

WEST WINDSOR-PLAINSBORO
REGIONAL SCHOOL DISTRICT

WICOFF C.A.R.E.S.



2023 - 2024

Student Handbook

John V. B. Wicoff Elementary School

510 Plainsboro Road
Plainsboro, NJ 08536

Telephone: (609) 716-5450

Nurse: (609) 716-5450 x 5452

Mrs. Maureen Cook

Principal

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Welcome to the John Van Buren Wicoff Elementary School. In order to ensure a successful school experience for you and your child, the staff of the Wicoff School has developed WICOFF C.A.R.E.S. - a compilation of necessary information to help get the home-school partnership off to a good start because we all agree that



Children Are Really Extra Special!

A MESSAGE FROM....

Maureen Cook
Principal

I would like to welcome you to the John V. B. Wicoff Elementary School. As we begin this school year I want to extend a warm welcome to you, your child and your family. I hope you had time to relax and enjoy your summer vacation. Hopefully, your child is excited about starting a new school year. It is my belief that families should be active participants in their child's school program. I would like to invite you to get involved in classroom activities, school and district-wide committees, the PTA and the many exciting events that happen at Wicoff throughout the school year.

Our goal as a district and school is to provide each student with learning experiences that will develop them academically, socially, emotionally and globally, so that our students can be successful in our ever-changing world. Our belief is that each child is an individual, with excellent potential to grow in all areas. We further believe that there must be cooperation and communication between the families and the school staff. Please know that with mutual collaboration among the families, faculty, and administration, we will be able to provide successful and enriching experiences for all the Wicoff School students.

I look forward to working with you and look forward to a great school year with your child.

MISSION STATEMENT

Building upon our tradition of excellence, the mission of the West Windsor-Plainsboro Regional School District is to empower all learners to thoughtfully contribute to a diverse and changing world with confidence, strength of character and love of learning.

**WEST WINDSOR-PLAINSBORO
BOARD OF EDUCATION**

BOARD MEMBERS

Rachel Juliana, *President*
Graelynn McKeown, *Vice-President*
Pooja Bansal
Elizabeth George-Cheniara
Louisa Ho
Dana Krug
Loi Moliga
Shwetha Shetty
Robin Zobvich

SCHOOL DISTRICT ADMINISTRATION

Dr. David Aderhold, Superintendent of Schools
Dr. Lee McDonald, Deputy Superintendent Pupil Services
Dr. Christopher Russo, Assistant Superintendent for Finance
Mrs. Charity Comella, Assistant Superintendent for Personnel
Mr. Patrick Duncan, Special Assistant for Labor Relations
Dr. Barbara Gould, Chief Academic Officer
Mrs. Susan Totaro, Chief Equity Officer
Mrs. Melissa Levine, Director of Special Services
Mrs. Kia Bergman, Director of Communications
Mrs. Mary Pierson, Transportation Coordinator

School Board Meetings: Meetings of the West Windsor- Plainsboro Board of Education are held at Central Offices, 321 Village Rd. East, West Windsor. The meetings begin at 7:30 p.m., and are held in the Multipurpose Room.

WICOFF ELEMENTARY SCHOOL Staff List 2023-2024

Principal – Mrs. Maureen Cook

Secretaries

Mrs. Lisa Grillo
Mrs. Lisa Leach
Mrs. Leigh Petrone

Kindergarten

Mrs. Stacy Bowes
Mrs. Amber Mattia
Mrs. Kristin Miller
Mrs. Lindsay Mulshine

First Grade

Ms. Briana Fernandes
Mr. Jerry Pinner
Miss Sharon Refsin
Mrs. Heather Shwom

Second Grade

Mrs. Melissa Collins
Ms. Megan Karpinski
Ms. Laura Jensen
Mrs. Melissa Miller

Third Grade

Mrs. Briana Frazier
Mrs. Olivia Marchitelli
Mrs. Melissa Quilter
Mrs. Niccole Robinson

Special Area Teachers

Art – Ms. Meghan Feeley
Basic Skills Reading - Mrs. Noreen West
Basic Skills Math - Mrs. Rebecca King
CST/Learning Consultant - Mrs. Megan Greene
CST/Psychologist - Ms. Laura Kelly
CST/Social Worker - Ms. Erica Marett
ESL - Mrs. Yuko Kravis
Media Specialist/Computers - Ms. Danica Taylor
Music - Mrs. Rebecca Pacella
Nurse - Mrs. Moira Jean Healey
Physical Education - Mr. Jason Petrone
Physical Education/Health - Mrs. Carolann Cautin
Reading Recovery - Mrs. Colleen Belmonte-Mulhall
Reading Recovery - Mrs. Brenda Frounfelker
School Counselor - Mrs. Ellen Incollingo
Spanish - Mrs. Pamela Ronen
Speech - Mrs. Joanne Hyman
TRS - C&I - Mrs. Mindy Piergrossi
TRS - G&T - Ms. Rachel Redelico
TRS - Reading Intervention - Mrs. Kimberly Lucas
TRS - Technology - Mrs. Laura Agnella

