

# KINGWOOD TOWNSHIP SCHOOL

2011



2012

**880 County Road 519  
Frenchtown, New Jersey**

**908-996-2941**

***Excellence in Education***

Visit us at our website: <http://www.kingwoodschool.org>

## BOARD OF EDUCATION, ADMINISTRATION, AND STAFF

### BOARD OF EDUCATION

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Kevin Bloom, *Vice President*  
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Lance Riggio             Laurie Willard

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Scott Yerger, *Assistant Principal*  
Bobbie Beriont, *Business Adm./Board Secr.*

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Loraine Schermerhorn, *PreSchool/Spec. Ed.*

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Deb Snyder, *Kindergarten*

Stacey Michalski, *1<sup>st</sup> Grade*  
Deanna Mizin, *1<sup>st</sup> Grade*

Diane Plytynski, *2<sup>th</sup> Grade*  
Debra Ross, *2<sup>nd</sup> Grade*

Diane Ferlauto, *3<sup>rd</sup> Grade*  
Angela Guenther, *3<sup>rd</sup> Grade*  
Allison Larthey, *3<sup>rd</sup> Grade*

Jeni Losch, *4<sup>th</sup> Grade*  
Joanne Hyland, *4<sup>th</sup> Grade*  
Scott Johnson, *4<sup>th</sup> Grade*

### DISTRICT CONTACTS

Classroom Issues - Child's teacher 1st, if unresolved then  
Principal, CSA, BOE  
Transportation - Laura Hagerstrom  
Use of School Facilities - Eric Carr  
Public Records - Bobbie Beriont  
Discipline Issues - Scott Yerger  
Athletics - Angela Hefty

### GRADES 5 - 8

Mary Bill, *MS Language Arts Literacy*  
Kristen Grieco, *MS Language Arts Literacy*  
Susan March, *MS Lang. Arts Literacy*  
TBA, *MS Language Arts Literacy*

TBA, *MS Mathematics*  
Kristin Mohary, *MS Mathematics/Science*

David Bacon, *MS Science*  
Rebecca Vecere, *MS Science*

Donna King, *MS Social Studies*  
Charles Shlimbaum, *MS Social Studies*

### SPECIAL AREAS

Peggy Cooney, *Library/Media Center*  
Amber Gale, *Art*  
Jennifer Griffith, *Spanish*  
Angela Hefty, *Phys. Ed./Health*  
Aileen Naples, *Computer Literacy/Health*  
Cynthia Pope, *School-Wide Enrichment*  
William Richmond, *Phys. Ed.*  
TBA, *Music/Spanish*  
Ian White, *Music*

Sara Alpaugh, *Mathematics Specialist*  
Cynthia Arancio, *Nurse*  
Caroline Burghard, *Speech-Lang. Specialist*  
Leslie Callanan, *Psychologist*  
Dee Gardiner, *LDT/C*  
Diane Kristel, *Reading Specialist*  
Jennifer Leap, *School Counselor*  
David Moscovitz, *School Social Worker*

### SPECIAL EDUCATION

Patricia Farrar, *Special Education Teacher*  
Alice Hansen, *Special Education Teacher*  
Ella Hurley, *Special Education Teacher*  
Nina Kapsimalis, *Special Education Teacher*  
Tara Kucker, *Special Education Teacher*  
Maureen Silva, *Special Education Teacher*  
Kathryn Taffera, *Special Education Teacher*

Dawn Niemeyer, *Instructional Assistant*  
Rose Russano, *Instructional Assistant*  
Maureen Staudle, *Instructional Assistant*

### SUPPORT STAFF

Jennifer Berg, *C.S.T. Secretary*  
Lisa Clough, *School Secretary*  
Meaghan Emmons, *Asst. to Business Admin.*  
Laura Hagerstrom, *Board Bookkeeper/  
Transportation Coordinator*  
Harry Hansen, *Technology Assistant*  
Melissa Kramer, *Administrative Assistant*  
Diane Laudenschach, *Treas. of School Money*

Phillips - Barber Med. Group, *School Doctor*

Eric Carr, *Bldg. & Grounds Supervisor*  
Robert Marino, *Custodian*  
Philip Heymach, *Custodian*  
Peter Plugariu, *Custodian*

TBA, *Cafeteria Manager*  
Francesca Calo, *Cafeteria*  
Rose Kenworthy, *Cafeteria*

Reina Bowers, *Lunch Aide*  
Mary Ann Egidio, *Lunch Aide*  
Lori McHugh, *Lunch Aide*

August, 2011

Dear Parents,

Welcome back to the 2011-2012 school year!

Our calendar/handbook provides you with the information both you and your student will need for a successful school year. Our school calendar has four (4) emergency closing days built into the school year. We will continue to keep you updated on any changes to the calendar throughout the year.

As administrators, we know that we have an outstanding, professional staff at KTS. We continue to be excited about the educational programs we can offer our children. The district is committed to the improvement and refinement of the curriculum and instruction. We continue to revise the curriculum through Rubicon Atlas curriculum mapping software. This process will help integrate the new Common Core Standards into our program.

We appreciate the support and generosity of our Parent Teacher Association and the Kingwood Township Education Foundation. Their support and hard work have contributed to assemblies, trips, materials and other special events for our students that would not be possible without them!

The Kingwood Township School District greatly values the importance of open and clear communication. We believe that open and clear communication provides the foundation for our educational programs. We consider your input and support to be essential to the success of our children. We look forward to working with you to build the future for our children.

Sincerely,

Dr. Rick Falkenstein, CSA

Scott Yerger, Asst. Principal

### Kingwood Township School

880 County Road 519, Frenchtown, NJ 08825

(908) 996-2941

FAX: (908) 996-7268

Website: <http://www.kingwoodschool.org>

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## **SCHOOL HOURS**

	<b>Pre-School</b>	<b>Grades K - 8</b>
<b>REGULAR DAY</b>	8:45 AM – 11:30AM	8:45AM – 3:15PM
<b>SCHEDULED EARLY CLOSING</b>	NO CHANGE	8:45AM – 1:00 PM
<b>DELAYED OPENING</b>	<b>NO SESSION</b>	90 minute delay (10:15AM start)

### **SCHOOL CALENDAR 2011-2012**

*Thursday, Sept. 1\** - Staff Orientation  
*Friday, Sept. 2\** - Staff In-Service Day  
*Monday, Sept. 5\** - Labor Day  
*Tuesday, Sept. 6* - First Student Day  
*Monday, Oct. 10\** - Staff In-Service Day  
*Mon - Wed, Nov. 7 - 9* - Parent/Teacher Conferences -1:00PM Dismissal  
*Thurs/Fri, Nov. 10 & 11\** - NJEA Convention  
*Wed, Nov. 23* - Early Dismissal (1:00 PM)  
*Thurs/Fri, Nov. 24 & 25\** - Thanksgiving  
*Friday, Dec. 23* - Early Dismissal (1:00 PM)  
*Monday, Dec. 26 - Jan. 2* inclusive\* - Winter Recess  
*Monday, Jan. 16\** - Staff In-Service Day  
*Fri & Mon, Feb. 17 - 20\** - Presidents' Recess  
*Friday, March 9\** - Staff Professional Development Day  
*Wednesday, March 28* - Early Dismissal (1:00 PM) Staff Prof. Dev. Day  
*Thursday, Apr. 5* - Early Dismissal (1:00 PM)  
*Friday, April 6 – 13* inclusive\* - Spring Recess  
*Wednesday, April 25* - Parent/Teacher Conferences - 1:00PM Dismissal  
*Monday, May 28\** - Memorial Day  
*Tuesday, Wednesday, June 19 & 20* - 1:00PM Dismissal  
*Wednesday, June 20* - Tentative Last Day of School —1:00 PM

*\*Indicates days school is closed for students.*

#### **DELAYED OPENING FOR PRE-SCHOOLERS**

Pre-school session will be cancelled when there is a delayed opening.

#### **EARLY CLOSING DAYS**

Early closing days will be held during Parent-Teacher conferences, the day prior to Thanksgiving, Winter Recess, March Staff Prof. Dev. Day, Spring Break, and on the last two days of school. Dismissal is at 1:00PM, and lunch service is not available on those days. Students are able to bring in a snack.

The Board of Education is authorized to amend the calendar should inclement weather or an emergency require that the school be closed on a scheduled school day. Four additional school days have been built in the school calendar to help meet the 180 day mandate for students. If additional days are needed, they shall be made up in the following order: June 21, February 17, February 20, April 13, April 12, April 11, April 10, June 22nd through June 29th.

On scheduled early closing days, there is no change to the pre-school students' schedule. All students in Grades K-8 will attend from 8:45AM – 1:00PM.

