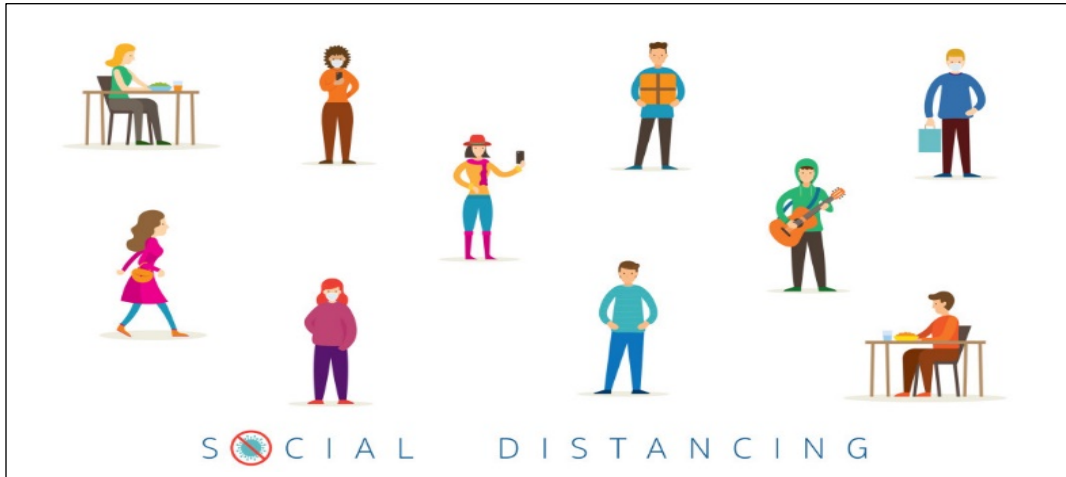


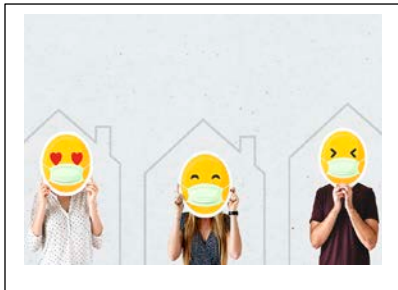


Weymouth Township School District

PARENT/STUDENT HANDBOOK 2020-2021



WHERE STUDENTS PRACTICE BEING SAFE



RESPECTFUL
RESPONSIBLE



READY TO LEARN

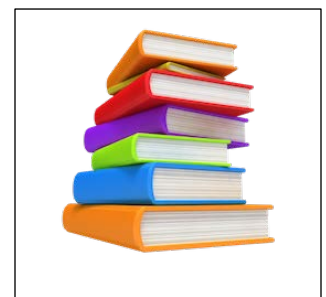
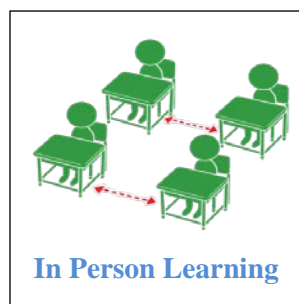
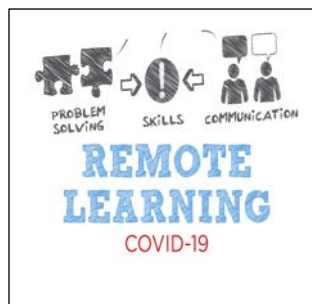


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Dear Parents and Students,

Welcome to our school and the new 2020-2021 school year. This will be a year in education that will explore our creativity and imagination in continuing to provide a quality educational program for all of our learners. We will continue to promote our Mission Statement to provide our students with educational experiences and opportunities to help them become successful lifelong learners. We will continue to work to promote a positive school climate (whether Remote or In-Person) that encourages all students to be able to work in a learning environment that allows them to become the very best that they can be.

We believe our children thrive with the partnership that needs to exist between school and home. We encourage all of us working together for the benefit of all our children. Should you have a question, concern or want to offer a suggestion of how we, as a team, can do even better please contact us. Communication is the key.

Please review the handbook closely this year as procedures, processes may have changed. Any changes that we are making are to better support the safety and educational programs for our students.

This handbook is meant as a guide to help communicate an overview of the policies, procedures, and expectations we have for ourselves and our students. It is offered to help provide guidance and information. However, a handbook can only do so much so please contact us with any question that may come up. We are looking forward to an exciting and rewarding school year. We welcome your input, assistance, and support.

Thinking differently in this new learning environment. Remaining together Weymouth strong.
Teaching with the times and protocols.
Together meeting the challenges to make this a great year for our children.
Thank you and welcome to our new school year.

Educationally yours,
Mary Lou DeFrancisco
Mary Lou DeFrancisco
Interim Superintendent/Principal

Contact Information

Weymouth Township School
1202 11th Avenue
Dorothy, NJ 08317

Main Phone: 609-476-2412
Website: weymouthtownshipschool.org

School Hours

Regular Day Schedule AND Single Session Day

Start Time: 8:20 am

Dismissal Time: 1:35 pm

Supervision starts at 8:20 am. The Weymouth Township School provides before & after school care. If interested please contact the main office. The school office is open 8:00 am to 3:30 pm.

Thank you.

GENERAL INFORMATION

From A to Z

Arrival AND Departure Routines:

Before School Care Students Drop-Off:

- Students attending the Before School Care Program may be dropped off at the front door (facing Eleventh Avenue) nearest the library. The program session is from 7:00 a.m. to 8:20 a.m. each day school is in session.

