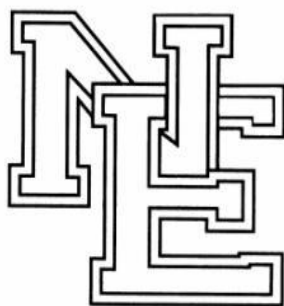


**Plumsted Township School District  
2023-2024 Student-Parent Handbook**

**DR. GERALD H. WOEHR  
ELEMENTARY SCHOOL**



**ROCKIN' WARRIORS**

44 North Main Street  
New Egypt, NJ 08533  
609-758-6800, Ext. 3000

## **DR. GERALD H. WOHR ELEMENTARY SCHOOL**

At the Dr. Gerald H. Woehr Elementary School, we are most fortunate to have a highly skilled and talented staff that believes in the philosophy of Every Child, Every Day, Whatever it Takes!

Our child-centered environment is designed to meet the academic, social, emotional and developmental needs of every student. Our effectiveness is supported by current research, the implementation of differentiated learning, and best practices. Our school will provide a safe community of caring learners that support one another and strive to achieve their personal best.

### **SCHOOL MISSION STATEMENT**

The educational program of the New Egypt Public Schools shall foster high expectations in both academics and character, giving attention to all students' individual needs. Children will be provided a variety of developmentally appropriate activities and experiences that allow them to mature into lifelong learners, who are critical thinkers, and who cooperate with others as they grow and learn in our democratic society.

### **PHILOSOPHY**

In keeping with our Mission Statement, our character expectations reflect the cooperative aspects of our learning community by providing opportunities for all members (administration, teachers, instructional aides, monitors, cafeteria, custodial, secretarial, transportation staff, and of course, the children) to develop a positive attitude and foster high expectations in each other. By encouraging appropriate choices, we will allow each member of the school community to reach their individual potential within this community as well as society.

We are committed to establishing a community of caring learners that support each other and strive to achieve their personal best.

## TABLE OF CONTENTS

Welcome Letter.....	4
Quick Reference.....	5
<b>Communication</b>	
Parent Square.....	6
Chain of Command.....	6
<b>Drop Off/Pick-up Procedures</b>	
Arrival.....	7
Late Arrival.....	7
Dismissal.....	7
Drop-off Zone.....	7
Leaving Early.....	9
School Closing.....	9
Power Failure.....	9
<b>Attendance</b>	
Policy.....	10
Reporting Absences.....	11
<b>Building Security</b>	
Video Surveillance.....	11
Safety Drills.....	11
Visitors.....	11
<b>School Food &amp; Health Services</b>	
Food Services.....	12
Medications.....	12
Illness/Injury in School.....	13
Keeping Children Home.....	13
Communicable Diseases.....	13
Immunizations.....	14
<b>Progress Reporting</b>	
Report Cards.....	14
Standardized/State Testing.....	14
Parent Teacher Conferences.....	15
Promotion Retention.....	15
<b>Student Services</b>	
Guidance.....	15
Response to Intervention.....	16
Enrichment.....	16
Child Study Team.....	16
Child Find.....	16
504.....	16
<b>Student Section</b>	
Code of Conduct.....	17
HIB.....	19
Lunchroom/Playground Behavior.....	19
Transportation.....	19
Dress Code.....	20
Additional Information.....	20



Dear Dr. Gerald H. Woehr School Community,

On behalf of the staff at Dr. Gerald H. Woehr Elementary School, I am so excited to welcome you to a new school year! We hope that you are healthy and well, and were able to enjoy special times with loved ones over the summer break. We have missed our youngest Warriors, and extend a warm welcome to our new Warriors and families joining us for the first time this fall.

In my 11th year in New Egypt, I continue to take great pride in our community, and I am honored to serve as building principal of the elementary school. I am pleased to continue working alongside our Vice Principal, Robert Cilmi. Mr. Cilmi and I look forward to a productive partnership with our families, as we believe that a strong school and home connection is paramount to student success.

All signs point to another incredible school year. Our dedicated staff is already planning and preparing for your children. Our custodial crew has been waxing and polishing the floors, while maintenance has been painting and making repairs. Our much-appreciated PTO is preparing to welcome families, provide exciting events and programs, and offer volunteer opportunities.

We are committed to maintaining our reputation of a collaborative, committed, successful school that focuses on the whole child--socially, emotionally, and academically. We pride ourselves on our positive climate and strong academic programs.

In preparation for this upcoming school year, Please review the student handbook with your child and be sure to acknowledge you did so by signing off in the Genesis Parent Portal. We appreciate your dedication and commitment to partnering with our school to make this our most successful school year yet!