#### **LATE ARRIVAL/EARLY DISMISSAL**

It is necessary that pupils be in attendance throughout the school day in order to benefit fully from the educational program of the district. The Board recognizes that, from time to time, compelling circumstances will require that a pupil be late to school or be dismissed early.

Homeroom starts for PK-8 students at 8:45 AM at which time attendance will be taken. Students are considered tardy after 9:00 AM. Pupils who are tardy **must** report to the Main Office with a note of explanation signed by a parent. The student will be given a pass to be admitted to class at that time. Excessive tardiness will be handled by the principal.

A note from home requesting early dismissal should be presented to the homeroom teacher at the beginning of the school day. Kindly try to schedule doctor and dentist's appointments after school hours. Students will meet their parent in the Main Office to be "signed out". No pupil shall be permitted to leave school before the close of the day unless met and signed out in the Main Office by a parent/guardian or other authorized person.

## ***DISMISSAL PROCEDURES***

Staff members are assigned to cover homeroom, car, bus, or hall duties at the beginning and end of the school day to ensure that students get to where they need to be safely.

**Parental Responsibilities:** Parents who wish to pick up their student on a daily basis must complete the “DAILY PICK-UP” form and return it to the Main Office. This form will eliminate the need for a daily note; however, if bus transportation is desired a note must be sent in on that day. Parents who wish to pick up their students on an occasional basis, must submit a note to the homeroom teacher at the beginning of the school day. Parents requesting that their students be picked up by another parent or adult must make sure that a corresponding note from the person picking the child up is also sent in to ensure that both parties are aware of the arrangements.

Notes are then sent to the Main Office where a list of the students who are being transported home by the parent is compiled and posted on our staff’s “Daily Morning Announcement” and given to the staff assigned to pick-up duty. Phone calls received for student pick ups will be put on the afternoon pick up list, however, it is the responsibility of all students to listen to the afternoon pick up list as they will not be personally notified.

**Pick up Procedures:** All students will be dismissed at 3:15 pm. Any student being picked up will report to the cafeteria to be signed out. You must park and sign your child out in the cafeteria. If a child accidentally gets on the bus, we will not be able to pull students from the bus. This is necessary for the safety of our students around the buses and to eliminate the unnecessary holding time of buses. You will have to pick your child up at their bus stop. Please take a moment each morning to communicate to your child their daily schedule.

Parents are strongly discouraged from picking up their child between 2:30-3:15 pm. Instructional time in the classroom does not end until 3:09 p.m. It is very disruptive calling into classrooms for early dismissals. I know this may not always be avoidable, but ask that you do your best to arrange for your child’s pick up to be 3:15 p.m. and not prior.

## ***EMERGENCY CLOSING NOTIFICATION***

Parents will be contacted by telephone, e-mail, and/or text for emergency situations as soon as possible following the decision to close using the school’s Honeywell Emergency Alert System. All parents should establish contingency plans for their children when school is closed due to emergencies. Children should know exactly where to go and what to do under these circumstances.

The Honeywell Instant Alert system will be the primary source used to communicate with parents/guardians. Parents **must** access the Honeywell Alert system themselves to set up or make changes to personal contact information or to change their levels of notification for emergency or school information. This can be done by logging on to **<https://instantalert.honeywell.com>** or, if internet service is unavailable, by calling our Main Office so that we can set this up for you.

Whenever possible, school closing information will also be posted on the district website: **<http://www.kingwoodschool.org>** and on Service Electric Cable Television. The Service Electric Cable TV announcement will state “Delaware Valley Regional High School and its elementary sending districts”.

## ***ENTRANCE/REGISTRATION POLICIES***

It is the policy of the Kingwood Township School District to admit children who will have reached the age of five years on or before October 1<sup>st</sup> into our Kindergarten program, and to admit children who have reached the age of six years on or before October 1<sup>st</sup> into our Grade One (1) program.

Our “Little Knights” Preschool program for three and four year olds is open, on a parent-paid tuition basis, to children who have reached the age of three years of age on or before October 1<sup>st</sup> of the current school year on a first-come, first-served basis.

Students who are entering late as kindergarteners or those who are transferring from another district are asked to call our Main Office to obtain a registration packet and to set up an appointment to register.

Students transferring from another district must provide a transfer card listing the student’s NJ DOE student identification number, health immunization card, birth certificate with raised seal, proof of residency, and divorce/custody/guardianship papers and other required materials must be presented at the time of registration.

## ATTENDANCE AND ABSENCE PROCEDURES

In order for the Board of Education to fulfill its responsibility for providing a thorough and efficient education for each pupil, the complete cooperation of parents and students is required to maintain a high level of school attendance. The frequent absence of pupils from classroom learning experiences disrupts the continuity of the instructional process and limits the ability of pupils to complete the prescribed curriculum requirements successfully.

The Board of Education requires that all pupils attend school during the days and hours that the school is in session. Excused absences from school are for ***only*** the following reasons: **Pupil Illness, Family Emergencies, and/or Religious Holidays.**

Please know that family vacations are **NOT EXCUSED** absences from school. Work cannot be provided for your student until they return to school. It is your student's responsibility to complete make up assignments in a timely manner.

Please call the school nurse when a child has been absent three (3) days or when a communicable disease is suspected.

According to Board policy, a warning notice shall be given to any pupil, and to the parent, who has been absent more than 10 days in any school year. Retention will be considered when the student has been absent from school for a total of twenty or more days.

In an effort to ensure the safe arrival of all students and by Board policy, parents are requested to report a student's absence from school by calling the **Absentee Mailbox Number (908) 996-2941 ext. 550** before 9:30 a.m. on each day the pupil is absent. If a call is not received, a message will be sent via our Honeywell Emergency Alert system to inform parents that their child is not in school that day.

Home instruction of up to 5 hours per week is available to students whose physician has determined that their physical ailment prohibits their attendance at school for an extended period of time. For more information, please contact the assistant principal.

## AFTER SCHOOL SUPERVISION

Board Policy #8601, Pupil Supervision After School Dismissal, was adopted as a result of the NJ Supreme Court's decision in *Joseph Jerkins et. al.* In its ruling, the NJ Supreme Court indicated that dangers exist for younger pupils at dismissal as children are susceptible to numerous risks, including negligent conduct, when leaving school property. Within its policies, the Kingwood Township Board of Education has deemed all of its roads as hazardous and offers transportation to all of its pupils. No pupil is permitted to walk to and from school, either by themselves or with an escort. Pupils may be transported to and from school by their parent and/or designee in a private vehicle.

As use of the school transportation system is the primary mode for pupils to come and leave school, the Board requires that all pupils who leave the school building by a private vehicle be signed out of school, i.e., released, by the parent/guardian or their designee every school day. The pupils will be supervised by school staff members from the school's dismissal time until the parent/designee comes into the school building and signs out the pupil.

Information about the YMCA's Before and After-Care Program is included in the parents' August Packet and is available in our Main Office year round.

The previous sections on starting and dismissal time, and following sections for staff supervision, parental responsibilities, office procedures, and students staying after school incorporates the information we are required to share with you as part of our guidelines for Policy #8601.

## STAYING AFTER SCHOOL

All students wishing to remain on campus for an after-school activity must have written permission from their parent(s). Permission slips for the activity fulfill this requirement. Parents must pick up their children promptly at the conclusion of the activity, with the advisor/coach/teacher remaining until all of the students are picked up.

Students who are participating in **After School Groups** (Scouts, etc.) must report to the cafeteria at the end of the school day to be picked up by their group leader who will sign them out with the teacher on duty in the cafeteria.

Students who stay after school for extra help or to serve detention also require parental permission with a specified parent pick-up time. This may be done in writing or by telephone.

# September 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 Staff Orientation	2 Staff Prof. Dev. Day	3
4	5 Labor Day <b>SCHOOL CLOSED</b>	6 First Student Day	7	8	9	10
11	12 KTEF Meeting, 7:00 PM	13	14	15	16	17 Kingwood Community Day
18 Kingwood Community Day Rain Date	19 Open House for Pre-K through 4th Grade, 7:00 PM	20 School Picture Day  Soccer vs. Lebanon, A	21 Open House for Grades 5 through 8 and Special Area Staff, 7:00 PM	22 Soccer vs. Frenchtown, H	23 Soccer vs. East Amwell, H	24
25	26 Parent Presentation: Anti Bullying 6:30 PM  Soccer vs. Milford, A	27 Board of Education Regular Meeting, 7:30 PM	28 Soccer vs. Delaware, H	29 Rosh Hashanah	30 Welcome Back Dance 7:00-9:00 PM  Soccer vs. Alexandria, A	

## **STAFF SUPERVISION OF STUDENTS**

While we understand that students may need to seek extra help outside of regular school hours and we encourage students to participate in our before or after school activities, we want to remind parents that their children may only be in the building with the permission of a supervising staff member. This prior approval is understood to include contact between the teacher and the parent with an agreement as to the specific day(s) and times of student participation along with parental accommodations for student drop-off and pick-up at the start and end time of the activity as appropriate.

