



**WASHINGTON
TOWNSHIP**
SCHOOL DISTRICT

WASHINGTON TOWNSHIP
SCHOOL DISTRICT

Parent & Student Handbook

2026 – 2027

Brass Castle School · Port Colden School

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Policies and procedures are as of August 1, 2026. Updates may be required during the school year.

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1 WELCOME

Welcome to the 2026-2027 school year.

We are looking forward to working with you and your child. Our two schools serve about 450 students in PreK through grade 6, and that size is our advantage — the people named in this handbook are here to support your child.

Educational research is consistent on one point: student achievement rises when school and home communicate. So talk to your child about school, ask about ongoing projects, help with homework when it makes sense, and stay in contact with your child's teacher. That last one matters more than any of the rest.

Our mission

It is the mission of the Washington Township School District to provide a high-quality, comprehensive education that nurtures the whole child and prepares them for a lifetime of learning and success. We are committed to creating a safe, caring, and inclusive environment where every student is valued and respected. Through a rigorous, standards-based curriculum and innovative instructional practices, we strive to foster a love of learning and inspire our students to achieve their full potential. We believe in the importance of strong partnerships with families, community organizations and other stakeholders to promote student success and well-being.

How to use this handbook

Please read this handbook with your child, to the level your child can understand, and then acknowledge it in the **OnCourse Acknowledgement** section.

The handbook is organized by topic, in roughly the order questions come up during a school year. Three ways to find something:

- **The Table of Contents** lists every section.
- **The A-Z Index** in Appendix A lists every topic alphabetically. If you know the word, start there.
- **The Quick Reference** in Appendix B has every phone number and deadline on one page.

Section 12 is written to your child, not to you. Read it together if your child is old enough to follow it.

What this handbook is, and what it is not

This handbook summarizes Board of Education policy and applicable law. It does not replace either one. Where this handbook and Board policy disagree, **Board policy governs**. Where either disagrees with state or federal law, **the law governs**. Board policies are posted at www.washtwpsd.org.

Policies and procedures in this edition are current as of August 1, 2026. Updates may be required during the school year.

We welcome your questions and suggestions. Please do not hesitate to call us.

2 WHO TO CONTACT

Start with the teacher. Almost every question about your child is answered fastest by the person who sees your child all day. Section 10.1 explains what to do if that does not resolve it.

District Office

Office	Contact
Superintendent & Director of Child Study Team — Keith T. Neuhs	908-689-1119 x1602
Business Administrator / Board Secretary — Eva Preuett	908-689-1119 x1606
Transportation Coordinator — Rachael Rhinehart	908-689-1119 x1601
Board of Education Office	One East Front Street, Washington, NJ 07882
District website	www.washtwpsd.org

Schools

School	Contact
Brass Castle School — PreK, Kindergarten, Grades 4-6	16 Castle Street, Washington, NJ 07882
Principal & Preschool Coordinator— Susan Wardell	908-689-1188 x3603
School Nurse – Jacqueline Henderson	908-689-1188 x3607
Absentee line	908-689-1188 x1
Port Colden School — Grades 1-3	30 Port Colden Road, Washington, NJ 07882
Principal & District Testing Coordinator— Jessica K. McDonagh	908-689-0681 x2503
School Nurse – Sandra Dantzler	908-689-0681 x2507
Absentee line	908-689-0681 x1

Student services

Role	Contact
Child Study Team Office	908-689-0681 x2610
Section 504 Coordinator	Keith T. Neuhs

Role	Contact
Anti-Bullying Coordinator — Deborah Tierney	908-689-1188 x3611
Anti-Bullying Specialist — Jennifer Borusovic	908-689-1188 x3685
Affirmative Action Officer / ADA Coordinator	Jessica McDonagh
McKinney-Vento Liaison	Keith Neuhs
Attendance Officer	Jessica McDonagh

Board of Education

Member	Role
Karen Graf	President
Edward S. Kemp, Jr.	Vice President
Jennifer Knittel	Member
Jasmine Francisco	Member
Amie Beyrent	Member
Nick Riess	Member
Robert Yench	Member
Keith T. Neuhs	Superintendent
Eva Preuett	Business Administrator

Email

District email addresses are the first letter of the first name followed by the last name, as one word, **@washtwpsd.org**. A few staff are exceptions; the district website has the complete list.

3 THE SCHOOL DAY

3.1 Hours

	Brass Castle PreK, K, Grades 4-6	Port Colden Grades 1-3
Doors open, supervision begins	8:30 am	8:45 am
Students must be in homeroom by	8:50 am	9:05 am
Dismissal	3:10-3:25 pm	3:25-3:40 pm
Early dismissal days	12:50 pm	1:05 pm
Delayed opening — doors open	10:00 am	10:15 am

Please do not drop students off before doors open. There is no supervision before 8:30 am at Brass Castle or 8:45 am at Port Colden, and the doors are locked until then. A child dropped off early is a child standing outside alone.

Before-care is available through AlphaBEST — see Section 10.7.

Need to change your child's dismissal plan for the day? Families can request dismissal changes through the district's Pick Up Patrol app (www.pickuppatrol.net).

3.2 Attendance

New Jersey law (**N.J.S.A. 18A:38-25** and **18A:38-26**) and Board Policies 5200 and 5230 require children between 6 and 16 to attend school regularly.

Regular attendance is the single strongest predictor of how a child does in school. Frequent absence and lateness affect progress in ways that are hard to undo later, and the effect compounds year over year. Please make every effort to have your child here.

Reporting an absence

Call the nurse's absentee line the morning of the absence. The line takes messages 24 hours a day.

Brass Castle	908-689-1188 x1
Port Colden	908-689-0681 x1

Every absence needs either a call to the absentee line **or** a brief written note to the teacher, signed by a parent or guardian, stating the reason.

If we have not heard from you and your child is not here, the health office will call you. This is a safety check, not an accusation — we want to know your child arrived somewhere.

Please tell the nurse promptly about changes to emergency information, and tell the office about changes to custody, childcare, address, or phone.

Excused absences

The Board considers the following reasonable cause for absence:

- Illness, or quarantine
- Recovery from an accident
- Death in the family
- Religious holiday observance
- Attendance at a school-sanctioned activity

If your child is absent three or more consecutive days, please send a doctor's note when they return.

Your child must be fever-free for 24 hours, without fever-reducing medication, before returning to school.

Religious holidays

A student absent to observe a religious holiday is marked **excused**, cannot be penalized, and must be given the chance to make up any test missed. The absence is not recorded on any transcript or application. All you need to provide is a written, signed excuse.

The Commissioner of Education publishes a list of religious holidays for which students must be excused. That list is a minimum — the Board may add any bona fide religious holiday. The current list is available at the district office.

Making up work

Students are expected to make up work missed, in most cases within the same number of school days as were missed. Where an absence is planned, please arrange with the teacher **before** it happens.

3.3 Lateness

Students must arrive on time. A child who arrives after the late bell reports to the Main Office before going to class.

Please remember that arriving on time and staying until the end are both part of the school day. A child who misses the first fifteen minutes every day misses about nine full school days a year.

3.4 When absence or lateness accumulates

The Attendance Officer will contact you in writing when a student reaches **5, 10, and 15** days of accumulated absence or lateness, for any reason.

Past **20** accumulated days, the Attendance Officer and administration review the case and decide whether legal action is appropriate. Legal action requires a court appearance and a possible fine for each day of unexcused absence. This process is adjusted for known excused absences.

This is not meant to be punitive. The letters exist because attendance problems are much easier to solve early, and because by the time a child has missed twenty days, something is usually going on that we can help with. If you get one of these letters, please call us. We would rather help than escalate.

3.5 Leaving school early

Sometimes a child has to leave early. When you know in advance, please send a written request stating the reason. Justifiable reasons include medical or dental appointments that cannot be scheduled outside school hours, medical needs, family emergency, court appearance, and other good cause acceptable to administration.

No student is released before the end of the day unless a parent, guardian, or listed alternate contact comes to the school office in person. We will not release your child to anyone not on the list, and we will ask for identification.

3.6 Emergency closings and delayed openings

School may close or open late because of weather, power failure, or another emergency.

You will hear from us through the **School Messenger Alert System**, so please keep your phone number current every year. Closings are also posted on the district website at www.washtwpsd.org and on the school phone announcement.

Please plan ahead:

- If you are not home when children arrive, arrange supervision. Do this before you need it.
- Have an alternate plan in case we cannot reach you and no one is home.
- **When school closes early, all after-school activities are cancelled.**

4 LEARNING AT WASHINGTON TOWNSHIP

4.1 Curriculum

Our core curriculum is aligned to the New Jersey Student Learning Standards. Art, music, world language, and an integrated health and physical education program are part of the academic program, not additions to it. Staff development is built around those standards as they relate to our students.

4.2 Enrichment

We believe students learn in diverse ways and that every student has the right to an education that helps them develop their potential. Enriched curriculum and activities should both challenge students and help them build on their strengths.

Our enrichment programming focuses on independence and responsibility — decision-making, time management, working in groups, higher-order thinking, and the desire to share your abilities with others.

Enrichment happens four ways.

School-wide enrichment

After-school clubs let students extend the school day in areas of interest. Club information is on the district website. Annual school-wide themes generate activities all students take part in: Read Across America, Black History Month, Fire Prevention Month, Week of Respect, and School Safety Week.

Classroom enrichment

High-interest, curriculum-focused activities unique to each grade level.

Sixth graders perform community service through our Senior Program and volunteer as helpers and role models for younger students. Fifth graders take part in the LEAD Program, run in partnership with the Washington Township Police Department.

Differentiated instruction is used at all grade levels — literature circles, writer's workshop, portfolio development, learning centers. Classroom teachers and specialists plan collaboratively. Projects and field trips extend learning beyond the classroom.

