassment and hurt feelings for students not invited. Please use other means of distributing invitations.

## PERSONAL ATTIRE AND GROOMING

Safety, neatness, cleanliness and modesty should be the major considerations in what is appropriate school dress.

When the temperature is forecast to be in the 70's or beyond, appropriate shorts and tops may be worn. Flip Flops are **NOT** appropriate for school and should not be worn to school.

In colder weather (32 degrees or above), we request that you anticipate that the children will be going outside during lunch recess. Most children want to expend some energy, play and have a few minutes of "free" time. Please have the children appropriately dressed for the weather.

## PERSONAL POSSESSIONS

Students are specifically requested not to bring to school large sums of money, expensive jewelry, toys, radios, cell phones, CD/DVD players, video games, I Pods, DS' and recorders, or other valuable property. The school can assume **NO** responsibility in the event of their loss, damage or theft.

## PETS

In our continuing attempts to promote a healthy and safe school environment, we must ask that animals not be sent to school. Also, animals should NEVER be transported to or from school on the school bus. LASTLY, IT IS THE POLICY OF THE DISTRICT THAT **DOGS ARE NOT PERMITTED ON SCHOOL PROPERTY AT ANY TIME.**

## PLAYGROUND SAFETY

The safety and well-being of each child is a very basic concern at Washington Street Elementary School. Our playground and fields are for enjoyment, but every precaution must be taken to avoid accidents. Students can best contribute to a safe environment by following basic rules such as:

1. Avoid all physical contact with others (wrestling, tackling, etc.) \*No tag or chase games\*
2. Equipment and fields are shared. Equipment is to be used appropriately. Only approved athletic equipment is allowed out on the playground area.
3. Children must remain in designated play area. The throwing of stones, gravel and rocks will not be allowed.
4. Problems of any nature should be reported to the adult on duty.
5. Cooperation and conducting one's self in a proper, respectful manner is expected at all times.
6. Exclusion from the play area is possible for repeated breeches of playground rules and failing to assume a safe and courteous play attitude.
7. Playing unsafe games on equipment will not be allowed.
8. Go down the slides in a sitting position **only**.
9. Don't stand in front of the slides.
10. For safety reasons, rubber soled, closed shoes only are permitted on the playground equipment. No sandals, open-toed or open-heeled shoes are permitted.

## **PHYSICAL EDUCATION CLASS PROCEDURES**

All students will receive one Physical Education class per week.

Appropriate dress items are listed below:

☐ Kindergarten to Grade 5:

- Sneakers
- Athletic
- Socks
- Slacks/Shorts, T-Shirt
- Warm-up Suit

Additional clothing may be needed depending on climate conditions.

\*Sneakers are required for all class and intramural activities. Students without sneakers will not be allowed to participate because of safety reasons. Rubber soled shoes are not considered proper footwear for activity classes. Sneakers with good support, tied laces or velcro tabs, and good treads provide the best safety for physical education activities.

To be excused from participating in Physical Education class, students must present either a doctor's note or parental note to the instructor. An excuse from Physical Education class includes exclusion from lunch time outdoor activities.

### **PICTURES (CLASS AND INDIVIDUAL)**

Individual and class pictures are taken by a professional photographer. Students should be appropriately dressed for the occasion. Parents are notified of photo dates and prices in advance. Each child receives a class picture at no cost. Individual photo packages are available at a nominal cost.

### **P.T.O.**

Washington Street Elementary School P.T.O. was formed for the benefit of all its students. Meetings are announced in the school newsletter and P.T.O. flyers. Membership is open to all parents of children attending the school. The P.T.O. has played a large part in sponsoring activities throughout the year. With our fundraisers being so successful, the P.T.O. has purchased equipment for our school that otherwise would not have been made available. Membership is encouraged.

### **REPORT CARDS/PROGRESS REPORTS**

All progress reports and report cards will be completed online. Report cards and progress reports can be accessed on our Genesis Parent Portal.

Grades for children going to the Resource Room, Basic Skills, or Supplemental Instruction are coordinated between those teachers and the classroom teacher.

Children attending Speech class receive a progress report from the Speech teacher semi-annually.