Cafeteria/Playground Aides

Ms. Michelle Cohen
Mrs. Debbie Kaplan
Mrs. Kate Lerner
Ms. Manasi Nayak
Ms. Lemonia Stevens

Custodians

Operations Foreman -
Mr. Melvin Rodriguez
Day - Mrs. Roberte Fevre
Day -
Evening - Ms. Elina Almonte
Evening - Ms. Maria Almonte

Eyes on the Door Officers

Mr. Thomas Rowe
Mrs. Kim Vargo

Class III Officer

Mr. Jeff Nelson

Cafeteria

Mrs. Ra Massoud - Manager

Extended Day Program (EDP)

Ms. Shannon Watson - Site Supervisor

Wicoff PTA

Shreya DasGupta - President
Sangeeta Vinoth - Vice President
Cara Lee - Vice President
Andrea Moscato - Vice President
Chaitali Deshpande - Vice President
Sailu Rachapudi - Vice President
Tej Pratap Singh - Treasurer
Ajanta Shah - Secretary



SCHOOL HOURS



FULL DAY SCHEDULE

All Day K, 1, 2, and 3 - 8:40 a.m. - 3:15 p.m.

EARLY DISMISSAL SCHEDULE

All Day K, 1, 2, and 3 - 8:40 a.m. - 1:00 p.m.

DELAYED OPENING SCHEDULE (90 MINUTE)

All Day K, 1, 2, and 3 - 10:10 a.m. - 3:15 p.m.

WW-P COMMUNICATIONS

DISTRICT WEBSITE

To keep in touch with all the latest news about WW-P, we urge families to visit the district website. The district website (www.ww-p.org) is the place to turn for news about schools along with the district calendar of events. Every Friday, families will receive a School and PTA Newsletter, with important information regarding upcoming events, dates, and activities at both the school and district

level. This gives families the opportunity to check out the latest happenings in our schools and throughout the district. Families should check to make sure their Genesis account has an up-to-date e-mail address, as the district uses those e-mails for its electronic communications.

To receive text messages from WW-P please follow the information below:

- If you are registering new students for the upcoming school year, you will receive an opt-in text message by the first week in August.
- If you are enrolling your student for the current school year, you will receive an opt-in text message within two business days from your meeting with the Registrar.
- Check and make sure your information in your Genesis Account is correct and that your cellphone number is one of the first two numbers listed (and listed as a cell phone with the appropriate carrier). If you update this information, the new cellphone number(s) listed will receive an automated message the following day.
- If you are unable to receive short-code text messages please contact your network provider.
- If you have opted out in the past through a different school district and want to receive future communication from WW-P text “Y” to 67587.

Make sure to follow the district on WW-P’s official social media pages.

Twitter: [Twitter.com/WWP_Schools](https://twitter.com/WWP_Schools)
Facebook: [Facebook.com/WWP.Schools](https://facebook.com/WWP.Schools)
Instagram: [Instagram.com/WWP_Schools](https://instagram.com/WWP_Schools)

It is imperative that families/caregivers plan with their children for emergencies. All emergency information should be kept up to date on Genesis. Each decision regarding school openings must be done on a case-by-case basis as the number one priority is safety. Thank you in advance for your patience and understanding.

SCHOOL CLOSINGS, DELAYED OPENINGS or EARLY DISMISSAL

Families and caregivers will receive automated/recorded phone messages, text messages (if they have opted-in) and emails. Communication will be available through SchoolMessenger. WW-P uses SchoolMessenger to send out automated/recorded phone messages, text messages and emails. SchoolMessenger integrates with Genesis and pulls families/caregivers emails and cellphone numbers. It is important for families to ensure that their contact information in Genesis is accurate. Messages will be sent to the accounts and phone numbers listed in Genesis. All information will be posted to the district's website, Twitter and Facebook pages.

TRANSPORTATION

Transportation uses SchoolMessenger to notify families of delays. Transportation updates regarding delays are sent out via SchoolMessenger's text message feature (if opted-in). These messages will be targeted at each bus route's specific student list.

ATTENDANCE

GENESIS

The WW-P student database system is called Genesis. This is a web-based system, which allows students, families, and staff to access the information from any computer or smartphone. It is our belief that by making this information readily available to you, we strengthen the lines of communication and improve your student's educational experience. Once you sign up for a Genesis account, you will not have to re-register. The USER ID and password are the same from year to year. If you do not have an account in Genesis, please send an e-mail to: wwpsis@wwprsd.org. This will generate a response to your e-mail and an account will be created. Once you receive this information, you can log on and check your account. Should you encounter any problems, help is available by sending a question to this address: wwpsis@wwprsd.org. Please note that after three unsuccessful login attempts, Genesis disables an account for security purposes. To re-enable the account, please send an e-mail to: wwpsis@wwprsd.org.

