

Washington School Handbook 2022-2023

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School Schedule

Daily Schedule-

8:35 AM: Students begin arriving in the school yard. **For their safety and security, students are to arrive no earlier than 8:35 AM and must be accompanied by a supervising adult.** Students are not allowed into the building and are to remain in line on the playground area until the bell rings. (On inclement weather days, children are permitted to enter the building at 8:35am.) Children are to line up in designated classroom areas and wait for the entrance bell. We request that you wait outside with your child since there will be no direct supervision on the playground before the start of the school day.

8:45 AM: Entrance Bell

10:45 AM – 11:30 AM: Kindergarten and Grade 1 Lunch & Recess

11:30 AM – 12:15 PM: Grades 2 and 3 Lunch & Recess

12:15 PM - 1:00 PM: Grades 3 and 5 Lunch & Recess

3:00 PM: Dismissal Bell

Delayed School Opening- A delayed opening will be used if there is an indication that early morning bad weather will not continue throughout the day. If called, school openings will be delayed by 2 hours.

Grades K-5: 10:45 AM – 3:00 PM

Please do not send your child to school early on days when school is delayed. Supervision will not be provided.

Early Dismissal Hours- There are several scheduled Early Dismissal Days, please check the School Calendar for the exact dates.

Grades K-5: 8:45 AM – 1:00 PM

School Closings/Delayed Openings- If the schools are to be closed or delayed due to hazardous weather conditions, phone, email, and text notification will be made through the School Messenger system, and an announcement may be made on WOR-AM, WDHA-FM; Comcast Cable Channels 35 & 36, and Channel 5's "Good Day New York". In addition, one long blast on the fire sirens will be sounded at 6:45 AM and 7:45 AM and posted on our district website: CWCBOE.org. *Do Not Telephone The Police Departments For This Information!!* If you have any further questions, you may call your class parent or the district emergency number, 226-1663. **Our District utilizes a "School Messenger" system** which allows our district to contact parents in case of an emergency. Phone numbers for School Messenger are taken from the Genesis student information system.

School Calendar/"Washington Weekly" Friday Reminders- In addition to our district calendar available on the district website, a Washington School Calendar with dates of particular interest to Washington School is also available.

"Washington Weekly" is sent via email each Friday with important dates and notices. Any important flyers will be sent in an email as needed when school is in session.

Home School Association (HSA)- Every parent of a Washington School student is welcome to become a member of the Home School Association (HSA). Membership dues are twenty dollars per family. Every member is welcome to attend monthly meetings of the HSA. The monthly meetings are held in the auditorium. Volunteers for our many committees, events and ongoing services are always needed and are most welcome. Information concerning volunteering is only a phone call away. Please see our list of officers and committee chairpersons and watch for *"Washington Weekly"* concerning volunteering.

Executive Board & Committee Chairs - Information can be found on the HSA Website:
<https://www.cwcboe.org/domain/647>

The Caldwell-West Caldwell Board of Education

The Board of Education meets on the first and second Mondays of the month at the Harrison Administration Building at 7:30 PM. The public is always welcome and encouraged to attend.

Goals of the Caldwell-West Caldwell Public Schools

Please see the district website for information on the district's Mission, Values, Vision, Strategic Plan, and Goals:
<https://www.cwcboe.org/Page/6470>

Elementary School Code of Conduct

I. Statement of Beliefs

We acknowledge that people progress through stages of moral development over time and that differences may exist between individuals within groups.

We believe it is the parent's responsibility to teach children "right" and "wrong" and it is the school's responsibility to nurture that development. We believe that clear standards and behavioral expectations are essential to social order, individual rights and effective public schools.

It is the responsibility of the school and family to set examples in matters of honesty, fairness, courtesy, kindness, orderliness, industry and respect, and to teach:

- An understanding of, and respect for, the integrity, opinions and ambitions of others.
- A respect for constitutional, legal and human rights of others and for the preservation of American ideals.
- An appreciation of the dignity of work and worthwhile accomplishment.

