

Maurice Hawk Elementary School



FAMILY & STUDENT HANDBOOK 2023-2024

**Sara Bright, Principal
Jack Colella, Assistant Principal**

**303-305 Clarksville Road
West Windsor, New Jersey 08550**

**Telephone: 609-716-5425
Tel-Safe: 609-716-5430
Nurse: 609-716-5428
Fax: 609-716-5439**

Follow us on Twitter @ <https://twitter.com/MauriceHawkWWP>

A MESSAGE FROM...

Sara Bright, Principal
Jack Colella, Assistant Principal

Welcome to the Maurice Hawk Elementary School family! As we begin this school year we want to extend a warm welcome to all our families. We hope you had time to relax and enjoy your summer vacation. It is our belief that families should be active participants in our school community. As such, we invite you to get involved in classroom activities, school and district wide committees, our wonderful and supportive PTA and the many exciting events that happen at Maurice Hawk 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 student 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. A strong partnership among parents, staff, and administration enables us to provide a successful learning environment for every child in our school. Communication is the key component in achieving this goal and we always encourage you and your child to share your ideas and thoughts with us.

This handbook outlines important information, procedures, dates and guidelines. With mutual collaboration among the families, faculty, and administration we will be able to provide successful experiences for all Maurice Hawk students. We look forward to working with you and look forward to a great school year for all our students.

Mrs. Bright & Mr. Colella

WEST WINDSOR-PLAINSBORO BOARD OF EDUCATION

BOARD MEMBERS

Rachel Juliana, *President*
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Elizabeth George-Cheniara
Louisa Ho
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SCHOOL DISTRICT ADMINISTRATION

Dr. David Aderhold, Superintendent of Schools
Dr. Lee McDonald, Deputy Superintendent of Schools
Dr. Christopher Russo, Assistant Superintendent for Finance/Board Secretary
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. Mary Pierson, Transportation Coordinator

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.

Sara Bright	<i>Principal</i>
Jack Colella	<i>Assistant Principal</i>
Marisa Efstathios (P/K, 2) Kelly Marshall (1, 3)	<i>School Counselors</i>
Denise Macisaa-Roteman Alyssa Cymbal	<i>School Nurses</i>

Maritza Markus	<i>Secretary to the Principal</i>
WonJoo Shankoff	<i>Main Office Secretary</i>
Alessandra Facchini	<i>Main Office Secretary</i>
Jamila Shepherd	<i>Main Office/Attendance Secretary</i>

Preschool	Kindergarten	First Grade	Second Grade	Third Grade
Lawrence Guest	Kristin Gorman	Christy Byrnes	Claire Barless	Jenna Bailin
Victoria Locane	Kimberlee Holleran	Kristine Davison	Shannon Brink - DLI	Marla Fruhling
Megan McCormick	Alison McMullen	Nicole Jurczynski	Jamie Ely	Justin Goetzmann
	Tianran Miao - DLI	Alexa Lombardi	Jenny Gu - DLI	Caitlyn Karagjozi
Kristen Weston	Steffanie Oriole	Anna Pan-Ng - DLI	Maryann Harpel	Debbie Li - DLI
Sara Woodhead	Rachel South	Christine Robinson - DLI	Christine Ralston	Marianne Skau - DLI
	Cecilia Tsao - DLI	Krystal Russo	Christine Shigeta	Stephanie Walz
	Michelle Wriede	Julie Yi	Kayla Stevens	Amanda Witkowski

MD/LLD/Special Education	Instructional Assistants			Cafeteria Staff & Playground Aides
Shaina Daniels	Munira Abbas	Kay Li	Ashoo Sharma	Latia Brown
Nicole Fisher	Oormimala Banerjee	Diane Lincoln	Nirmala Shinde	Raymond Lee
Rachel Harold	Thea Burke	Gayathri Mani	Angel Steiner	Bonnie Moy
Christie Kopeika	Cindy Calotta	Neeta Nadkarni	Nirmala Suri	Veena Nimkar
Tara O'Leary	Eileen Collins	Sunita Pherwani	Bhagyashri Waghulde	Sheresa Pender
Vanessa Shields	Patricia Devin-Horn	Lisa Pitcherello	Ting Yao	Melina Rivera
Amanda Stein	Rachel George	Rekha Prakash		
Rashmi Wheeler	Diane Li	Wendy Rosenthal		
Kristin Sullivan				