Bus Students – Drop-Off and Pick-Up:

- In the morning, all buses will drop students off by the main (front) doors. As students enter the building they will go directly to their assigned classroom. Those students participating in the breakfast program will report directly to the cafeteria, pick up their “Grab n’ Go” breakfast and proceed directly to their assigned classroom. Breakfast will be eaten in the classroom.
- In the afternoon, students will be dismissed from their homerooms and called to their respective busses.

Vehicle Students – Drop-Off:

- For safety reasons, no cars are to PARK in the bus zones. If you are dropping your child off in the morning, please use the visitor parking lot by the library. Students will enter the building using the Estelle Avenue door. As students enter the building they will go directly to their assigned classroom. Those students participating in the breakfast program will report directly to the cafeteria, pick up their “Grab n’ Go” breakfast and proceed directly to their assigned classroom. Breakfast will be eaten in the classroom.

Vehicle Students –Drop-Off OR Pick-up

- Enter the parking lot **from the second entrance on Estelle Avenue** and make an immediate **LEFT** turn into the side lot and follow the flow of traffic.
- **DRIVERS MUST REMAIN IN YOUR CARS**, lining up one car behind the other. Please remain in a single line. **DO NOT GO AROUND OTHER CARS TO EXIT**.
- Students will be dropped off/picked up along the sidewalk adjacent the **LIBRARY SIDE EXIT**.
- As cars pull up in line, adjacent to the sidewalk, your child/children will be received from or dismissed directly to your car.
- Only one car will drop off/load at a time.
- Once your child is dropped off/picked up, you may exit the parking lot by first stopping at the stop sign and then making a **RIGHT** hand turn. Exit via the main exit of the parking lot at the front of the school. As you are leaving, the next car in line will pull up to drop off /load.
- At 2:00 pm any child that has not been picked up will be taken to the main office. Please come to the main office entrance to pick up your child.

Signing Out Children Early or Change in Dismissal

- If your child is assigned to ride the bus but will be picked up, a note is required. **If you need to make a last minute change to your child's dismissal plan while your child is already at school, please call the main office by 12:30 pm. Do not email any changes in dismissal to either your child's teacher or the main office. If we do not have a written note or phone call before 12:30 pm, your child will go home in their usual manner. If you have some type of family emergency contact the main office as soon as possible and we will try to accommodate your request. Please be reminded these changes should be only for emergency reasons and not a general occurrence.**
- If you intend to pick your child up from school **before** the end of the school day, the school requires a note from the parent/guardian. For safety concerns, this note must specify the date or dates the student will be picked up and by whom.
- No student will be permitted to leave the school before the close of the school day unless he/she is met in the school office by his/her parent/guardian. If a person is authorized by the parent/guardian to act on their behalf, a written note giving this authority must be provided. Picture ID is required. This person must be 18 years of age or older.
- Students will not be released to anyone unless noted on **Emergency Cards**. Please keep your child's Emergency Card information current.

Affirmative Action

Pursuant to US Title IX and NJ Title 6:4, the Weymouth Township Board of Education shall provide equal educational and employment opportunity to all persons regardless of sex, race, color, origin, creed, religion, ancestry, national origin, social or economic status. Additionally, the Board of Education shall appoint an Affirmative Action Officer who will coordinate the district's Affirmative Action activities and insure equal educational and employment access to all. The Affirmative Action Officer for Weymouth Township School is Helene Fullmer. Ms. Fullmer is located at the school at 1202 Eleventh Avenue, Dorothy, NJ (609) 476-2412. The Policies, Plans and Grievance Procedures are kept in the Weymouth Township School Office.

Attendance

Punctuality and attendance are important habits for students to develop and maintain and they carry over into "real life" workforce skills. Please respect the importance of the school day by insuring your child's daily attendance and timely arrival. Whether an In-Person/Hybrid Program Learner or a Remote Learner – attendance will be taken each day. Student's/Parents of Remote Learners will need to log in attendance each school day.

New Jersey School Law requires that each child attend school every day school is in session except in cases of illness, death in the family, or certain religious holidays. Regular attendance is essential for good academic progress and to foster a sense of responsibility.

When a student is absent, (In Person or Remote) his/her parent or guardian **MUST** call the school (609-476-2412) before 9:00 am to give notice of the absence. In the event of a foreseen extended absence, the office should be notified of the anticipated dates of the student's absence. If the homeroom teacher reports a student absent and there has been no notice from the parent/guardian, the office staff will call the parent to verify absence. Parental cooperation with this procedure is essential. **Upon returning to school, a note explaining the absence must be presented to the homeroom teacher.** If a student is absent for five consecutive days due to illness, they must return to school with a doctor's note. The school nurse will keep all doctors' notes on file in the health office.

If your child is going to be absent for several days and you would like work to be sent home, please give the office adequate time to gather it and call the office to see if it is ready to be picked up.

- **An excused absence** is considered an absence due to a disabling illness, recovery from an accident, death in the family, religious observance, etc.
- **An unexcused absence** includes vacation, non-contact between home and school, truancy, and suspension.
- After five unexcused absences, a letter of concern will be sent by administration.
- After seven (7) unexcused absences a parent conference may be required.