You will use the Genesis system to report your student's absence.

ATTENDANCE

Regular attendance gives each student the chance to make the most of everything our educational program has to offer. **Late arrivals (after 8:55 a.m.) and early dismissals (before 3:15 p.m.) will be documented in the student's attendance record.** A letter will be sent home if the student is excessively absent or tardy. To report a student's absence, go into Genesis, click on NOTIFY ATTENDANCE OFFICE and follow the prompts. Student absence for family vacations is discouraged. However, should it be necessary for a student to be absent for an extended amount of time, the parent/caregiver must enter the absence in Genesis.

TARDINESS

If for any reason a student is late, it is necessary for the student to report to the main office upon arrival. A late pass **MUST** be obtained so that the student's attendance can be corrected. A letter will be sent home for excessive tardiness.

EARLY DROP OFF

Please know that it is our school's policy that students are NOT to be dropped off *prior* to 8:40 a.m. **Before that time there is no supervision for the students and it is not safe to leave them unattended.** While we do not encourage families to bring their child to school prior to 8:40 a.m., it is the responsibility of the parent/guardian to supervise the student prior to 8:40 a.m. If you need morning care before 8:40 a.m. you can sign your student up for Extended Day Program (EDP) which is available from 7:00 a.m. - 8:40 a.m. As always, help is appreciated in following the school's policies so that all of the Wicoff students are safe.

EARLY DISMISSAL

If for any reason a student needs to be dismissed early from school, a **NOTE MUST** be sent in with the student. If a note is not received, the student will be sent home the usual way established by the caregiver. When the student is picked up early you are **required** to sign out the student on the early dismissal register with our security officer. An e-mail notification or voice mail message **WILL NOT** be accepted for early dismissal, as it may not reach the teacher in time or the student's teacher may be absent that day.

SCHOOL PROCEDURES

TRANSFERS

When a family plans to move to another school district, please notify the school as soon as possible of your plans to move. Release of Student Records forms need to be filled out before any records can be sent to the student's new school. Forms may be picked up in the main office or can be found on the district website www.wv-p.org.

NEW EMAIL and/or PHONE NUMBER

Families/caregivers are requested to update your student's Genesis account upon any change of email and/or home/cell phone number. It is imperative that we have this information up to date in case of any emergency.

NEW ADDRESS AND TELEPHONE

Families/caregivers are requested to notify the Registration Office at (609)716-5000 x 5505 immediately upon any change of residence and/or home telephone number. Proof of residence must be brought over to the Registration Office at 321 Village Road East, West Windsor, NJ. Call (609) 716-5000 x5505 for further information. Please be sure to update any other changes on Genesis. Again, it is imperative that we have this information up to date in case of any emergency.

DRIVING & PARKING SAFETY

Drivers must proceed with caution at all times as not to cause injury or exceed the **10mph speed limit**. All vehicles must be parked in designated and/or lined parking spaces **only**. NO PARKING is permitted in the fire lanes. Please follow all precautions when buses are present on school property. Vehicles found in unauthorized areas or not following school rules may be subject to ticketing.

VISITORS

WW-P Regional School District has equipped all schools with a security procedure to facilitate the safety of our students and staff. All visitors are required to enter through the main front door and to ring the bell for entrance. Visitors must then report directly to the security station to sign in and get a visitor's pass. **Visitors will need to produce photo identification.** All deliveries should be dropped off to the security guard. All visits to teachers should be prearranged. ***THANK YOU FOR YOUR COOPERATION.***

SCHOOL COUNSELOR

The primary responsibility of an elementary school counselor is to help all students recognize and develop their full potential as unique human beings. To reach this goal, the counselor helps the students achieve academically, personally and socially. Our counselor, Ellen Incollingo, works closely with families, teachers, school administrators and other professionals to provide the best possible resources and services.

A sense of trust is key to developing a positive relationship between the student and the counselor as well as the caregiver and the counselor. The door to the guidance office is open to all students, families, teachers and administrators. Feel free to contact Mrs. Incollingo by calling her at 716-5450 x5457 or you can e-mail her at ellen.incollingo@wwprsd.org.

BASIC SKILLS PROGRAM

This program is designed to provide additional instructional support in reading and math to identified students. Instruction is given in small groups. Families will be notified by the classroom teacher and will receive written notification from the school.

READING RECOVERY

This is an early intervention program available to students who are experiencing difficulty in acquiring reading and writing skills. Reading Recovery is delivered in a one to one format. It is open to identified first grade students.