Special Area Teachers				
Art	Tina Carr Scott Samuels		Librarian/Media Specialist	Sue Ferguson
Chinese Culture (DLI)	Yi Zeng		Physical Education	Carolann Cautin Griffin Figel Nancy Massari Heather Peoples Michael Rosa
School Psychologist	Alicia Gialanella Laura Nash		ESL	Stacy Burke Angela Tran
Computer	Darron Brown		Teacher Resource Specialist for C&I	Maureen Mulhall
Technology Resource Specialist	Jamie Cook		Social Worker	Melanie Edmonds Diane Heiser
G&T Resource Specialist	Anne Marie Hughes		Spanish	William Sanchez
Occupational Therapist	Elizabeth Kidney Michele Patrone		Speech & Language Pathologists	Lori Amato Amanda Gagnon Danielle Gorski Katie Hickey
Teacher Resource Specialist for Intervention and Instruction	Tara Grossman Kim Haines Nicole Jones		BCBA Resource Specialist	Jessica D'Orazio
Music	Laura Berman Michelle Palladino Sarah Swahlon		Reading Specialist	Jessica Moore Tae Seo
Learning Consultant	Marissa Farber Lisa Hubbard		Physical Therapist	Susan Lee

Maurice Hawk Elementary School

Daily Schedules 2023-2024

Full Day Schedule:

Group/Grade	Arrival	Dismissal
Grades Kindergarten, 1, 2, & 3	8:40 AM	3:15 PM
Preschool Special Services Program Full Day	8:40 AM	2:10 PM
Preschool AM	8:45 AM	11:15 AM
Preschool PM	12:45 PM	3:15 PM

Early Dismissal Schedule:

Group/Grade	Arrival	Dismissal
Grades Kindergarten, 1, 2, & 3	8:40 AM	1:00 PM
Preschool Special Services Program Full Day	8:40 AM	1:00 PM
Preschool AM	<i>Session Canceled</i>	<i>Session Canceled</i>
Preschool PM	<i>Session Canceled</i>	<i>Session Canceled</i>

90 Minute Delayed Opening Schedule:

Group/Grade	Arrival	Dismissal
Grades Kindergarten, 1, 2, & 3	10:10 AM	3:15 PM
Preschool Special Services Program Full Day	10:10 AM	2:10 PM
Preschool AM	<i>Session Canceled</i>	<i>Session Canceled</i>
Preschool PM	12:45 PM	3:15 PM

Maurice Hawk Elementary School

Important Dates 2023-2024

Trimester Dates:

Trimester	Dates	Report Cards Available Online
1	September 7 – December 6	December 15
2	December 7 - March 12	March 21
3	March 13 - June 19	June 21

Back to School Nights:

MD, Kindergarten & 1st Grade	2nd & 3rd Grade
Wednesday, September 13	Thursday, September 14

School Closings:

Date	Reason
September 4	Labor Day
September 5 & 6	Professional Development - Staff
September 7	First Day of School
September 25	School Closed
November 9 & 10	School Closed
November 23 & 24	Thanksgiving Recess
December 25 – January 1	Winter Recess
January 15	School Closed
February 16	Professional Development - Staff School Closed
February 19	School Closed
March 25 - 29	Spring Recess
April 1	Emergency Closing #2
April 10	School Closed
April 23	School Closed
April 24	Emergency Closing #1
May 24	Emergency Closing #3
May 27	School Closed

*Note: Emergency Closing days, used in this order: April 24, April 1, May 24

Early Dismissal Days:

Date(s)	Reason
October 10, 11, 12, 13	Fall Trimester Parent/Teacher Conferences
November 22	Thanksgiving Recess begins
December 22	Winter Recess begins
January 11 & 12	Winter Trimester Parent/Teacher Conferences
March 22	Spring Trimester Parent/Teacher Conferences
June 19	Last Day of School

DISTRICT COMMUNICATION

School Messenger provides a comprehensive communication tool for the district. WW-P is able to send out automated/recorded phone messages, text messages and emails. School Messenger integrates with Genesis and pulls parent and guardians’ emails and cell phone numbers. It is imperative that parents ensure that their contact information in Genesis is **accurate and up-to-date** as School Messenger will send messages to the accounts and phone numbers listed in Genesis.

How messages will be sent:

- For **emergencies**, which will require the immediate notification of parents, such as lockdowns and evacuation situations, or an early dismissal after the school day has started; we will use every communication tool which will include: notice via phone calls, text messages (if opted-in/signed up) and emails. All information will be posted to the district’s website, Twitter and Facebook pages.
- For **school closings** before and during the school day (i.e., the night before, the morning before, or during the morning session) parents and guardians will receive text messages (if they have opted-in) and emails. All information will be posted to the district’s website, Twitter and Facebook pages.
- For **reminders**, such as upcoming school closings, holidays, or parent-teacher conferences, WW-P will notify parents and guardians via email. In addition, the information will be posted on the website, and on the district’s Facebook and Twitter pages.

EMERGENCY SCHOOL CLOSING

It is imperative that families/guardians plan for emergencies. All emergency contact information should be kept up-to-date in Genesis. Each decision regarding school openings must be done on a case-by-case basis as the main priority is safety and security of all students and staff. Should inclement weather force the cancellation of school, the decision to do so will be made as early as possible. The announcement of the cancellation will be shared on the District website and District App as well as through a text message from School Messenger (signup required) or via the district social media accounts.

District Website: www.ww-p.org

To keep in touch with all the latest news about WW-P, we urge families to visit the district web site. 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 newsletter, which is a listing of the updates. This gives families the opportunity to check out the latest happenings in the school 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 emails 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 cell phone number is one of the first two numbers listed. 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)

ATTENDANCE - TARDINESS

Regular attendance gives students the chance to make the most of everything our educational program has to offer. If for any reason a child is late, it is necessary for him/her to report to the main office upon arrival. A late pass **must** be obtained and will be noted on the student’s attendance. Students should be in their classrooms by 8:55 AM. Students arriving after that time will be marked as tardy.

GENESIS - ABSENCES

WW-P parents now have the ability to submit a student absence or tardy through a parent account in Genesis. Parents will not have to call a school Tel Safe telephone number, though the telephone number can be used if needed.

TEL-SAFE

TEL-SAFE is an attendance policy that has been adopted by the Board of Education to ensure the safe arrival of your child to school each day. The school requires each parent to notify the school by 8:45AM the morning of any absence or tardy arrival. The Tel-Safe phone number is **609-716-5425 Extension 5430**. Tel Safe can also be reached by calling **609-716-5425 and selecting Option #4**. In the event a parent or legal guardian does not notify the school, a phone call will be made to the contacts listed in Genesis. If a contact cannot be reached by telephone, the police will visit the home. http://www.ww-p.org/schools/maurice_hawk_elementary/tel_safe

EARLY DISMISSAL

If for any reason a student needs to be dismissed early from school, a note **must** be sent to the classroom teacher. If a note is not received, the child will be sent home the usual way established by the parent. When the student is picked up early you are **required** to sign the early dismissal register in the main office.

STUDENT VACATIONS

Student absence for family vacations is discouraged. However, should it be absolutely necessary for a student to be absent, the parent or guardian must notify the principal in writing *one week* prior to the scheduled vacation.

Extended Absences Form: [HERE](#)

TRANSFERS

When a family plans to move to another school district, please notify the school as soon as possible. Release forms are available online at the link below or can be picked up in the main office. The following information must be given to the school secretary in advance of leaving: destination, name of school which child will attend and the last day the child will attend Maurice Hawk School.