Focused enrichment

Pull-out activities during the school year in various areas of interest and ability. With your consent, students and teachers set a schedule so that minimal classwork is missed.

Students must meet the matrix standard each year to remain in the program.

Area	Grades	How eligibility is determined
Math, Science, Reading, Writing	K-1	Teacher recommendation or parent request for testing
Math, Science, Reading, Writing	2-3	Standardized test scores (benchmarks) and teacher recommendation, on a weighted matrix

Area	Grades	How eligibility is determined
Science	4-6	Standardized test score (if available), prior year science grade, teacher recommendation, on a weighted matrix
Language Arts — Reading	4-6	Standardized test scores and teacher recommendation, on a weighted matrix
Language Arts — Writing	4-6	Standardized test scores and teacher recommendation, on a weighted matrix
Math	4-6	Standardized test scores and teacher recommendation, on a weighted matrix

The Screening Assessment for Gifted Elementary Students (SAGES) may also be used.

Interest-area focused enrichment may include:

Activity	Grades	Notes
Instrumental Music	5-6	Panther Band and Blue and White Band. Grade 4 availability varies by year.
Chorus	5-6	Winter and spring concerts. Availability varies by year.
Battle of the Minds	5-6	Average of math and language arts standardized scores, plus teacher recommendation
Battle of the Books	3-4 and 5-6	Two student teams compete against other schools in the county

Gifted and Talented Program

Identification is a multi-step process:

- At the close of the school year, standardized testing results are reviewed.
- Classroom teachers submit a list of students recommended for testing to the enrichment coordinator.
- Those students take the SAGES.
- SAGES results go into a weighted matrix with standardized scores in math, reading, and language. Teacher recommendations may be used as appropriate.
- Based on the final matrix score, students are placed in the gifted and talented group and participate the following academic year.

You may nominate your own child for the gifted program.

Students must meet the matrix standard each year to remain. Scores for identified students are reviewed automatically every year to determine eligibility for the following year.

4.3 Basic Skills Instruction

Supplemental assistance is provided to students who fall below minimum proficiency on a standardized test in math, reading, or written language, or who are recommended by their teacher based on classroom performance.

4.4 Support for students at risk

The Board recognizes that certain conditions place children at risk of not acquiring the knowledge, skills, behaviors, and attitudes necessary for success in school and afterward.

A student at risk is one in danger of not achieving the New Jersey Student Learning Standards because of specific cognitive, emotional, economic, social, or health needs. Conditions that may place a student at risk include not acquiring essential skills needed to stay on grade level; performance below minimum proficiency; a history of adjustment or behavioral difficulty; long-term suspension for violation of school rules; poor attendance; limited English proficiency; disengagement; pregnancy or parenthood; not qualifying for promotion; and economic need.

Programs and services for students at risk aim to:

- Build health, self-esteem, and the skills needed for age-appropriate development and productive functioning
- Identify and assist students not meeting standards for behavior and achievement
- Improve school climate so students experience school as safe, supportive, and disciplined

These programs may run during the school day, beyond it, or during the summer. The Board provides the staff training necessary to deliver them.

4.5 Homework

Homework is a shared undertaking, and both sides have reasonable expectations of the other.

What you can expect from us

- Homework is not busy work, and is assigned when it clearly serves a purpose.
- Your child understands the assignment before leaving.
- Homework is never assigned as punishment.
- The teacher assesses the work carefully and gives feedback.
- The assignment is within your child's ability.

What we ask of you

- Arrange a quiet, comfortable, well-lit place to work.
- Encourage your child to complete assignments.
- Do not do the work for your child. Point out principles, offer illustrations, make suggestions — but the work should be theirs.
- Convey that learning can be interesting and that responsibilities can be met without bribing, punishing, or undue pressure.
- If an assignment seems too long or too hard, check with the teacher about what was actually expected. It sometimes differs from what a child honestly believes and reports.

- Consider that a complaint about homework length is sometimes really about study habits.

If your child is getting too much homework, speak with the teacher first, then call us if that does not resolve it.

Homework Club

Both schools may offer a Homework Club. Teachers recommend students who would benefit from the extra help.

Picking up homework

To send homework home with another child, you need that family's permission, arranged through the school office. To pick homework up yourself, call the teacher's voicemail before 10:00 a.m. on the day you need it.

4.6 Grading

Kindergarten through Grade 2, and Grade 3 Reading and Writing

Grade	Meaning	Indicator	Meaning
4	Exceeds Standards	O	Outstanding
3	Meets Standards	S	Satisfactory
2	Approaching Standards	IM	Improvement Noted
1	Not Meeting Standards	I	Needs Improvement
NA	Not Applicable	N/A	Not assessed at this time

Grade 3 Mathematics, Science, Social Studies and Health, and all subjects in Grades 4-6

Grade	Meaning	Indicator	Meaning
A	Excellent (90-100)	O	Outstanding
B	Above Average (80-89)	S	Satisfactory
C	Average (70-79)	IM	Improvement Noted
D	Below Average (65-69)	I	Needs Improvement
F	Unsatisfactory (64 and below)	N/A	Not assessed at this time

4.7 Honor Roll

Students in grades 5 and 6 are eligible.

Honor Roll	Requirement
Principal's Honor Roll	95% average, with no grade lower than 95%
High Honor Roll	90% average, with no grade lower than 90%

Honor Roll	Requirement
Honor Roll	85% average, with no grade lower than 85%

4.8 Report cards

Report cards and mid-marking-period progress reports (grades 4-6) are issued four times a year. Marking period and report card dates are set by the annual district calendar and posted at www.washtwpsd.org.

4.9 Homeroom placement for next year

Our goal is the best possible education for every student. Teachers work with the principals to build homerooms, considering ability levels, compatibility with other students and teachers, social skills, and maturity.

Requesting a placement

You may submit input in writing to the principal before May 1. Requests are considered by the principal, but cannot always be accommodated — individual class programs, staffing, enrollment balance, and student privacy considerations may limit what can be granted.

- You may request that your child not be placed with a particular teacher, where you and that teacher have a history of interaction, or where your child and that teacher have a history of negative interactions.

4.10 Field trips

Well-planned field trips are part of an effective academic program and are often the high point of a unit of study.

Parents are welcome to chaperone. If you volunteer, please understand two things: you are committing to the entire trip, and all school rules and policies apply to you — including no smoking and no use of drugs or alcohol of any kind.

Before a class trip, teachers review each student's behavior to determine whether they may participate.

4.11 Assemblies and activities

Assemblies grow out of the curriculum, and students are encouraged to join the many clubs our schools offer. Club information is on the district website.

4.12 Annual assessments

Students in grades 3 through 6 take the New Jersey Student Learning Assessments (NJSLA-Adaptive). Students in Grade 5 also take the NJSLA for Science.

The NJSLA measures whether students can apply what they know rather than recall facts. In math, students solve problems using mathematical reasoning. In English Language Arts, students read multiple passages closely and write responses.

5 SUPPORT FOR EVERY LEARNER

5.1 Intervention and Referral Services (I&RS)

New Jersey requires every school to maintain a coordinated system for planning and delivering intervention and referral services to students having academic, behavioral, or health difficulties (N.J.A.C. 6A:16-8). In our district that system is the I&RS Team.

If your child needs help to make progress, they may be referred to the team. The team reviews what is happening, writes an assistance plan, and monitors it. The building principal oversees the plan.

You will be told when your child's teacher has concerns and what is being tried. You should not learn about this at a meeting months later.

Many interventions work and the child is never referred to the Child Study Team. That is the point of the process, not a failure of it. Where interventions do not work, the team may refer your child to the Child Study Team.

5.2 Our Student Personnel Network

The Network provides a framework of integrated services to children with special needs. It includes the Child Study Team (Director, Learning Disabilities Teacher-Consultant, Psychologist, Social Worker), special education teachers, counselors, speech and language specialists, a Board Certified Behavior Analyst, occupational therapists, physical therapists, paraprofessionals, and basic skills instructors.

5.3 Child Study Team

You may refer your own child. So may your child's teacher.

A referral must be a signed written request submitted to the CST office. Email requests must be sent directly to the CST secretary, Caryn Kaluzny, ckaluzny@washtwpsd.org, so that accurate timelines can be maintained. Call the CST Office at 908-689-0681 x2610 with questions.

The Child Study Team may evaluate students referred as candidates for special education services. If an evaluation is conducted, the team meets with you to determine whether your child is eligible. If your child is eligible, an IEP team — including you, teachers, and administrators — develops an Individualized Education Program.

All evaluations and the determination of eligibility are completed within 90 calendar days of your written consent (N.J.A.C. 6A:14-3.3).

You will receive the Parental Rights in Special Education (PRISE) booklet, which explains your rights in detail. You may also obtain the New Jersey Special Education Code book and the district's Special Education Policy (2460) from the Child Study Team office at any time.

5.4 Section 504

The Board is committed to providing barrier-free access to people with disabilities.

Section 504 of the Rehabilitation Act protects any person who has a physical or mental impairment that substantially limits a major life activity, has a record of such an impairment, or is regarded as having one. Major life activities include caring for oneself, walking, seeing, hearing, speaking, breathing, learning, and others.

Section 504 is a different path from special education, and a child who is not eligible for an IEP may still be eligible for a 504 plan. If you think that may apply to your child, ask.

Two roles, and they are different:

- The Section 504 Coordinator oversees district compliance with the Act.
- The Section 504 Case Manager manages individual student plans, meeting with families and teachers to determine eligibility, develop plans, and monitor progress.

For a question about your child's plan, start with the Case Manager. For a question about the district's obligations, start with the Coordinator.

5.5 Speech and language

Speech-language specialists may evaluate children with potential difficulties in articulation, voice, or fluency, or who are referred by a teacher or a parent. Where a child is evaluated and found eligible, services are provided.