II. Student Responsibilities

In an effort to establish a learning environment that is orderly, free of distractions and that engenders tolerance, students will be held responsible to:

- Be courteous to others at all times.
- Refrain from using abusive language.
- Care for and protect school property.
- Follow directions the first time they are given.
- Clean up work or eating space when finished.
- Refrain from inappropriate physical contact.
- Be on time and attend class regularly.

III. School Procedures for Student Discipline

Effective behavior codes provide children with opportunities to learn from their mistakes and to develop self-discipline. Flexibility is an important code characteristic that allows a range of responses to misbehavior. The following variables should be considered when attempting to determine the most appropriate consequences that will increase a child's ability to learn from his/her experiences and to make good decisions:

- a) The age of the child.
- b) Previous behavior.
- c) Seriousness of the infraction.
- d) Influence of provocation.

Accountability in the form of progressive consequences is directed at the misbehavior and not the child. Consequences of failing to demonstrate responsible behavior range from a warning or reprimand to suspension from school. Included within that range of consequences are such behavior control strategies as:

Warning or reprimand
Recess detention(s)
Elimination of certain school privileges

Parent conference(s)
Sidelining
In-school suspension(s)
Lunch detention(s)
After-school detention(s)
Out-of-school suspension(s)
Referral to the Principal's office
The assignment of a written statement of apology

Parents will be notified of any serious breach of school rules or continued misbehavior. Violent behavior, vandalism and insubordination to adult authority will result in a parent contact. A parent conference with the principal will be required with in- or out-of-school suspension(s) or if detentions prove ineffectual.

The success of any school-imposed disciplinary action is to a large extent dependent upon the full cooperation of the home. Teachers are expected to deal with the classroom discipline problems in a manner which reflects a positive attitude towards students and reinforces the policies of the Board of Education. In the event a problem arises which extends beyond the control of the classroom teacher, a student will be referred to the principal for disciplinary action.

There are certain behaviors that are inappropriate regardless of where they occur. Those behaviors require administrative intervention, as they impact on the quality of school life for students, teachers and visitors. All students responsible for these behaviors will be directed to the office.

Harassment, Intimidation or Bullying

The Caldwell-West Caldwell Schools expect pupils to treat each other with civility and respect, and will not tolerate acts of harassment, intimidation or bullying. As with other disruptive or violent behaviors, this conduct interferes with a pupil's ability to learn, as well as with his/her social/emotional development and a school's ability to educate its pupils in a safe environment. The Caldwell-West Caldwell Board of Education prohibits acts of harassment, intimidation or bullying against any pupil.

The Caldwell-West Caldwell Board of Education has approved a revised policy which places the district in compliance with New Jersey's legislation regarding harassment, intimidation and bullying prevention. All parents have been provided with the full text of the district's revised policy on the district website as of September 2022.

Security and Crisis Plan

While the Caldwell-West Caldwell Schools are located in an area of relative safety, it remains essential that we plan preventative measures for student and staff security and initiate responses if a safety violation occurs.

The Board of Education has made safety and security a priority district goal and has charged the administration to develop specific plans for implementation. The following information summarizes the procedures that are currently enacted within our school and how they will affect parents.

I. Security Plan

a. Locked Doors

All exterior doors at Washington School are locked at all times, unless maintained by a Staff Member.

Entry to all buildings by parents during the school day is through the designated main entrance.

At Harrison School, all student occupied classrooms are locked from the outside and children are supervised by adults outside the classroom.

b. Visitor Access

At the elementary and middle schools, parents are directed to press a doorbell that will ring in the main office. A camera at the entranceway transmits to a television monitor in the main office so that the office staff can see the parent. Two-way communication allows for questioning before the door lock is released. Parents entering the building will be directed to the vestibule to sign in, receive a Visitor's Pass and confirm their appointment.

c. Identification Badges

All district employees, including substitute teachers and contracted personnel, are required to wear identification badges during work hours to verify their status.

II. Crisis Plan

While our security plan attempts to prevent safety violations, our *Crisis Management Plan* directs the action to be implemented if a violation actually occurs.