<http://www.west-windsor-plainsboro.k12.nj.us/cms/one.aspx?portalId=3592907&pageId=10721399>

CHANGE OF ADDRESS AND CONTACT INFORMATION

Parents/guardians are requested to notify the school immediately upon any change of residence, telephone number, address or employment. It is imperative that we have this information up-to-date in case of any emergency. Information can be found at the link below.

<http://www.west-windsor-plainsboro.k12.nj.us/cms/One.aspx?portalId=3592907&pageId=10721399>

NEW EMAIL and/or PHONE NUMBER

Parents/Guardians are requested to update their Genesis account information immediately following any change of email address and/or home/cell phone number. It is imperative that we have this information up to date in case of any emergency.

HEALTH OFFICE INFORMATION

Maurice Hawk School Nurse

609-716-5425 - Ext. 5428

The nurse of the Maurice Hawk 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 parents notified. No care beyond first aid will be given by the school physician or nurse.
2. Parents please complete **emergency contact** information in Genesis for your child if he or she should become ill or in case of any emergency. Please be sure that phone numbers are current.
3. **PLEASE DO NOT SEND A STUDENT TO SCHOOL IF HE/SHE IS COMPLAINING OF FEELING ILL, OR IF HE/SHE HAS HAD A FEVER THE NIGHT BEFORE.** Children must be fever-free (without medication) for **24 hours** before they return to school. Children who are sent to school less than 24 hours after being fever-free will be sent home upon arrival.
4. When a student will be out of school for any length of time, please notify Tel-Safe at 716-5430 or post a note in your Genesis Parent Portal. For a prolonged absence due to illness of three or more days, a note is required in order for the student to return to school.
5. If any medication must be administered to a student during school hours, it **must** be submitted to the nurse under the following conditions:
 - a. The approved school district form can be found on the district website under "departments, health services, health forms" 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 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. 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 on the school calendar. If you have any questions regarding the above information, please call the school nurse, 609-716-5425 Ext. 5428.

BUS SAFETY & DISCIPLINE

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. **Students should refrain from bringing rolling backpacks to school.** These bags tend to be heavier than traditional backpacks, are difficult to move in tight spaces, and as a result can be unsafe on the bus and in the school hallways. We appreciate your cooperation in this matter.

Bus Discipline:

Any child who fails to conduct himself in a safe and courteous manner while riding the bus to or from school will be reported to school administration. Restorative practices or disciplinary actions are applied proportionately to the offense.

- **First Offense:** Intervention by the bus driver. If the behavior does not improve, a “Bus Conduct Form”, will be completed by the bus driver. School administration will then meet with the student(s) to discuss the inappropriate behavior.
- **Second Offense:** Upon receipt of a second conduct report for the same student, the principal or assistant principal will contact the parents to discuss strategies to improve behavior.
- **Third Offense:** In addition to the interventions above, the student will be removed from the bus for a period of time proportionate to the offense, not to exceed 2 weeks or 10 school days.

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. Permission cannot be granted by the school. Families **must call the transportation office** at **609-716-5570** to obtain permission and a temporary bus pass. The transportation office will then contact the attendance secretary at the responsible school who will issue a temporary bus pass to the student. Social visits are **not** considered school emergencies.

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 or towing.

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 must produce photo identification.** All deliveries should be dropped off to the security guard. All visits to classrooms should be prearranged and approved with the teacher and school administration.

FOOD SERVICES

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 LUNCHES

Lunch is served daily in our cafeteria. The daily lunch will include: a milk or 100% juice, a protein, a grain, and a fresh fruit/vegetable. A vegetarian lunch option will also be available each day.

Elementary Lunch costs **\$3.00**. Free-eligible, Reduce-eligible and NJ Expanded Income Eligible (EIE) students will receive lunch at no charge. Milk will be available for \$0.75, Milk for half-day preschool students will be available for \$0.35.

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 student ID 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.