CHILD STUDY TEAM

The Wicoff Child Study Team consists of a learning consultant, psychologist and a social worker. It is a part of the district's Special Services Department and is responsible for providing specialized programs for our students with special needs. The Child Study Team may be reached as follows:

Mrs. Megan Greene, Learning Consultant – (609) 716-5450 x5211
e-mail megan.green@wwprsd.org

Ms. Laura Kelly, Psychologist – (609) 716-5450 x6222
e-mail laura.kelly@wwprsd.org

STUDENT GUIDELINES

At Wicoff School, we want to develop an understanding and appreciation of individual differences. Respect for ourselves and others is emphasized. We will help our students develop a sense of responsibility for their behavior and an awareness of consequences resulting from inappropriate actions. It is our belief that positive reinforcement and strong modeling produces successful and lasting results with young students. Our goal is to incorporate the techniques of conflict resolution and peacemaking into all aspects of school behavior.

Wicoff students will be expected to follow our school code of conduct. This code states that:

1. STUDENTS WILL COME TO SCHOOL PREPARED TO LEARN.
2. STUDENTS WILL RESPECT PEOPLE AND PROPERTY.
3. STUDENTS WILL BE HONEST AND POLITE.
4. STUDENTS WILL SETTLE DISPUTES PEACEFULLY.
5. STUDENTS WILL NOT BRING ANYTHING TO SCHOOL THAT MAY BE DANGEROUS.
- 6. STUDENTS WILL ALWAYS DO THEIR BEST WORK!**

WW-P SCHOOL DISTRICT BUS PROCEDURES

Bus transportation is provided by the Board of Education and should be considered a privilege. Student conduct at the bus stop, on the bus, and leaving the bus should always reflect safety procedures. It is expected that students cooperate with the bus driver while traveling to and from school. Anything that would distract the driver is considered dangerous behavior. Students who fail to follow safety procedures will be reported to the administration.

BUS DISCIPLINE

The Board of Education requires students to conduct themselves in a manner consistent with established standards of classroom behavior and will suspend the riding privileges of students who fail to do so. If the bus driver reports problems on the bus, families/caregivers will be contacted. Students who commit serious infractions may be suspended from the bus immediately. Penalty is at the discretion of the administration depending on the circumstances. All riders need to adhere to the following rules:

1. Bus seats are assigned by the school and seating assignments are reinforced by the bus drivers.
2. Remain seated while the bus is in motion.
3. Safety belts **must** be worn.
4. No eating or drinking on the bus; keep the bus clean.
5. Be courteous to all.
6. No profanity (cursing), violence, name calling, bullying, or teasing will be tolerated.
7. Do not destroy property while on or waiting for the bus.
8. Keep your hands and head inside the bus.
9. Do not throw anything out of the windows.
10. For your own safety, do not distract the bus driver through misbehavior.

BUS SAFETY

Bus transportation is provided by the Board of Education. Each child has been assigned a bus stop. For the safety of your child and others please encourage proper conduct at the bus stop as well as on the bus. Any child who fails to conduct themselves in a safe and courteous manner will be reported to the administration. If the behavior does not improve, a Bus Conduct Form will be completed by the bus driver. The principal or assistant principal will then meet with your child to discuss the inappropriate behavior. Upon receipt of the conduct report, the Principal will contact the families to discuss strategies to improve behavior.

BUS PASS REQUESTS

Students are to ride only their designated buses. In an emergency, a student may be granted permission to change to another bus. Families must call the transportation office (609-716-5570) to obtain permission. Permission cannot be granted through the school. The transportation office will inform the attendance secretary who will issue a temporary pass. Social visits are NOT considered school emergencies.

HARASSMENT, INTIMIDATION, AND BULLYING

The Board of Education requires its school administrators to implement procedures that ensure both the appropriate consequences and remedial responses for students who commit one or more acts of harassment, intimidation, or bullying, consistent with the code of student conduct and the consequences and remedial responses for staff members who commit one or more acts of harassment, intimidation, or bullying. The following factors, at a minimum, shall be given full consideration by school administrators in the implementation of appropriate consequences and remedial measures for each act of harassment, intimidation, or bullying by pupils. Appropriate consequences and remedial actions are those that are graded according to the severity of the offense(s), consider the developmental ages of the pupil offenders and pupils' histories of inappropriate behaviors, per the code of student conduct and N.J.A.C. 6A:16-7.

Consequences and appropriate remedial action for a pupil who commits one or more acts of HIB may range from positive behavioral interventions up to and/or including suspension or expulsion of pupils, as set forth in the Board of Education's approved code of student conduct pursuant to N.J.A.C. 6A:16-7.1. Consequences for a pupil who commits an act of HIB shall be varied and graded according to the nature of the behavior, the developmental age of the pupil and the pupil's history of problem behaviors and performance, and must be consistent with the district Board of Education's approved code of student conduct and N.J.A.C. 6A:16-7, Student Conduct. Remedial measures shall be designed to: correct the problem behavior; prevent another occurrence of the problem; protect and provide support for the victim of the act; and take corrective action for documented systemic problems related to harassment, intimidation, or bullying.