Warm regards,

*Tara Nesbihal*, Principal

Dr. Gerald H. Woehr Elementary School

# Quick Reference

(print this page out for a quick reference)

## K - 5 School Hours

Full Day: 8:50 am - 3:30 pm  
Early Dismissal: 8:50 am - 12:50 pm  
Doors open at 8:40 (Late after 8:50)

## Preschool Hours

Full Day: 9:30 am - 3:30 pm  
Early Dismissal: 9:30 am - 12:50 pm  
PK doors open at 9:30

## Absences

Please call (609) 758-6800, prompt 1-2-2 and leave your name, child's name, teacher's name, the date, and reason why the child is going to be absent. **Please note that messaging the teacher does not change the requirement of calling the main office.**

## Main Office: (609) 758 - 6800 x3000

Mrs. Tara Nesbihal, Principal  
Mr. Robert Cilmi, Vice Principal  
Mrs. Clara Rose, Principal's Secretary  
Mrs. Kim Lange, Secretary  
Mrs. Beverly Guliano, School Nurse  
Mrs. Heather Collins, Guidance Counselor grades K-4  
Mrs. Alyse Kreig, Guidance Counselor grade 5

Food Services: Breakfast - \$1.65 & Lunch - \$3.00

Car Drop-off: please pull-up & stay in car; staff will assist your child in exiting the car

Birthdays: no food, please; pre-packaged non-edible items are acceptable

Snack: please only send enough food to be eaten within a 5 minute timeframe; students are encouraged to bring a water bottle; no sugary drinks

Technology: cell phones should remain off and away; please do not send your child with an Apple/Android/V-Tech watch. They can be very distracting to your child.

Toys/Trading Cards: please be sure these items stay home

District Website: <https://www.newegypt.us/Domain/4>

School Website: <https://www.newegypt.us/Page/13>

## **SECTION I**

### **DISTRICT COMMUNICATION**

**Please note, if you are in need of language translation services, the school district has staff that are able to support you and your family. Please alert the school so that arrangements can be made.**

#### **ParentSquare**

In an effort to streamline communication and make it easier for parents/guardians to be aware of classroom, school building and district information we will be using one tool district wide. This will allow you to receive all school notifications in one place!

You will be able to stay connected anywhere via the ParentSquare communication app or the online parent portal.

1. Download the ParentSquare app on your mobile device or go to the ParentSquare website
2. Login with the email or phone number registered with the school (make sure the school has your current email **AND** mobile phone number)
3. Set your notification preferences in ParentSquare
4. Start receiving posts and announcements

ParentSquare is now the official communication tool of the Plumsted Township School District. If you have any difficulty accessing ParentSquare, please call the main office at extension 3000.

#### **Where to go to Have Your Questions Answered**

Please follow the following chain of command with regards to any question or concern about your child's educational program?

1. **The Teacher** – Each teacher has a voice mailbox. You may also leave a message with the office for a teacher to call you back. Message the teacher through Parents Square or send a direct email.
2. **The Vice Principal** – Once the teacher has been contacted and you still have some concerns, you should then contact the assistant principal at 758-6800 ext. 3000.
3. **The Principal** - If you still have some concerns, you should contact the principal at 758-6800 ext. 3000.
4. **The Superintendent of Schools** – A conference with the Superintendent of Schools is most appropriately held if you feel that questions or concerns have not been addressed adequately at earlier levels. To make an appointment, you should contact the Plumsted Township Superintendent by dialing 609-758-6800 ext. 3-4.
5. **The Board of Education** – The last level of contact with the district about a question or concern is the Plumsted Township BOE.

# **DROP-OFF/PICK-UP PROCEDURES**

## **Arrival of Students**

Students should not arrive at school before 8:40 AM, unless they are participating in an approved school activity, such as band. Teachers and support staff are involved in daily meetings and therefore not available for supervision prior to this time.

## **Preschool Students**

**Preschool parents will park in front of the Grant Building, along North Main Street and walk along the sidewalk to the doors near the playground.** Preschool teachers will be at the playground doors for arrival and dismissal. Preschoolers may be dropped off at 9:30. If you arrive late for preschool, please park your car near the main entrance and bring your child to the main office using the front entrance of the building. We will begin preschool dismissal at 3:20 PM.

## **Late Arrival**

When students arrive late for school (after 8:50 AM) they must be accompanied by an adult, and report directly to the main office to be signed in. It is important for your child to receive a tardy slip at the main office to avoid being marked absent for the day.

## **Dismissal**

Regular dismissal on a full day is at **3:30 PM (12:50 PM on early dismissal days)**. Car riders will be called at 3:20 PM and dismissed before the bussed students. Parents picking up children in **grades K – 5** for dismissal are asked to park their cars on **North Main Street** and **wait for their children on the front sidewalk**. **ONLY** parents of students in **Pre-K** should pick their child up at the doors **on the side of the Grant building, next to the playground**. Parents may not come into the school building during dismissal to pick up their children. Parents picking up their children who normally ride a bus must sign their child out in the main office. If, for any reason, there is a change in your child's normal dismissal routine a note must be sent to the classroom teacher informing them of the change. Students must ride their assigned bus.