Basic Skills Improvement Program

Basic Skills, a multiply-funded program, is provided to assist in a student improving readiness skills in Kindergarten and Reading/Language Literacy and Mathematics skills in grades 1-8. Students receive basic skills instruction in either pull-out or in-class settings. Standardized test results, teacher rating/recommendation and grades determine eligibility for participation.

Before & After School Care Program

WTS operates a before school care program for all students. This Before School Care program will be 7:00 am to 8:20 am. In addition, an after-school care program may be available for students. We are hoping to open our program on or about October 5, 2020. Students must be registered and pre-paid to attend; no walk-ins are permitted. The program is tentatively scheduled to be available from 1:50 pm to 5:30 pm. Please find a registration form on our website or request one from the main office or the program lead person.

Bicycles/ Walkers

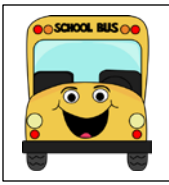
Students in grades 4-8 may ride their bikes or walk to school with prior written approval from their parent/guardian. A form on the back of the emergency information card that is sent home with the opening packet must be filled out and signed by the parent/guardian and be on file in the main office before bikes may be ridden. Please remember that New Jersey state law requires all students under the age of fourteen to wear a bike helmet. The school is obligated to cooperate with this law. Bikes are to be kept in the bike racks provided behind the fence near the gazebo. A lock is encouraged. Bikers are to use the main entrance and exit from the building.

A note from the parent is required to be on file if the child is permitted to walk to and from school. If the parent/guardian does not grant permission for the entire year then a note MUST be presented to the teacher/administrator each time the parent wants the student to ride their bike or walk home.

Buses

Transportation is provided through Greater Egg Harbor Regional School District. It is expected that the assigned pick-up point will be the drop-off point unless a permanent and pre-approved arrangement has been made. Bus changes must be processed through the Main Office. Bus concerns should be brought to the attention of the school principal.

All students will be expected to ride the bus unless we receive notice in writing from the parent/guardian.



Please note: All requests for bus stop changes need to be updated *each year*. Please contact the main office for a bus stop change form. **At present, due to COVID-19, all bus students must wear masks beginning at the time they board the bus.**

Cafeteria—Breakfast/Lunch Program

Meals are provided daily through Nutri-Serve Food Management Inc. per federal and state guidelines. Prices and menu information is provided on the menu which is distributed monthly and may also be found on our school website. All students are issued a personal identification number (PIN). Meals may be purchased with cash or prepaid on-line at using the link on our school website or through <http://www.schoolpaymentportal.com/>. As part of the School Breakfast/Lunch Program, students who qualify are eligible for free or reduced lunch prices. Applications are sent home to all parents and are to be returned in a timely fashion. If desired, students may bring their own lunch. Currently all meals will be “Grab n’ Go” style. A limited menu will be posted. Free, reduced, and full-pay lunches will also be available to those families choosing Remote Learning. Please contact the school if you wish to participate in this program. In an emergency, students are permitted to charge lunch. Students who charge lunch may not purchase snack items when offered until the charge is paid.

Breakfast will be available for students to pick up in the cafeteria on their way to their classroom beginning at 8:20 a.m. Students will be eating their breakfast in their classroom.

Lunches will be picked up and eaten in the cafeteria. Students will have approximately 20 minutes in the cafeteria for lunch. Social distancing will be maintained during lunches. A recess period of approximately 20 minutes either precedes or follows lunch.

At the present time snacks will NOT be offered. Snacks are sold to supplement a student’s lunch. At times snacks will not be sold. Students should always eat their lunch before they purchase and eat snacks.

Due to the number of growing students who have been diagnosed with peanut allergies, which can be fatal to some, we ask that you be mindful of the existing food allergies among children and discourage sharing of snacks.

Child Study Team/Special Education Program

The New Jersey Department of Education requires that the **Child Study Team** include a school psychologist, LDTC (Learning Disabilities Teacher-Consultant), and a school social worker acting in consultation with a school physician and any other professionals deemed appropriate by the Child Study Team or by the Chief School Administrator. Identification of students in need of special education services should be brought to the attention of the CST Coordinator or the Chief School Administrator CSA.

Our Special Education programs are for children who have been identified as eligible for special education services. A full continuum of services is provided as per Administrative Code.

Child Find

If you are noticing any problems in your preschool child such as:

- By age 3, child has difficulty balancing, speaking, using manipulatives
- By age 4, child is not talking in short sentences
- Child’s speech and/or language is not understood by people outside your family
- Child talks in very loud or very soft voice
- Child seems frustrated by simple tasks

Help is available. To find out if your preschool child (age 3-5) is eligible for a free screening and special education program, contact the Weymouth Township School Child Study Team at 476-2412.

Weymouth Township School District does have a full day Pre-K 3 & 4 program and welcome registration to the program.

Clubs and After-School Activities

At the present time we will NOT be offering club activities. We hope we will be able to provide these very worthwhile activities soon. We offer students the opportunity to join clubs and organizations. A list of clubs/organizations will be available during the first weeks of school. Participation requirements include students receiving passing grades on their report card and passing work on progress reports. Students who do not meet this academic requirement will be excluded from the activity until their grade improves. Suspensions also restrict students from participating in clubs/after school activities.