The Superintendent will appoint an Anti-Bullying Coordinator for the district and each building principal will appoint an Anti-Bullying Specialist that will be approved by the Board of Education. In addition, each school will create a School Safety Team(s). New Policies and Regulations were adopted during the 2011-2012 school year and are available online.

Under policy 5512 the definition for harassment, intimidation or bullying is defined as:

“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 it be a single incident or a series of incidents that:

1. Is reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or
2. By any other distinguishing characteristic; and that
3. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3, that substantially disrupts or interferes with the orderly operation of the school or the rights of other pupils; and that
4. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
5. Has the effect of insulting or demeaning any pupil or group of pupils; or
6. Creates a hostile educational environment for the pupil by interfering with a pupil's education or by severely or pervasively causing physical or emotional harm to the pupil.

“Electronic communication” means a communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer, or pager.

SCHOOL LUNCH

Sodexo is the food services company for WW-P. Menus and nutritional information are available on the Sodexo website: wwp.sodexomyway.com.

School Breakfast

Students may pre-order breakfast to be served in the classroom. A google form link will be provided to parents to pre-order breakfast. The same link will be used for the entire school year. Parents must pre-order breakfast by Wednesday for the following week. Breakfast will include an entree, fruit, juice and milk. **Breakfast will cost \$2.25.** Free-eligible, Reduced-eligible and NJ Expanded Income Eligible (EIE) students will receive breakfast at no charge.

School Lunch

Lunch is served daily in our cafeteria. The daily lunch will include: a milk or 100% juice, protein, a grain, and fresh fruit/vegetable. A vegetarian lunch option will also be available each day. **Elementary Lunch will cost \$3.00.** Free-eligible, Reduced-eligible and NJ Expanded Income Eligible (EIE) students will receive lunch at no charge. **Milk will be available for \$.75.**

There will be no breakfast or lunch served on half days; however, children are encouraged to bring a snack.

PaySchools Central Payment System

For the 2023-24 school year, the District will continue to utilize [PaySchools Central](#) as the food service payment system. PaySchools Central provides families with easy access to meal account information, to make school lunch fund deposits, and to apply for free and reduced meals. Instructions on creating an account can be found here. If you have not yet set up an account for your student, your student's ID number is required in order to create a PaySchools account. Student ID numbers can be

found in the Genesis Parent Portal. An individual account (not a family account) must be created for each student. Students will also be able to purchase meals with cash. Even if students will be using cash to purchase meals, it is recommended that parents consider loading a small amount into their student's PaySchools account for emergencies such as a forgotten lunch. If you are sending your child with cash or a check for lunch, please make sure your student's name, grade and ID number is clearly written on the envelope.

In order to speed up the lunch purchasing process during the first few days of school, ***please have your child memorize and practice their Lunch PIN number (located in Genesis)***, so that they can easily share this information with the school's cafe staff in order to use the funds in their PaySchools account.

Free and Reduced Price Meal Application

The application for free and reduced price school meals, which also opens up other food benefits for families, will be available for completion for the 2023-24 school year in mid-August. The application will be available in your PaySchools Central account or may be downloaded from the District website. Benefits for current recipients will expire Oct. 20, 2023. Families must submit a new application for the 2023-24 school year. If you have already received a letter stating that your child is eligible for free lunch because you have been identified as receiving state benefits, a new application is NOT required.

Please check the District website (ww-p.org) for cafeteria menus! If you have any questions, please contact ***Ra Massoud, Wicoff Cafeteria Manager at (609) 716-5450 x5459***. Interested in a part time job, call ***Food Services (609) 716-5000, x5161 or email Tony Kowalak at tony.kowalak@wwprsd.org***. For information on the above topics and more, please check out the linked Nutrition & Food Services Back to School Newsletter.

RECESS

Students will be going outside for recess. Please be sure that your student is dressed appropriately for outdoor play. During inclement weather, our students will remain indoors. They may choose to do classroom assignments, read, or play quiet board games.

Our cafeteria/playground aides supervise the students, assist them with problems and help to maintain an environment of respect and consideration for others.

We develop, with our students, behavior expectations for the lunchroom and the playground. Consequences for repeated violations of these guidelines will be clear, appropriate and consistently applied. Our cafeteria/playground aides will give students verbal reminders, an opportunity to take 'time-out' to think about appropriate choices and finally may be reported to administration. An administrator may hold a conference with the child. Repeated violation of behavior guidelines may result in loss of recess time.

LOST AND FOUND

Wicoff's lost and found is located in the cafeteria. Please remind your child/children to look at lunchtime for any lost items. Families are also welcome to visit the lost and found during the day. Unclaimed articles are periodically donated to local charities. Please label coats, hats, mittens, lunch boxes or bags with the child's name and grade.