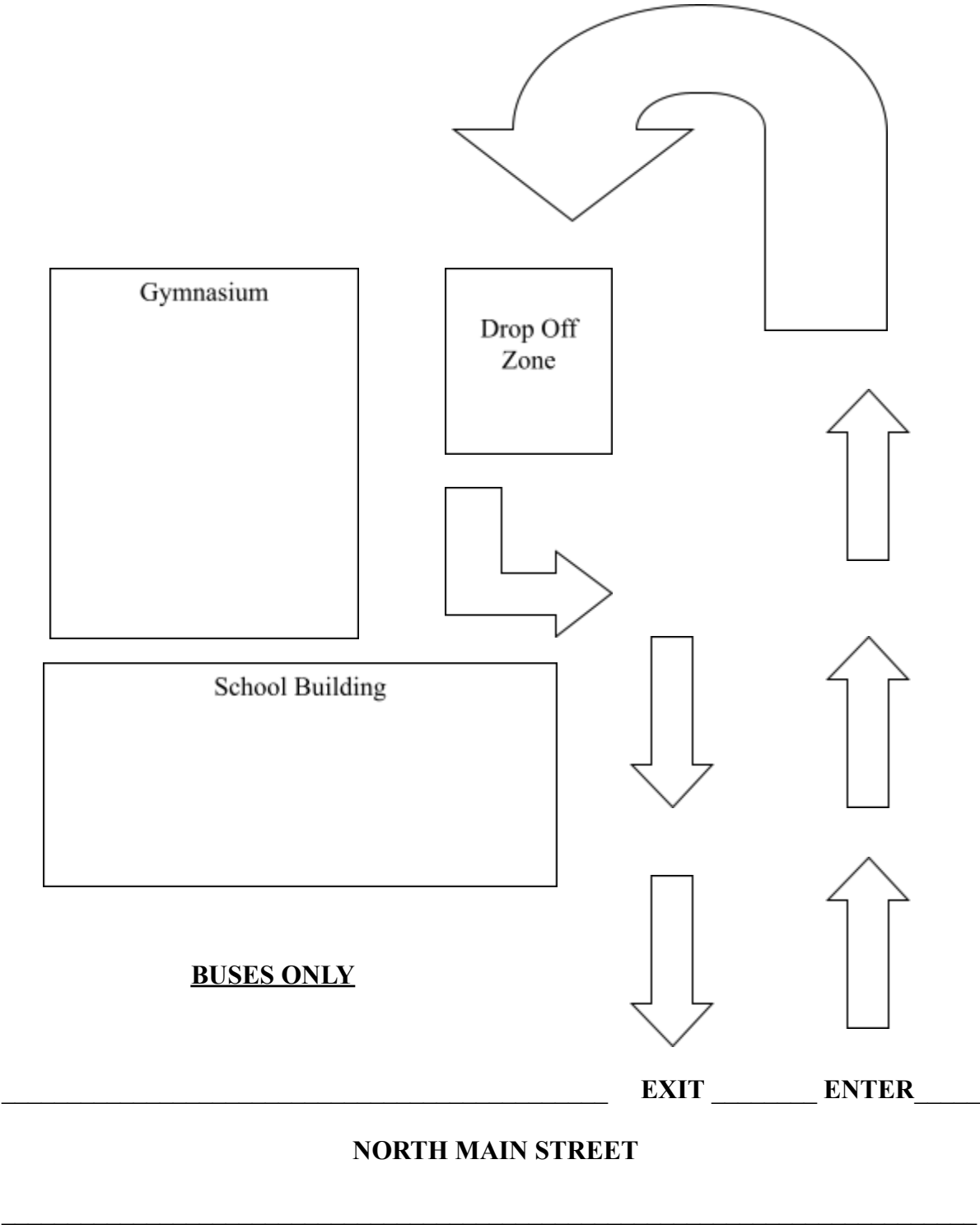
## **Grades K-5 Drop-off Zone**

As a courtesy to our parents, we have a student drop-off zone located in the rear parking lot by the gymnasium entrance. Several staff members will be present at the drop-off zone from **8:40 AM until 8:50 AM** to unload students and guide them safely into the school building.

**Please do not let your child out of your vehicle until a staff member approaches.**

Parents dropping off their children for school should drive to the rear of the parking lot. Lines have been painted to follow, so that you may circle around the rear of the parking lot, and drop your children off by the entrance near the gym. A drop off zone has been painted so that you can identify the area that you should drop your children. Please refer to the diagram for further clarification. Please know that our security guard will be assisting us in enforcing the utilization of the Drop-Off Zones.