Questions: CST office, 908-689-0681 x2610.

5.6 Child Find

New Jersey requires the district to locate potentially disabled students living in the district from ages 3 to 21 — including children not enrolled in our schools.

Child Find activities include developing and distributing the district referral process throughout the community, staff development in intervention and referral services and Section 504, and contact with non-public schools.

If you have a concern about a child's development, call the Special Services office at 908-689-1188 x2610.

5.7 Guidance and counseling

Counseling services are available for academic planning, personal concerns, and crisis support. Counseling is available to any student or parent who wants to raise a concern, get information, or talk through options.

You do not need a reason that sounds serious enough. If something is bothering your child, that is reason enough.

5.8 Homebound instruction

Students unable to attend school for a significant length of time because of illness are provided with homebound instruction. Contact the school if your child needs it.

5.9 Students experiencing homelessness

Under the federal McKinney-Vento Homeless Assistance Act, students who lack a fixed, regular, and adequate nighttime residence have the right to enroll in school immediately, even without the records normally required, and to remain in their school of origin where feasible.

This includes families sharing housing due to loss of housing or economic hardship, living in motels or shelters, or living in places not designed for sleeping.

If your family's housing situation changes, please tell us. The district's McKinney-Vento Liaison (see Section 2) will help. This conversation is confidential, and its only purpose is to keep your child's education uninterrupted.

6 STUDENT HEALTH

Tell us what we need to know. If your child has a food allergy, asthma, a seizure disorder, diabetes, or any other health condition, the school nurse needs to know before the day it matters. This is the single most useful thing you can do for your child's safety here.

6.1 The school health program

Both buildings have full-time school nurse coverage.

Brass Castle	908-689-1188 x3607
Port Colden	908-689-0681 x2507

The nurse carries out the health program with your child, with you, with the school physician, and with community and state agencies. Please contact the nurse whenever a health question comes up.

During the year each child is weighed, measured, and screened for vision, hearing, and blood pressure. Scoliosis screening is done every other year starting in grade 5. Any concern found during screening is reported to you.

Whenever your child is to be examined by a specialist, get the form from the nurse beforehand so the examining physician can complete it and return it.

6.2 Food allergies

Food allergies can be life threatening. The risk of accidental exposure drops when school, family, and physician work together.

What we ask of you

- Notify the school of your child's allergies.
- Work with the school team on a plan covering the classroom, cafeteria, after-care, school activities, and the bus, along with a Food Allergy Action Plan.
- Provide written medical documentation, instructions, and medication as directed by your physician. You may wish to include a photograph of your child.
- Replace medication after use or on expiration. An expired auto-injector is not a plan.
- Teach your child to manage the allergy at their level: safe and unsafe foods, avoiding exposure, symptoms of a reaction, how and when to tell an adult, and reading labels as they become able.

What you can expect from us

- We follow applicable federal law — ADA, IDEA, Section 504, FERPA — and state law and Board policy.

- Your child is included in school activities. No student is excluded from an activity solely because of a food allergy.
- A core team — nurse, teacher, principal, food service manager, counselor — works with you to build a prevention plan.
- Everyone who interacts with your child regularly understands the allergy, recognizes symptoms, and knows what to do.
- We practice the Food Allergy Action Plan before a reaction happens.
- Medication is stored properly and accessibly, with a standing order for epinephrine, and trained staff are available throughout the day.
- We discuss field trips with you in advance.
- We take threats or harassment aimed at an allergic child seriously. Using a child's allergy against them is a safety matter, and we treat it as one.

What we ask of your child

- Do not trade food.
- Do not eat anything with unknown ingredients or known to contain an allergen.
- Tell an adult immediately after eating something that may contain an allergen.

About outright bans

We do not ban specific foods district-wide, and the reasoning is worth explaining.

A ban creates false security, because allergens appear in far more foods than the obvious ones. It requires constant vigilance from every adult around the child, which isolates the child and marks them as different. And it can still fail. A designated allergy-safe zone, combined with a school community that understands the allergy and knows how to respond, protects a child better than a rule that everyone assumes someone else is enforcing.

Classrooms with students who have specific food allergies may have special procedures for serving food.

6.3 Asthma

Without regular care, children with asthma too often need emergency treatment, and even a mild episode frightens a child and their classmates.

If your child has asthma, the nurse needs the protocol. Students who carry an inhaler must notify the nurse using the appropriate form.

6.4 Seizure action plans

Under Paul's Law (N.J.S.A. 18A:40-12.35), you may submit a seizure action plan for a child with epilepsy or a seizure disorder. The plan is submitted annually and developed with the school nurse.

All staff who work with students — including staff in school-sponsored programs outside the regular school day — complete the required epilepsy and seizure disorder training.

6.5 Diabetes

Students with diabetes have an individualized health care plan and, where applicable, a Section 504 plan or IEP. Work with the nurse to put that in place before the school year starts if you can.

6.6 Physical examinations

The State no longer requires schools to provide school physicals. Your child's physical comes from your family physician.

School physicals are required for:

Who	When
Incoming preschool, pre-K, and kindergarten students	Within 365 days before the entry date; submitted to the nurse before the first day of school
Transfer or new students from out of state	Within 365 days before the entry date; submitted within 30 days of entering school
Transfer or new students from in state	Proof of a physical on entry into a NJ public school; submitted within 30 days of entering school

School physicals are requested for students in grades 2 and 5, done within 365 days of the first day of school in September of the current year.

All physicals must be documented on our official school forms, or on a universal physical form approved by the American Academy of Pediatrics. Return the completed form with a copy of your child's current immunizations to the Health Office.

6.7 Immunizations

Immunization records are required for all new students before school entry.

Requirement	Who
Documentation from the physician	Children who received a Td booster less than 5 years before grade 6 entrance
One dose of meningococcal vaccine	Same students, when they turn 11 and are attending grade 6
Chicken pox / varicella immunization, or medical proof of the disease	Students born on or after 1/1/98

6.8 Medication at school

The school nurse or a parent are the only people permitted to administer medication. Other school personnel, unless trained, may not give any medication — including Tylenol — at any time.

For your child to receive medication at school, all of the following are required:

- A prescription signed by the doctor, stating the name of the medication, its purpose, the dosage, and the time it is to be given
- Your written request
- The original container, labeled by the pharmacy or physician
- You transport it to school. Medication may not be sent on the bus or with your child.

Additional rules:

- Over-the-counter medication requires a doctor's order and your written permission. This includes Feel Better Pops and any specialized lotions, gels, or creams such as Benadryl cream.
- No herbal medications.
- Medication is kept in the health room and given at the proper time, only once complete written information and properly labeled medication are on file.
- If your child's medication is an immediate necessity critical to their health, tell the nurse directly. Do not assume the paperwork alone communicates urgency.

6.9 When to keep your child home

Because infections spread easily, the school medical examiner and the school nurse would rather an ill child be absent a day or two than expose an entire class.

Do not send your child to school with a sore throat, a temperature, or a rash. If your child does not feel well before school, please do not send them in to be diagnosed by the nurse.

The nurse is authorized to contact you to pick your child up if they are ill or injured.

Your child must be fever-free for 24 hours, without fever-reducing medication, before returning to school.

Your child is counted as present when they are at any place where a school-related activity is being conducted under Board authority.

6.10 Mental health and suicide prevention

This is a hard section to put in a handbook for an elementary school. We are including it because the resources below are only useful to people who know they exist before they need them.

Our staff are trained in suicide prevention. New Jersey requires it, and the law also gives every trained employee a duty to warn and protect — meaning that if we are worried about your child, we will tell you. We will not wait for certainty and we will contact necessary supports.

We would rather call you and be wrong. If we do call, it is not because we think you have done something wrong.

If you are worried about your child, call the school counselor, the school psychologist, or the nurse. There is no threshold your concern needs to clear first.

Resource	Contact
988 Suicide & Crisis Lifeline	Call or text 988 — 24 hours

Resource	Contact
2NDFLOOR Youth Helpline (ages 10-24)	888-222-2228 — 24 hours
NJ Children's System of Care / PerformCare	877-652-7624 — 24 hours, connects families to publicly funded services

Research connects suicide risk with harassment, intimidation, and bullying. If your child is being targeted, please tell us — Section 7.4 explains what happens next.

6.11 Head lice

Head lice are common, and having them says nothing about a family or a child.

Here is what the CDC and the American Academy of Pediatrics say, because it differs from what most of us were told growing up: head lice are not a health hazard, are not a sign of poor hygiene, and do not transmit disease. They do not jump or fly. They spread almost entirely through direct head-to-head contact, and they die within a day or two away from a person's head.

If lice are found at school

We will contact you. Current guidance from the CDC, the AAP, and the National Association of School Nurses is that a child does not need to be sent home immediately and can finish the school day — by the time lice are noticed, they have usually been present for weeks, so an early dismissal does not prevent spread. Your child may return to school once treatment has begun.

Treating at home

- Apply head lice medication according to your physician's instructions or the label. Several are available without a prescription. Do not use crème rinse or a combination shampoo/conditioner before using the medication.
- Comb through the hair carefully with a nit comb or fine-toothed comb.
- Have your child put on clean clothing after treatment.
- Repeat the treatment in seven to ten days to kill any nits that hatch after the first treatment.
- Check the hair daily and keep combing.
- Examine everyone in the household and any close friends. Treat anyone infested and anyone who shares a bed with your child, even without symptoms.

Never use gasoline, kerosene, or products intended for animals. Shaving the head is not necessary.

Around the house

- Wash clothing, bedclothes, and bedding in hot water (130°F) or dry for 20 minutes on high, or dry clean. Washing brushes and combs in very hot water kills lice; boiling is not necessary.
- Vacuum upholstered furniture, rugs, and floors.
- Check family members for two weeks. If lice turn up, treat again.