Students should not be dropped off any earlier or picked up any later than necessary to fulfill the time required for the activity that the student is participating in. A student found in the building without specific permission from a supervising staff member shall be required to call their parents to arrange to be picked up immediately and wait in the Main Office until their transportation has arrived. Repeated offenses of these procedures may result in consequences and/or disciplinary action at the discretion of the assistant principal.

## **TECHNOLOGY AND INTERNET USE**

Under Board Policy #2361, both students and their parent(s) are required to sign an agreement form regarding acceptable use of the technology and Internet access at Kingwood Township School. Use is restricted until the agreement is signed.



## **SCHOOL VISITORS**

All visitors **must** register at the School Main Office, where they will be required to sign in, receive and wear a visitor's badge, and sign out when they exit. This policy pertains to all persons not employed by the Kingwood Township Board of Education. Parents are asked to sign in at all times, even if they wish to escort their children to their classrooms. We are concerned about the safety of all our students and know that your cooperation will ensure the safety of the occupants of our building.

Parents are invited to visit our school. In order that educational programs are not unduly disrupted, Board Policy and Regulations #9150 require that visitors obtain permission from the Chief School Administrator 24 hours in advance. Classroom observations are limited to your own child's classroom for a time not to exceed two class periods and by appointment only. No pre-schoolers will be allowed during visitations. The Administration may prohibit visits by persons whose reasons for visiting are in doubt or whose past activity have proven disturbing to the school program. A copy of the policy and/or visitation form is available from the Main Office.



No visitor may confer with a student in school unless it is with the specific approval of the principal. Should an emergency situation require the student to be called to the office to meet a visitor, the principal must be present during the conference. A student is never permitted to leave the school with anyone who is not clearly identified as his/her parents, legal guardians, or an authorized person.

Any item that needs to be given to your student may be dropped off in the Main Office. Students may not receive any mail or personal gifts through the school.

The only entrance open during school hours is located on the front side of the building where the Main Office is located. Visitors will be asked to identify themselves and their purpose before getting access to proceed through the locked vestibule doors. This measure was instituted to ensure the safety of our children.

Parking is only permitted in the parking lot within the lines designated for parking. The roadway surrounding the school is patrolled by the local police department, i.e., the NJ State Police. Procedures for an orderly drop-off of students by parent transportation will be sent home prior to the start of the school year. For special school events, notices will be sent home or staff will direct you to parking locations.

# October 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2 Week of Respect	3 Soccer vs. Holland, H	4 Soccer vs. S. Hunterdon, A	5 Mid Marking Period for 1st MP	6	7 Yom Kippur	8
GRADE 7 FAIRVIEW LAKE TRIP						
9 Nat'l Fire Prevention Week Nat'l School Lunch Week	10 Columbus Day SCHOOL CLOSED STAFF PROF. DEV. DAY	11 Soccer vs. Lebanon, H	12 Soccer vs. Frenchtown, A	13	14 Soccer vs. Delaware, A	15
16 Character Counts! Week	17 Soccer vs. JP Case, A	18 Board of Education Regular Meeting, 7:30 PM Soccer vs. Alexandria, H	19	20 Soccer vs. Milford, H	21	22
23 Red Ribbon Week 	24 Picture Retake Day	25	26 Soccer vs. S. Hunterdon, H	27 Soccer vs. Holland, A	28 Halloween Dance 7:00-9:00 PM	29
30	31 Halloween 					

## ***BUS TRANSPORTATION***

Bus transportation is provided to all students. No student may walk or ride a bike to or from school. Bus routes and schedules are provided through the DVRHS Transportation Coordinator. All students will be notified in the parents' August Packet of their bus route number, the location of their pick-up and drop-off site, and time of bus arrival. Any questions or concerns can be posed to our Transportation Coordinator at 908-996-2941 X556.

Students are assigned one seat on one bus route. The assigned seat will be on the route of the child's residence of record. In the event that permanent child-care arrangements have been made, parents may request in writing that the assigned seat be on the route of the childcare provider. In this case, the child will forfeit the original seat on the resident route for both pick-up and drop-off for the entire school year. Please know that if the established route to the childcare provider is full due to resident students, this type of arrangement CANNOT be accommodated.

Students may be transported to another student's home that is on the same route with permission notes from both sets of parents. Notes must be received in the Main Office in the morning.

The following bus transportation rules have been designed for the protection of your child and will insure his/her safety coming to and going from school.





### **BUS RULES**

1. Pupils must know that while being transported they are under the authority of the driver of the bus.
2. Students should be at the bus stop a few minutes early to ensure transportation to school.
3. The school bus is viewed as an extension of school. Students are expected to adhere to the rules/regulations established by the bus driver. The bus driver is in full charge of the bus and its riders.
4. Riders must board or exit from the bus only when it is stopped.

5. Pupils must make sure the road is clear before they cross to or from the bus. The bus driver will give instructions to follow when crossing the road.
6. Pupils must occupy the seats assigned to them by the bus driver or the principal and remember to fasten their seat belts.
7. Pupils must keep their hands, arms, heads, or bodies inside the bus and its windows.
8. Gum chewing, eating, and drinking, are not permitted on the bus.
9. Pupils will be permitted to talk in a normal manner, but loud, profane, and obscene language will not be permitted.
10. Pupils are permitted to talk to the bus driver only when the bus is stopped, that is, not in motion.
11. Pupils must get permission from the bus driver in order to open or close any bus window. They shall not regulate nor operate any part of the bus.
12. Pupils have a responsibility to keep the bus clean. Everyone is expected to do his/her part to keep the floor clear of waste paper and dirt and to keep the upholstery and interior finish in excellent condition.
13. Every student is expected to behave in a manner that does not distract the bus driver in any way nor endanger the safety of anyone on the bus.

***The safety of our children is of utmost importance.*** Students who violate any of the rules will receive a "disciplinary point notification form" that will be sent home to the parent in addition to any other disciplinary consequences. The parent is to sign and return the form to the principal. ***Students who act in a manner that jeopardizes the safety of the bus and its occupants are subject to loss of bus privileges for a period of time to be determined by the school administration.***

# November 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6 Daylight Savings Time Ends 	7 Afternoon Parent- Teacher Conferences  <b>KTEF Meeting, 7:00 PM</b>	8 <b>Election Day</b> Evening Parent- Teacher Conferences  1st Marking Period Ends	9 Afternoon Parent- Teacher Conferences	10	11 <b>Veterans Day</b> 	12
<b>1:00PM DISMISSAL — NO LUNCH SERVICE</b>			<b>SCHOOL CLOSED — NJEA CONVENTION</b>			
13 American & International Education Week 	14	15  <b>1st MP</b> Report Cards Posted	16	17	18	19
20	21	22  <b>Board of Education</b> Regular Meeting, 7:30 PM  Basketball Physical Forms Due	23  <b>1:00 PM DISMISSAL</b> <b>NO LUNCH SERVICE</b>	24 <b>Thanksgiving Day</b> 	25	26
				<b>SCHOOL CLOSED—THANKSGIVING RECESS</b>		
27	28	29	30			

## **COMMUNICABLE DISEASES**

The New Jersey State Sanitary Code on Immunizations (**N.J.A.C. 8:57-4.1 to 8:57-4.20**) calls for the immunization of children from specific diseases at different levels with vaccines for diphtheria, tetanus toxoids, and pertussis; polio; measles; rubella; mumps; Haemophilus influenzae type b (Hib) conjugate; Hepatitis B virus; varicella virus (chicken pox); pneumococcal conjugate; influenza; and meningococcal. Parents are reminded that they will need to work with their health care practitioner to arrange for the timely immunizations of their children and to provide documentation of the immunizations when called for by the school nurse. Failure to do so can result in the temporary removal of the child from the school setting, as required by the State Sanitary Code. State law mandates that all school age children be immunized unless they have a religious or medical exemption.

Should your child contract a contagious disease, we request that you notify the school immediately. Appropriate steps can then be taken to prevent the spread of contagion among other children in the same classroom. Most communicable diseases have been controlled or eliminated through immunization mentioned earlier; however, the following information may be helpful:

**Chicken pox** - Usually begins with fever, fatigue, and a skin eruption that starts as a red papule then becomes small blisters for 3 to 4 days, then leaves a scab. The period of infectivity is 1 day before the onset of fever to the drying of all crusts or 5 days after the appearance of the rash. The students will be admitted when either the rash has scabbed over or 5 days after the initial appearance of blisters.

**Conjunctivitis (pink eye)** - Characterized by redness, swelling, burning or itching of eye membranes. There may be sensitivity to light and a yellow discharge. The student may return to school when eyes are clear or after being treated by a doctor.