**Grades K- 5 Student Drop Off Diagram**



## **Children Leaving Early from School**

When picking up your child early for a scheduled appointment, please send in a note or Parentsquare message to notify the teacher so that homework can be provided ahead of time. Students who need to leave school before the end of the regular school day must be called for by the main office. A parent or guardian must report to the office and sign the student out. **Only authorized people listed as a student's parent/guardian or emergency contact may sign the child out. Anyone signing out a student will be required to show I.D. and must be at least 18 years of age.**

**Removing students early on a continual basis is a disruption to your child's learning experience, and also interrupts the teacher and class. Students must be present for a minimum of four hours, academic time to be counted as present for attendance. Academic time does not include lunch or recess.**

## **School Closings**

If school is closed or delayed in opening due to inclement weather or other emergency situations you will receive a notification via Parent Square as well as a call from our Automated Emergency Notification System with a recorded message advising you of school closing/delayed opening information. Please be sure the school has an up-to-date daytime telephone number to use. Should your phone number change during the school year, contact the school immediately. School closings will also be posted on the school website at [www.newegypt.us](http://www.newegypt.us).

For emergency closings while school is in session the Automated Emergency Notification System will call the primary phone number on file. Updates will be provided via Parent Square as well as posted on the district's webpage.

## **Power Failure**

During a power failure the phones in the office only function for a short period of time via back-up battery. In the event of a power failure an emergency phone will be activated. If you need to reach us during a power failure you may contact the main office at 609-758-6868. Please note this line only operates when the power goes out.

# **ATTENDANCE**

## **Policy**

The Plumsted Township School District has an obligation to require that students be present in school each day to receive the maximum benefits of a thorough educational program. Students will be considered to have attended school when they have been present **at least four hours** during the school day. **This does not include lunch and recess time.**

Students are permitted excused absences from school as deemed allowable under the district attendance policy. Some of these instances are, but not limited to; a death in the family, court appearances, and religious holidays. Absences from school for any reason other than these identified in Board Policy are **unexcused absences** (i.e., illness without a doctor's note, vacations or family travel). All students who are absent, regardless of the reason, must complete assignments, and be prepared to resume all academic responsibilities. Parents/guardians are responsible for notifying the school early in the day when a child will be absent and for informing the school of the reason for the absence. Any unverified absences from school are also considered unexcused absences. Prolonged or repeated absences, excused or unexcused, deprive the student of the classroom experience deemed essential to learning **and may result in retention at that grade level.**

When a student fails to report to school accumulating up to **four unexcused** absences the district shall:

- ☐ Make a reasonable attempt to notify the student's parent/guardian prior to the start of the following school day.
- ☐ Make a reasonable attempt to determine the cause of the unexcused absence through parent contact.
- ☐ Identify in consultation with the student's parent/guardian any necessary action to address patterns of unexcused absences.
- ☐ Follow all procedures according to the law and board policy 5142 Safety and policy 5141.4 Child Abuse and Neglect.

If the pattern of unexcused absences continue and **five to nine unexcused** absences are accumulated the district shall additionally, develop an action plan and specify interventions for supporting the student's return to school with regular attendance, which may include:

- ☐ Referral to Response to Intervention team.
- ☐ Conduct testing, assessments or evaluations of the student's academic, behavioral and health needs.
- ☐ Consideration of an alternate educational placement.
- ☐ Referral to a community-based social and health provider agency.

All discipline regarding the attendance of students shall be consistent with board policy. **Any student that accumulates sixteen or more unexcused absences during the school year will be referred to the Truancy Court.**

The orderly conduct of class activity depends upon the prompt and precise beginning of the school day. Tardiness hinders the proper conduct of school activity. A student who is continually tardy to school will be subject to disciplinary action as outlined in the board attendance policy.

### **Procedure for Reporting Absences**

Regular attendance is required so that students maintain consistency in their educational program. However, should your child be absent from school due to illness, for an appointment, etc. please call our attendance voice mail at **(609) 758-6800, prompt 1-2-2 and leave your name, child's name, teacher's name, the date, and reason why the child is going to be absent.** You may also make requests for homework on the attendance voice mail.

### **BUILDING SECURITY**

The safety and security of our children is the highest priority. The following procedures will be followed:

- ☐ Once the school day begins, all doors will be locked.
- ☐ All parents and visitors require appointments and must enter and exit through the main entrance.
- ☐ All parents and visitors will be signed in at the main office and receive a visitor's pass that must be worn while in the building. **The visitor badge is for one location. Please do not go to other areas of the building or additional classrooms.**
- ☐ Parents who visit or volunteer are **not permitted to bring other children with them.** A visitor/volunteer's time will be completely utilized by the classroom students.