Please call the school nurse with any questions. This is genuinely routine and we are happy to help.

6.12 HIV and AIDS

The Board complies with the rules of the State Board of Education and the New Jersey Department of Health regarding admission and employment of people diagnosed with AIDS or infected with HIV.

AIDS and HIV infection are not treated as communicable diseases for purposes of school admission, attendance, or transportation.

No person — student or employee — will be excluded from school solely because they are infected with HIV, or because they live with or are related to a person infected with HIV. A student with HIV may be excluded from school only under the same circumstances as any other student.

Any student excluded from the regular school program is provided home instruction in accordance with the rules of the State Board of Education and Policy 2412.

Confidentiality

No one in the school is notified that a student or employee is HIV-positive. Student and employee physicals do not require disclosure of HIV status, and health and medical examination records do not include it.

Where the school nurse or a school official learns that a student or employee is HIV-infected, that fact is held in strict confidence.

Information about a student's HIV infection may be released only on the express written consent of the parent or legal guardian, and only to staff who need to know in order to determine the student's educational program. A person who receives that information may not reveal it to anyone else without express written consent.

School records containing HIV-identifying information are maintained in accordance with N.J.S.A. 26:5C.

The Board provides HIV and AIDS awareness information to students and staff annually through this handbook, and cooperates with other agencies to provide it to the community.

6.13 Communicable disease

It may become necessary to exclude a student from school because of a communicable disease. All questions about exclusion go to the school nurse, who follows Board policy and the advice of the school medical inspector.

7 CONDUCT AND DISCIPLINE

7.1 What we expect

A good school, like a good home, has rights as well as responsibilities for its members. Students are expected to conduct themselves appropriately for the situation. Individual rights are recognized — but when behavior infringes on the rights of others, corrective measures follow.

Classroom and school rules

- Arrive to class on time.
- Be prepared with all necessary materials — assignment books, pens, pencils, notebooks, textbooks.
- Have homework completed on time.
- Pay attention and actively participate.
- Be respectful and courteous to other students and staff.
- Study outside of school time.
- Be responsible for work missed due to absence.

Where behavior becomes a pattern

If a student's behavior causes ongoing problems for themselves, other students, or staff, the student is referred to the school counselor to look for the cause and build strategies for better internal controls.

This is where families make the difference. Our experience is consistent: when families support the school and expect respect at home and at school, discipline is rarely a problem. When home and school pull in different directions, both of us lose, and the child loses most.

7.2 Consequences (Policy 5500)

Level	Behavior	Consequences
1	Class disruption; hall misconduct; unprepared for class; disobeying class rules	Withdrawal of recess or participation privileges; parent contact
2	Obscene gestures; inappropriate language; defiance; harassment, intimidation, or bullying; cheating; stealing; lying to an adult; defacing property; aggressive behavior; skipping class	Parent contact; lunch or recess detention; after-school detention; counselor or psychologist involvement; referral to the principal; in- or out-of-school suspension
3	Terroristic threats; threats of violence; vandalism; physical violence; weapon possession; harassment, intimidation, or bullying; possession, consumption, or distribution of any substance considered a drug, including tobacco, nicotine, vaping products, and alcohol	Referral to the principal or Superintendent; in- or out-of-school suspension; referral to law enforcement; referral to the Board of Education; expulsion

All consequences are consistent with Board Policy 5500 and are at the discretion of teachers and administrators and may be adjusted for the age of the child and the nature of the situation.

Continued disruption may result in placement in an alternative learning environment.

7.3 Zero tolerance

There is zero tolerance for drugs, alcohol, and sexual harassment.

Offense	Response
Drug or alcohol possession	Police and parents contacted
Sexual harassment	Parents called; police may be contacted
Tobacco, nicotine, or vaping products	Parents contacted
Verbal harassment	Parents contacted

7.4 Harassment, intimidation, and bullying (Policy 5512)

Policy statement

The Board prohibits acts of harassment, intimidation, or bullying of a student. A safe and civil environment is necessary for students to learn and achieve.

HIB, like other disruptive or violent behavior, disrupts both a student's ability to learn and the school's ability to educate in a safe and disciplined environment.

Students learn by example. Administrators, faculty, staff, and volunteers are expected to demonstrate appropriate behavior, treat others with civility and respect, and refuse to tolerate HIB.

Definition

"Harassment, intimidation, or bullying" means any gesture, any written, verbal, or physical act, or any electronic communication, as defined in N.J.S.A. 18A:37-14 — whether a single incident or a series of incidents — that:

- Is reasonably perceived as motivated by an 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; and
- Takes place on school property, at a school-sponsored function, on a school bus, or off school grounds as provided in N.J.S.A. 18A:37-15.3; and
- Substantially disrupts or interferes with the orderly operation of the school or the rights of other students; and
- A reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging their property, or placing a student in reasonable fear of such harm or damage; or has the effect of insulting or demeaning any student or group of students; or creates a hostile educational environment by interfering with a student's education or by severely or pervasively causing physical or emotional harm.

"Electronic communication" means a communication transmitted by an electronic device, including a telephone, cellular phone, computer, or pager.

Reporting

Report on the same day you witness an incident or receive reliable information about one. Reports go to the principal.

Families and caregivers complete Form 338 to report an alleged incident. You may also report anonymously — though formal action cannot be taken solely on the basis of an anonymous report.

Role	Person	Contact
Anti-Bullying Coordinator	Deborah Tierney	908-689-1188 x3611
Anti-Bullying Specialist	Jennifer Borusovic	908-689-1188 x3685

The district also has a School Climate Team — the Anti-Bullying Coordinator, the Anti-Bullying Specialist, a parent, and the building principal — which works on the ongoing practices that shape school climate.

What happens next

Step	Deadline
Investigation completed, written findings submitted to the principal	Within 10 school days of the written report
Principal submits the report to the Superintendent	Within 2 school days of completing the investigation
Superintendent reports the results to the Board	No later than the next regularly scheduled Board meeting
Parents of students who are parties are given information about the investigation, in writing	Within 5 school days after results are reported to the Board
Hearing held, if you request one	Within 10 school days of your request

Board hearings on HIB are held in executive session under the Open Public Meetings Act, to protect student confidentiality. At the next regularly scheduled meeting following the report or hearing, the Board issues a written decision affirming, rejecting, or modifying the Superintendent's decision.

You may appeal the Board's decision to the Commissioner of Education within 90 days (N.J.A.C. 6A:3). You may file a complaint with the Division on Civil Rights within 180 days of the incident.

What we expect of students

The Board prohibits active or passive support for HIB, and encourages students to:

- Walk away from acts of HIB when they see them
- Constructively attempt to stop acts of HIB

- Support students who have been subjected to HIB
- Report acts of HIB to the designated staff member

Consequences and remedial action

Consequences are graded according to the severity of the offense, and account for the developmental age of the student and any history of inappropriate behavior, consistent with the Code of Conduct and N.J.A.C. 6A:16-7.

Factors considered: age, developmental and maturity levels of the parties and their relationship to the district; degrees of harm; surrounding circumstances; nature and severity of the behaviors; past or continuing patterns; relationships between the parties; and the context in which the incidents occurred.

Consequences may range from positive behavioral interventions up to suspension or expulsion. Remedial measures may include restitution and restoration, peer support, corrective instruction, relevant learning or service experience, and supportive interventions including the I&RS Team.

Off school grounds

This policy applies when a school employee is made aware of alleged HIB occurring off school grounds and the conduct has substantially disrupted or interfered with the orderly operation of the school or the rights of other students, and meets the effects test in the definition above.

False accusation

The Board prohibits falsely accusing another as a means of HIB or retaliation. Consequences for a student may range from positive behavioral interventions up to suspension or expulsion. For employees, discipline in accordance with district policies and agreements. For visitors and volunteers, action determined by the administrator, which may include law enforcement reports, removal of building privileges, or prohibition of contact with students.

7.5 Weapons and dangerous instruments

The district prohibits the possession, conveyance, use, or storage of weapons or look-alikes on school property, at school-sponsored events, or in or around a school vehicle. This applies to students, employees, and visitors — including those with a legal permit to carry.

Administration retains final authority in determining what constitutes a weapon. All of the following are weapons: knife blades, mace, pepper spray, cutting instruments, nunchaku sticks, lasers, BB guns, shockers, razor blades, brass knuckles, acid, metal pipes, sharpened sticks, stun guns, firearms, ammunition, explosive devices, fireworks, pyrotechnics, slingshots, or any other instrument capable of inflicting serious injury. Weapon look-alikes, such as toy guns, are also weapons under this policy.

Law enforcement officers may carry weapons on school property. Administrators may issue exceptions for items such as cutting instruments used in art, or look-alikes used for an instructional program such as a drama class. Those exceptions are for classroom use only. There are no other exceptions.

All discoveries of prohibited weapons are reported to the Washington Township Police Department.

Who	Consequence
Students	Suspension, a hearing, and a one-calendar-year expulsion. The Superintendent may recommend modification case by case.

Who	Consequence
Employees	Suspension without pay pending a disciplinary hearing. Penalties may include dismissal.
Visitors	The district will vigorously pursue prosecution through law enforcement.

Any student, employee, or visitor with reasonable grounds to suspect a violation must report it immediately to the principal.

7.6 Physical restraint and seclusion

New Jersey law (N.J.S.A. 18A:46-13.4 through 13.6) prohibits the use of physical restraint or seclusion with a student with disabilities except in an emergency.

- Physical restraint means a personal restriction that immobilizes or reduces a student's ability to move all or part of their body.
- A seclusion technique means involuntary confinement of a student alone in a room or area they are physically prevented from leaving. This is not the same as a timeout — a monitored separation in a non-locked setting for the purpose of calming.