### **Head Lice (Pediculus Humanis Capitis)**

It is important to notify the school nurse if head lice or their eggs (nits) are discovered so that the homeroom and other contacts can be checked, otherwise children will keep re-infecting each other. A student will be sent home if lice or nits are found. The students will be readmitted after proper treatment and being cleared by the school nurse. Please call the school nurse for further information.

**Fifth Disease** - This is a common disease of school children characterized by a red rash on the cheeks followed by a lacy rash on the arms and legs. The disease is caused by parvovirus B19. It is spread by direct contact with infected mucus from the nose or mouth or by inhaling droplets coughed or sneezed into the air. Illness starts from 4 to 18 days after exposure. Fifth disease rash sometimes begins with no illness at all but usually starts with 3 or 4 days of low-grade fever and symptoms of a mild cold. This is followed in 7 to 10 days by the appearance of a bright red, raised rash, which covers the cheeks, making them look as if they had been slapped. The area around the mouth is usually not involved. After another 1 to 3 days, a pink, blotchy and often itchy rash appears on the upper part of the arms and legs, spreading to the trunk and buttocks. As it fades, the rash develops a "lace-like" or "net-like" appearance which can last for 5 to 10 days. Once cleared, it may reappear for several weeks or months if the skin becomes flushed from exercise, sunlight or a warm bath. There are no complications from infection in a normal child. The disease remains contagious from 2 weeks to days *before* appearance of the rash. Children are no longer contagious and do not need to be excluded from school once the rash occurs. Pregnant women in contact with an infected child between 3 days and 2 weeks before the rash should speak with their doctor.

**Strep Infections** - This bacteria spreads on oral secretions which enter the air in droplet form and invade the nose or throat. Initial symptoms, a fever and sore throat, usually begin 2-4 days after contact. Difficulty swallowing, loss of appetite, headache, stomachache, nausea, vomiting and drowsiness may also occur. The throat is often bright red, tonsils are enlarged and white patches may appear on the throat or tonsils. The lymph nodes on the neck are often swollen and tender. **Infected children must be kept out of school a minimum of 24 hours after starting antibiotic therapy.**

## **ILLNESS**

A pupil who has any sign of fever, chills, a very runny nose, severe cough, unusual skin eruptions, earache, sore throat, vomiting or diarrhea should not be sent to school. Such symptoms may indicate the beginning of a contagious disease. It is recommended that students not return to school until they have been without a fever, (a temperature of less than 100° F) for at least 24 hours.

No student is allowed to leave school due to illness unless they have been seen by the school nurse and she has contacted the parents/guardians and arranged for transportation. Students are **NOT** permitted to call parents to pick them up.

# December 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6 8th Grade Cap & Gown Pictures	7	8 Student Council Senior Citizen Holiday Breakfast	9	10
11	12 Pre-K through Grade 4 Winter Concert 7:00 PM 	13	14 Grade 5 through 8 Winter Concert 7:00 PM  Mid Marking Period For 2nd MP	15 Basketball vs. S. Hunterdon, G-A, B-H	16	17
18	19	20 Board of Education Regular Meeting, 7:30 PM Basketball vs. Delaware, G-H, B-A	21 Hanukkah Basketball vs. Milford, A G-1st, B-2nd	22	23 1:00 PM DISMISSAL NO LUNCH SERVICE	24
25 Christmas Day 	26	27 Delaware Township Holiday Basketball Tournament	28	29	30	31 New Year's Eve
SCHOOL CLOSED — WINTER RECESS						

### ***MEDICATIONS IN SCHOOL***

It is recognized that some children with chronic illnesses and specific disabilities often require medication during the school day. Parents are asked to follow the following requirements specified by Board Policy when sending medications prescribed for a child during the school day:

1. A written and signed order from a legal prescriber (physician, or nurse practitioner) must accompany all medications, including prescriptions and over-the-counter medications.
2. The order needs to include the student's name, diagnosis, name of the medicine, dosage and time of administration, duration of administration, any potential side effects and effects of other medications the student receives which may alter or impact the effects of the ordered medications.
3. If the medication is used "as needed", the order should clearly describe the conditions under which the drug is used.
4. Written permission to administer the medication from the parent/guardian.
5. The medication needs to be brought in the original labeled container and given to the school nurse.

### ***MEDICATIONS ON A FIELD TRIP***

Teachers, by law, cannot be responsible for giving medication in the classroom or on field trips. If a child is on daily medication, every effort should be made for a parent to accompany the child and give the medication.

### ***SELF ADMINISTRATION OF EMERGENCY MEDICATIONS***

Those students with illnesses which may be life-threatening, such as asthma or allergies that require the administration of a Nebulizer or Epi-Pen, will be able to carry and self-administer their prescribed medications after required forms have been completed by the students' parents and private physicians.

Students who are authorized to use asthma medication or a nebulizer shall have an Asthma Action Plan (AAP) prepared by their medical home physician and submit it to the school nurse.

Please contact the school nurse for the necessary forms.

### ***ALLERGIC REACTIONS***

If a child has an allergic reaction, Benadryl will be given and the will be parent notified. If the reaction is more severe, i.e. difficulty breathing, epinephrine via a pre-filled auto-injector mechanism will be administered by the school nurse or, in her absence, her trained and approved designee according to Board Policy #5330, and the Rescue Squad summoned.

### ***PHYSICALS/SCREENINGS***

New students are required to have a physical examination completed by their medical "home" physician within 30 days upon enrollment in the district. The Board strongly recommends that students in grades 3 and 6 have subsequent physical examinations to ensure proper childhood development.

Each year the school nurse appraises each student's height, weight, hearing, blood pressure and vision. Also, the spinal column and posture of students 10 years of age and older are checked for signs of scoliosis. Parents are notified if a problem arises.

Any student who wishes to participate in after-school sports is also required to obtain a physical examination before they will be allowed to participate in the activity.

Please contact the school nurse if your child has any physical condition requiring special consideration.

### ***LIVE ANIMALS IN THE CLASSROOM***

A student or staff member may bring a live animal to school for educational study, provided that (1) A written request for the permission of the visit, including the educational purpose of the visit, has been granted by the Chief School Administrator; (2) Proof that the animal has been protected by a rabies vaccination or a written statement from a veterinarian that the animal is not susceptible or cannot pass any diseases to the students; (3) The classroom teacher approves of the animal for educational purposes and assumes responsibility for the visit; (4) The animal is properly caged or leashed and supervised at all times; (5) No animal shall be permitted on school buses.

For more information and/or a "Permission to Bring Live Animal To School" form, please contact our main office.

# January 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 New Year's Day	2  <b>SCHOOL CLOSED — WINTER RECESS</b>	3 <b>CLASSES RESUME</b>  Basketball vs. Lebanon, G-A, B-H	4	5  Basketball vs. East Amwell, G-H, B-A	6	7
8	9  Basketball vs. Delaware, G-A, B-H	10	11  Basketball vs High Bridge, G-H, B-A	12	13  <b>Boy's Touhill Basketball Tournament</b>	14
15	16 Martin Luther King, Jr. Day  <b>SCHOOL CLOSED STAFF PROF. DEV. DAY</b>	17  Basketball vs. Alexandria, G-H, B-A	18  Basketball vs. Frenchtown, G-A, B-H	19	20  <b>Girl's Sportsters Basketball Tournament</b>	21
22	23	24  <b>Board of Education Regular Meeting, 7:30 PM</b>  Basketball vs. Holland, G-A, B-H	25  End of 2nd Marking Period  Basketball vs. Lebanon , G-H, B-A	26	27  <b>Winter Ball/Middle School Dance 7:00—9:00 PM</b>	28
29	30	31  Basketball vs. Milford , H G-2nd, B-1st				

## **HOMework**

Homework is designed to be a constructive tool in the teaching/learning process. It is an extension of what was learned in the classroom and is assigned to reinforce the lesson or provide a creative application of what has been learned. Homework acts as a link between home and school by keeping parents informed.

The use of homework agenda books help get the students organized. **Homework is the responsibility of the student.** Students may receive a detention and/or administrative intervention for frequent homework deficiency. In addition to checking their students' homework agenda book, parents can hear their students' assignments by calling the Homework Hotline and/or by checking the teacher's website. To access the Homework Hotline, dial the school's telephone number, choose option #8, and then enter the 3 digit number of the teacher you wish to reach. Teacher hotline numbers as well as their e-mail addresses are located on the back cover of this handbook.