Gifted and Talented program participants will receive a report card each marking period. The report

will comment on the activity and the child's progress in the program.

## **SAFETY**

The safety and well-being of each person associated with Washington Street Elementary School is a basic concern. Every precaution must be taken to prevent injury and accidents. Students can best contribute to a safe school environment by following basic rules such as:

1. **Walk - DO NOT RUN in the school**
2. Keep your hands off other people. Avoid all physical contact.
3. Be courteous and polite in your contact with other people.
4. Inform an adult of an unsafe condition whether it be in school, on the playground, in the bus or walking to/from school.

## **SAFETY PATROL**

Our 5th grade safety patrols are on duty during the arrival and dismissal of our students.

## **SCHOOL BUS SAFETY**

Safety is our main concern in riding the school bus. The bus drivers must pay attention to the traffic, listen for horns and sirens and be alert for emergencies. They cannot pay attention to driving and monitor disruptive students at the same time.

Our students are expected to sit at all times and wear their seatbelt. The bus driver will decide where a child may sit. Talking is certainly allowed but loud talking, shouting and fighting are definitely prohibited. There is to be no throwing of objects of any kind either inside the bus or out the windows. Appropriate school behavior will be expected on the bus at all times.

Children are expected to walk to the bus stop in the morning as well as at dismissal time when they go to their assigned bus location. When boarding or exiting the bus students should use extreme caution and their common sense to make for a safe transition while riding the school bus. Running is never permitted near the buses. **The law states that riding a school bus is a privilege and not a right.** Disciplinary actions include losing the privilege to ride the bus if children do not conduct themselves in a safe and proper manner. In the event this occurs, parents then become responsible for transporting their child to and from school. Bus stops are located near the property of others.

## **SCHOOL BUS CHANGES**

Occasionally parents request that their child be allowed to ride home on a bus other than the one assigned to their child.

Requests of this nature cannot be honored as it frequently causes an "overload" condition and results in confusion, especially for the younger children. Your cooperation and understanding is greatly appreciated.

## **SPEECH THERAPY**

Speech therapy is offered at Washington Street Elementary School. Referrals are accepted from teachers, staff, and parents. Therapy is implemented at all elementary levels. Attendance is scheduled around specials and students are placed into individual or small homogeneous groups. Arrival on the scheduled time is emphasized.

Programs include correction and improvement in lisping language, articulation and stuttering. Parent conferences and follow-up is a must.

### **STUDENT GUESTS**

The occasion may arise when a student will want to bring a visiting friend, former student, or relative to school. The size of the school and the limits to our responsibility and liability, do not allow for this type of practice. Therefore, student guests will not be permitted in the building.

### **TAKING CHILDREN OUT OF SCHOOL**

It is highly recommended that eye, dental and medical appointments be made after school hours. Realizing however, that this is not always possible and that emergencies come up, the school has made provisions for early dismissal. All requests should be submitted in writing to the school office the morning of the day early dismissal is required. Children may be picked up and signed out in the office. The adult picking up the child will be asked for identification.

Pursuant to New Jersey law, students must attend school for four (4) hours in order to be counted as present. If you sign your child out prior to 1:25 P.M. during the school day, for any reason, it is an unexcused absence.

### **TARDINESS**

Along with regular attendance, it is expected that every child be prepared to arrive at school on time. If a student misses the bus or is late for any reason, he/she must report to the Main Office (Door # 1) upon arrival. The child's attendance will be noted and a pass issued to present to the classroom teacher.

Your child should develop the responsibility of being prepared for the bus or for walking to school on time. Frequent tardiness is not only a disadvantage for your child; it also disrupts class schedules and teaching procedures.

### **TEACHER REQUESTS**

It is the responsibility of school administration to place children in classrooms each year. Input and concerns are welcome prior to placement. However, we are not able to accept any specific teacher requests for class placement.

### **TECHNOLOGY LAB**

The elementary technology lab experience and curriculum has been established to aid in the educational preparation of the students in the Toms River Regional School District to meet the challenges of a technologically changing world. The program is not set up as a computer literacy experience. The curriculum stresses the applications of technology for academic success with direction toward career and life skills.

### **TELEPHONE PRIVILEGES**

Students will be allowed to use the office telephone in emergency situations only. Overdue library books, going to a friend's home after school, etc. are not considered emergency situations.