Our *Crisis Management Plan* covers the following emergencies

- a. Bomb Threat:
 1. Suspicious Packages
 2. Hazardous Materials/Toxic Spills
 3. Disturbances/Demonstrations
- b. Intruders in the Building
- c. Weapons in the Building
- d. Hostage Situation
- e. Kidnapping
- f. Self-harming Behavior
- g. Medical Emergencies
- h. Natural Disasters
- i. Untimely or Accidental Death

The *Crisis Management Plan*, which is reviewed and updated annually, was written by school officials, in consultation with local police, fire and emergency management personnel, and follows State and Federal guidelines. Due to the inclusion of safety-sensitive information, the document is not available for public inspection. The *Crisis Management Plan* includes evacuation procedures if students need to vacate the school. For extraordinary circumstances, students might be brought to off-site locations in the community for their safety. Arrangements have been made with local institutions for this purpose. Parents will be notified by the district's automated telephone calling system with pick-up information. **Please keep your emergency contact information current with your child's school.**

Some emergencies will require a lockdown or building containment response when the children will be held within the locked school building. During these emergencies, the security procedures will not allow any parents or visitors into the building until the situation is resolved. If a lockdown procedure is implemented, parents will be notified in detail via letter and email about the situation as well as receiving the automated telephone call upon resolution of the situation.

Again, it is essential to provide the school with accurate and current email information if you wish to receive emergency communication via this method.

Security drills, often observed by the police departments, are conducted monthly at each of our schools.

Under State law, effective November 1, 2011, all schools engage in one fire drill and one security drill each month. Records of each drill are kept in the Principal's office.

General School Information

Absences and Late Arrivals- To report an absence, call 973 228-8941 anytime after the close of the school day until the opening of the next school day at 8:45 AM. There is a recording specifically made for this purpose. Please state your child's name, teacher's name and reason for absence, i.e. what type of sickness (cough, cold, fever, intestinal virus, etc.) or personal day. This call is very important to us because we are most concerned with your child's safety and must know that he/she is safe. If we don't hear from you, you will most certainly hear from us! We would appreciate your cooperation in this manner.

Students arriving after 8:45 AM are to enter through the main doors of the school and report to the office. **They will be marked late for that day.** Repeated lateness disrupts the educational process for all students and will not be tolerated. Entrance to the school after 8:45 AM will be through the main front doors.

Early Pick-Up From School- Email the Nurse, Secretary and Classroom teacher in anticipation of your child being picked up early. Please indicate who is picking up the child and at the approximate time. When you are picking up your child, please report to the main office at the appointed time, which allows for safe dismissal without disrupting classroom activity.

Departure From School- Students are dismissed by class at 3:00 PM. If you will be late picking up your child, please notify the office **prior to 2:45 PM** so that we may have your child wait for you. Please instruct your child that in the event you are not there to pick them up, they are to report to the office and let the secretary know that their parent is late. Arrangements for playdates and other changes to after-school pick up must be arranged before the school day. Instructional time will not be interrupted to deliver such messages.

Appropriate Dress- Although there is no formal dress code at Washington School, we encourage children to wear clean, comfortable clothes. The wearing of short shorts, muscle shirts and bare midriffs is discouraged. It is important to not let children wear good jewelry to school as it must be removed in order to work with clay, paper-mâché, etc., and can become damaged or lost during physical education or recess. The wearing of hats indoors is not permitted, for either girls or boys, except on designated hat days. Appropriate footwear, such as sneakers, allow for full student participation in lunch and class recess as well as physical education class. **Flip-flops are not appropriate dress for school.**

Assemblies- If you are planning to have siblings attend a morning promotion or musical performance of our students, please send a note or an email to the office one day prior to the performance. Your child can then go directly to the performance with you, which will greatly minimize interruptions to classroom instruction.

Change of Address- Please notify the school office immediately if you have a change of address or phone number, or if anyone listed on your emergency card had a phone number change.

Class Trips- Parents are required to sign a permission slip prior to each class trip. Several parent chaperones are selected to help with each class trip. (Please note that preschool siblings cannot be accommodated on class trips).

Extended Day Childcare- Before- and after-school child care is available through the Champions program: <https://www.cwcboc.org/domain/1014> The before- and after-school programs are housed in our school.

