

2023 - 2024  
School Handbook

**DUTCH NECK ELEMENTARY SCHOOL**

***"Celebrating a Century of Exceptional Education"***  
**1917-2017**



392 Village Road East  
Princeton Junction, NJ 08550

Telephone (609) 716-5400

Fax (609) 716-5409

## *A MESSAGE FROM.....*

**David J. Argese and Laura Bruce**  
Principal and Assistant Principal

Welcome to Dutch Neck Elementary School! We would like to take this opportunity to extend a warm welcome to you and your family. You and your child are part of the Dutch Neck community, one in which all of us are dedicated to helping your child grow academically, physically, socially, and emotionally. We believe that every child is an individual with strengths and passions, and it is our job as educators to provide children with the knowledge and tools to be most successful while cultivating these interests.

We look forward to partnering with you during your time here with us. It is our belief that parents should be active participants in their child's school program, so we invite you to become involved. There are many ways to do this such as volunteering to come in and read to your child's class or offering assistance during a science investigation. You might join a school or district committee, volunteer in the media center, and/or offer your time during one or more of the many exciting events which take place throughout the school year. We encourage you to join and get involved with our amazing Dutch Neck P.T.A.

With the mutual cooperation and support of parents, faculty, staff, and administration, we will work together to provide successful and enjoyable experiences for all of our Dutch Neck students. On behalf of the entire Dutch Neck community, we look forward to an exciting and productive school year working with you and your child!

Sincerely,



David J. Argese  
Principal

Laura Bruce  
Assistant Principal

### *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**

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

**SCHOOL DISTRICT ADMINISTRATION**

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

***School Board Meetings:*** Meetings of the West Windsor- Plainsboro Board of Education are held at Central Office, 321 Village Rd. East, West Windsor. The meetings begin at 7:30 PM.

**BACK TO SCHOOL NIGHTS**

**SEPTEMBER 13 - GRADES K-1/SEPTEMBER 14 - GRADES 2-3/6-8 PM**

Back to School Nights are scheduled at the beginning of each school year to give parents the opportunity to visit our school and your child's classroom, meet the teacher, receive an overview of the curriculum and to become familiar with classroom procedures and expectations.



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**WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT  
2023-2024 SCHOOL YEAR CALENDAR**

SEPTEMBER 2023				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

FEBRUARY 2024				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	

COLOR CODES	
<span style="background-color: red; color: black;"> </span>	Schools Closed
<span style="background-color: blue; color: black;"> </span>	Emergency Closing Day
<span style="background-color: yellow; color: black;"> </span>	Early Dismissal: Conferences
<span style="background-color: green; color: black;"> </span>	Early Dismissal Day K-12
<span style="background-color: purple; color: black;"> </span>	Professional Development Day
<span style="background-color: orange; color: black;"> </span>	PD Day - NEW Teachers Only

OCTOBER 2023				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

MARCH 2024				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

**FALL 2023**

8/28-8/31	Professional Development Days - NEW TEACHERS ONLY
9/5-6	PD Days for Staff
9/7	First Day of School
9/25	Schools Closed
10/10-13	Early Dismissal K-5 - Conferences
10/25-27	Early Dismissal 6-8 - Conferences
11/9-30	Schools Closed
11/22	Early Dismissal
11/23-24	Schools Closed - Thanksgiving Recess

NOVEMBER 2023				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

APRIL 2024				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

**WINTER 2023-2024**

12/22	Early Dismissal K-12 - Winter Recess
12/25-1/1	Schools Closed - Winter Recess
1/11-12	Early Dismissal K-5 - Conferences
1/15	Schools Closed
2/5-6	Early Dismissal 6-8 - Conferences
2/16	Schools Closed-PD Day for Staff
2/19	Schools Closed