## **TEXTBOOKS, FURNITURE CARE, AND ALL SCHOOL PROPERTY**

It will be the responsibility of each child to care for books and materials that are entrusted to their care.

All textbooks are to be covered and not abused in any way. They are not to be written in nor pages torn out for any reason. Fines will be assessed in case of damage or loss of textbooks, workbooks, library books or other educational materials issued by the school.

Furniture such as desks, chairs, bookcases and classroom equipment should not be abused. If furniture or equipment is broken it should be immediately reported to the teacher. If a child purposely abuses equipment, a fine may be assessed.

## **TIME SCHEDULE**

|           |                           |
|-----------|---------------------------|
| 9:15 A.M. | Walkers may arrive        |
| 9:20 A.M. | Students enter classrooms |
| 9:25 A.M. | Students are late         |
| 3:32 P.M. | Walkers are dismissed     |
| 3:35 P.M. | Bussers are dismissed     |
| 3:40 P.M. | Buses depart              |

Pursuant to New Jersey law, students must attend school for four (4) hours in order to be counted as present. If you sign your child out prior to 1:25 P.M. during the school day, for any reason, it is an unexcused absence.

## **TOYS**

No toys of any nature are allowed in school unless explicitly permitted for "Show and Tell" or other classroom assignments.

## **VISITORS**

To ensure the safety of the children and staff, we must expect all visitors to report directly to the Main Office upon entering the building. Office personnel will be available to assist you.

For the safety of our students and staff, all outside school doors are locked from the outside. To enter the building, kindly use the intercom system located at the main entrance (Door # 1). A secretary will answer your call and coordinate your visit to the school/Main Office.

PHOTO ID is required to enter Washington Street Elementary.  
Upon entering the building, report to the Main Office to sign in.

Needless to say, for student safety and uninterrupted class routine, unauthorized visitors are not permitted to go through the building. Should the need arise for something to be brought in for a student, it should be brought to the Main Office where the child will be called to receive it. Each item should be labeled with student's name and room number. Money should be in a sealed envelope.

## **VOCAL MUSIC INSTRUCTION**

Through the elementary music curriculum, unexplored music abilities, interest, and traits are discovered and given the opportunity for growth.

Vocal music instruction will be given once a week for all students. For those students who are interested, a choral program is available at selected grade levels.

## **WALKING/BICYCLE STUDENT SAFETY**

A small number of our students walk to and from school each day. School crossing guards are placed at important points along the way. Children must obey the guards in the same way they would obey teachers. Walkers must listen to and obey the instructions they give.

The following rules should be observed in walking to and from school:

1. Use sidewalks. Do not cut through the woods or across lawns. Cross streets only at corners.
2. Walk directly to school or home. Do not lag behind. Walk in groups.
3. Do not talk to strangers in cars or on the streets.
4. Stay away from strange animals.
5. Walk without fooling around. Try to help each other instead of causing problems.
6. Do not do anything which will damage or destroy property.
7. Children are to plan their walk so that they arrive at school no sooner than 10 minutes before school starts.
8. Students in grades 3-5 who are walkers are permitted to ride their bicycles to school. Students must walk their bikes on school grounds. All bikes are to be locked in the bicycle rack. THE STUDENT ASSUMES FULL RESPONSIBILITY FOR HIS/HER BICYCLE.

## **WORLD LANGUAGE**

Grade 4 and Grade 5 students will experience weekly lessons in the Spanish language.

## **SUSPENSION AND EXPULSION/PUPIL DUE PROCESS/STUDENT CODE OF CONDUCT**

While the Board believes that positive approaches to acceptable behavior are usually more effective, it is sometimes necessary to penalize pupils for violations of school regulations to ensure the good order of the school and to teach them the consequences of inappropriate behavior. Pupils who indulge in inappropriate behavior include, but is not limited to:

1. Continued and willful disobedience.
2. Open defiance of the authority of any teacher or person having authority over a pupil.
3. Actions that constitute a continuing danger to the physical well-being of other pupils.
4. Physical assault upon another pupil, a teacher, or any school employee.