For information on the above topics and more, please check out the linked [Nutrition & Food Services Back to School Newsletter](#). Please note that there will be **no breakfast or lunch served on half days**; however, students are encouraged to bring a snack.

RECESS

Students routinely go outside for recess. It is important for students to dress appropriately for outdoor play. During inclement weather, our students will remain indoors. They may choose to do classroom assignments, read, play quiet board games or view appropriate videos.

Our cafeteria/playground aides supervise the students at all times, 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, offer an opportunity to take time to think about appropriate choices and finally, may be reported to school administration. Repeated violation of behavior guidelines may result in loss of recess time.

LOST AND FOUND

The school is not responsible for the loss of any student's personal property. The student must assume full responsibility for his/her possessions. Unapproved electronic devices should remain at home.

- **Note: Personal Property** – Articles such as clothing, water bottles, books, schoolbags, lunch boxes, etc. **should be plainly marked showing ownership.**

Maurice Hawk's lost and found is located just outside the cafeteria. During lunchtimes, students may check to look for any lost items. Unclaimed articles are periodically donated to local charities. **Please label** coats, hats, mittens, lunch boxes or bags with your student's name and grade.

- **Note: Sending Money to School** – We discourage children from carrying money to school for no particular purpose however, 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, as well as money for the Book Fair and student pictures. **Please send the exact amount in an envelope, properly marked with your child's name and teacher.**

PARENT-TEACHER CONFERENCES & REPORT CARDS

Our district uses a combination of conferences and report cards to provide parents/guardians with effective information about each student'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. There are periodic scheduled parent/teacher conferences that coincide with the distribution of these progress reports.

The first round of conferences will be held in October. The focus of these conferences 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 trimester report card. There are additional conference days in January and April for families of students who are struggling to meet expectations. Please see the dates listed above.

We encourage frequent communication between families and teachers. Although conferences are formally scheduled each year, additional conferences may be scheduled whenever appropriate and parents should feel free to request a conference with a teacher whenever necessary. Please call, write or e-mail the classroom teacher to schedule an appointment.

POLICY

5600 PUPIL DISCIPLINE/CODE OF CONDUCT

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

M

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

WW-P SCHOOL DISTRICT – HIB Policy

Harassment, Intimidation, and Bullying

N.J.S.A. 18A:6-1; 18A:36-25.1; 18A:25-2; 18A:36-19a; 18A:37-1 et seq.

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

The Board of Education requires its school administrators to implement procedures that ensure both the appropriate consequences and remedial responses for pupils 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.

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 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.

FIELD 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 student to participate in a class trip, parents/guardians **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/Guardians 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/guardian will be permitted to bring other children on class trips. Only parents/guardians who receive confirmation from the teacher will be chaperones.

FAMILY INVOLVEMENT

At the Maurice Hawk School, we firmly believe that a balanced educational program requires close cooperation between the home and the school. Families should take an active interest in their child's education. We encourage family involvement at the Maurice Hawk School by seeking family volunteers in the following roles:

- PTA
- Homeroom Representatives
- Field Trip chaperones
- Guest speakers
- Teacher assistant for various classroom activities

COMMUNITY EDUCATION EXTENDED DAY PROGRAM

School-age childcare is provided from 7:00AM to the start of the school day, and after school until 6:30 PM. Registration and fee information is available online or by calling 609-716-5030.

WEST WINDSOR-PLAINSBORO COMMUNITY EDUCATION

A variety of interesting programs and activities are offered throughout the year. Information regarding the Community Education program is sent home periodically with the students or can be obtained by contacting the West Windsor-Plainsboro Community Education Office at 609-716-5030.

MAURICE HAWK SCHOOL SONG

**Maurice H. Hawk School is...
The greatest school there ever was!**

**Teachers everywhere that really care;
Parents involved in the cause.**

**Maurice H. Hawk School....
I am a Hawk through and through.**

**We learn to read,
We learn to spell,
And we can write some stories.**

**I am a Hawk-
I am a Hawk-
I am a Hawk through and through!**