### **Dogs are not permitted**

### **Video Surveillance Monitoring**

Surveillance cameras are located throughout the exterior of the school building. Anyone on school property may be videotaped.

### **Safety Drills**

Fire drills and security drills are routinely held to prepare all students and teachers should an emergency arise. To prevent confusion, absolute silence is to be maintained during the entire drill. Teachers will guide students to a designated location. During a fire drill, all students and staff must leave the building. In accordance with the law, parents/guardians will be notified anytime a security drill is conducted (excluding fire drills). The specific type of drill or procedures will not be disclosed for safety reasons.

### **Dropping off Items**

Once the academic day has started at 8:50 AM, it is our goal not to interrupt instruction. If you need to drop off necessary items to your child such as lunch, eyeglasses, homework etc., we ask that you label the item with your child's name and teacher, place it on the shelf in the vestibule, and ring the bell to notify the office staff of what you are leaving. A staff member will retrieve items from the shelves and deliver them to the classrooms.

## **SCHOOL FOOD & HEALTH SERVICES**

**The federal free lunch program has ended. Parents are encouraged to apply for free or reduced meals using the application link on our website. You must reapply each school year.**

We have contracted with an outside food service, Nutri-Service Management Inc., to provide breakfast and lunch. Breakfast will be served between 8:40-8:55AM. Students wishing to purchase breakfast will report directly to the cafeteria. When finished with their breakfast, they will report to their classrooms. The price for a full breakfast is \$1.65. The price for a full lunch will be \$3.00\* **Milk will be served with all lunches unless a doctor's note is provided**, in which case juice will be substituted.

\*For information regarding free/reduced lunch, please visit the district website, departments tab for further information.

The Elementary School cafeteria will be using a Point of Sale (POS) debit system. You can set up an account for your child, eliminating the need for your child to handle money. Please call 609-758-6800 ext. 1215 if you have further questions. You can also access menus and other information from our district website, [www.newegypt.us](http://www.newegypt.us).

Please note that lunches **will not** be served on **early dismissal days**. Lunch **will be** served, however, on a **delayed opening** day.

## **SCHOOL NURSE**

The following is a brief overview of the services provided by our school nurse. Please see the website for additional information.

The school nurse is available to handle medical emergencies and general first aid.

### **Medications**

**By law the nurse cannot give any medications without a written doctor's order and parental permission** nor can she make a medical diagnosis of illness. **Any medication prescribed by a doctor, that is to be taken in school, must be brought to the nurse by the parent or guardian (not the student) for her to administer and hold.** This includes all prescription and all over-the-counter medications including aspirin, Advil and Tylenol. Written orders are to be provided to the school from the primary care physician/nurse practitioner. You can obtain a form for medications from the school nurse.

The medication is to be brought to the school in the original container, appropriately labeled by the pharmacy or physician. The school will provide a secured, locked space for the medication.

The school nurse (RN), substitute nurse, or parent/legal guardians are the only persons permitted to administer medications in school.

**A new medication form must be completed each new school year and whenever the physician changes the prescription.**

### **Illness or Injury in School**

If a student should become sick or is injured while at school, the nurse will administer first aid as necessary to prevent further complications.

If a student is sick in school, the parent/guardian will be contacted to come and transport him/her home and will be referred to either the student's physician or the emergency room. **Please note: a parent/guardian or emergency contact must be available to pick up the student within 30 minutes of being notified. In the event this does not occur, the school district reserves the right to contact the Department of Child Protection and Permanency (DCP&P).**

If any injury is serious, the parent will be contacted to transport the student to a doctor or the hospital. Only in extreme emergencies, where the parent or other person designated on the emergency health card cannot be located, will a seriously injured student be transported to the hospital by ambulance.

### **Guideline for Keeping Children Home**

If your child is complaining of feeling ill, has a fever, diarrhea, or has been vomiting the night before school, please keep them at home. **Please note that children must be free of vomiting, diarrhea, and/or fever for 24 hours (without Tylenol or Advil) before they return to school.**

### **Communicable Diseases**

Parents are requested to notify the school nurse whenever a child has a contagious disease. A doctor's note may be necessary before returning to school.