5. Taking or attempting to take, personal property or money from another pupil whether by force or fear.
6. Willfully causing, or attempting to cause, substantial damage to school property.
7. Taking part in any unauthorized occupancy of a district facility and refusing to leave promptly when directed to do so by a person in authority.
8. Inciting others to take part in an unauthorized occupancy.
9. Inciting other pupils to truancy.
10. Truancy and class cutting; leaving school property without permission.
11. Poor attendance and lateness.
12. Use or possession of unsafe or illegal articles.
13. Use of any tobacco product on school property.
14. Use, possession or sale of a controlled dangerous substance, pursuant to the Toms River Regional Schools Drug Awareness Policy.
15. Use of profanity or abusive language.
16. Turning in a false alarm.
17. Tampering with or damaging property of other pupils or staff members.
18. Selling or buying lottery tickets or any other gambling paraphernalia on school property.
19. All students are expected to follow the criteria established by the Code of Conduct which is located on our District website:  
[http://www.trschools.com/curriculum/docs/code\\_of\\_conduct%20updated.pdf](http://www.trschools.com/curriculum/docs/code_of_conduct%20updated.pdf).

Any pupil who commits an assault (as defined by N.J.S.A. 2C:12-1) upon a Board member, teacher, administrator, or other employee of the Board of Education shall be suspended from school immediately according to procedural due process, and expulsion proceedings shall begin no later than 21 calendar days from the date of the pupil's suspension.

### **IN-SCHOOL SUSPENSION**

The Board directs the administration to arrange facilities for in-school suspension whenever possible. Pupils will be required to occupy themselves with school-related work during suspensions. No socializing shall be permitted

### **GENERAL**

Every pupil will be advised of the rules and regulations of the school, and consequences for any infractions.

Pupils under suspension are prohibited from participating in or attending any school-regulated activity during the period of their suspension. They may not enter the school buildings or grounds of this district

without the permission of the chief school administrator. Any pupil under suspension who enters the school buildings or grounds without the permission of the chief school administrator must have the period of his/her suspension extended. The right to continue the suspension or to expel is reserved to the Board of Education, acting upon the recommendation of the administrator.

Serious violations of school rules may cause a pupil to be suspended upon the first offense.

### **MAKING UP MISSED WORK**

Pupils who are under suspension will be required to make up all assignments missed during the period of their suspension and will be given adequate opportunity to make up this work. It is the responsibility of the pupils to complete all assignments.

### **PROCEDURES**

Administration has established, and the Board has approved, specific procedures for dealing with suspension cases. Regulations ensuring due process to all students before a suspension is imposed have been developed with the advice of the Board attorney and include:

1. Oral or written notice of the school rules, violation of which will result in punishment.
2. Oral or written notice of the nature of the specific violation and the intended punishment shall be given to the student and parent.
3. The opportunity for the student to state his position to the appropriate administrator.
4. If the student denies the charge, an explanation of the evidence of the violation upon which the school authority is relying will be offered.
5. Written notification shall be given to the student and mailed to the parent when a suspension is invoked.
6. An avenue of appeal is provided through the principal to the Superintendent's office and the Board of Education in the form of hearings. Written notice regarding the availability of the hearing process shall be given to the pupil and his/her parents.
7. A student may appeal a suspension or expulsion decision of the Board of Education to the Commissioner of Education. Appeal from a decision of the Commissioner is to the State Board of Education. Decisions of the State Board are reviewable by the courts.

In the school context, fairness means due process, and in the legal sense, due process connotes fairness. Every effort will be made to adjudicate each suspension promptly so that the pupil can be returned to school with a minimum loss of school time and school work. When the chief school administrator imposes a suspension, he/she must report it to the School Board of Education at its regular meeting. No suspension may continue beyond the second regular meeting of the Board following the suspension without Board action. No suspension for any reason including assault may be continued beyond 21 days without the pupil being given a formal hearing before the Board of Education. Each pupil shall be offered an informal hearing before the suspension or, if circumstances prohibit, as soon as possible after the suspension except that, when extraordinary circumstances prohibit, as soon as possible after the suspension except that, when extraordinary circumstances involving the health and safety of the pupil or others in the school require immediate exclusion, the hearing may be delayed to such time as circumstances permit. An informal hearing consists of a conference between an administrator and the pupil, with or without the parent. During the conference, the specific charges will be discussed, as well as any evidence which supports these charges. The pupil has the right to discuss these with the administrator and offer his/her version of the incident. Pupils suspended for a period of time longer than a short-term suspension (less than three school days) shall be afforded a formal hearing (see Due Process Procedures) before the Board of Education which shall take place not later than 21 days after the suspension begins.