Comprehensive Equity Plan

Weymouth Township School District has completed our Comprehensive Equity Plan which ensures equal access to employment and all school facilities, programs, activities, and benefits for all students regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability or socioeconomic status. It also prohibits/eliminates sexual harassment and intimidation. The Weymouth Township Board of Education has appointed Helene Fullmer as Affirmative Action Officer including Title IX Coordinator. Her office is in the Weymouth Township Elementary School located at 1202 Eleventh Avenue in Dorothy, NJ. The telephone number is 609-476-2412. The district Comprehensive Equity Plan as well as the Board's policies, grievance procedures and annual reports are kept in the Weymouth Township School office, 1202 Eleventh Avenue, Dorothy, NJ and are available for review in the office.

Communication

WTS supports open communication regarding your child's educational experience. When you have a question or concern, begin with the classroom teacher, either through email or a phone call. In the event of an emergency, please call the main office.

The district utilizes an automated telephone communication system, Blackboard Connect. This system enables administration to reach parents and guardians through voice, text, or email alerts. This system will be used to communicate emergency information including, but not limited to, inclement weather closings, early dismissals and other information deemed important by the district. You will be informed of this service and given directions for preferences.

The district website www.weymouthschool.com is a primary source of information and provides up-to-date news, including need-to-know information, policies, upcoming events and/or emergency information. Contact information is also available on the site.

Conferences/Meetings with Teachers

Formal conferences are held twice a year. A schedule for conferences will be distributed after the beginning of the school year. This information can be found on the School District calendar as well. This year conferences may be In Person and/or Virtual in nature due to the unique parameters required during the COVID Pandemic.

In addition, teachers are available to meet with parents in person or remotely during the school year at a mutually agreed upon time. Generally, these meetings should be scheduled for after the

conclusion of the regular school day Monday through Thursday. An appointment may be made by either directly contacting the teacher or calling the main office who will inform the teacher of the request.

Dances

Dances are sponsored by Student Council and open to students in grades 6, 7, & 8. Permission slips are required for admittance to dances. Students are expected to follow the Dress Code listed in this handbook (Page 19 and 20) at all school events including dances. Students who are absent on the day of the dance may not attend. In addition, students with accumulated discipline referrals may be excluded.

Electronic devices - Acceptable Use Policy

New Jersey Statutes Annotated (N.J.S.A.) 18A:36-39 (P.L. 2013, c.44) requires notification to students about the usage of electronic devices effective July 1, 2013. The statute requires that:

A school district or charter school that furnishes a student with a laptop computer, cellular telephone, or other electronic device shall provide the student with written or electronic notification that the electronic device may record or collect information on the student's activity or the student's use of the device if the electronic device is equipped with a camera, global positioning system, or other feature capable of recording or collecting information on the student's activity or use of the device. The notification shall also include a statement that the school district or charter school shall not use any of the capabilities in a manner that would violate the privacy rights of the student or any individual residing with the student. The parent or guardian of the student shall acknowledge receipt of the notification. The school district or charter school shall retain the acknowledgement as long as the student retains the use of the electronic device. A school district or charter school failing to provide the notification required by this section shall be subject to a fine of \$250 per student, per incident.

Students in grades 1 – 8 will be assigned a Chromebook. Parents and students will need to sign receipt of this equipment and accept responsibility for it as with any other instructional materials assigned, i.e. textbooks, manuals, etc.

Electronic devices – Cell Phones

1. We understand that in this electronic age most parents/guardians want their child to have access to cell phones. However, we also understand that when/if misused they can become detrimental to the educational process. In order to accommodate family needs and promote the educational process the following cell phone possession and requirements will be in place during the school year. Cell Phones/Electronics/Video Cameras 1. Students are permitted to bring cell phones into the school building. Prior to entering the building students must shut off the phones and store them in their book bags in grades PK-5 or in their lockers in grades 6-8* before reporting to homeroom. Once the dismissal bell at the end of the school day has sounded, students are permitted to retrieve their phones from their lockers. However, if any student is involved in any after school activity (practice, club meeting, tutoring, detention, etc.) he/she cannot activate the phone until the activity is over. Students may use their cell phones once the formal activity is completed (example: on the bus ride home). Students who do not comply with this policy may have their cell phones confiscated and disciplinary action may be taken. Repeated violations may result in having a parent/guardian pick up the phone.

***For the present time students will not have access to lockers. Students in grade 6-8 will follow the same procedure for possession of cell phones as those students in grades PK-5.**

2. Using cell phones or any other device to video during school activities without permission is prohibited.

3. Sending, possessing, or posting videos taken during school activities without permission is also prohibited.
4. In case of emergencies or with Administrative permission, students may use the phones in the main office or Nurse's office.

Electronics devices – Pagers/Laser Instruments

1. It is illegal for any student enrolled in the elementary or secondary school to bring or possess any paging device (beeper) (2C:33-19) New Jersey Police Manual, page 70.
2. Use of laser instruments by students is not permitted on school grounds. Any electric shocking device is prohibited with disciplinary action for offenders.
3. Absolutely no electronic games should be brought to school.

Emergency Closing

Regular sessions of school are canceled in case of emergency. Serious weather conditions that might cause a hazard to pupils are the primary reason for the emergency closing of school. Parents will be notified through the Blackboard Connect. Notice of such closing will also be available on the school website and social media. Television coverage is available on ABC or CBS.

Educational Field/School Trips

At the current time due to the protocols related to COVID-19, all Field and School Trips are suspended. Hopefully, these educational activities will be able to be reinstated at a later date. Thank you.



Educational Field Trips

Field trips are used as teaching and learning tools as related to the curriculum. Therefore, field trips are part of the educational activities and opportunities offered to our students to compliment the curriculum objectives. A signed permission form from the parent/guardian is required for all field trips. Students may be excluded from trips for discipline reasons and/or safety concerns.