STUDENT RESPONSIBILITIES

The school is not responsible for the loss of any student's personal property. Students must assume full responsibility for their possessions. We discourage children from carrying money to school for no particular purpose.

Sending money to school - During the year, it will be necessary for you to send money to your child's teacher for various reasons. These include lunch money, insurance fees, student pictures, etc. Please send the **EXACT** amount in an envelope properly marked with your child's name and teacher. We are unable to give change for student pictures, field trips, etc.

Personal property - Articles such as clothing, books, schoolbags, lunch boxes and the like should be plainly marked with the student's name. A lost and found area is maintained in the cafeteria.

HOMEWORK

Homework supports our school program by reinforcing concepts presented in class and by helping students develop study habits and a sense of responsibility for their learning. Homework assignments will vary according to individual student needs and according to the teacher's approach to meeting these needs. In the primary grades, homework may be the completion of class assignments, or enrichment, reinforcement and extension of skills. Therefore, individual teachers will develop assignments based on goals for their students. Your child's classroom teacher will share with you their homework policy.

CLASS TRIPS

We offer a number of exciting educational class trips throughout the school year. Class trips are organized by staff and are provided for the purpose of enhancing our curriculum.

In order for a child to participate in a class trip, families/caregivers must sign and return a permission slip giving their approval. Students who fail to return a signed permission slip will be unable to participate in the trip. Families may be asked to pay a fee to contribute to the transportation/admission costs.

Chaperones are welcome on class trips depending on need and availability of space on the buses. Since the chaperone's primary responsibility is to the students, no parent will be permitted to bring other children on class trips. Only families/caregivers who receive confirmation from the teacher will be chaperones.

REPORT CARDS / CONFERENCES

EARLY DISMISSAL CONFERENCE DATES

October 10, 11, 12, 13

January 11, 12

March 22

REPORT CARDS/PARENT-TEACHER CONFERENCES

Our district uses a combination of conferences and report cards to provide families with effective information about their child's progress, including areas of strength and areas for improvement. Reporting periods are based upon a trimester system with the first report card being available through Genesis in mid-December.

Conferences will occur in October. The focus of this conference is to establish connections and open lines of communication between families and teachers early in the school year (they will not focus on the first marking period report card). There will be a conference day in January and in April for families of students who are struggling to meet expectations.

We encourage frequent communication between families and teachers. Although conferences are formally scheduled each year, additional conferences may be scheduled whenever appropriate. Please call, write or e-mail your child's teacher to schedule an appointment.

ASSESSMENT

NJSLA, which is a computer based test, is administered to students in third grade. This year, it will be administered in the spring of 2024. Standardized tests are used to evaluate our program and do not determine class placement.

PARENT INVOLVEMENT

At Wicoff School, we firmly believe that the education process requires close cooperation between the home and the school. Families should take an active interest in their child's education. We encourage parent involvement at Wicoff School by seeking parent volunteers in the following roles: Classroom mothers/fathers, Guest speakers to share interest or hobbies, Field trip chaperones.

PTA

Wicoff's PTA encourages you to become an active member. During the year, the PTA provides educational programs, social activities for families/teachers and fund-raising events. If you would like further information, contact the PTA at www.wicoffpta.org or email wicoff.ptainfo@gmail.com. You can also follow our Facebook page – Wicoff Elementary School PTA.

President: Shreya DasGupta

Vice President: Andrea Muscato

Vice President: Sangeeta Vinoth

Vice President: Chaitali Deshpande

Vice President: Cara Lee

Treasurer: Tej Singh

Vice President: Sailu Rachapudi

Secretary: Ajanta Shah

HEALTH OFFICE PROCEDURES

Wicoff School Nurse – Moira Jean Healey
609-716-5450 Ext. 5452

HEALTH DEPARTMENT INFORMATION

The nurse of the Wicoff School would like you to be aware of some procedures that are to be followed in helping to safeguard your child's health.

1. The school attempts to provide an environment in which the student will be safe from accidents. If any accident or sudden illness occurs, first aid will be given and the student's families notified. No care beyond first aid will be given by the school physician or nurse.
2. A health insurance form can be found on your child's Genesis account. These forms are used to **update health insurance information** in case of an emergency and your child is brought by ambulance to a hospital emergency room. Please fill out the **entire form** and make sure you **sign and date** it at the bottom.