DECEMBER 2023				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

MAY 2024				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

**SPRING 2024**

3/22	Early Dismissal K-5 - Conferences
3/25-3/29	Schools Closed - Spring Recess
4/1	Emergency Closing Day #2
4/10	Schools Closed
4/23	Schools Closed
4/24	Emergency Closing Day #1
5/24	Emergency Closing Day #3
5/27	Schools Closed
6/19	Last Day of School Early Dismissal K-12 High School Graduation
6/20	Professional Development Day - NEW TEACHERS ONLY

JANUARY 2024				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

JUNE 2024				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

EMERGENCY CLOSING DAYS	
Days Used	Schools Will Be Open On:
1	April 24
2	April 1
3	May 24

Note: If we have no emergency closing days, schools are closed April 1, April 24, and May 24

**BOARD APPROVAL: Feb. 8, 2022  
(Revised: March 28, 2023)**

## **GUIDANCE INFORMATION/STUDENT SUPPORT SERVICES**

### **GUIDANCE COUNSELOR**

The primary responsibility of an elementary guidance 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 counselors, Daniela Pareja and Michele Obregon, work closely with parents, 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 child and the counselor as well as the parent and the counselor. The door to the guidance office is open to all students, parents, teachers and administrators. Feel free to contact Ms. Pareja [Daniela.pareja@wwprsd.org](mailto:Daniela.pareja@wwprsd.org) and Ms.Obregon [Michele.obregon@wwprsd.org](mailto:Michele.obregon@wwprsd.org) via e-mail or by phone at 609-716-5400 X5423.

### **MATH/READING INTERVENTION PROGRAM**

This program is designed to provide additional instructional support in reading and math to identified students. Instruction is given in small groups. Parents 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 Dutch Neck 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:

Jennifer Gifford, Psychologist – (609) 716-5400 x5496  
Melanie Edmonds, Social Worker – (609) 716-5400 x5160

**STUDENT BEHAVIOR GUIDELINES/  
HARASSMENT, INTIMIDATION AND BULLYING POLICY**

**STUDENT BEHAVIOR GUIDELINES**

At Dutch Neck 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.

Dutch Neck 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!

**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 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.

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 HOURS**

### **REGULAR SCHOOL DAY SCHEDULE**

Kindergarten and Grades 1, 2 and 3  
8:40 a.m. - 3:15 p.m.

### **EARLY DISMISSAL (SCHEDULED)**

Kindergarten and Grades 1, 2, and 3 - 8:40 a.m. -1:00 p.m.  
*No lunch is provided on scheduled early dismissal days*

### **EARLY DISMISSAL (UNSCHEDULED)**

*(DUE TO INCLEMENT WEATHER OR EMERGENCY)*  
Kindergarten and Grades 1, 2, and 3 - 8:40 a.m. -1:00 p.m.  
*Lunch is provided on an unscheduled early dismissal day*

### **DELAYED OPENING SCHEDULE (90 MINUTE DELAY)**

Kindergarten and Grades 1, 2, and 3 - 10:10 a.m. - 3:15 p.m.  
*Lunch is provided on delayed opening days*

### **Prior to Opening:**

Should inclement weather force the cancellation of school, the decision to do so will be made as early as possible. The following methods of communication will be available: website: [www.ww-p.org](http://www.ww-p.org); email/text message from WWP\_Schools (School Messenger); District Twitter account and Facebook; and District app.

### **During the School Day:**

Should it become necessary to close school during the day because of ice, snow, storm, sleet, etc., the following methods of communication will be available: website: [www.ww-p.org](http://www.ww-p.org); email/text/phone message from WWP\_Schools (School Messenger); District Twitter account and Facebook; and District app.

It is imperative that parents/guardians 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.

## **WW-P COMMUNICATIONS**

### **SOCIAL MEDIA**



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: [Facdebook.com/WWP.Schools](https://facebook.com/WWP.Schools)

Instagram: [Instagram.com/WWP\\_Schools](https://instagram.com/WWP_Schools)

### **DISTRICT WEBSITE**

To keep in touch with all the latest news about WW-P, we urge parents to visit the district web site. The district website ([www.ww-p.org](http://www.ww-p.org)) is the place to turn for news about schools along with the district calendar of events. Every Friday, parents will receive a school and PTA newsletter. This gives parents the opportunity to check out the latest happenings in our school and throughout the district. Parents 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.