Emergency Fire and Security Drills

In accordance with advice from local, state, and federal authorities, the school has a series of plans organized to ensure the safety of all students and staff. Fire drills and security drills are held twice a month. Diagrams showing evacuation routes are posted in each classroom and throughout the school. Students are to take fire and security drills seriously and evacuate the building quietly and quickly. In the event of an emergency, parents/guardians will be notified of the school's plan and course of action at the appropriate time. Parents can facilitate this process by maintaining accurate, updated emergency contact information with the Main Office. **Any change in home and cell phone numbers and local emergency contact persons should be reported to the Main Office immediately.** The importance of updated information cannot be **overemphasized.**

COVID-19 protocol outline a different process for Fire Drills and Security Drills. We will follow the protocols issued by the DOE, DOH, Law Enforcement, and School Safety and Security agencies.

Grading

Students in grades K-4
Standards Based Report Card for ELA and Math

Technology, Music, Art, Health & PE, Social Studies and Science

O - (Outstanding) Student displays outstanding skill and aptitude in this area, demonstrates ability beyond grade level

S - (Satisfactory) Student is performing in accordance with grade level expectations

I - (Inconsistent) Student displays inconsistent performance

N - (Needs Improvement) Student exhibits competencies that need support

Students in grades 5-8

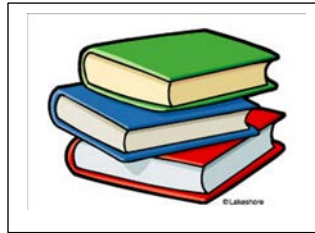
A = 93-100

B = 85-92

C = 75-84

D = 70-74

F = 69 and below



Harassment, Intimidation & Bullying

Weymouth Township School is fully compliant with the New Jersey Anti-Bullying Bill of Rights Act (ABR) (P.L.2010, c. 122) standards and procedures for preventing, reporting, investigating and responding to incidents of HIB of students that occur on school grounds and off school grounds under specified circumstances. The school policy and all other required documents are linked on the school website. Any questions or concerns can be directed to Mrs. Wheaton, who serves as the School Anti-Bullying Specialist or Helene Fullmer the School Anti-Bullying Coordinator.



Health Services

School health services are maintained to appraise and promote the health of all students and school personnel. A school nurse is employed to give the students maximum protection while they are entrusted to the care of the school. Students at specified grades are examined for vision, hearing, blood pressure, height, weight, and additional screening for scoliosis in grades 4 through 8. Parents may have students examined by their private physician and should speak to the school nurse regarding this. The nurse is watchful for signs of communicable diseases and illnesses that may occur during the school day. Contagious diseases, such as measles and mumps, require exclusion from school. A student may not be readmitted until cleared by a doctor with the doctor's certificate. If under exceptional circumstances a child is required to take medication during school hours, Board Policy 5141.21 should be followed. This policy also addresses the steps for approval of self-administration of medication. Please contact the school nurse for further information.

Medication Policy

Proper dispensation of medication at school requires the following:

1. Medication must be in original container.
2. Permission slips must be signed by parent/guardian and also signed by physician or accompanied by a written order or note from the physician. (Permission slips are available from school nurse or office.)
3. Medication will be kept in the Nurse's Office. It is advisable to ask your pharmacist for a bottle marked "extra" if your child will be on medication for a few days.

The same procedure is required for both prescription and over-the-counter medications such as Tylenol and Ibuprofen.

MEDICATION MUST BE TRANSPORTED TO AND FROM SCHOOL BY AN ADULT

Physical Examination Requirement

1. Physical Examination: All students must have a physical examination in order to attend school in New Jersey as required by NJAC 6A: 16-2.2. The exam must be completed by a physician within the calendar year (January-December).
2. Health History: The general information section of the form must be completed by the parent or guardian and returned with the physical exam form before the start of the school year. Pre-Kindergarten students must have a physical exam before they may start school.
3. Transfer students: grades 1 – 8 require a physical exam within 30 days of registration unless they are transferring from another New Jersey school system.
4. Pre-K and Kindergarten MUST have a physical exam completed within the calendar year, BEFORE they may enter school.

Immunization Requirement

State laws require completed immunizations, or your child may be denied admission to school.

Immunizations: NJ Administrative Code 6A:16-22. Any questions should be directed to the school nurse.

Intramural Sports

New Jersey law mandates that students who intend to participate in school intramural sports are required to have a physical examination by their physician that "MUST be completed within 365 days prior to the FIRST PRACTICE SESSION." The Pre-participation Physical Evaluation is required for all 6th, 7th, and 8th grade students who intend to participate in sports at school. Forms are available in the main office or from the school nurse.

Home and School Association

Presently we do NOT have a Home and School Association as long serving officers and members have been unable to continue donating their time. We would encourage and welcome parents to volunteer to reinstate this program for our students. If you are interested in volunteering please email either Ms. Fuller and/or Ms. DeFrancisco. The H.S.A. was an outstanding and active group of parents and staff who met monthly. Meetings were held at the school. Please consider reinstating this group which is open to all parents and staff. The H.S.A. among all of its worthy activities conducted various fundraisers throughout the year to provide school activities such as field day/carnival day, field trips, assemblies, and school supplies, etc. for all of our students.