The amount of homework is very often specific to both the grade level and subject area. Parents may direct questions concerning homework to specific teachers. A student who is absent from class for any reason must make up the required homework. At the teacher's discretion, homework may be assigned for:

Gr. K-1	5-15 minutes/day
Gr. 2-3	15-20 minutes/day
Gr. 4-5	30-45 minutes/day
Gr. 6-8	60-90 minutes/day

## **MARKING PERIODS**

- 1<sup>st</sup> marking period ends November 8, 2011
- 2<sup>nd</sup> marking period ends January 25, 2012
- 3<sup>rd</sup> marking period ends April 2, 2012
- 4<sup>th</sup> marking period tentatively ends June 13, 2012

Please note that these dates are subject to change depending on the number of days school is closed.

## **PARENT/TEACHER CONFERENCES**

Parents and the school should work together to establish effective two-way communication. Parents are encouraged to initiate contact directly with the teacher and arrange for visits as necessary. Two Parent/Teacher Conferences are scheduled annually (fall and spring). Spring conferences are at the request of the teacher.

## **GRADING**

The Mid Marking Period is an opportunity to review a snapshot of your child's progress to date.

Report cards for grades Pre-K through eight will be accessed through the Power School Parent Portal via the link on the district website. Log in information will be handed out at the beginning of the year. Report cards for kindergarteners are given three times a year (2nd, 3rd & 4th marking period). If access to the Internet is not available or you need assistance, please contact our Main Office.

Each teacher has established criteria for grading which will be shared with students and parents.

### **Grading Scale:**

#### Pupils in Grades Pre-K through 2:

AP (Advanced Proficient) = mastered a skill and demonstrated it consistently  
P (Proficient) = developing the skill and demonstrates it most of the time  
A (Approaching) = needs improvement in using the skill more often and independently

\* = modified program

#### Pupils in Grades 3 and 4:

A = excels grade level  
B = at grade level  
C = approaching grade level  
D = below grade level

\* = modified program

#### Pupils in Grades 5 through 8:

A = 90-100	D = 60-69	* = modified program
B = 80-89	F = 59 and below	
C = 70-79	I = Incomplete	

## **Honor Roll**

Students in Grades 5-8 are eligible for honor roll. High honor roll will include all students who achieved a grade of not less than 92 in all subjects that marking period. Honor roll will include all students who have achieved a grade of 86 or higher in all subjects. *(To be on the Honor Roll, the student may not have any "I"s.)*

# February 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 2nd MP Report Cards Posted  <b>Basketball vs. Clinton Public, G-H, B-A</b>	2	3  <b>Basketball vs. S. Hunterdon, G-H, B-A</b>	4
5	6 KTEF Meeting, 7:00 PM	7  <b>Basketball vs. Frenchtown, G-H, B-A</b>	8  <b>Basketball vs. High Bridge, G-A, B-H</b>	9	10	11
12	13	14 Valentine's Day	15  <b>Basketball vs. ,East Amwell, G-A, B-H</b>	16  <b>Basketball vs. Alexandria, G-A, B-H</b>	17 SCHOOL CLOSED PRESIDENT'S WEEKEND	18
19	20 President's Day  SCHOOL CLOSED PRESIDENT'S WEEKEND	21	22	23  <b>Basketball vs. Holland, G-H, B-A</b>	24	25
26	27	28  <b>Board of Education Regular Meeting, 7:30 PM</b>	29  Mid Marking Period for 3rd MP			

## ***PUPIL RECORDS***

Pupil permanent records are maintained according to code N.J.A.C. 6A:32-7.3. Non-classified student records are housed in the Main Office while those of classified students are housed in the Child Study Team Office.

Parents, guardians, and adult pupils are guaranteed access to pupil records within 10 days of the written request to the Chief School Administrator (CSA) or designee, and prior to any review or hearing related to the pupil conducted in accordance with the State Board of Education. Copies of pupil records are also available by request for a reasonable fee. The CSA or designee shall be present during any record review to provide interpretation and to prevent alteration, damage or loss to the record. The district will make every effort to provide the record information in the dominant language of the parent/adult pupil.

Only authorized organizations, agencies, or persons shall have access to pupil records. Should the parental rights of one parent/guardian be terminated by a court order, it is the responsibility of the person/agency having legal custody to notify the district. Written parent permission is required in some instances to allow non-school staff to review a student file and documentation of such a review is required. Parents and adult pupils have rights to challenge the content in a pupil's record and, if necessary, file an appeal. Federal, state, and local laws and policies pertaining to pupil records and parents rights can be obtained upon request to the Chief School Administrator.

## ***CURRICULUM***

In addition to the core subjects of mathematics, language arts literacy, science, and social studies, we offer the following special subjects to all students:

Physical Education	General Music	Spanish
Computer Literacy	School-Wide Enrichment	Health
Art	Library-Media Science	Academic Support

Instrumental music is offered to students in grade 5- 8.

Copies of our district curriculum are available for review in the Chief School Administrators office. The NJ Core Curriculum Content Standards are available on-line at [www.njcccs.org](http://www.njcccs.org).

## ***ASSEMBLIES AND FIELD TRIPS***

A variety of guest speakers visit classes at the invitation of their teacher. Assembly programs are offered to our students through the generosity of our PTA and the Kingwood Township Education Foundation.

Each grade level takes at least one field trip per year. Information/cost is sent home by the teacher. Field trips are considered to be a part of the educational program. If a student does not participate in a field trip, an educational program will be available at school that day. Overnight-trips are considered a privilege, and are subject to the school's disciplinary code. **Students who have 15 or more disciplinary points are ineligible to participate in the seventh and eighth grade overnight trips.**

## ***PROMOTION AND RETENTION***


The Board of Education has established a promotion and retention policy in order to maintain high standards of achievement. Retention will be considered when: a student is achieving significantly below ability and grade level and/or; a student is demonstrating gross irresponsibility in study habits or completion of academic work and/or; a student has been absent more than 20 school days.

## ***CO-CURRICULAR ACTIVITIES***

Recognizing the value of extra-curricular activities at the middle school level, a broad range of activities are offered to students in grades 6-8. Athletic activities include boys' and girls' basketball, co-ed soccer, boys' baseball, and girls' softball. Middle school students can also participate in Yearbook, Student Council, Destination Imagination, and Art Club. The Music Program includes concert band, jazz band, rock band, and/or chorus. Participation fees for athletics are \$50/per sport while those for extra-curricular activities are \$30/per activity. The only activities exempt from fees are Yearbook and Student Council.

School dances are offered to students in Grades 6-8 with fifth graders being invited to the last dance of the year. Students must be academically and behaviorally eligible to participate.

# March 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Music in our School Month				1	2 Read Across America	3
4	5 KTEF Meeting, 7:00 PM	6 Board of Education Special Meeting, 7:30 PM	7 Music in our School Month Concert 7:00 PM	8	9 SCHOOL CLOSED STAFF PROF. DEV. DAY	10
11 Daylight Savings Time Begins	12	13 Spring Picture Day  Baseball/Softball Physicals Due	14	15	16 St. Patrick's Day Dance 7:00-9:00 PM 	17
18	19	20	21	22	23 Career Fair	24
25	26	27 Board of Education Public Hearing on 2012-2013 Budget, 7:30PM	28 1:00 PM DISMISSAL STAFF PROF. DEV. DAY NO LUNCH SERVICE	29	30 The Knight's Challenge 6:00-8:00 PM	31

## **ACADEMIC PROBATION & SUSPENSION**

Pupils who maintain a “C” or 70% average or above in all of their classes each marking period are considered to be in good academic standing and eligible to participate in extra-curricular activities.

A student will be placed on Academic Probation if they have received one or more grades of “D” or below 69% at the end of a marking period. If a student is placed on Academic Probation, a letter will be sent home by the assistant principal to inform the parent(s) of their pupil’s academic status and a monitoring program will be put in place to ensure academic improvement. Pupils placed on Academic Probation may still remain eligible to participate in extra-curricular activities.

If a student receives all grades of “C” or better the following marking period, they will be removed from Academic Probation and returned to good academic standing. However, if the student again receives any grade of “D” or lower during the next marking period, he/she will be placed on “ACADEMIC SUSPENSION”. A student will remain on Academic Suspension if they continue to receive one or more grades of “D” or below 69%. Grades from the 4<sup>th</sup> quarter of the previous academic school year will affect eligibility status of the 1<sup>st</sup> quarter of the following new school year.

Students who are on Academic Suspension are NOT eligible to participate in or join any extra-curricular activities until they receive all grades of “C” or better for a two week period. If a pupil’s grades drop below a “C” at any point in time, they will be placed back on academic suspension until the end of the marking period. Students on Academic Suspension may not attend any practice or activity, attend school dances including the 8<sup>th</sup> grade dance, or be in the school building before or after school for any reason, other than to receive additional academic assistance. Board Policy #2430, Co-Curricular Activities, allows an exception to this policy provided the student experienced extenuating circumstances in their lives, i.e., death in the family, crisis in the home or school life, learning difficulties that have contributed to grades of “D” or below.