Staff who may need to restrain or seclude a student are trained before doing so and receive annual refresher training. Where restraint or seclusion is used, another staff member monitors the incident where circumstances permit, and the incident is documented in writing in enough detail to inform the behavior intervention plan at the next IEP meeting.

You will be notified.

The district minimizes the use of restraint and seclusion through positive behavior supports in student behavior intervention plans. Every instance — including those involving general education students — is reported to the State (P.L. 2021, c. 387).

7.7 Gang activity (Policy 5615)

Students who initiate, advocate, or promote gang activities, openly or otherwise, that threaten the safety or well-being of others or disrupt the school environment will be disciplined according to the district's discipline policy.

Students are prohibited from wearing any clothing or accessory indicating membership in or affiliation with any gang associated with criminal activities, on school grounds, at any school-related or sponsored activity, on school buses, and anywhere else students are supervised by district staff (N.J.S.A. 18A:11-9).

The parent of any student identified as potentially involved in gang-related activity is notified by the principal, and the student is offered counseling by district staff. Staff receive in-service training on gangs and gang-related conduct. Information is shared with local law enforcement.

7.8 Drug-free schools

As part of our commitment to a safe learning environment:

- We provide an age-appropriate, developmentally based drug and alcohol education and prevention program addressing the legal, social, and health consequences of use, including techniques for resisting peer pressure, for all students in all grades.
- Students are told that the use of illicit drugs and the unlawful possession and use of alcohol are wrong and harmful.
- Our policies prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as part of any activity. Violations warrant police intervention. Disciplinary sanctions up to and including expulsion and referral for prosecution may be imposed, and may include completion of a rehabilitation program.
- Information about drug and alcohol counseling, rehabilitation, and re-entry programs is available through our counselor. If you need it, ask. This is a health conversation, not a disciplinary one.

7.9 Dress and grooming (Policy 5511)

The dress code exists so that students are safe, comfortable, and ready to learn.

General

- Students are expected to be clean and well-groomed.
- Dress or grooming that jeopardizes the health or safety of the student or others, or that damages school property, is not permitted.

Specifics

- Outer garments and hats are kept in the homeroom during the day.
- Shoes must be worn at all times, properly laced, buckled, or tied for safety while walking. Plastic or rubber beach or shower footwear — flip flops — is not permitted.
- Clothing must provide adequate coverage. Undergarments should not be visible.
- Shirts and outerwear must not include graphics, language, advertisements, or slogans that advertise alcohol or drugs, or that are obscene, hateful, or harassing.
- Heavy chains worn from the belt, around the neck, or around the waist are not permitted.
- Portable audio, video, and toy devices are not to be brought to school. See Section 8.2 regarding phones and personal devices.
- Any other attire deemed unsafe by administration or the school nurse is prohibited.

Enforcement

- Staff report violations to administration, a designee, or the school nurse.
- Students representing the school at an activity away from the district dress in accordance with the reasonable expectations of the staff member in charge. Students unwilling to comply disqualify themselves from participation.
- Students must be dressed in accordance with this code to attend a school-related function such as a field trip or after-school activity.
- The principal may waive any portion of the dress code on a day scheduled for free expression in dress.
- Discipline for infractions follows the Code of Conduct.
- You may appeal to the building principal, whose decision is final.

7.10 Student searches

Students have the right to be free from unreasonable searches and seizures under the Fourth Amendment. Balanced against that is the school's responsibility to maintain an environment consistent with its educational mission.

School personnel may search a student and their property when there are reasonable grounds to believe the search will uncover evidence that the student is violating the law or district rules. Staff must exercise discretion, good judgment, and common sense in all searches.

Reasonable suspicion requires school personnel to be able to articulate the facts and inferences that led them to believe a student violated the law or school policy. Personnel may consider their training and experience, personal observation, the reliability of an informant, previous experience with the student, the student's age and discipline record, the seriousness of the suspected violation, and the urgency of protecting the health and safety of others.

Students do not have an expectation of privacy in storage places provided by the Board that would prevent examination by a school official. Students are notified in writing at the beginning of each school year that inspections of lockers, desks, and other storage facilities may be conducted. This handbook is that notice. The principal or designee may conduct regular inspections without further notice.

7.11 Care of school property

The Board supplies textbooks, workbooks, supplies, and equipment. Students are expected to exercise reasonable care with all school materials.

The school building, grounds, and other facilities are paid for out of general tax funds. Damaging or destroying school property is subject to fines and discipline.

Textbooks must be covered and returned in June in good condition. Bills are issued for stolen, lost, or damaged books, and refunded if the item is found.

7.12 Financial obligations

Parents of students who owe money for library fines, damaged books or equipment, childcare tuition, or lunch money may be referred for collection.

8 TECHNOLOGY, DEVICES, AND COMMUNICATION

8.1 Acceptable use of the computer network (Policy 2361)

Computer network and storage areas are treated the same as other school storage facilities. The network administrator may review files and communications to maintain system integrity and ensure the system is being used responsibly. Students should not expect that files stored on district servers will always be private.

To use district computer equipment, students in grades K-6 sign the Acceptable Use Form once. Classroom teachers review the policy with students each year. Parental permission is required.

Within reason, freedom of speech and access to information are honored. During school, teachers guide younger students toward appropriate materials. Outside of school, families bear the same responsibility for guidance they exercise with other information sources.

Prohibited

- Sending or displaying offensive messages or pictures
- Using obscene language, or accessing visual depictions that are obscene as defined in 18 U.S.C. § 1460
- Using or accessing child sexual abuse material as defined in 18 U.S.C. § 2256
- Accessing material harmful to minors — depictions that, taken as a whole, appeal to prurient interest, depict sexual acts in a patently offensive way, and lack serious literary, artistic, political, or scientific value as to minors
- Harassing, insulting, or attacking others
- Damaging computers, computer systems, or networks
- Violating copyright law
- Using another's password
- Trespassing in another's folders, work, or files
- Intentionally wasting limited resources
- Using the network or computers for commercial purposes
- Any other activity that does not advance the educational purposes for which the network is provided

Filtering

In compliance with federal law, the district has installed a filtering system on all district computers, preventing students from accessing inappropriate or offensive sites accidentally or intentionally. No filtering system is 100% effective. It is a tool for monitoring student use and allowing safer access.

Consequences

Violations may result in loss of access, plus other discipline depending on severity: use of the network only under direct supervision; suspension or revocation of network or computer privileges; suspension from school; expulsion; and legal action. Law enforcement may be involved where applicable.

The Technology Coordinator determines consequences in matters relating to network use; the Principal in matters of school suspension; the Superintendent and Board in matters of expulsion or legal action.

8.2 Cell phones and personal devices

This is new and it is a real change from last year. Under P.L. 2025, c. 195, every New Jersey board of education must adopt and implement a bell-to-bell policy prohibiting students' non-academic use of cell phones and personal internet-enabled devices during the school day, beginning with the 2026-2027 school year. State guidance recommends that for grades K-5, personal devices be kept out of the instructional environment entirely.

What bell-to-bell means

Personal devices are not used during the school day — from drop-off to dismissal, including lunch, recess, and transitions. The restriction also covers school buses and school-sponsored events where students are under school supervision.

"Internet-enabled device" includes cell phones, smartwatches, tablets, and similar personal devices. District-issued technology used for instruction is not affected.

Reaching your child

In an emergency, call the main office. We will get your child. This has always been the reliable way to reach your child during the school day, and it remains so.

We know this is the part families worry about most. What the research consistently finds is that during an actual emergency, a building full of ringing phones makes children less safe, not more — it pulls their attention away from the adults directing them and floods the phone lines we need. Call us. We will always find your child.

Exceptions

The law requires that students be permitted to use a device:

- In an emergency, or in response to a perceived threat of danger
- When authorized by the Superintendent or principal for a necessary specified purpose, where no reasonable alternative exists
- When necessary for your child's prescribed care, consistent with documentation from a health care professional that you submit
- For translation services
- Case by case, where a student is a caregiver routinely responsible for the well-being of a family member, following administrative review and approval
- Where required by law

The policy is also consistent with your child's IEP, 504 plan, or health plan. If your child needs a device for a health or accessibility reason, tell us and we will handle it. That reason stays private.

Storage and enforcement

Devices are stored per the district's policy. If your child violates the policy, the device is turned in to the building principal and returned to you.

Staff do not search confiscated phones. Taking a phone under this policy does not give a staff member the right to look through it.

Privately owned technology (Policy 2363)

Use of privately owned technology in the educational program during the school day must be approved by both the parent and the teaching staff member responsible for the student's instruction. A teacher may approve use based on a specific assignment, or prohibit it.

The district assumes no responsibility for the security of, or damage to, any privately owned technology brought to school. Families are encouraged to purchase private insurance for loss, damage, or theft.

8.3 Artificial intelligence and academic integrity

Generative AI tools are now part of daily life, including for children. This section will be revisited as the technology and our practice develop.

Plagiarism

To plagiarize is to present someone else's ideas or words as your own, without crediting the source. Plagiarism is not tolerated. A student who plagiarizes receives a zero for the assignment and a detention, with the option to redo the work for partial credit.

Grade point averages and academic awards are affected by this kind of behavior.

AI

AI use is governed by the teacher's instructions for each assignment. If a teacher permits AI use, they will say so and say what it is for. If a teacher does not permit it, that will be clear too. Submitting AI-generated work as your own, where it has not been permitted, is plagiarism and is handled the same way.

What we ask of families

- Talk with your child about it. The line between "a tool helped me" and "a tool did it for me" is a genuinely useful thing to think through with a ten-year-old, and it is one of the more valuable conversations available to you right now.
- Ask what the teacher permitted before helping your child use a tool on an assignment.
- Know that these tools produce confident, well-formed text that is frequently wrong — they invent facts and sources.