## **GENESIS**

The WW-P student database system is called *Genesis*. This is a web-based system, which allows students, parents, 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 child'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](mailto: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](mailto: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](mailto:wwpsis@wwprsd.org). You will use the *Genesis* system to report your child's absence.

## **SCHOOL MESSENGER**

SchoolMessenger provides a comprehensive communication tool for the district. WW-P is able to send out automated/recorded phone messages, text messages and emails. SchoolMessenger integrates with *Genesis* and pulls parent and guardians' emails and cellphone numbers. It is important for parents to ensure that their contact information in *Genesis* is accurate as SchoolMessenger 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 they have opted-in) and emails. All information will be posted to the district's website, Twitter and Facebook pages.
- For school closings (before the school day i.e., the night before or the morning of) 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.

In addition to the above emergency communication protocols, we have created a process to decrease the amount of emails received by parents and guardians from the school district. Each school sends out one newsletter-style email including all PTA/PTSA, school, and districtwide news on a weekly basis. All 10 newsletters are published on the website each week.

Transportation uses SchoolMessenger to notify parents 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 routes' specific student list.

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 Parent Genesis Account is correct and that your cellphone number is one of the first two numbers listed and it is listed as a cell number and not a home/land number. 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.

## ATTENDANCE/TARDINESS/EARLY DROP OFF/EARLY DISMISSAL

### 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 your child is excessively absent or tardy. To report your child's absence, go into Genesis, click on NOTIFY ATTENDANCE OFFICE and follow the prompts.

### TARDINESS

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 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 children are NOT to be dropped off *prior* to 8:40 a.m. **Before that time there is no supervision for your child and it is not safe to leave them unattended.** While we do not encourage parents to bring their child to school prior to 8:40 a.m., it is the responsibility of the parent to supervise his/her child in the waiting area outside of the main entrance doors at the front of the school until 8:40 a.m. If you need morning care before 8:40 a.m. you can sign your child 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 Dutch Neck children are safe.

### EARLY DISMISSAL

If for any reason a child 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 child is picked up early you are **required** to sign the early dismissal register in the main office.

An e-mail notification or voice mail message **WILL NOT** be accepted for early dismissal, as it may not reach the teacher in time.

## **CHANGE OF DISMISSAL PROCEDURE**

If your child has a change in the routine of how they are dismissed (change from going home on the bus to being parent pick-up for example) please send in an handwritten note. You are welcome to email the teacher as well, but in the rare case that the teacher is absent, the substitute does not have access to their emails, so please always include a note for your child to give the teacher if there is any change.

## **CHANGE OF ADDRESS AND TELEPHONE**

Parents/guardians are requested to notify the Registration Office immediately upon any change of residence and/or home telephone number. It is imperative that we have this information up to date in case of any emergency. 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.

## **EXTENDED STUDENT VACATIONS/ABSENCES POLICY AND PROCEDURE**

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 or guardian must complete an **Extended Absence Request Form** at least *one week* prior to the scheduled vacation/extended absence. **Request Forms** are available in the main office. **Request Forms** include the district's complete attendance policy.

## **TRANSFERS**

When a family plans to move to another school district, please notify the school as soon as possible of your plans to move. Transfer of Records forms may be picked up in the main office or found on the district website [www.ww-p.org](http://www.ww-p.org).

## **HEALTH OFFICE INFORMATION**

Dutch Neck School Nurse, Brenda Lavan, R.N., will be happy to assist you with any student health concerns. She may be reached at (609) 716-5400, ext. 5403.

Please 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. 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 notify Tel-Safe at (609) 716-5400 x5410 or prompt 4. 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](http://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 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) 716-5400 x5403. The main thrust 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.