Student Health Guidelines

In an effort to safeguard your child's health and the health of all the children in our school, please review the following health related information. Please save this information, as these guidelines should be used as a reference point to aid you in making a sound decision in whether or not to send your child to school.

Please assess your child's level of wellness before sending him or her to school. Your cooperation in this regard will help to stop the spread of infection among students and staff.

Strep Throat- Students may return to school 24 hours after the first dose of antibiotic therapy has been started, in accordance with your doctor's orders. The student must feel well enough to attend school and must not present with any other symptoms, such as an elevated temperature. All cases of strep must be reported to the school nurse.

Fever- As per State Regulations, students may return to school when his or her temperature has been less than 100 degrees for at least 24 hours, without having taken medication to lower the temperature. If this is not the case, the child should remain at home. Please do not give fever reducing medication prior to sending to school.

Head Cold/Nasal Congestion- The student should remain at home if he or she is too uncomfortable to complete class work and participate. *Update - Check with the school nurse for guidance as this is a Covid symptom.*

Vomiting/Diarrhea- If your child is sent home from school due to vomiting or throws up during the night, he or she should not be in school the next day. Students should be symptom free for a full 24 hours and able to hold down food and fluids before returning to school. *Update - Check with the school nurse for guidance as this is a Covid symptom.*

Skin Rash/Lesion- If your child exhibits a skin rash/lesion of undetermined origin, please consult your physician before sending your child to school. A doctor's note may be required to return to school.

Conjunctivitis- If your child has the symptoms of conjunctivitis, they will be sent home from school. If treated by a physician, the student can return to school after 24 hours, if symptom free.

COVID-19/SARS-COV-2 - Please contact the school nurse directly if you have questions about exposure or quarantine.

Chickenpox- The child may return to school when all lesions are dry or upon written release from the doctor.

Injuries/Emergency Room Visits- All students who are injured, whether at home, school or during recreation sports, require written medical clearance from the doctor to return to school. Students who are seen/treated in the emergency room should obtain a written note from the doctor stating that the student is able to attend/return to school. The emergency room discharge papers do not qualify as a doctor's note and do not provide clearance to return to school. When returning to school, the student is to report to the main office, with the doctor's note, prior to going to the classroom.

Students who return to school with casts, air casts, crutches, splints, arm slings, wheelchairs, walkers, canes and/or immobilizers require a written doctor's note that includes:

1. student may return to/attend school
2. any restrictions from physical education and lunch/class recess
3. confirmation from the physician that the student has been properly instructed in the use of crutches, walker, cane or wheelchair, if applicable

Stitches/Staples- Students who return to school with stitches should provide a written note from the doctor that includes:

1. student may return to/attend school
2. any restrictions from physical education and lunch/class recess

Surgical Procedures- Any students, who return to school after a surgical procedure, requires a written doctor's note that includes:

1. student may return to/attend school
2. any restrictions from physical education and lunch/class recess

Medication Policy- In the event that your child is required to receive ANY medication at school, the following policy must be adhered to:

1. Only the school nurse or parent can dispense medication. Exceptions are inhalers, epinephrine, insulin or any other medications to treat life threatening conditions which can be self-administered when indicated by physician order.
2. ALL medication must be in the original, prescription-labeled container from the pharmacy.
3. The prescribing doctor must provide written instructions to dispense the medication at school, including the time the medication is to be given.
4. The parent must provide written permission. Forms are available in the nurse's office or on the nurse web site.
5. This policy applies to all medication including over-the-counter medications.

Physical Examinations- All new students, including Kindergarten and transfer students, are required to have a physical examination by their family health care provider and submit the documentation of this exam to the school

nurse. It is also highly recommended that physical exams be repeated in grades 4, 7 and 11. Physical Exam Forms can be obtained in the nurse's office.

Immunizations- The State of New Jersey requires certain immunizations for all students. Please provide a doctor's note when your child receives an immunization that includes the month, date and year it was given.

Health Records/Annual Screenings- Health records are maintained on all students. Screenings will be conducted annually, according to State Guidelines. Parents will be alerted to any concerns or suspected abnormalities arising from screenings. If you have concerns, please contact the school nurse.

Animals- Animals are NOT permitted in school for any reason, except for service animals and animals permanently housed in the classroom.