3. **DO NOT SEND A STUDENT WHO IS COMPLAINING OF FEELING ILL, OR WHO HAS HAD A FEVER THE NIGHT BEFORE TO SCHOOL.** Children must be fever-free for 24 hours before they return to school (**WITHOUT TYLENOL**). Those children who are sent to school in less than 24 hours will be sent home upon their arrival. These children invariably feel ill in class and must be sent home. It is unfair to the other children in the class as well as the teacher to be exposed to a student with a possible contagious illness.
4. When a student will be out of school for any length of time, please enter your child's absence in Genesis. For a prolonged illness of three or more days a note is required for admittance into class.
5. **If any medication must be administered to a student during school hours, it MUST be submitted under the following conditions to the nurse.**
 - a. The approved school district form (available in the school nurse's office or on the district website www.ww-p.org) for the "Administration of Medication in School" must be completed by the student's physician, and signed by the parent.
 - b. The form and the container with the pharmacist's label designating the patient's name, instructions, name of drug and name of physician **must be given to the nurse by the parent.**
6. If a student cannot take physical education classes due to an illness for a prolonged period of time, a note from a physician is required. If the illness is short term, a note stating the reason for the excuse must be sent by the parent to the nurse.
7. In order to attend school, state law dictates that each student's immunization requirements must be fulfilled. These requirements are stated on the school calendar and in the school registration packets.

Further information regarding school health services is provided in the registration packets and the school calendar. If you have any questions regarding the above information, please call the school nurse at (609) 716-5450. **Listen to the prompts and press 5 or dial x5452 to be connected directly to the nurse's office.** The main focus of our efforts is directed at the well-being of your child in a healthful school environment. Only through parent-school cooperation can this be accomplished.

WW-P DISTRICT PROGRAMS

WEST WINDSOR-PLAINSBORO COMMUNITY EDUCATION

A variety of interesting programs and activities are offered throughout the year. Information regarding the Community Education programs can be found on the district website www.ww-p.org or by contacting the West Windsor-Plainsboro Community Education Office at (609) 716-5030.

EXTENDED DAY PROGRAM

School-age childcare is provided from 7:00 a.m. to the start of the school day, and after school until 6:30 p.m. Registration and fee information can be found on the district website www.ww-p.org or by contacting the West Windsor-Plainsboro Community Education Office at (609) 716-5030.

RECREATION DEPARTMENT PROGRAMS

Both the West Windsor and Plainsboro Recreation Departments also sponsor a variety of after school activities for our students. For information about these activities, please call:

Plainsboro Recreation Department – (609) 799-0909
West Windsor Recreation Department – (609) 799-6141

BROWNIES AND CUB SCOUTS

Information on scouting programs is sent home with the children periodically.

POLICY

WEST WINDSOR-PLAINSBORO

5600 PUPIL DISCIPLINE/CODE OF CONDUCT

Section: Students
Date Created: November 2010
Date Edited: September 2022

The West Windsor-Plainsboro Regional School District Board of Education adopts this Student Discipline/Code of Conduct Policy to establish standards and procedures for positive student development and behavioral expectations on school grounds, including on a school bus or at school-sponsored functions, and as appropriate, for conduct away from school grounds.

Every student enrolled in this district shall observe promulgated rules and regulations and submit to the discipline imposed for infraction of those rules. Regulation 5600 shall include a description of school responses and consequences to violations of the behavioral expectations established by the Board that, at a minimum, are graded according to the severity of the offenses, considering the developmental ages of the student offenders and students' histories of inappropriate behaviors pursuant to N.J.A.C. 6A:16-7.1(c)5.

The development, annual review, and update of this Policy shall involve parent, student, and community involvement which represents, where possible, the composition of the schools and community and shall be based on locally determined and accepted core ethical values.

The Board will review this Policy and Regulation after considering the findings of the annual reports of student conduct, including suspensions and expulsions, pursuant to N.J.A.C. 6A:16-7.1(a)5 and 6, and the incidences reported under the Student Safety Data System , in accordance with N.J.A.C. 6A:16-5.3.

The Superintendent shall report annually on the implementation of the Student Discipline/Code of Conduct Policy to the Board at a public meeting pursuant to N.J.A.C. 6A:16-7.1(a)5. The Superintendent shall submit a report annually to the New Jersey Department of Education on student conduct, including all student suspensions and expulsions, and the implementation of the Student Discipline/Code of Conduct Policy in accordance with the format prescribed by the Commissioner of Education and the Student Safety Data System , pursuant to N.J.A.C. 6A:16-5.3(e).

For students with disabilities, subject to Individualized Education Programs in accordance with 20 U.S.C. § 1400 et seq., the Individuals with Disabilities Education Improvement Act, and accommodation plans under 29 U.S.C. §§ 794 and 705(20), student discipline and the code of conduct shall be implemented in accordance with the components of the applicable plans.