Students on Academic Suspension will be required to participate in a monitoring program similar to that above for students on academic probation. They will receive a weekly status update by all teachers and be referred to the school’s Intervention and Resource Committee.

## **SPECIAL EDUCATIONAL PROGRAMS**

### **Special Education**

The Child Study Team consists of a school psychologist, school social worker, learning disabilities teacher/consultant and speech-language specialist whose function is to identify, evaluate, and classify those students in need of a special education program.

The team is responsible for evaluating students and, along with classroom teachers and parents, developing educational plans for those students demonstrating specific disabling conditions defined by law. Parents may call the Child Study Team Office to inquire about making a referral. (908-996-2941 ext. 508).


### **Related Services**

Special education students may be offered related services in physical therapy, occupational therapy, adaptive physical education, speech, and counseling.

### **Educational Support Program**

A program of remedial instruction that supports skills in the areas of language arts literacy and mathematics is offered to students in grades 1-8. Identification of students is made through the use of standardized test results, a survey of classroom performance, and teacher recommendation. Our reading and math specialists provide assistance to students in an inclusion (push-in) or pull-out setting. Materials and training can also be provided to parents who wish to work with their children at home.

# April 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 KTEF Meeting, 7:00 PM  End of 3rd Marking Period	3	4	5 1:00 PM DISMISSAL NO LUNCH SERVICE	6 SCHOOL CLOSED SPRING BREAK	7
8 Easter 	9	10	11	12	13	14
SCHOOL CLOSED—SPRING BREAK						
15 Volunteer Week	16 Classes Resume	17	18 3rd MP Report Cards Posted	19	20	21
22	23	24 Board of Education CSA & BOE Evals., 7:30 PM  Softball/Baseball vs. Lebanon, G-A, B-A	25  Softball/Baseball vs. S. Hunterdon G-H, B-A	26  Take your child to work day	27	28
NJ-ASK GRADES 7 & 8 REGULAR TESTING						
29	30 NJ-ASK GRADES 5 & 6 REGULAR TESTING  NJ-ASK GRADES 7 & 8 MAKE-UP TESTING  Softball/Baseball vs. High Bridge G-H, B-A					

## **HEALTH/FAMILY EDUCATION**

Any pupil, whose parent or guardian presents to the school administrator a signed statement that any part of the instruction in health/HIV prevention and/or family life education is in conflict with his or her conscience, or sincerely held moral or religious beliefs, shall be excused from that portion of the course where such instruction is being given and no penalty as to credit or graduation shall result there from [NJSA18A: 35-4.7 and 6:29-4.2(j)]. Please contact the superintendent/principal if you are interested in examining the curriculum and/or materials.

## **PHYSICAL EDUCATION (P.E.)**

Students are required by law to participate in the physical education program unless excused by a note from parents or doctor for illness or injury. All students are required to wear sneakers, preferably with non-marking soles. NO student will be permitted to participate with unsafe footwear, for example, those sneakers without a heel (slides) or those sneakers tied behind the sneaker tongue.

Students in grades 5-8 are required to change their clothing for P.E., that is, to change their top and bottom clothing. They must wear a T-shirt, tucked in and shorts to the mid-thigh level. Consistent with the school's dress code, students are not permitted to wear tank or spaghetti type tops, shorts or pants with wording on the backside, shorts or pants worn below waist level. It is suggested that jeans or jean shorts not be worn, and that an extra pair of socks and sneakers are available, especially if the student is scheduled for early morning classes. Aerosol deodorants, hair sprays, etc., are not permitted for use in the locker room.

Students in grades 5-8 may select a small locker to store their personal belongings for P.E. If they choose to keep that locker, they must place a combination lock at their own expense on the locker and provide the combination to the P.E. teacher. If students do not wish to supply a lock, they must carry their gym clothes for each session.

Frequently our gym facilities are utilized after-hours by other organizations, thus exposing the locker rooms to many people. To avoid any loss, parents are asked to reinforce to their children the need to be responsible for their belongings.

## **SCHOOL-WIDE COUNSELING PROGRAMS**

### Teasing and Bullying

Education about teasing and bullying is ongoing at KTS, especially at the middle school level. Our objectives are to help students differentiate between normal conflict versus teasing and bullying behaviors and to identify effective strategies to respond to teasing and bullying .

### Mediation

The mediation program is a valuable opportunity to educate all of our students about the process of peacemaking. When conflicts arise at school, students may be invited to participate in mediation either with pre-selected Peer Mediators from the seventh and eighth grade or with the school counselor. The resolution process promotes effective listening skills and teaches students how to compromise and get along with one another. Research has shown that the peer mediation process teaches students how to handle conflicts nonviolently.

### Lunch With The School Counselor

To help promote friendships and social skill development, students, individually or in groups, may be invited to have one or more lunches with the school counselor. Discussions, games and problem solving strategies are used to work through school or peer relationship difficulties. If the problem is serious, the school counselor will call parents to discuss the concerns.

Any parents who object to their child's participation in peer mediation or lunchtime meetings with the counselor should contact the school counselor by phone (996-2941 x501) or in writing.



# May 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
			NJ-ASK GRADES 5 & 6	REGULAR TESTING		
			NJ-ASK GRADES 7 & 8	MAKE-UP TESTING		
		Softball/Baseball vs. Holland G-A, B-A		Softball/Baseball vs. Lebanon G-H, B-A		
6 Teacher Appreciation Week	7 KTEF Meeting, 7:00 PM	8 Teacher Appreciation Day	9	10 KTS Fine Arts Festival 6:00-9:00 PM	11	12
			NJ-ASK GRADE 3	REGULAR TESTING		
			NJ-ASK GRADE 4	REGULAR TESTING & GRADES 5 & 6	MAKE-UP TESTING	
	Softball/Baseball vs. S. Hunterdon G-A, B-A	Softball/Baseball vs. East Amwell G-H, B-A			Softball/Baseball vs. Alexandria G-A, B-A	Delaware Township Baseball Tournament
13 Mother's Day	14	15	16 Mid Marking Period for 4th MP	17	18 Summer's Coming Dance 7:00-9:00PM	19
			NJ-ASK GRADES 3 & 4	MAKE-UP TESTING		
	Softball/Baseball vs. East Amwell G-A, B-A	Softball/Baseball vs. Holland G-H, B-A		Softball/Baseball vs. Clinton Public G-H, B-A		Delaware Township Baseball Tournament (rain date)
20	21	22	23	24	25	26
		Softball/Baseball vs. Alexandria G-H, B-A				
27	28 Memorial Day  SCHOOL CLOSED	29	30	31		
				Grade 8 Washington, DC Trip		

## ***EQUAL EDUCATIONAL OPPORTUNITY***

State and federal statutes and regulations prohibit school districts from discriminatory practices in employment or educational opportunity against any person by reason of race, color, creed, religion, sex, ancestry, national origin, age, English proficiency, sexual preference, marital status, or veteran status. Further, state and federal protection is extended on account of disabilities, social or economic status, pregnancy, childbirth, pregnancy-related disabilities, actual or potential parenthood, or family status and other applicable laws.

Kingwood Township School will continue to support its affirmative action resolution and to implement the district's Equal Educational Opportunity Policy #5750 in accordance with law and regulation.

The State Department of Education approved the Kingwood Township Comprehensive Equity Plan. The purpose of the Comprehensive Equity Plan is to ensure that the district provides equality in educational programs and to identify and correct, or assess and prevent, all bias, discrimination, and impermissible isolation in policies, practices, and facility of the district. The Chief School Administrator reports to the Board of Education annually on progress toward the objectives established in the plan. A copy of this document is on file in the Chief School Administrator's office.

## ***SCHOOL NUTRITION & CELEBRATIONS***

As per Board Policy #8505, the district Board of Education is committed to: providing pupils with healthy and nutritious foods; encouraging the consumption of fresh fruits and vegetables, low fat milk and whole grains; supporting healthy eating through nutrition education; encouraging pupils to select and consume all components of the school meal; and providing pupils with the opportunity to engage in daily physical activity.

Food and beverages served during special school celebrations, such as birthdays, or during curriculum related activities are exempt from the restrictions of the Nutrition policy, **with the exception** of foods of minimal nutritional value as defined by the USDA regulations. These include: soda water, water ices, chewing gum, all forms of candy (including hard candy, jellies and gums, marshmallow candies, fondants, i.e. candy corn and soft mints, licorice, spun candy, and candy coated popcorn, and all food and beverage items listing sugar as the first ingredient. Additionally, These items **cannot** be contained in any "goodie bags" that are asked to be sent home with students. For questions regarding this policy and/or suggestions for alternatives, please call our school nurse.

## ***LUNCH PROGRAM***

Monthly menus are sent home electronically and are available online at the KTS home page that indicate the hot/cold lunch items. Students must inform their homeroom teacher in the morning if they are buying lunch and their choice of meal.