- ☐ **Chicken Pox** – Communicable from five days before the rash, until lesions become dry or not more than six days after the last crop of vesicles. (If the child does not have a doctor's note to return the nurse will examine the child to determine if all lesions are dry).
- ☐ **Conjunctivitis** – Communicable first 24 to 72 hours and until discharge has ceased. The child will need a doctor's note to return to school or the eye is symptom free.
- ☐ **Strep Throat** – If untreated, communicable for several weeks. If treated, communicable for less than 24 hours. Children are excluded from school for 24 hours after beginning antibiotic therapy and need a doctor's note to return to school.
- ☐ **Lice** – Since lice multiply fast, they should be treated promptly. Any child discovered to have lice will be immediately excluded from school. After treatment by medicine called a "pediculicide" a parent or guardian should bring the student **to the nurse's office for re-examination** before entrance back into school. **Children will not be admitted into school until their hair and scalp is completely nit (egg) free.**

## **Medical Policies**

There is an established, uniform set of immunization requirements applicable to children in all schools in New Jersey. These requirements apply to all children attending school, not only new entrants.

### **Required Immunizations are:**

1. Diphtheria, Tetanus, Pertussis (DTP)
2. Polio vaccine (OPV/IPV)
3. Measles, mumps, and rubella vaccine (MMR)
4. Mantoux test (TB) is required for new students (transfer in) from other countries. It is strongly recommended for all other students
5. HEPATITIS B vaccine
6. Varicella (chicken pox vaccine)

The ultimate method by which these regulations are enforced is by the exclusion of children who do not meet the immunization requirements. Specific power for such exclusion is provided in the law (Chapter 150, P.L. 1974, N.J.S.A. 26AA-9). It is not the intent of the regulations to keep children out of school, but to ensure that children receive immunizations to prevent disease in themselves and the spread of disease to others. If proof of the required immunizations is not provided to the school nurse, students will be excluded from school until proof of immunization is provided.

## **PROGRESS REPORTING**

### **Standards Based Report Cards**

Standards based report cards are issued in grades K-5. These report cards reflect the state standards in each content area. Standards based report cards list the most important skills that students should learn, in each content area, at that particular grade level. Performance level descriptors are used to show students' progress towards the standards. Instead of letter grades, students receive a 3, 2, or 1 to show progress in achieving the standards.

A report card is provided to parents two times a year. These report cards are intended to monitor a student's progress towards mastery of the New Jersey Student Learning Standards. Parents/guardians can access the report card by logging into the parent portal in Genesis.

In addition to the formal report cards, written notifications reporting a student's interim status will also be issued twice per year.

### **Standardized and State Testing**

Students in grades 3-5 will be participating in the New Jersey Start Strong Assessment in the fall and the New Jersey Student Learning Assessment (NJSLA) in the spring. Students in grade 5 will also be participating in NJSLA testing in Science.

### **Parent-Teacher Conferences**

**Parents may request a conference at any time during the year.** Formal Parent/teacher conferences are scheduled in early November, with additional conferences in the spring if needed. **Teachers cannot hold conferences during instructional times.**

### **Promotion/Retention Policy**

A pupil in the elementary grades will be promoted to the next succeeding grade level when they have completed the course requirements at the presently assigned grade; has achieved the instructional objectives set for the present grade; has demonstrated the proficiencies required for movement into the educational program of the next grade; has met the attendance policy as outlined by the Board of Education; and has demonstrated the degree of social, emotional, and physical maturation necessary for successful learning experience in the next grade.

If it is determined that a pupil's **progress and/or attendance** are not sufficient to meet the promotion standards, the teacher shall notify the parent(s) or legal guardian(s) and the pupil and offer immediate consultation to the pupil's parent(s) or legal guardian(s).

Classroom teachers shall recommend to the Building Principal the promotion or retention of each pupil. Parent(s) or legal guardian(s) and adult pupils may appeal a promotion or retention decision to the Building Principal whose decision shall be final.

As per Board of Education policy, the parent(s) or legal guardians(s) will be **notified no later than six weeks prior to the end of the school year**, when the possibility of a pupil not being promoted is determined.

## **STUDENT SERVICES**

Note: Below is a general description of the many services provided to support all students. Please visit the school website to learn more about the various services listed below.

### **Guidance Services**

Guidance Services are available to students, parents and teachers. The role of the counselor is to assist students with personal, social, and home problems. In addition, the counselor acts as a liaison between the students, parents, school and community. The school counselor regularly consults with parents, teachers, administration, the Child Study team, the Response

to Intervention team, outside professionals and community agencies. In order for the counseling program to be effective it must be based on confidentiality. Therefore, unless the child or another individual's safety is believed to be at risk, the school advisor is not at liberty to discuss particular facts about any student, receiving counseling with staff. Confidentiality guarantees trust between student, family, teacher and the school community.

### **Intervention and Referral Services (I&RS)**

The Response to Intervention Team (RTI) and the Multi-Tiered System of Supports (MTSS) are supplemental student support services that provide school staff with a collegial problem solving mechanism for learning, behavior and health related issues. The school's RTI Team is integrated into the school's overall program and is supported by research-based educational practices and planning principles.