Accident Insurance Option- We encourage the purchase of accident insurance for each student, in case of injury. Information on accident insurance is sent home with each student at the beginning of the school year.

Caldwell-West Caldwell Public Schools Homework Policy

Homework- Homework is assigned to reinforce concepts introduced in the classroom. The following is the school district's homework policy.

The Caldwell-West Caldwell Board of Education realizes that cooperation between the home and school is essential to student achievement. Therefore, it is expected that parents be active participants with the school and share responsibility for outside-of-class or homework assignments. While parents may at times be directly involved in the learning process, generally, they should provide supervised time and an environment conducive to learning. Homework is viewed as an excellent opportunity for families to work together in a constructive, satisfying and academically productive way. It will strengthen both the family's guidelines for parents and suggest activities. Parents, students and teachers shall be made aware of the school's expectation for outside-of-class assignments at the beginning of each school term.

The purpose of homework is to provide reinforcement, instill motivation, develop positive study habits and serve as a learning link between the home and school. Homework shall be given for a particular instructional reason and shall be related to a curriculum goal or learning task. Homework shall be checked promptly and students shall be given feedback upon completion of each assignment. Long-term assignments shall be checked periodically and procedures for checking homework shall be applied consistently.

As a general guideline, students are to devote a minimum of ten minutes, incrementally, per grade per day during the school week to homework (i.e., grade 3 = 30 minutes). Additionally, parents are encouraged to read to and with their children 20-30 minutes per night. Parents should also preview and review homework and monitor long-term assignments where appropriate. Homework shall be coordinated within each faculty to avoid duplication and excessive assignments. During the school week, it is expected that homework will take precedence over non-school or non-academic activities. Please contact your child's teacher if you feel your child is not regularly completing homework assignments in a reasonable length of time.

It is the school's responsibility to provide specific homework assignments for only those absences that are legally excused, such as religious holidays. Teachers shall be available to assist students with both in- and outside-of-class assignments. Homework shall not be assigned for disciplinary purposes. In the event of extended illness, a parent may request that homework be provided for completion at home. Missed work will not be provided for a single day's absence, nor for family vacations taken which do not coincide with school vacation days.

E-mail- An effective means of parent-teacher contact is through e-mail. Use the teacher's **first initial and last name**, then **@cwcboc.org** (i.e., JGerdy@cwcboc.org). Links to staff emails can also be found on the school website at www.cwcboc.org/Washington. Teacher websites can be accessed through links from the staff page.

School Staff- Staff information can be located on the CWCBoc website:

<https://www.cwcboe.org/site/Default.aspx?PageType=1&SiteID=361&ChannelID=378&DirectoryType=6>

School/HSA Notices- One of the most effective communication devices we have is email. At Washington School, we distribute almost all school and HSA notices through email. The majority of HSA notices are distributed on Mondays. If you have not done so, please submit your email address to the school office. **Please inform the school office if your email contact changes so that we may continue to contact you.**

Directory of Students & Families / Class list- Class list are viewable via the [Directory Spot website](#) and smartphone application.

Lost & Found- Washington School has a Lost & Found inside the first grade doorway (down the steps from the Multi-Purpose room). Parents are urged to label all articles of clothing, lunch boxes, bags and other personal items with the child's first and last names. Unlabeled items are often permanently lost. Please check Lost & Found for missing items! Unclaimed clothing is donated to various collection agencies periodically throughout the year.

Parent-Teacher Conferences & Report Cards- A formal Parent-Teacher conference is held in December and is an important part of the communication between teachers and parents. Report cards for all grades K-5 are distributed in November, March and June.

Safety

Blacktop/Playground- Please bring your child to school so that he/she arrives a few minutes before 8:45 AM. The playground is not supervised before 8:45 AM, so it is safest for children to come right before school opens and to depart immediately when school is dismissed. Children must line up according to class, in the areas so designated.

Please remain with your child prior to 8:45 AM. In seriously inclement weather, the children are permitted to enter the building at 8:35 AM. A raindrop flag will be displayed to indicate when students may enter the front two doors at 8:35 AM.