Questions go to your child's teacher or your child's principal.

8.4 Electronic surveillance (Policy 7441)

The Board authorizes the use of electronic surveillance monitoring devices in school buildings and on school grounds. All general school areas, including hallways, and school grounds may be monitored.

8.5 District and school websites

District and school websites inform the community about programs, policies, and practices. The principal oversees individual school and class sites.

Personally identifiable information about students is not published without your prior written consent, obtained on the form developed by the State Department of Education. This includes student names, photographs, addresses, email addresses, phone numbers, and the locations and times of class trips.

9 SAFETY AND EMERGENCIES

9.1 Emergency management

A copy of the district emergency management plan is available for review at both schools and at the Superintendent's office.

Should an emergency or disaster arise while school is in session, we want you to know we have prepared. Your children will be cared for at each school. Your cooperation is necessary — for the safety of students and staff, and for getting your child back to you quickly.

If an emergency happens while school is in session

1. Do not telephone the school. Telephone lines may be needed for emergency communication. We know this is the hardest instruction in this handbook to follow. Please follow it anyway — a jammed phone system slows down the people trying to help your child.

2. Check the district website at www.washtwpsd.org for current information. The School Messenger Alert System will also be used when appropriate.

3. Children are released only to parents and to the alternate contacts listed in OnCourse. Regardless of the event. No exceptions.

4. Keep your alternate contacts current. You add them in OnCourse, and this must be completed at the beginning of every school year. When you choose someone, consider whether the person:

- Is 18 or older
- Is usually home during the day
- Could walk to the school if necessary
- Is known to your child
- Is aware of and able to assume the responsibility

5. If students remain in the buildings, they are released at the main office doors. Please be patient — each child must be signed out. Your child stays with school personnel until you or an alternate contact arrives.

9.2 Fire and emergency drills

New Jersey law requires one fire drill and one security drill every month. An accurate record of the time and evacuation time is kept.

A sign is posted in every classroom showing how to exit during a fire emergency. Students follow all directions from school personnel and return to the building only when directed.

9.3 Visitors

Anyone visiting the school reports to the Main Office on entering. For security, visitors enter through the front door only, sign in, and wear an identification badge while in the building.

We ask this of everyone — including people we know well. Please do not take it personally.

9.4 Transportation

Children transported on a school bus are under the supervision, direction, and control of the bus driver, and are subject to school bus discipline procedures.

All school rules apply on the school bus. The bus safety rules are in Section 12.4 — please read them with your child.

The driver may assign seats, for all students or for some.

Bus discipline

Behavior	Consequences may include
Destruction of bus property; loud or abusive language; possession of illegal or unauthorized substances; indecent or lewd behavior; sexual harassment; other serious infractions	Lunch or recess detention; one-day bus suspension; three-day bus suspension; one-month bus suspension; permanent removal from the bus

9.5 Transportation requests

This policy exists to reduce, as much as possible, the chance of a child being dropped off somewhere without an adult. Only permanent route changes are considered, and all requests must be in writing.

No bus transfers are permitted. A child may not ride a bus other than their own.

Occasional requests

A request to drop your child somewhere other than home is accommodated only when all of the following are true:

- The request is for a single day only.
- Requests are occasional and do not represent a standard pattern.
- The alternate stop is on your child's same bus.
- The request is in writing, approved and verified by the transportation coordinator or principal designee, and presented to the bus driver. Without a note, the driver will drop your child only at their assigned stop or return them to school.
- The request does not involve riding a different bus. In that case, please provide transportation yourself.
- Under no circumstances will a student be dropped at one location on some days and another location on other days.
- Only in an emergency will a student be permitted to ride a different bus, and only with a request to the transportation coordinator or principal beforehand.

Permanent requests

Permanent pick-up or drop-off at a location other than your own home, including a babysitter, is accommodated only when:

- The request is submitted in writing to the transportation coordinator via the school office.
- The change is for the entire school year.
- Under no circumstances will a student be dropped at one location on some days and another on other days. A child may be picked up at a different stop on the same bus route, as long as it is an established stop, you are responsible for getting the child there, and the transportation coordinator approves. Additional stops will not be created.
- The permanent alternate stop is the same for abbreviated sessions, half days, and emergency midday closings.
- A permanent change requiring a different bus is accommodated only if space is available and the bus does not have to leave its normal route within that school's boundaries. If new students are admitted during the year and the bus is over capacity, babysitting requests are removed from the route to make room, and families must make other arrangements.
- Requests are filled first come, first served, and must be received in writing no later than July 15 before the start of the school year. Students are assigned as in the previous year unless a change is requested.
- Spaces are not reserved for babysitters or daycare centers. All requests must come directly from parents or legal guardians.
- For a student permanently dropped at a babysitter, the driver will drop them only at the babysitter or return them to school — to ensure the student is not left somewhere unsupervised.

9.6 Permission notes

Under New Jersey law, a child is responsible for obeying school rules from the time they leave home in the morning until they arrive home after dismissal.

A note from you is required for any student who wishes to go somewhere other than directly home. Notes go to the school secretary for record and approval.

9.7 Asbestos

The district has been inspected for asbestos. Asbestos-containing materials are present in the schools and have been determined not to pose a danger to occupants. A management plan approved by the State is on file in the school offices and available for public review.

9.8 Integrated pest management (Policy 7422)

The Facilities Coordinator serves as the district's Integrated Pest Management Coordinator and is available to parents and staff for information and comment: District Office, One East Front Street, Washington, NJ 07882, 908-689-1119 x1608.

Structural and landscape pests can pose significant problems to people, property, and the environment. Pesticides can pose the same risks. It is district policy to use Integrated Pest Management procedures for control of structural and landscape pests.

The Coordinator maintains the product label and Safety Data Sheet for each pesticide that may be used on school property. Both are available for review by any parent, staff member, or student.

The Board reviews and adopts the School Integrated Pest Management Policy annually at its reorganization meeting.

As part of the pest management plan, the district may use pesticides to control pests. The U.S. Environmental Protection Agency and the New Jersey Department of Environmental Protection register pesticides after determining that use in accordance with label instructions does not pose an unreasonable risk to human health or the environment. Neither agency can guarantee that a registered pesticide poses no risk, and unnecessary exposure should be avoided. The EPA has stated that where possible, persons who are potentially sensitive — including pregnant women, infants, and children — should avoid unnecessary pesticide exposure.

9.9 Right to Know

The New Jersey Right to Know law establishes a system for disclosing information about hazardous substances in the workplace. The district has been thoroughly inspected, and all hazardous substances are appropriately labeled and stored.

9.10 Toxic hazard preparedness

The district maintains a Toxic Hazard Preparedness program. The Toxic Hazard Preparedness Officer has mapped every potentially dangerous facility within the survey zone, worked with those facilities to secure immediate notification of any accident that might affect students and staff, and arranged for local fire and police to notify school officials of any industrial accident known to them.

The Officer has also worked with the County Health Department and local fire and police departments on emergency response planning, and has assisted the Superintendent in training district employees to recognize and respond to a toxic condition.

9.11 Memorandum of Agreement

The Board signs a Memorandum of Agreement with the Washington Township Police Department, designed and issued jointly by the New Jersey Department of Law & Public Safety and the Department of Education.

The Agreement sets out how the school and the police work together — when the school must notify police, when police may interview a student, and what each side's responsibilities are. It is a statewide requirement, and a copy is available at the district office.

10 FAMILY PARTNERSHIP

10.1 When you have a concern

Concerns about your child are addressed in this order:

- Contact the teacher — in writing, by phone, or by voicemail — and request a conference.
- If it is not resolved, schedule an appointment with the Principal.
- If it is still not resolved, present the concern to the Superintendent.
- If it is still not resolved, request a meeting with the Board's Education Committee.
- If it is still not resolved, ask to be placed on the Board agenda. Requests are submitted in writing to the Business Administrator 10 days before the meeting.

Step 1 is not a formality. The great majority of concerns are resolved there, and starting at step 2 or 3 usually just routes you back to step 1 with time lost. If a conversation with the teacher has not worked, say so when you call the principal — that is useful information.

10.2 Parent-teacher conferences

Conferences are encouraged throughout the year. You or the teacher may request one at any time by contacting the classroom teacher.

District-scheduled conferences are held in early November.

10.3 Parental involvement

A district receiving Title I funds must implement programs, activities, and procedures for the involvement of parents in programs assisted by Title I funding, under the Every Student Succeeds Act (ESSA).

The district reserves not less than one percent of its allocation to carry out these requirements, unless the allocation is \$5,000 or less, and this includes promoting family literacy and parenting skills. Parents of students receiving Title I services are involved in the decisions about how those funds are allocated.

Each school served with Title I funds jointly develops this parental involvement policy with parents of participating students and distributes it to them. You are notified of the policy in an understandable, uniform format and, to the extent practicable, in a language you can understand. The policy is available to the local community and is updated periodically.

10.4 Parent-Teacher Association

PTA general business meetings are held in the Brass Castle Media Center. Dates are announced; meeting times vary. All parents are welcome.

Executive Board

Role	Officer
President	Melissa Collins
Vice President	Desiree Pucci
Treasurer	Joyce Graham
Secretary	Kristen Ferriere

Committees

The PTA has several committees that plan and organize its programs. Each committee has a two-year term and one vote on the PTA board. Any or all committee members may attend meetings and vote. Volunteer by completing the Parent Volunteer form sent home in September.

Class parties

PTA-sponsored parties may include a maximum of two parent volunteers. Specific guidelines are provided before each party.

Parties are held in the fall, winter, and spring, and at the end of the year, for all grades.

Only food prepared by vendors, or prepackaged items, may be served. No homemade treats at class parties. A recommended list of food items is distributed to PTA room parents. Classrooms with students who have specific food allergies may have additional procedures.