Homework

Homework is assigned to extend and reinforce the learning experience. Parent/guardian support and cooperation is necessary so that homework will have a positive impact upon a child's learning. Providing an appropriate time, quiet workplace, and support helps to create a child's sense of responsibility for learning. Close communication between teacher and parent/guardian is essential in order to effectively coordinate this component of the educational program.

Students will be given a homework assignment book in the beginning of the school year. Parents and guardians can help by checking their child's assignments. Returning library books on time, bringing in musical instruments for lessons, keeping notebooks and folders organized and being prepared for P.E. class are also considered homework assignments. If you have any questions regarding homework, please contact your child's teacher.

Lockers – Currently no lockers will be used. We hope we will be able to utilize lockers later in the school year. Presently, use of lockers does not accommodate the requirements of social distancing.

Classroom location determines which classes use lockers. For students who have lockers, the following procedures should be kept in mind.

1. Every student is responsible for the contents of his/her locker, which is to be used for school-related items only.
2. Locks are on loan and, if lost, a \$5.00 replacement charge will be collected.
3. Lockers are property of the school district and are subject to random inspection at any time. Individual lockers may be searched when deemed necessary.
4. Anything displayed in the locker should be temporary in nature and appropriate to be seen by anyone in the school. The school does not recognize any right of privacy that a student may wish to claim with regard to the locker.
5. Lockers will be checked periodically throughout the year for cleanliness by the principal or homeroom teacher.

Lockers are the property of the school and the Administration reserves the right to search lockers if and when the need arises. Every effort will be made to include the student in the search, but if this is not possible the locker will be searched without the student present (regarding locker inspections – NJSA 18A:36-19.2).

Materials

Students are issued textbooks, Chromebooks, and other materials and are responsible for their care. Teachers will note the condition of the materials at distribution. Students should review the condition of the materials/textbooks when distributed to them. When materials are collected they will be inspected. Damaged materials will result in a fine. Digital materials are also used for instruction. Adherence to all Weymouth Township School digital policies are required.

Report Cards

Report cards are issued quarterly. Distribution dates are indicated on the School Calendar. You may keep the report card, but it is important that you **sign the envelope and return** it to school with your child. Your signature indicates that you have received and read the report. Halfway through the marking period notices will be sent home for any student not making adequate progress. However, we encourage you to contact your child's teacher at any time with concerns or questions. In addition, you may access your child's grades at any time through the Parent Portal. Please contact the main office if you need information regarding sign-in to the portal.

Residency

Weymouth Township Board of Education requires *Proof of Residency* when registering a child to attend school in this district. The following listed documents will fulfill that requirement: You'll need to bring at least 1 of the items noted below:

Rental or Lease agreement. Tax bill. Copy of a Deed or a signed contract of sale with expected date of closing. Notarized letter from a resident with whom you are living and a copy of their deed, tax bill, or lease.

This information needs to be presented upon registering your child in the district, prior to their first day of school.

No Smoking on School Grounds

No smoking is permitted on school grounds. This includes sports, events, public meetings or other board sanctioned activities in accordance with state and federal law.

Student Services and Programs

- **Speech-Language Therapy**

Speech-language therapy is offered to students who experience communication difficulties in areas like articulation, fluency, and receptive and expressive language. Students with these types of disorders must meet the eligibility criteria mandated by the State in order to receive services. The speech-language therapist evaluates and provides instruction individually or in small groups depending on the needs of the students. If you suspect a speech-language problem, please contact the school and speak with the Child Study Team Supervisor.

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

Intervention and Referral Services are available and developed for the regular educational program plans to assist students, who are experiencing learning, behavior or health difficulties. Administration, staff and parent participation in both the development and implementation of I&RS action plans is required under school code and is a quality educational practice. Please contact the school for questions and concerns or assistance if you feel your child would benefit from this service.

Student Records

Parents or legal guardians have the right to review the records of their child. If you wish to review the records of your child, please contact the school and set up an appointment with the administrator.

- **Custody and Guardianship**

Unless a parent's right to information about his/her child's performance in school has been terminated by the court, both parents have access to such information. If a parent's right has been terminated by the court, the school will need to be given a copy of the legal documentation/court ordered action in order to exclude that parent/guardian. In order to meet its legal obligations, the school

will need a copy of that part of your legal agreement that specifies the custody and visiting rights of parents. This information will be kept confidential.

Transfer of Students

If you plan to transfer your child from our school, request a transfer card from the main office. We require 24 hours' notice to prepare transfer records. Please remember that we need your written authorization to send and/or release any records on your child.

Visitors At this time – Masks are required for any entry into our school building. No visits to classrooms will be allowed.

A “visitor” is anyone other than a pupil enrolled in or a staff member employed by the school. All visitors and volunteers are required to report to the main office upon arrival, state their business and get a visitor’s pass. If you wish to visit a classroom, an appointment must be made prior to your arrival. If you are dropping off something for your child, the main office will handle delivery in a timely manner.

Weekly School Information

In an effort to streamline communication between school and home, all school families will receive a weekly email or text with current school information. Parents can also view current information on our school website (weymouthtownshipschool.org). Please notify the office immediately if you are not receiving information from the school.