Walking- Please instruct your child to use the sidewalks at all times and to cross only at designated crossing areas under the direction of the Crossing Guards and Safety Patrols. Crossing Guards are on duty in the morning until 9:00 AM and in the afternoon until 3:30 PM.

Automobiles/Parking- Drive carefully and slowly whenever you are near or around our school. Please do not park or pull over where the curb is painted yellow or where NO PARKING signs are located. Please do not block driveways. **Parking in the school parking lot is for staff only between 8 AM and 4 PM.** Entering the lot during arrival and dismissal times endangers the safety of our children and we ask you not to enter – even to drop off children.

*****Please park only in designated areas!*****

Playground Equipment- The playground is for the use of Washington School students. Younger siblings and friends are not permitted on the equipment during school hours.

Bicycles- Students are prohibited from riding their bicycles to school until the fourth grade except if accompanied by a parent or other authorized adults. Parents are responsible for arranging for adult accompaniment to and from the school site. Appropriate bicycle racks will be provided in each school. The Board of Education, however, in providing this service (bicycle racks) does not, in any way, assume responsibility for the safety or safekeeping of such bicycles. It is strongly recommended that all parents provide their children with appropriate safety locks and/or chains in order to adequately insure, as much as possible, the safekeeping of their children's bicycles. Each elementary school shall provide appropriate bicycle safety instruction for students entering fourth grade.

Celebrations at School- Birthdays are celebrated at school in various ways including the announcement of birthdays over the daily announcements. No food is to be sent in for birthdays. At times, students will be instructed to bring in their own individual special snack for a class celebration.

Restricted Items- Dangerous equipment such as **hard balls, tennis rackets, hockey sticks, lacrosse sticks, wooden, metal or taped bats** are not permitted on school grounds during school hours. Any such equipment brought to school will be confiscated and returned to parents. Ball playing must be done in areas away from walkways and lining up areas.

Electronic games and any type of playing or trading cards are not permitted in the school. Any smart watches are to be left in backpacks until use after school.

Dangerous Objects- Children are not permitted to carry any sharp objects to school such as pocket knives, razor blades, etc. Possession of dangerous objects is grounds for suspension. The making and/or throwing of snowballs is also prohibited.

Visitors- All visitors, including invited guests and parents, must report directly to the office upon arrival into school and wear a "Visitor's Pass" during their visit. Please check in with the secretary or principal. Parents may not make unscheduled visits to classrooms, causing interruptions to the learning environment. Appointments to visit or speak with teachers and school personnel can be arranged by contacting the school office during school hours. Calling or emailing ahead and making an appointment ensures that school personnel will be available to meet with you.

School Lunch Program- The school lunch period is 45 minutes long. This allows approximately 20 minutes for eating and 20 minutes for recess. While most children eat at school, they may also leave the building to eat at home. Parents who wish to have their children go home for lunch should inform the teachers in writing. A lunch program is available. Additional information about menus, cost, etc., is available on the district website. Contact the school if further information is needed.

Specials

Art- Each class receives one period per week of art. Children are asked to bring a garment to wear, such as a smock, to protect their clothes from paint, etc.

Library- Washington School has an excellent library which is open to students during regular school hours. Children may borrow books, tapes and pictures for use at home. Parents should ensure that school library materials are returned on time and are in good condition. All books are checked out for one week (except encyclopedias which are loaned overnight). At the end of the week, the books are to be returned or they may be renewed for an additional week. Kindergarten and first grade students take out one book; second grade, two books; and third through fifth grade may take out three books. All books must be returned before checking out more books. Children are encouraged to keep their library books in the same place at home each week. This helps children and parents to keep track of what they have checked out. During the week, it would be a wonderful experience to read your child's library book with him or her. Volunteers are always needed to help the media specialist with daily tasks.

Music- A period of vocal music per week is provided for each class. In addition to the vocal music program, instrumental music lessons are available in Washington School. Violin instruction starts in second grade; woodwinds and brass, in fourth grade. An assembly during which the available instruments are demonstrated is held for grades third through fifth. Children are given application forms if they are interested in learning to play any of the instruments.