**A complete student lunch costs \$2.50.** Students are encouraged to take advantage of the complete lunch's nutritional value. If the student only takes the main item and does not take a complete lunch they will be charged the \$2.00 a la carte fee. A free or reduced lunch program is available to all eligible students. For more information, contact the nurse's office.

**Charging Lunch**—If a student forgets their lunch, they may charge a lunch through the cafeteria manager. This lunch will either be a peanut butter/jelly or cream cheese/jelly sandwich, a small salad and a drink. They will be required to repay the loan the next day. Loans are not provided for "snack" items. Parents will be informed of any outstanding loans on a monthly basis.

Students bringing lunch from home are asked to not bring in glass bottles or cans. Milk is available for purchase as well as a number of a' la carte items.

Pre-paid lunch tickets are available in increments of 10 meals for \$25.00 or 20 meals for \$50.00. **Checks should be made payable to KTS. Please include the student's name and grade on the check.** Tickets are valid for the school year and are the responsibility of the student. When there are two lunches remaining on the ticket, the child will be given a BLUE card stating "2 lunches remain" to take home to notify the parent. If a new ticket is not purchased before the current one runs out the child will be given a PINK card stating "No lunches remain" to take home. Please know that after January, first graders are given the responsibility of handling their lunch money.

**SNACKS/SECONDS** — Purchases of snacks and beverages are limited to no more than two per day. Students can purchase dessert items only if they eat lunch first. Students purchasing a second main menu item must order it during homeroom and pay \$2.00 cash. **Snack and seconds may not be charged.**

Food is NOT permitted to be taken out of the cafeteria. Failure of students to comply with cafeteria procedures and rules will lead to removal from the cafeteria and other disciplinary action.

# June 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 Grade 8 Washington, DC Trip	2
3	4 KTEF Meeting, 7:00 PM	5 Sportsters Awards 6:00 PM	6	7 8th Grade Dance 7:00-10:00 PM	8	9
10	11 Grade 8 Awards Celebration 7:00 PM	12	13 End of 4th Marking Period	14 Flag Day 	15	16
17 Father's Day	18	19 Tentative Grade 8 Promotion Ceremony, 5:30PM	20 Tentative Last Student Day (includes 4 built in cancellation days) 4th MP Report Cards Sent Home/Posted	21	22	23
		1:00PM DISMISSAL--NO LUNCH SERVICE				
24	25	26	27	28	29	30

## ***DRESS CODE***

A positive learning environment and school dress are closely related. Students should be dressed in a manner that reflects good taste and decency and which does not detract from or interfere with the educational environment. Students who are offensive in dress and/or grooming will be sent to the principal and a change of attire will be required. If this does not remedy the problem, parents will be called and required to take the student home and correct the situation.

Board Regulation #5511 specifies that:

1. Clothing with liquor advertisements, sexually suggestive messages, profanity, tobacco or gang affiliation slogans, vulgar or obscene symbols, offensive signs, slogans, or pictures which de-grade any race, societal group, color, creed, religion, gender, ancestry, national origin, social or economic status, sexual orientation or people with disabilities is not permitted. Drug related pictures and messages that support and/or condone drug use are also unacceptable.
2. Footwear must be worn at all times. Footwear that is considered "unsafe", i.e., loose sandals, untied sneakers, is not permitted.
3. Hats and other head coverings are not permitted unless they are part of a student's religious belief or medical condition.
4. No jewelry is permitted that promotes violence, bigotry, profanity or use of restricted substances. Jewelry must not restrict movement, be distracting, or cause a safety hazard to one's self or others. As a safety precaution, students will not be allowed to participate in our physical education program and/or extra curricular sports programs while wearing jewelry that is deemed unsafe.
5. Each student must dress in a manner that does not unduly distract from the educational program. Clothing must not be tight, revealing, or suggestive. Midriff, tube tops, strapless tops/dresses, see-through articles, or articles that expose cleavage or stomach, may not be worn. Shorts must be in good taste (mid-thigh).

## ***SCHOOL LOCKERS/DESKS***

School lockers and desks remain the property of the district even when used by pupils. Lockers and desks are subject to administrative search in the interests of school safety, sanitation, discipline, enforcement of school regulations and to search by law enforcement officials on presentation of a proper warrant (Board Policy #5770). Kingwood Township School will conduct periodic random searches of lockers and desks throughout the year to ensure the safety of all students and staff.

## ***SCHOOL PROPERTY***

The school endeavors to teach students responsibility for public property. Textbooks and other instructional materials are distributed to students throughout the year. Students must maintain all books and materials in the best possible condition. All books should be covered within one week of receiving them. Fines shall be levied for textbooks, library materials, etc. that have been abused or carelessly used. Lost or damaged material shall be assessed a fine in accordance with the condition and replacement cost of the book. If levied fines have not been paid by the end of the school year, the student's report card will not be released from school.

Any student who destroys or defaces any school property or the property of another individual will be responsible for payment of damages and possible discipline consequences.

## ***TELEPHONE - STUDENT USE***

Students need permission and a pass from a staff member to use the office phones. Generally, permission to use the telephone is granted only when a pressing need exists. The school does not assume any responsibility for their damage or loss should they be brought to school. Any cell phone brought to school must be turned off during the school day. **If a student is found using their cell phone, it will be confiscated and must be picked up by a parent/guardian, as per Board Policy #5516.**

## ***WEBSITE AND E-MAIL***

For up-to-date information about Kingwood Township School District, please access our website at:

**<http://www.kingwoodschool.org>**

If you have any suggestions to make this site more user-friendly, please contact our administrators. The administration and most staff members have e-mail accounts. This is another method of contacting us.

## ***AFFIRMATIVE ACTION OFFICER***

The Assistant Principal serves as the district's Affirmative Action Officer. He is able to answer any questions regarding the Nondiscrimination/Affirmative Action Policy #2260.

# July 2012

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Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## **PARENT-TEACHER ASSOCIATION**

The Kingwood Township School Parent/Teacher Association, or PTA, is a volunteer, non-profit organization that seeks to bring parents and school staff together for the benefit of the students. The PTA holds monthly meetings and programs for students. Funds raised by the PTA support the students, staff and school. Membership forms are included in Back to School packets. Please consider joining to show your support. More information is available on the website or you can call 996-2941, x570.

Officers for the 2011-2012 school year are:

Patti Belmonte, *Co-President*  
Shannon Sklodowsky, *Co-President*  
Cristina Saluccio, *Vice-President*  
Doreen Zipay, *Secretary*  
Karen Nuckols, *Treasurer*

## **KINGWOOD TOWNSHIP EDUCATION FOUNDATION**

The Kingwood Township Education Foundation (KTEF) was organized as a non-profit foundation in December, 1999. Its purpose is to enhance and enrich the core curriculum at the Kingwood Township School (KTS) by providing resources for special educational opportunities and challenges not covered by the school's annual budget. The KTEF is governed by a Board of Trustees composed of a cross-section of community members who believe that such support, thoughtfully applied, will inspire creative and distinctive education in our school.

Officers for the 2011-2012 school year are:

Pat Fiaschetti, *President*  
Kim Malina, *Vice-President*  
Doreen Zipay, *Secretary*  
Julie Proctor, *Treasurer*

The meetings are generally held on the 1st Monday of each month at 7:00 PM with some exceptions due to the school calendar. The following is a list of the meeting dates: September 12, November 7, February 6, March 5, April 2, May 7 and June 4.

*The support of both the Kingwood Township Parent-Teacher Association and Kingwood Township Education Foundation has proved to be a tremendous benefit to the children of our school. They have enriched the educational lives of our youngsters and we thank them for their continued efforts and hard work.*

## **DISTRICT POLICIES**

The policies and regulations of the Kingwood Township Board of Education are available on-line at <http://www.kingwoodschool.org>. Although this handbook summarized several of the Board's policies, please refer to our website to review the policies in their entirety.

## **FUNDRAISING**

Students may have the opportunity to participate in fundraising activities in order to help defray the cost of certain curricular field trips, other worthwhile programs, or in support of a Board approved charitable cause.

The Board prohibits the collection of money in school or on school property or at any school-sponsored event by a pupil for personal benefit. Collections of money by school organizations approved by the Board as well as collections by organizations outside the school or by pupils on behalf of such organizations shall be approved by the Chief School Administrator and Board of Education (Board Policy #5830).

## **USE OF THE FACILITIES**

Approved organizations wishing to schedule the use of rooms must complete a Facility Use Form at least two weeks prior to the scheduled event. These forms are available from the Main Office or on the KTS website under the Buildings and Grounds link, and are to be submitted to our Supervisor of Buildings & Grounds, Eric Carr.