The Building Principal or designee shall have the authority to assign discipline to students. School authorities also have the right to impose a consequence on a student for conduct away from school grounds, including on a school bus or at a school-sponsored function pursuant to N.J.A.C. 6A:16-7.6. This authority shall be exercised only when it is reasonably necessary for the student's physical or emotional safety, security, and well-being or for reasons relating to the safety, security, and well-being of other students, staff, or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2. This authority shall be exercised only when the conduct which is the subject of the proposed consequence

materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. Consequences shall be handled in accordance with Policy and Regulation 5600, pursuant to N.J.A.C. 6A:16-7.1, and as appropriate, in accordance with N.J.A.C. 6A:16-7-2, 6A:16-7.3, or 6A:16-7.5.

Consequences and appropriate remedial action for a student who commits one or more acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion. The factors for determining consequences and remedial measures and examples of consequences and remedial measures are listed in Policy 5512 – Harassment, Intimidation, and Bullying.

Consequences for a student who commits an act of harassment, intimidation, or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the student and the student's history of problem behaviors and performance, and shall be consistent with this Policy and the school district's student discipline/code of conduct pursuant to N.J.A.C. 6A:16-7.1.

Remedial measures shall be designed to correct the problem behavior; prevent another occurrence of the problem; protect and provide support for the victim of the act; and take corrective action for documented systemic problems related to harassment, intimidation, or bullying.

Any student to be disciplined shall be provided the due process procedures for students and their families as set forth in N.J.A.C. 6A:16-7.2 through 7.6.

When a student transfers to a public school district from another public school district, all information in the student's record related to disciplinary actions taken against the student by the school district and any information the school district has obtained pursuant to N.J.S.A. 2A:4A-60, Disclosure of Juvenile Information, Penalties for Disclosure, shall be provided to the receiving public school district, in accordance with the provisions of N.J.S.A. 18A:36-19(a), N.J.A.C. 6A:32(e)10.iv., and N.J.A.C. 6A:16-7.10.

Regulation 5600 shall include a description of student responsibilities that include expectations for academic achievement and behavior, a description of behaviors that will result in suspension or expulsion pursuant to N.J.S.A. 37-2, and a description of student rights pursuant to N.J.A.C. 6A:16-7.1(c)3.i through vii.

Comprehensive behavioral supports that promote positive student development and the student's abilities to fulfill the behavioral expectations established by the Board will include: positive reinforcement for good conduct and academic success including the programs as outlined in Policy 5440; supportive interventions and referral services including those services outlined in Policy 2417; remediation of problem behaviors that take into account the nature of the behaviors, the developmental ages of the students and the student's histories of problem behaviors and performance; and for students with disabilities, the behavior interventions and supports shall be determined and provided pursuant to the requirements of N.J.A.C. 6A:14.

The Building Principal shall maintain a current list of community-based health and social service provider agencies available to support a student and the student's family, as appropriate, and a list of legal resources available to serve the community.

Student discipline and code of conduct in the district will be applied without regard to 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, pursuant to N.J.S.A. 10:5.

The Student Discipline/Code of Conduct Policy and Regulation shall be disseminated annually to all school staff, students, and parent(s) or legal guardian(s). School staff shall be trained annually on the Student Discipline/Code of Conduct Policy and Regulation, which shall include training on the prevention, intervention, and remediation of student conduct in violation of the district's Policy and Regulation. Information on this Policy and Regulation shall be incorporated into the orientation program for new employees.

N.J.S.A. 18A:6-1; 18A:36-25.1; 18A:25-2; 18A:36-19a;

18A:37-1 et seq.; 18A:37-13.1 et seq.

N.J.A.C. 6A:16-7.1 et seq.; 6A:14-1.1 et seq.

Adopted: 9 November 2010

Revised: 28 June 2011

Revised: 27 August 2019

Revised: 20 September 2022

WICOFF ELEMENTARY SCHOOL
Important phone numbers/extensions and email

To reach the Wicoff School please dial **(609) 716-5450** and then the extension listed below (unless otherwise noted):

WICOFF OFFICE	Press 3
CAFETERIA	x 5459
COMMUNITY ED/EDP	(609) 716-5030
EDP at WICOFF	Press 6 or x 5464
EMERGENCY SCHOOL CLOSINGS OR DELAYS	Press 1
FAX	(609) 716-5462
GUIDANCE	x 5457
MEDIA CENTER	x 5456
NURSE	Press 5 or x 5452
REGISTRATION SECRETARY	Press 7 or x 5454
SPECIAL SERVICES, Learning Consultant	x 5211
SPECIAL SERVICES, Psychologist	x 6222
SPECIAL SERVICES, Social Worker	x 5363
SPEECH	x 5469
TRANSPORTATION	x 5570

E-MAIL

Teacher E-mail (first name.last name@wwprsd.org)

District Website – www.ww-p.org



We hope that the information provided in **WICOFF C.A.R.E.S.** is valuable to you and your child. If you have any unanswered questions, please feel free to contact the school at (609) 716-5450. Additional information will be made available to you via the Fox newsletter and special notes as necessary. By working together and keeping the lines of communication between home and school open, we can make school a great experience for your child.