Staff List

Administration

Ms. Mary Lou DeFrancisco, Interim Superintendent/Principal
Mr. Steven Moran, Business Administrator/Board Secretary
Ms. Helene Fullmer, Supervisor of Curriculum & Instruction
Ms. Maria Palmieri, Supervisor of Special Education & LDTC

School Office

Ms. Linda Quattrone, Secretary
Ms. Dina Parave, Secretary

Board Office

Ms. Donna Ordille, Secretary

Child Study Team

Ms. Maria Palmieri, Special Ed. Supv. & LDTC
Dr. Marianne Pokalo, Psychologist
Ms. Carol Feneli, CST Secretary
School Social Worker
Other Professionals as Appropriate

Certificated Staff

Elementary Grades:

Preschool	Ms. DeFeo & Ms. Mounier
Kindergarten	Ms. Lopez
First Grade	Mr. Quidachay
Second Grade	Ms. Sack
Third Grade	Ms. Ricci
Fourth Grade	Ms. Mottershead

Middle School:

English Language Arts/Math (Gr. 5)	Ms. Coleman
English Language Arts/Social Studies (Gr. 5)	Ms. Merusi
English Language Arts (Gr. 6-8)	Ms. Morrison
Math (Gr. 6-8)	Ms. Salvucci
Science/Math (Gr. 5-8)	Ms. Nelson
Social Studies, Math (Gr. 6-8)	Ms. Smith

Special Education/BSI	Ms. Gianfortune
Art	Ms. Farrell
Music	Ms. Chappius
Nurse	Ms. Wheaton
Physical Education/Health/Social Studies	Mr. Moffa
Technology	
Mr. Henderson	

Instructional Aides	Ms. Jensen	Ms. Merlock	Ms. Needelman	Ms. Nicosia
	Ms. Slamb	Ms. Parave	Ms. Wickliff	

Safe Respectful Responsible

Code of Conduct

Students attending Weymouth Township Elementary School have the right and responsibility to expect a safe environment. Our students progress through the school and into high school building upon the core values and skills of being respectful, responsible, ready for school and safe.

The ultimate purpose of the code of student conduct is the development of self-discipline. We strive to be consistent, firm but fair, and aware of the pride and dignity of all people. We expect students to behave responsibly, to respect the rights and properties of others, and to work cooperatively with all members of the school community. We expect students to follow the code of student conduct and the specific behavioral guidelines established in each class. Students are accountable to all school personnel for their behavior while on school property, at any school-sponsored function, at the bus stop, on the school bus, walking or riding a bike to and from school, in after school programs, or off school grounds, when substantial disruption to the orderly operation of school results. This includes online behavior (that is behavior transmitted by an electronic device).

When a student fails to follow the code, the school staff helps the student to see the relationship between the offense and the related core value. When logical consequences are applied, age-specific parameters are used. The student's developmental needs and history of behavior, as well as the circumstances of the offense are taken into consideration.

To ensure this, the following rules and regulations must be followed:

1. School property belongs to the taxpayer in Weymouth Township. - It is expected that school property will be treated respectfully.
2. Students are expected to comply with attendance policies, be prepared for learning and, follow classroom and school rules.
3. Students are expected to interact with others in a polite and courteous manner.
4. Students are expected to comply with Board Policies governing appropriate dress and the proper use of electronic devices.
5. As per New Jersey law, Weymouth Township School is a smoke-free building.
6. Students are not permitted to chew gum, at any time, on the school grounds or in the school building.
7. Students become the responsibility of school officials when they attend school and therefore are not permitted to leave school grounds without permission of the administration.
8. Each student has the responsibility to respect the personal property of others.
9. Each student has the responsibility to be respectful of others. All students and staff have the right to feel safe from harm and harassment.
10. Students are not permitted in halls, lavatories, or other such areas without permission/pass.
11. Failure of any student to abide by the directions of the school bus driver may result in removal from the bus as well as other disciplinary action.
12. Fighting and harassment will not be tolerated.
13. Students have the right to an education that supports their development into productive citizens and are expected to accept disciplinary consequences with dignity and a resolve to improve one's performance and conduct.

CONSEQUENCES

Failure to follow school and/or classroom rules may result in the following:

- Verbal or written warning
- Exclusion or suspension from social or extracurricular activities
- Teacher detention and/or administrative detention
- Lunch/recess detention
- Loss of school privileges
- Parental phone call/letter/conference
- Suspension

Conduct / Discipline

The following is a partial list of offenses and their consequences and will be considered *guidelines* for violations of school rules. Parents will be informed each time a student is referred to the office for discipline. In some instances, parents may be required to remove the child from the school grounds immediately.

Other offenses may be considered actionable as deemed appropriate by school authorities. These guidelines for discipline implementation are subject to change as per yearly review or governmental mandates. The Chief School Administrator or designee reviews information provided by the referring staff member on the discipline referral form and determines the consequence. In addition, any discipline issue that is referred to administration and involves physical contact with another student will require parental contact via phone and/or a message home.