## **LUNCH/RECESS/LOST AND FOUND**

### **SCHOOL LUNCH**

#### **SCHOOL BREAKFAST**

Beginning with the 2023-2024 school year, Dutch Neck will offer breakfast daily. Parents/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. There will be no breakfast served on half days; however, children are encouraged to bring a snack. 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. Both hot and cold lunch selections are available. There will be no lunch served on half days; however, children are encouraged to bring a snack. Lunch will cost \$3.00; milk is \$.75. Free-eligible, Reduced-eligible and NJ Expanded Income Eligible (EIE) students will receive lunch at no charge.

Online payment is available on [www.payschoolscentral.com](http://www.payschoolscentral.com). Please check the District website ([www.wv-p.org](http://www.wv-p.org)) for more cafeteria information, payments, and menus. If you have any questions, please contact Penny Huegel, Dutch Neck Cafeteria Manager at (609) 716-5400 x5473.

### **RECESS**

Children will be going outside for recess. Please be sure that your child is dressed appropriately for outdoor play. During inclement weather, our students will remain indoors. They may choose to draw, read, or play 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 or extreme violation of behavior guidelines may result in loss of recess time.

## **LOST AND FOUND**

Dutch Neck's lost and found is located right outside of the cafeteria. Please remind your child/children to look at lunchtime for any lost items. Parents are also welcome to visit the lost and found after school hours. Unclaimed articles are periodically donated to local charities. Please label coats, hats, mittens, lunch boxes or bags with child's name and grade.

### **CLASS BIRTHDAY PARTIES**

Your child's birthday is a very special day! That is why we have chosen to let the students lead or provide an activity for the class that showcases their interests or talents on or near their birthday.

Please **DO NOT** send in any food, candy or drinks for birthday celebrations. We have many students with allergies, and our mission is to provide a safe environment for all students. Please work with your child's teacher to find an appropriate way to celebrate your child's birthday. You may also consider some nonedible items for your child to share with the class such as pencils, stickers, etc.

The school is not responsible for the loss of any student's personal property. Students must assume full responsibility for their possessions.

**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.

We discourage children from carrying money to school for no particular purpose.

**Personal property** - A lost and found area is maintained outside of the cafeteria. Articles such as clothing, books, schoolbags, lunch boxes and the like should be plainly marked showing ownership.

### **HOMWORK**

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 within the guidelines of the WW-P Board Policy and Regulations on homework (2330).

### **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 himself in a safe and courteous manner will be reported to the principal. If the behavior does not improve, a Bus Conduct Form will be completed by the bus driver. The principal will then meet with your child to discuss the inappropriate behavior. Based on the content of the conduct report, the principal may contact the parents to discuss strategies to improve behavior.

### **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, 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. Parents may be asked to pay a fee to contribute to the transportation 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 parents/guardians who receive confirmation from the teacher will be chaperones.

### **REPORT CARDS/PARENT-TEACHER CONFERENCES**

#### **CONFERENCE DATES**

**October 10, 11, 12, 13**

**January 11, 12**

**March 22**

**(These are scheduled early dismissal days)**

Our district uses a combination of conferences and report cards to provide parents 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 parents 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 parents of students who are struggling to meet expectations.

We encourage frequent communication between parents 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. Standardized tests are used to evaluate our program and do not determine class placement.

### **PARENT INVOLVEMENT**

At Dutch Neck School, we firmly believe that the education process requires close cooperation between the home and the school. Parents should take an active interest in their child's education. We encourage parent involvement at Dutch Neck School by seeking parent volunteers in the following roles:

Classroom parents/guardians  
Field trip chaperones  
Guest speakers to share interest or hobbies  
Guests for classroom activity such as read aloud

### **PTA**

Dutch Neck's PTA encourages you to become an active member. During the year, the PTA provides educational programs, social activities for parents/teachers and fund-raising events. If you would like further information, contact the PTA.