Parties last one hour, including set-up and clean-up.

	Regular dismissal days	Early dismissal days
Port Colden, Grades 1-3	2:00-3:00 pm	11:30 am-12:30 pm
Brass Castle, PreK, K, Grades 4-6	1:45-2:45 pm	11:15 am-12:15 pm

End-of-year parties are held on the last day of school; end-of-year special events may affect the Brass Castle party time. Any change to this schedule must be approved by the principal.

10.5 Birthdays

Invitations

Invitations to home birthday parties should be given to the classroom teacher for distribution. Invitations distributed in school must go to the entire class, or to all boys, or to all girls. No exceptions.

The reason is simple: a child who watches invitations go around the room and not to them has learned something at school that we did not intend to teach.

Treats

Students should not bring birthday treats to the classroom. This provides a safe environment for all students and complies with nutrition regulations. Treats brought in are sent to the office and families are called to pick them up.

10.6 Lunch and breakfast

A well-balanced, nutritious lunch is served daily by Maschio's Food Services. Contact them at 973-598-0005 or www.maschiofood.com. Menus are e-blasted monthly and posted on the district website.

To purchase lunch or breakfast, students need an account in the POS system, or cash. Funds may be used any time during the school year, so your child can buy lunch, buy breakfast, or bring lunch from home on any given day.

Students may charge, and charges should be paid as soon as possible.

Please apply for free school meals — the income limits are higher than most families expect. New Jersey's Working Class Families Anti-Hunger Act provides free breakfast and lunch to students whose household income is up to 224% of the federal poverty level, well above the federal limit. For a family of four, that is roughly \$70,000 a year. Thousands of eligible New Jersey families never apply because they assume they earn too much.

A form is distributed on the first day of school and is available from the school office at any time. Applying costs nothing and the result is confidential — your child's classmates will never know, and neither will their teacher.

Current prices for breakfast, lunch, and milk are posted on the district website.

10.7 Child care

An on-site childcare program is available through AlphaBEST. Visit www.washtwpsd.org/before-after-school-care/ for information.

Note: AlphaBEST has use of school facilities. This program is not managed by the school district.

10.8 Student pictures

Individual and class composite pictures are taken of all students in grades K-6. You are under no obligation to buy. Details are announced beforehand.

Individual and group pictures may be taken by media representatives for special programs and activities. A permission slip is sent home at the beginning of the year so you can approve or decline the use of your child's picture.

10.9 Student insurance

At the beginning of each year you have the opportunity to purchase insurance covering accidental injury to your child on school property, traveling to and from school, or on a school-sponsored trip. This insurance is

available for all students and is approved by the Board. Applications are distributed in September. Only families requesting insurance need to return the application.

10.10 Pets

Pets are not permitted on school grounds. This protects students with allergies and other health concerns.

10.11 Toys and trading cards

Please do not send children to school with toys or trading cards. These create a distraction. Items brought to school are taken and kept in the principal's office until a parent picks them up.

Please also leave at home: dangerous or valuable articles, jewelry, and large amounts of money. Put your child's name on all outer clothing — coats, gloves, hats, sweaters, raincoats — and on personal items such as musical instruments, backpacks, and lunchboxes.

Lost and found articles are kept in the Nurse's office at Brass Castle and the Main Office at Port Colden for one marking period. Costly items are kept in the Main Office until the end of the year. Everything else is discarded or donated at the end of the year.

10.12 Telephoning the school

If you need to get an important message to your child, the school secretary will deliver it to the classroom teacher.

Please do not ask to speak to your child or to a teacher during class hours except in an emergency. Both schools have voicemail, so you can leave a message for your child's teacher. The complete extension listing is on the school website.

10.13 Student transfers

A notice of transfer must be made by a parent in person at the school office to receive the proper forms and release records to the new school.

Please call in advance and ask that a transfer card be prepared, and identify the city, state, and name of the school your child will attend if you can.

All textbooks, library books, and instructional materials must be returned before a transfer card is issued.

Families moving during the summer should complete paperwork by the close of school in June if possible.

10.14 Entrance age

The district admits students who reach the age of five on or before October 1. Proof of immunization is required before entering school. Kindergarten registration is held each spring and is advertised in local newspapers and in a notice from the Main Office.

Children entering from another community are placed initially at their current grade level. If there appears to be a problem of adjustment, or if school personnel have a question about the proposed placement, the student may be evaluated to determine the placement that is in the student's best interest. You will be part of that conversation.

11 YOUR RIGHTS

11.1 Student records (Policy 8335)

The Board believes information about individual students must be compiled and maintained in the interest of the student's educational welfare and advancement, and works to balance your child's right to privacy against the district's need to collect, retain, and use information.

Student files include only records mandated by law and rules of the State Board of Education, and records permitted by the Board.

Mandated records include personal descriptive data, daily attendance records, progress reports, physical health records, records required for students with disabilities, and all other records required by the State Board of Education.

Permitted records include observations and ratings by professional staff acting within the scope of their duties, samples of student work, information from professionally acceptable standard instruments of measurement, educationally relevant information you provide about achievements and other school activities, extracurricular activities and achievements, academic honors, and written evidence of compliance with notification and consent requirements.

In all cases, information in student records must be educationally relevant, objective, and based on first-hand observation or personal knowledge of the originator. No record may be made of a student's religious or political affiliation.

Records containing HIV-identifying information are maintained in accordance with N.J.S.A. 26:5C.

On advancement from sixth grade or permanent departure, you have the right to inspect your child's records and receive copies on request. On advancement, records are delivered to Warren Hills Middle School.

The Business Administrator serves as the district's Documents and Records Officer.

If consent to release student record information is refused, the district institutes due process hearing procedures. Copies of the applicable federal and state laws, Board policy, and administrative regulations governing student records are available on request.

11.2 FERPA (Policy 8335; Health Records Policy 5308)

The Family Educational Rights and Privacy Act is a federal law administered by the Student Privacy Policy Office in the U.S. Department of Education (20 U.S.C. § 1232g; 34 CFR Part 99).

FERPA prohibits the improper disclosure of personally identifiable information from education records and requires the school to provide privacy protections for the records it maintains. Unless there is an outstanding request to inspect and review, FERPA permits the school to destroy records without notice.

Your child's health record is part of their education record.

This handbook is the district's annual FERPA notification. It is posted on the district website.

Your rights

1. The right to inspect and review your child's education records within 45 days of the district receiving your request. Submit a written request to the principal identifying the records you wish to inspect. The school will arrange access and notify you of the time and place.
2. The right to request amendment of records you believe are inaccurate, misleading, or in violation of your child's privacy rights. Write to the principal, clearly identify the part of the record you want changed, and say why. If the district declines, it will notify you of the decision and of your right to a hearing, and provide information about hearing procedures.
3. The right to provide written consent before disclosure of personally identifiable information, except where FERPA authorizes disclosure without consent.

One exception is disclosure to school officials with legitimate educational interests. A "school official" is a person employed by the school as a teacher, paraprofessional, administrator, board member, support or clerical staff, attorney, nurse or health staff, counselor, human resources staff, information systems specialist, or security personnel — or a contractor, consultant, volunteer, or other party to whom the school has outsourced services. A school official has a "legitimate educational interest" only if they need to review the record to fulfill their professional responsibility.

Curiosity is not a legitimate educational interest, and neither is concern. The test is whether the person needs the record to do their job.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures to comply with FERPA:

Student Privacy Policy Office U.S. Department of Education 400 Maryland Avenue SW Washington, DC 20202-8520

Disclosures permitted without consent

FERPA allows disclosure without consent (34 CFR § 99.31):

- To school officials with legitimate educational interest
- To other schools where your child seeks or intends to enroll, or is already enrolled, for purposes of enrollment or transfer
- To specified officials for audit or evaluation purposes
- To appropriate parties in connection with financial aid
- To accrediting organizations
- To comply with a judicial order or lawfully issued subpoena
- To appropriate officials in a health or safety emergency, where the information is necessary to protect the immediate health or safety of a student or others
- To state and local authorities within a juvenile justice system, pursuant to specific state law

Except for disclosures to school officials, some judicial orders and subpoenas, directory information, and disclosures to you, the school records the disclosure (34 CFR § 99.32), and you have the right to inspect that record of disclosures.

Directory information

FERPA allows disclosure without consent of directory information — name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. You may opt out. The district must tell you what it treats as directory information and give you reasonable time to request that it not be disclosed.

11.3 Protection of Pupil Rights Amendment

The Protection of Pupil Rights Amendment (PPRA) requires the district to notify you and obtain your consent, or allow you to opt your child out, before your child participates in a survey, analysis, or evaluation that concerns any of the following:

- Political affiliations or beliefs of the student or the student's parent
- Mental or psychological problems of the student or the student's family
- Sex behavior or attitudes
- Illegal, anti-social, self-incriminating, or demeaning behavior
- Critical appraisals of others with whom the student has a close family relationship
- Legally recognized privileged relationships, such as with doctors or lawyers
- Religious practices, affiliations, or beliefs of the student or parents
- Income, other than as required by law to determine program eligibility

11.4 Equal opportunity and non-discrimination

The Board is committed to providing an equal educational opportunity to every individual regardless of race, creed, color, sex, national origin, economic or social background, religion, or place of residence.

The Port Colden Principal serves as the district's Affirmative Action Officer and as the district's Americans with Disabilities Act Coordinator.

If you have any concern about discrimination in any form, contact the Affirmative Action Officer.

11.5 Title IX

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in education programs and activities receiving federal financial assistance. It protects students and employees.

The district's Title IX Coordinator, grievance procedures, and the process for reporting sexual harassment are set out in Board policy. Reports may be made at any time.

Retaliation against a person for reporting or participating in a Title IX process is prohibited.