The Board requires that such hearings shall be closed to the public, but should all parties thereto agree the hearing may be publicly held. Each suspended pupil who has a formal hearing shall be restored to the regular educational program pending the outcome of the hearing except when, in the opinion of the chief school administrator, the presence of the pupil in school poses such a danger to himself/herself or others as to warrant continued absence. At the termination of a formal hearing, the Board of Education must vote to continue the suspension or to reinstate the pupil in school. Each such pupil suspended from the schools of this district shall receive appropriate instruction commencing not later than two weeks after the suspension occurs, except that the Board may, on the recommendation of the chief school administrator, assign the pupil to an alternate educational program to meet his/her particular needs. Furthermore, in every case the chief school administrator is required to advise the pupil of the various educational opportunities available to him/her.





## **EXPULSION**

The Board will consider expulsion only if:

1. The chief school administrator with his/her staff have exhausted all means of bringing about a correction of the misconduct inclusive of review/analysis by the appropriate Child Study Team.
2. The parents/guardian of the pupil have been interviewed and advised of the reasons why expulsion were considered, of the rights of the pupil to a full hearing which will afford him/her procedural due process, and the right of parents/guardians to appeal to the chief school administrator or the Commissioner of Education.

Full due process requires that the pupil receive in writing:

1. Notification of charges against him/her.
2. The names of the adverse witnesses.
3. Copies of the statements and affidavits of those adverse witnesses.
4. The opportunity to be heard in his/her own defense.
5. The opportunity to present witnesses and evidence in his/her defense.
6. The opportunity to cross-examine adverse witnesses; and
7. The opportunity to be represented by

counsel. Under those conditions:

1. The chief school administrator shall suspend the pupil until that appeal is completed, or until the next Board meeting at which time he/she will present the pupil's name to the Board with his/her recommendation for expulsion.
2. If the Board determines that the charges, if true, may warrant expulsion, the Board will set a date for a hearing.
3. The Board attorney will arrange for the giving of legal notice to all parties concerned for the preparation of and presentation of the evidences in the support of the charges at the hearing.
4. Juvenile authorities and law enforcement agencies shall be notified or consulted if necessary.
5. If the Board determines that a youngster should be expelled, that youngster will be advised by the appropriate school authority of alternate educational opportunities e.g., GED programs, Evening High School. etc.,.

## **VANDALISM**

District Policy: 7610:

<http://www.straussesmay.com/seportal/Public/DistrictPolicy.aspx?policyid=7610&search=7610&id=0e1d1b55c5644d6496660d0d1c675905>

## **REPORTING VIOLENCE AND VANDALISM, AND ALCOHOL, AND OTHER DRUG ABUSE**

District Policy 8461:

<http://www.straussesmay.com/seportal/Public/DistrictPolicy.aspx?policyid=8461&search=vandalism&id=0e1d1b55c5644d6496660d0d1c675905>

## **WEAPONS**

District Policy 8467:

<http://www.straussesmay.com/seportal/Public/DistrictPolicy.aspx?policyid=8467&search=8467&id=0e1d1b55c5644d6496660d0d1c675905>

## **Y-KIDS CANCELLATION POLICY**

Y-Kids is a before and after school care program sponsored and managed by the Toms River YMCA. Arrangements for Y-Kids participation must be made through the YMCA. For additional information: 732-341-9622.

1. If there is no school all day due to an unscheduled closing, such as weather or another emergency, there is **NO** Y-Kids.
2. If school is dismissed early and all after school activities are cancelled, due to weather or another emergency, there is **NO** Y-Kids.
3. If the school day is completed and all after school activities are cancelled, due to weather or another emergency, there is **NO** Y-Kids.
4. If the school has a delayed opening, there is **NO** AM Y-Kids