### **Enrichment Services**

Students in grades K – 5 may be eligible to receive academic enrichment services based upon the following criteria: district assessments, standardized test scores, report card evaluation and/or teacher recommendation.

### **Child Study Team**

Students with special educational needs are provided services at school. Included on the staff are Speech and Language Pathologists, Occupational Therapists, Physical Therapists, and Basic Skills Teachers.

### **Child Find**

Educational opportunities for children with disabilities are available in the Plumsted Township School District as required by state law. If you live within the boundaries of the Plumsted Township School District and either have or know of a child between the ages of birth and twenty-one that may have a physical, mental or emotional disability, please contact the Department of Student Services at 609-758-6800 prompt 1-3-1. The school district will arrange for a free evaluation by the Child Study Team.

### **Section 504**

Section 504 is a federal law prohibiting discrimination against individuals with a disability or impairment by any program or activity receiving federal financial assistance. In order to fulfill our obligation under Section 504, our school will not knowingly permit discrimination against any person with a disability or impairment in any of the programs and practices of the school. The school district has the responsibility to identify, evaluate, and, if the child is deemed eligible under Section 504, afford access to appropriate educational services.

The Plumsted Township School District does not discriminate on the basis of disability in admission to its programs, services or activities, in access to them, in treatment of individuals with disabilities, or in any aspect of their operations.

If you have any questions, complaints, or requests for additional information regarding the ADA and Section 504 please contact the Director of Student Services for the Plumsted Township Schools at (609) 758-6800 prompt 2-3.

## **STUDENT SECTION**

**The following section addresses student-centered matters. All parents/guardians are expected to review it with their children to ensure their understanding of the expectations and behaviors associated with attending school.**

### **STUDENT CODE OF CONDUCT**

Students are expected to:

- ☐ Respect themselves, other people, school property and the environment.
- ☐ Be responsible for their words and actions.
- ☐ Attend school and be on time.
- ☐ Dress appropriately.
- ☐ Follow bus safety procedures.
- ☐ The cafeteria, gym, library, playground, class trips, after school activities etc. are all extensions of the classroom. Therefore, the same behavior and respect for authority should be exercised.
- ☐ Follow the school lunchroom and playground rules.
- ☐ Above all, do your BEST and be your BEST.

While the Plumsted Township Board of Education believes that positive approaches to acceptable behavior are usually more effective, it is sometimes necessary to discipline students for violations of school regulations to ensure the safety of the school, and to teach students to be accountable for their choices.

The administration has a range of consequences they may assign to a student who has acted outside of the school's policies. Examples of the levels of violations and possible consequences are listed on the next page. **All consequences issued are at the discretion of the school administration and are considered on a case by case basis. Repeated offenses will result in progressive consequences.**

Note: Violations will warrant parent/guardian contact. A student returning to school from an out of school suspension may need to be accompanied by a parent/guardian for a re-admittance hearing.

Additional information regarding student behavioral infractions is outlined in board policy 5131.

Examples of:

### **Minor Violations**

- ☐ Dress code violation after warning
- ☐ Bus rule violation - 1st offense
- ☐ Any other conduct that warrants administrative consequences

*Consequences may include: lunch and/or recess detention, after-school detention, administrative detention and/or suspension of privilege*

### **Serious Violations**

- ☐ Disruptive, inappropriate, or disrespectful behavior in word and/or action, insubordination
- ☐ Misuse of technology/inappropriate use of electronics
- ☐ Leaving class, building, or grounds without permission
- ☐ Cheating, plagiarism, forgery
- ☐ Throwing food or other objects
- ☐ Profanity, inappropriate comments, making obscene gestures
- ☐ Instigating conflict
- ☐ Any other conduct that warrants administrative consequences

*Consequences may include: lunch and/or recess detention, after-school detention, administrative detention, suspension of privilege, out of school suspension, in school suspension.*

### **Major Violations**

- ☐ Continued and willful disobedience, defiance, insubordination
- ☐ Inappropriate touching and/or physical contact with another student
- ☐ Threats, fighting, gambling or inserting a riot
- ☐ Bullying, harassment, and intimidation/cyber bullying (refer to HIB policy)
- ☐ Willfully endangering the safety of others
- ☐ Vandalism or damage to school property
- ☐ Theft or possession of stolen property (requiring restitution)
- ☐ Any other conduct that warrants administrative consequences

*Consequences may include: lunch and/or recess detention, after-school detention, administrative detention, suspension of privilege, out of school suspension, in school suspension.*

### **Extreme Violations**

- ☐ Assault/battery
- ☐ Possession of weapons and/or illegal contraband (police notification and CST evaluation)
- ☐ Arson (police notification and CST evaluation)
- ☐ Terroristic threats (police notification and CST evaluation)
- ☐ Use, possession and/or sale of drugs or alcohol (police notification and CST evaluation)

*Consequences: out of school suspension and/or possible expulsion proceedings.*

## **HARASSMENT, INTIMIDATION, & BULLYING (HIB)**

Following is a brief overview of the district's harassment, intimidation, and bullying (HIB) policy. Please visit the website for the [\*\*FULL POLICY\*\*](#).