Infraction	Frequency	Anticipated consequence
1. Fighting	1 st offense	Minimum 1 day suspension
	2 nd offense	Minimum 3 days suspension and parent conference
2. Disruptive Behavior	1 st offense	Detention
	2 nd offense	Detention & parent conference
	3 rd offense	Minimum 1 day school suspension
3. Cheating, stealing or forgery	1 st offense	Detention
	2 nd offense	Detention & parent conference
	3 rd offense	1 day school suspension
4. Insubordination/defiance	1 st offense	Detention
	2 nd offense	Detention & parent conference

5. Leaving class without	1 st offense	Detention
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permission or cutting class		
	2 nd offense	Detention & parent conference
	3 rd offense	Minimum 1 day school suspension
6. Leaving school grounds*		Minimum 1 day school suspension
7. Vandalism—requires full restitution*	1 st offense	Minimum 1 day school suspension
	2 nd offense	3 days school suspension
	3 rd offense	5 days school suspension
8. Tobacco possession and/or use (products will be confiscated)	1 st offense	3 days out of school suspension
	2 nd offense	5 days out of school suspension
	3 rd offense	5 days out of school suspension
9. Drug or alcohol offences (over the counter drugs that are not handled according to the medication policy will be treated the same as controlled drugs) *	1 st offense	As per state statute
10. Weapons *	1 st offense	10 days out of school suspension
	2 nd offense	Expulsion
11. Harassment, Intimidation and Bullying		Please see the HIB policy on the school website or available per request.

* Requires informing police of violation

Please note: All out-of-school suspensions require a conference between the Chief School Administrator and parent/guardian before the student will be readmitted.

Weymouth Township School Dress Code

The purpose of this dress code is to enhance school safety, improve the learning environment, and promote good behavior. Children’s attitudes toward schoolwork and behavior are related to the clothing that they wear. Therefore, we expect clothing and footwear suitable for a working atmosphere and appropriate weather. In order to achieve this goal, the following guidelines are in place:

Shoes

- Students have recess every day; students should wear sneakers or other safe footwear to school daily.
- No flip-flops or open-backed shoes are allowed.

Pants, shorts, skirts

- Pants and shorts need to fit snugly at the waist. Sagging clothing is not acceptable.
- Extremely brief shorts and short skirts are not appropriate or permitted for school. Mid-thigh length or longer is appropriate.

Weymouth Township School Dress Code – continued

Shirts

- Shirts with sleeves are recommended. Halter, tank, and thin-strapped, backless, see-through, short, bare-midriff, cut-out tops and/or strapless attire tops are not permitted.
- Clothing displaying obscene writing or promoting indecent or unacceptable behavior, whether stated or implied, will not be permitted.
- Outer garments that are worn over tights or leggings are to follow the same length expectations as shorts or skirts.

General

- Tops and bottoms must overlap at all times, including when arms are raised.
- Hats, caps, hoods, and other headwear may not be worn during the school unless for school-sponsored activities.
- Jackets and coats (outerwear) may not be worn indoors during the school day.
- Perfume, cologne, body spray and heavily scented deodorants should not be worn to school.

This dress code does not regulate the exercise of an individual's sincerely held religious beliefs.

Weymouth Township Bus Regulations

1. If a parent needs to speak about their child or bus routes, **please contact our school principal.**
2. Seat belts and/or other child restraint systems must be worn.
3. A parent or officially designated adult must be present to receive students in grades Preschool through 4th at the bus stop. If there is no one at the bus stop, the student will be brought back to the school.
4. All seats are assigned by the driver.
5. Be on time at your designated stop. If the bus is missed, transportation must be provided by a parent.
6. Ride on your assigned bus.
7. Wait for the bus to come to a complete stop before getting on or off.
8. Go directly to your assigned seat and remain seated until it is time to be discharged from the bus.
9. Keep hands and head inside the bus at all times
10. Do not eat while riding on the bus.
11. Do not chew gum on the bus.
12. Students are expected to remain seated at all times, no playing or "fooling around" and no throwing things.
13. Be courteous to fellow students and the driver.
14. Nothing is to be placed in the aisle.
15. There is to be absolute quiet when approaching a railroad crossing stop.
16. Do not tamper with the bus or any equipment—any damage done must be paid for by the offender.
17. Students who must cross the highway to reach home shall cross in front of the stopped bus at the signal of the bus driver.
18. Students are expected to conduct themselves properly while on the bus. This means talking in a conversational tone (no singing, shouting or loud talking) so as not to cause confusion and divert the driver's attention.
19. In case of emergency, students are to remain in the bus unless directed otherwise.
20. Any student not planning to ride home on his/her assigned bus must submit a written note from the parent to the school office for approval.

Students may be removed from the bus for misbehavior and transportation must then be provided by the parent. Please note: the student is still expected to attend school when bus privileges have been suspended.

Students who are reported by the bus drivers for an infraction of the above rules will be disciplined as follows and the parent/guardian notified:

- 1st offense - warning
- 2nd offense - removal from the bus for up to 3 days
- 3rd offense - removal from the bus for up to 5 days
- More than 3 offences will be subject to further disciplinary action.

Fighting will be disciplined according to the school discipline code and may result in removal from the bus as well as other discipline.

Playground Rules

1. Use respectful language.
2. Students must obtain permission to be in the building.
3. Play in designated areas.
4. Use equipment in a safe manner.
5. No throwing sand or rocks.
6. Students in kindergarten through 4th grade must walk with a buddy when on the trail.
7. Students may not leave the trail.
8. No one is permitted in the boiler room area.
9. Playground equipment must be used safely. This includes limiting the number of students on an apparatus and playing in the designated area.

Lunchroom Rules

1. Use a conversational tone during lunchtime.
2. Classes will be assigned tables. Students are to sit at their assigned table at all times.
3. No carbonated beverages or glass containers are permitted.
4. Kindergarten, 1st and 2nd graders may purchase only one snack after they finish their lunch.
5. With permission of the staff member on duty, students should use the lavatories across the hall from the cafeteria.
6. Students are expected to clean up after themselves and dispose of trash properly.
7. No food may leave the cafeteria

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