Tashawna Smith - President  
[DutchNeckPresident@gmail.com](mailto:DutchNeckPresident@gmail.com)

### **VISITORS**

TO INSURE THE SAFETY OF ALL STUDENTS, ALL VISITORS MUST RING THE BELL AND SIGN IN AT THE SECURITY DESK IN THE LOBBY WHENEVER YOU ARE VISITING DUTCH NECK. OUR SECURITY GUARD WILL ISSUE A DUTCH NECK VISITORS' PASS FOR VISITORS TO WEAR. THANK YOU FOR YOUR COOPERATION.

### **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](http://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](http://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

# ***POLICY***

## **WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT**

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### **5600 PUPIL DISCIPLINE/CODE OF CONDUCT**

The Board of Education adopts this Pupil Discipline/Code of Conduct Policy to establish standards and procedures for positive pupil 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 pupil 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 pupil offenders and pupils' 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, pupil, 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 pupil 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 Electronic Violence and Vandalism Reporting System, in accordance with N.J.A.C. 6A:16-5.3.

The Superintendent shall report annually on the implementation of the Pupil 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 pupil conduct, including all pupil suspensions and expulsions, and the implementation of the Pupil Discipline/Code of Conduct Policy in accordance with the format prescribed by the Commissioner of Education and the Electronic Violence and Vandalism Reporting System, pursuant to N.J.A.C. 6A:16-5.3(e).

For pupils 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), pupil 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 pupils. School authorities also have the right to impose a consequence on a pupil 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 pupil's physical or emotional safety, security, and well-being or for reasons relating to the safety, security, and well-being of other pupils, 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 pupil 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 pupil 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 pupil and the pupil's history of problem behaviors and performance, and shall be consistent with this Policy and the school district's pupil 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 pupil to be disciplined shall be provided the due process procedures for pupils and their families as set forth in N.J.A.C. 6A:16-7.2 through 7.6.

When a pupil transfers to a public school district from another public school district, all information in the pupil's record related to disciplinary actions taken against the pupil 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 pupil 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 pupil rights pursuant to N.J.A.C. 6A:16-7.1(c)3.i through vii.

Comprehensive behavioral supports that promote positive pupil development and the pupil'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 pupils and the pupil's histories of problem behaviors and performance; and for pupils 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 pupil and the pupil's family, as appropriate, and a list of legal resources available to serve the community.

Pupil 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 Pupil Discipline/Code of Conduct Policy and Regulation shall be disseminated annually to all school staff, pupils, and parent(s) or legal guardian(s). School staff shall be trained annually on the Pupil Discipline/Code of Conduct Policy and Regulation, which shall include training on the prevention, intervention, and remediation of pupil 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

## **DUTCH NECK ELEMENTARY SCHOOL**

To reach the Dutch Neck School please dial **(609) 716-5400** and then the extension listed below (unless otherwise noted):

DUTCH NECK MAIN OFFICE	Press 3
TEL-SAFE	Press 4 or x 5410
CAFETERIA	x 5473
COMMUNITY ED/EDP	(609) 716-5030
EDP at DUTCH NECK	Press 6 or x 5404
EMERGENCY SCHOOL CLOSINGS OR DELAYS	Press 1
FAX	(609) 716-5409
GUIDANCE	x 5423
MEDIA CENTER	x 5414
NURSE	Press 5 or x 5403
REGISTRATION SECRETARY	x 5401
SPECIAL SERVICES, Learning Consultant	x 5474
SPECIAL SERVICES, Psychologist	x 5496
SPECIAL SERVICES, Social Worker	x 5160
SPEECH	x 5409
TRANSPORTATION	(609) 716-5570

### **E-MAIL**



Teacher E-mail (firstname.lastname@wwprsd.org)

District Website – [www.ww-p.org](http://www.ww-p.org)



We hope that the information provided in this handbook is valuable to you and your child. If you have any unanswered questions, please feel free to contact the school

at (609) 716-5400. Additional information will be made available to you via email blasts 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.