Physical Education- In addition to physical education provided by the classroom teachers, the children have a physical education period twice each week. The children are required to wear sneakers for all physical education classes taught in the gym.

World Language- A certified Spanish teacher provides Spanish instruction for each second, third, fourth and fifth grade class. In addition to one lesson a week, a monthly review lesson is also provided. K-first grade students receive World Language instruction infused into their day.

Student Services

All students with disabilities who are in need of special education and related services, including students with disabilities attending non-public schools, regardless of the severity of their disabilities, are located, identified and evaluated according to N.J.A.C.6A:14-3.3.

1. Before a student who is experiencing educational difficulties or a student who may be disabled but is advancing from grade to grade is referred to the Child Study Team, reasonable attempts shall be made to address the student's educational problem(s) by interventions in the general education school program.

The student's teacher(s), parent or adult student will submit concerns to the principal (K-5) or guidance counselor (6-12).

The principal or counselor shall circulate the Intervention and Referral Services to appropriate school staff. The student's teacher(s) shall maintain written documentation of attempted interventions, duration and effectiveness of the intervention(s). These are reviewed by the principal (K-5) or counselor (6-12) and additional interventions developed.

Following a specific time period, if concerns prevail, a copy of the written documentation of the implementation and effectiveness of the interventions shall be forwarded to the Intervention and Referral Services. The student's parent(s) shall receive a written copy of the documentation.

The Intervention and Referral Services members may recommend further general education interventions, modifications and family supports, or make a referral to the Child Study Team.

Following a specified time period, if documentation indicates that all general education interventions have been attempted and concerns remain, the principal (K-5) or counselor (6-12) will immediately refer the student to the Child Study Team and forward all general education intervention documentation to the Child Study Team Chairperson. Simultaneously, the principal (K-5) or counselor (6-12) will notify the student's parent(s) of Intervention and Referral Services action.

Upon receipt of written referral from the Intervention and Referral Services, the Child Study Team will review the documentation from the Intervention and Referral Services, date stamp the referral with the date received and assign an interim Case Manager. The interim Case Manager, within 20 calendar days, excluding school holidays, but not weekends or summer vacation, will schedule a planning meeting.

2. General education interventions are not a prerequisite to an initial evaluation when: it can be determined that the nature of the student's educational difficulties is such that an initial evaluation is warranted without undue delay; or

The parent submits a written request for an initial evaluation. Such a request is considered a referral and upon receipt will be date stamped with the received and forwarded immediately by the principal (K-5) or counselor (6-12) to the Child Study Team Chairperson.

In addition to services provided to students who have been determined to have disabilities, additional services to students in our elementary schools include the.

Counseling services are available for elementary students through **The Bridge**. Bridge counselors provide counseling services to groups or individuals who are experiencing difficult interpersonal, school-related and/or home situations. Parents are always notified of counseling.

Cell Phone Usage- Elementary school students who bring cell phones to school must turn them off during school hours. Cell phones which ring during the school day or are used to make outgoing calls may be confiscated by teachers or administrators and will be returned to a parent at the end of the day. Under no circumstances may cell phones be used for picture-taking at school.

Student Use of Telephone- Student use of the classroom or office telephone is discouraged except when genuine need is proven. It is not permitted for social reasons. Likewise, we encourage parents to arrange social opportunities before school begins and not to call school to inform students of such arrangements. Classes will not be interrupted to deliver telephone messages other than in an emergency.

Use of Calculators- All students in grades first through fifth will be taught the effective use of calculators in the mathematics curriculum. Calculators will not be used indiscriminately in the classroom and will not be used as a substitute for learning basic skills to compute mentally, or to do reasonable paper and pencil computation. Calculators will be used to help students explore and analyze mathematical relationships and to compute for word problems.

Counselor- Washington School's counselor is Mrs. Emily Polizzi. Mrs. Polizzi will be providing the following counseling services at Washington:

- Classroom guidance lessons
- Small groups
- Individual student sessions
- Mediation/conflict resolution
- Collaboration with teachers, administration, other school support staff and families
- Provision of community resources and referrals

Please feel free to reach out with any questions or concerns:

Email - epolizzi@cwcboc.org

Phone - (973) 228-8941 x6613

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