As stated in the Board of Education Policy #5512, the Board prohibits the engagement of any act or behavior of harassment, intimidation, or bullying towards others. Harassment, intimidation or bullying means any gesture, any written, verbal or physical act, or any electronic communication, whether it is a single incident or a series of incidents that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic, that takes place on school property, at any school-sponsored function, on a school bus, or off school grounds and that:

1. a reasonable person should know, under the circumstances, will have the effect of harming a person or damaging the student's property, or placing a person in reasonable fear of harm to his person or damage to his property; or
2. has the effect of insulting or demeaning any person or group of people in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school; or
3. creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

In the event a possible incident of harassment, intimidation, or bullying has occurred, please notify the school counselor or school administration immediately so that an official investigation can be conducted.

Please be aware that in the event an investigation determines an act of HIB has been committed, the school district may implement disciplinary consequences and/or remedial measures including, but not limited to, detention/suspension, removal from classroom, notification of law enforcement (if appropriate), and/or counseling.

## **LUNCHROOM & PLAYGROUND BEHAVIOR**

- ☐ All students have the right to enjoy a quiet and relaxing lunch. Students' behavior should support this goal.
- ☐ All students should treat the cafeteria monitors and food servers with respect.
- ☐ Students should remain seated except to purchase food or throw away trash.
- ☐ Children are required to clean up their own eating area.
- ☐ Students on the playground must follow all directions provided by the monitors.
- ☐ Fighting, pushing, shoving, or name-calling will not be tolerated.
- ☐ No rough play or tackle games are permitted.
- ☐ Only one child on a swing at one time.
- ☐ No flying or jumping off the swings or other playground equipment.
- ☐ No gymnastics.

## TRANSPORTATION

We believe all students can behave appropriately and safely while riding a bus to school. School bus safety is a team effort. Please go over the following guidelines with your child.

- ☐ Follow the directions from your bus driver.
- ☐ Stay in your seat and tightly fasten your seatbelt.
- ☐ Keep arms and hands inside the bus and away from open windows.
- ☐ Be courteous to fellow students and the bus driver.
- ☐ Use an indoor voice while riding the bus. Remember that loud talking and laughing can distract the bus driver.
- ☐ Treat bus equipment as you would valuable furniture in your own home. Report any damage immediately to the bus driver.
- ☐ Be on time at the designated bus stop (5-10 minutes early is suggested). This helps to keep your bus on schedule.
- ☐ Electronic devices, **including cell phones**, are NOT permitted on the school bus.
- ☐ Laser pointers are not permitted on the school bus.
- ☐ Animals and pets are not permitted on the bus.
- ☐ Students are only permitted to ride their assigned bus.

The privilege of riding the school bus will be suspended for misbehavior on the bus or at the bus stop. Repeated disregard of these guidelines will result in further punitive action, which may include suspension from school.

## APPROPRIATE DRESS

The following clothing/attire are unacceptable during school hours and at school functions:

- ☐ Clothing with inappropriate messages.
- ☐ Clothing that references alcohol, drugs, cigarettes, weapons, violence and/or bigotry.
- ☐ Halter-tops, belly shirts, and midriffs.
- ☐ Shirt or blouses that are cut off.
- ☐ No flip flops or platform shoes, for safety reasons. All sandals must have a back strap for support. Sneakers are required to participate in physical education class.
- ☐ Hats, sunglasses, and outerwear are not to be worn inside the school building.

## ADDITIONAL INFORMATION

- ☐ **Trading cards (i.e. Pokemon, baseball, etc.) are not permitted on school grounds.**
- ☐ Electronic devices (**including Smart Watches**) are not permitted on school grounds or on the bus.
  - ☐ Exception: Cell phones are for emergencies only. They are to be turned off during school hours and kept in the student's backpack. The Plumsted Township School District will not be responsible for lost items.

- ☐ Students wishing to use personal technology must have a written request from a parent and receive approval from the building principal. Students **must follow** the acceptable use policy.
- ☐ Personal items from home should only be brought to school in the event they are approved by the classroom teacher for an academic purpose.
- ☐ Any prohibited items that are brought to school will be confiscated by a staff member and will only be released to the child's parent/guardian.
- ☐ It is suggested that expensive and/or meaningful items are not brought to school; staff are not responsible for any items that are lost or stolen.
- ☐ Birthday invitations, at the discretion of the classroom teacher, may be given out at school provided that they are **inclusive to the entire class**.