11.6 Excusal from health, family life, or sex education (Policy 5250)

The Board provides a comprehensive health education program aligned with the New Jersey Student Learning Standards — a coordinated, sequential curriculum at all grade levels, with units appropriate to the age, growth, development, and maturity of students (Policy 2422).

You may have your child excused from any part of instruction in health education, family life education, or sex education, or from instruction that includes dissection of animals, that you find morally, conscientiously, or religiously offensive.

To do so, present a signed statement to the Principal. No reason needs to be explained or defended.

An excused student is assigned to an alternate program of independent study on a substitute topic. Your right of excusal applies to the alternate program as well.

No excused student is penalized by loss of credit, though they are held accountable for completing any alternate program assigned.

12 A NOTE TO STUDENTS

September 2026

Hello, and welcome to a new school year at Washington Township School.

We hope you enjoy every school day and work hard to be the best you can be. This part of the handbook is written for you. Read it with your parents so you know what to expect and what we expect from you.

Most problems get prevented when everyone understands the rules ahead of time. That is really all this section is for.

Here is the most important thing on this page: talk to an adult you trust if you are having a problem — with schoolwork, with a classmate, or with anything else. We are here for you, and no problem is too small.

If it bothers you, it bothers us.

Sincerely, The Administration of Washington Township School District

12.1 Your rights

As a student in this school, you have the right to:

- An enjoyable educational experience
- Succeed
- Change your mind
- Say no to negative peer pressure
- Not feel guilty
- Be listened to
- Be treated with respect
- Confidentiality

If you think your rights are being violated

- Tell the staff member most closely involved and try to work it out directly.
- If that does not fix it, ask to speak to the Principal.
- If that does not fix it, ask to speak to the Superintendent.

12.2 Your responsibilities

As a student in this school, you have the responsibility to:

- Follow all school rules
- Work to the best of your ability
- Be respectful and courteous to other students and staff
- Arrive on time and be prepared with all necessary materials
- Be alert, responsive to directions, and actively participating

- Respect the rights and property of others
- Have homework completed on time
- Be responsible for work missed when you were absent

12.3 What you may not do

You may not:

- Damage school or personal property
- Behave aggressively
- Use loud or abusive language
- Possess illegal substances, such as drugs or alcohol, or weapons
- Steal
- Behave indecently
- Harass, intimidate, or bully anyone in this school
- Possess anything that could be used as a weapon

Consequences are in Section 7.2. Public displays of affection with classmates are not appropriate at school.

12.4 Bus safety

Waiting for the bus

- Arrive at your stop no sooner than 10 minutes before the scheduled pickup time.
- If your bus is late, wait at least 20 minutes past the pickup time.
- Stay off lawns and other people's property.
- Stay off the road while you wait.
- No football and no running around while you wait.

Getting on and off

- Board and leave the bus quietly and in an orderly way.
- Follow all safe walking rules.

On the bus — all school rules apply

- Keep your hands and head inside the bus at all times.
- Do not throw anything on the floor or out the window.
- Speak in a natural tone. Never shout.
- Absolute quiet when approaching a railroad crossing.
- Treat bus equipment the way you would treat valuable furniture in your home. Damage must be paid for by whoever did it.
- Do not touch any bus equipment without permission.
- Take your books, lunch, and belongings with you — do not leave anything on the bus.
- Keep books, packages, coats, and everything else out of the aisle.
- Help look after the safety and comfort of smaller children.
- Stay in your assigned seat until the bus has stopped.

- Be courteous at all times.
- Wear your seat belt on any vehicle that has them. This one is on you.
- Do not eat or drink on the bus.
- Musical instruments are allowed only if they fit on your lap or between two seats.
- No skis or other large items. Those must be brought to school by your parents.
- Rear seats are not occupied unless every other seat is full.
- No video or photographs on the bus. Phones stay in backpacks — see Section 8.2.
- Students who need help with crutches, due to a broken leg or similar, will be asked to have their parents drive them.

12.5 Playground

- No pushing, hitting, or rough play.
- Obey the adults on duty at all times.
- No chasing, and no playing with sticks or branches.
- Do not interrupt other people's games.
- Organized games are encouraged.

12.6 Cafeteria

- You may sit with friends from your homeroom. This is a privilege, and it goes away if you cannot follow the rules.
- Stay seated. Do not wander around.
- Never run in the cafeteria.
- Speak at a normal volume.
- Clear your area before you leave.
- Ask an adult's permission if you need to leave.
- Pay as you go through the lunch line.

12.7 Assemblies

- Enter and leave with your class, quietly.
- Be a good audience. Booing, whistling, and other disturbances are not tolerated.
- If you cannot follow basic courtesy, you will be removed and may be excluded from future performances.

12.8 Field trips

All school rules apply on a trip. In addition:

- You are assigned to a group with a specific chaperone. Stay with that chaperone and group at all times.
- Use the buddy system, especially for restrooms. Never enter a restroom on your own — you must be accompanied by an adult.

- Do not open bus windows without a chaperone's permission. Never throw anything from the bus or make comments or gestures to pedestrians or people in other vehicles.
- Be respectful of the people you meet. Avoid any confrontation with strangers.
- Leave money and valuables at home.
- Tell your chaperone at once if you are hurt or if you have a problem with anyone you meet.
- No video or photographs. Phones stay in backpacks.

12.9 Emergency drills

When the alarm sounds, or your teacher says there is an emergency, follow all directions from school personnel immediately.

A sign is posted in every classroom showing how to exit during a fire emergency. Return to the building only when a teacher tells you to, or at the all-clear.

12.10 A few other things

- Do not run in the school.
- Do not bring gum, candy, toys, or trading cards.
- Other than lunch money, do not bring money to school. If you must, give it to your homeroom teacher to hold. School staff are not responsible for lost or stolen money.
- Do not arrive before 8:30 am at Brass Castle or 8:45 am at Port Colden unless you attend Before Care.
- Unpaid fines mean your final report card and test results are held.
- Do not use the Main Office phones without permission from a teacher and the office staff. Arrange after-school plans a day ahead so you are not making last-minute calls.
- You may borrow library books. Take care of them — if you lose one, you replace it.
- All medication stays with the Nurse. You cannot call home to be picked up without permission.

12.11 How to study well

Students who study well:

- Bring the materials they need to class
- Participate actively and ask relevant questions
- Plan work and schedule time for daily homework
- Use what they learn and see how each subject connects to the others
- Strive to do their best, not just enough to get by
- Keep their daily agenda up to date

Building the habit

- Think positively. Work independently. Ask for help when you need it — that is a strength, not a weakness.
- Concentrate. Keep your mind on what you are doing.

- Read the whole assignment quickly to get the basic idea, then read it again slowly for the details, explanations, and directions.
- If it is a long-term project, do a little each day. Do not let it go until the last minute.

Taking a test

- Relax, and forget how anyone else is doing.
- Read the directions carefully, then follow them.
- Read the whole test first to see what is asked and how to divide your time.
- Read each question twice before answering.
- Think before you write.
- Answer questions fully.
- Check your spelling and grammar before you turn it in.

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If something is wrong

Situation	What to do
Your child will be absent	Call the absentee line: Brass Castle 908-689-1188 x1 · Port Colden 908-689-0681 x1
You are worried about your child's mental health	Call the school counselor, psychologist, or nurse. Crisis: 988
You believe your child may be being bullied	Complete Form 338 and report it to the principal the same day. Anti-Bullying Specialist 908-689-1188 x3685
You have a concern about your child	Start with the teacher (Section 10.1)
You think your child may need extra help	Talk to the teacher, or refer to the Child Study Team in writing (Section 5.3)
Your family's housing situation changes	Tell the McKinney-Vento Liaison (Section 5.9)
An emergency happens during the school day	Do not call the school. Check www.washtwpsd.org and watch for School Messenger
You need to reach your child during the day	Call the main office. Always.

Deadlines

Requirement	Deadline
Homeroom placement request	In writing, before May 1
Permanent transportation change request	In writing, by July 15
Request to be placed on the Board agenda	In writing to the Business Administrator, 10 days before the meeting
Doctor's note after absence	3 or more consecutive days
Homework pickup request	Teacher's voicemail before 10:00 am
CST evaluation completed	90 calendar days from your written consent
FERPA records access	45 days from your written request
HIB investigation completed	10 school days from the written report
HIB — appeal to the Commissioner	90 days from the Board's decision
HIB — complaint to the Division on Civil Rights	180 days from the incident

Requirement	Deadline
New student physical submitted	30 days from entering school
Incoming PreK / K physical submitted	Before the first day of school

Numbers

District website	www.washtwpsd.org
Superintendent — Keith T. Neuhs	908-689-1119 x1602
Business Administrator — Eva Preuett	908-689-1119 x1606
Transportation Coordinator — Rachael Rhinehart	908-689-1119 x1601
Brass Castle — Principal, Susan Wardell	908-689-1188 x3603
Brass Castle — Nurse, Jacqueline Henderson	908-689-1188 x3607
Brass Castle — Absentee line	908-689-1188 x1
Port Colden — Principal, Jessica K. McDonagh	908-689-0681 x2503
Port Colden — Nurse, Sandra Dantzler	908-689-0681 x2507
Port Colden — Absentee line	908-689-0681 x1
Child Study Team Office — Caryn Kaluzny, Secretary	908-689-0681 x2610
Anti-Bullying Coordinator — Deborah Tierney	908-689-1188 x3611
Anti-Bullying Specialist — Jennifer Borusovic	908-689-1188 x3685
Integrated Pest Management Coordinator	908-689-1119 x1608
Maschio's Food Services	973-598-0005
988 Suicide & Crisis Lifeline	988
2NDFLOOR Youth Helpline (ages 10-24)	888-222-2228
NJ Children's System of Care / PerformCare	877-652-7624