# August 2012

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Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## ***HARASSMENT, INTIMIDATION OR BULLYING***

The Board of Education expects pupils to treat each other with civility and respect, and will not tolerate acts of harassment, intimidation or bullying. Like other disruptive or violent behaviors, this conduct interferes with a pupil's ability to learn and a school's ability to educate its pupils in a safe environment. The Board prohibits acts of harassment, intimidation or bullying against any pupil on school property or at any school-sponsored function.

"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.

Any school employee, pupil or volunteer who has witnessed, or has reliable information that a pupil has been subject to harassment, intimidation or bullying must report the incident to the appropriate school official designated by the administration. The Board shall not tolerate an act of reprisal or retaliation against any person who reports an act of harassment, intimidation or bullying (Board Policy #5512.01).

## ***STUDENT CODE OF CONDUCT***

An integral part of every student's education, both at school and at home, is learning to be a responsible individual and a good citizen. The elementary and middle school code of conduct are presented on the following pages. Consequences for violating the rules are also provided to students so that they will know their status in the discipline process at all times. This system has been designed to be fair and to hold students strictly accountable for their actions. This system applies not only during "regular" school hours, but for all school related events and activities, such as field trips, dances, sports and club events.

Our system of classroom discipline aims to strengthen the educational program. The main premises of these procedures are that students have a right to learn in a safe, orderly environment and that teachers have the right to teach without disruptions. Any conduct that significantly interrupts the teaching-learning process will not be tolerated. Our expectations for classroom success are that students will:

1. come to class appropriately dressed,
2. be seated and quiet when the bell rings or lessons begin,
3. come to class prepared, i.e., pencils, books, homework,
4. take an active part in the lesson, and;
5. refrain from disrupting the class.

Discipline in the classroom is the responsibility of the teacher; however, after various disciplinary attempts have been tried, the student shall be referred to the assistant principal's office. Administrative discipline procedures include written warnings, loss of recess, lunch detentions or after school detention, in-school suspension, out-of-school suspensions, and expulsions. All disciplinary action taken by the school is intended to benefit the student through improvement of behavior and/or attitude. It also benefits all other students in that their education is not affected or interrupted.

Consistency of action is of utmost importance for all concerned. Parental support of school discipline actions is also a vital part of the program as it aids in reinforcing consequences and improving their student's behavior. If it is necessary to keep your child after school for disciplinary reasons, notification will be sent home explaining the reasons for detaining your child, the date(s) he or she is to stay and the time he/she is to be picked up. This form is to be signed and returned to school the next day. A telephone call will be made to parents regarding any detention obligations.

# KINGWOOD TOWNSHIP SCHOOL DISTRICT ELEMENTARY SCHOOL CODE OF CONDUCT

The Kingwood Township School District expects pupils to treat others with civility and lead by setting positive examples. The following elementary student code of conduct classifies misbehavior into three levels (1 to 3) for students in grades K-4. Each infraction has been assigned a specific consequences based upon the type of behavior. Staff members will issue an Elementary Disciplinary Form for a student misbehaving and submit the form to the principal. The form will then be sent home for a parental or guardian signature and returned to the main office on the next school day. All discipline forms will be kept on record in the main office and a copy will be distributed back to the staff member issuing the form.

**LEVEL 1 INFRACTIONS:** The following infractions have been designated as Level 1 or minor infractions. Staff members will issue disciplinary forms for students misbehaving and submit the form to the principal. The form will be sent home for a parental or guardian signature, and will be returned to the main office on the next school day. First and second offences at this level will result in written warnings. The third offence at this level will result in a Recess Timeout. Any additional Level 1 infractions will result in a Recess Timeout and the development of a behavior plan.

INFRACTIONS	CONSEQUENCE
Arriving late and/or leaving class without a pass	Warning – Recess Timeout
Presence in school building without permission	Warning – Recess Timeout
Tampering with another’s deck, cubby or personal belongings	Warning – Recess Timeout
Unauthorized use of electronic devices (e.g., cell phones, paging devices, electronic games, music playing devices, etc.)	Device Taken. Parents must come to office to pick up the item Warning – Recess Timeout
Inappropriate behavior in the cafeteria, on school grounds, or at school events	Warning – Recess Timeout
Disruptive behavior in the hallway	Warning – Recess Timeout
Eating food outside the cafeteria or on bus	Warning – Recess Timeout
Inappropriate attire	Change Clothes Warning – Recess Timeout
Gum chewing	Warning – Recess Timeout
LEVEL 1 BUS INFRACTIONS	
Standing while bus is in operation	Warning – Recess Timeout
Not sitting in assigned seat	Warning – Recess Timeout
Not wearing seat belt	Warning – Recess Timeout
General misconduct	Warning – Recess Timeout
Chewing gum and/or eating, or drinking	Warning – Recess Timeout
Talking Loudly and/or yelling	Warning – Recess Timeout
Littering	Warning – Recess Timeout
Opening or closing windows without permission	Warning – Recess Timeout

**LEVEL 2 INFRACTIONS:** The following infractions have been designated as Level 2 or moderate infractions. Staff members will issue disciplinary points for the misbehavior and submit the form to the principal. The form will be sent home for a parental or guardian signature and returned to the main office on the next school day. Unless noted below, first offence at this level will result in a Recess Timeout. Second offences at this level will result in an additional Recess Timeout and parent conference. Third offenses at this level will result in an After School Detention and the development of a behavior plan. Four or more violations at this level will result in an ISS and modifications to the existing behavior plan. Three bus violations at this level will also result in loss of bus privileges for a period of time determined by the school administration.

INFRACTIONS	CONSEQUENCE
Unacceptable language or gesture	Recess Timeout – ISS
Cutting class	Recess Timeout – ISS
Cutting Recess Timeout	Missed Recess Timeout rescheduled. Additional Recess Timeout added.
Forgery	Recess Timeout – ISS
Plagiarism (academic dishonesty)	Recess Timeout – ISS
Cheating	Zero Credit for assignment. Plus counseling intervention. Recess Timeout - ISS
Lying to a staff member	Recess Timeout – ISS
Violating “Technology and Acceptable Use of the Internet” policy	Loss of privileges for period to be determined by the Principal. Plus restitution for damages. Recess Timeout – ISS
Disrespect/Insubordination	Recess Timeout – ISS
Disruptive /disorderly behavior	Recess Timeout – ISS
LEVEL 2 BUS INFRACTIONS	
Extending body parts out of window	Recess Timeout – ISS
Throwing objects on or out of bus	Recess Timeout – ISS
Distracting the bus driver	Recess Timeout – ISS
Failing to follow bus driver directions	Recess Timeout – ISS

**LEVEL 3 INFRACTIONS:** The following infractions have been designated as Level 3 or serious infractions. Staff members will issue disciplinary points for the misbehavior and submit the form to the principal immediately. The form will be sent home for a parental or guardian signature and returned to school the following day. Offences at this level are of serious nature and have been assigned specific consequences indicated below. Repeat offences at this level may result in expulsion and are handled on a case by case basis.

INFRACTIONS	CONSEQUENCE
Physical contact/use of force (Pushing, throwing objects, tripping, etc.)	Restitution, ISS
Stealing	Restitution, ISS
Fighting	Restitution, ISS
Vandalism (including defacing student work)	Restitution, ISS
Sexual, Racial, Physical, Ethnic, Ancestral, Verbal, Gender or Religious Harassment, Intimidation or Bullying (HIB)	Handled at administrative level. Consequence may include but not limited to, counseling, character education classes, ISS and/or disciplinary action as determined by administration. Possible referral to I&RS team for behavior plan and police notification.
Possession and/or use of alcohol, tobacco, and /or other drugs	1-10 days OSS, medical clearance to return to school, mandatory re-entry conference, possible child student team referral. Police notification
Possession and/or use of a weapon	Minimum 1-10 days OSS with required re-entry conference with Superintendent. Possible BOE hearing & one year expulsion as per state law. Police Notification.
Using an ECRD device inappropriately to record audio, video, or take images.	Restitution, ISS, and loss of ECRD use for a length of time determined by administration. Device may be subject to an electronic search for inappropriate material related in incident.

# KINGWOOD TOWNSHIP SCHOOL DISTRICT

## MIDDLE SCHOOL STUDENT CODE OF CONDUCT

The Kingwood Township School District expects pupils to treat others with civility and lead by setting positive examples. The following middle school student code of conduct classifies misbehavior into three levels (1 to 3) for students in grades 5-8. Each infraction has been assigned a point value and assigns specific consequences based upon the type of behavior. Staff members will issue disciplinary points for students misbehaving and submit the form to the principal. The form will then be sent home to for a parental or guardian signature and returned to the main office on the next school day. At the end of each marking period, the number of offences at Level 1 will return to zero, however Level 2 and 3 offences will accumulate all year. Additionally, the total number of points accumulated each marking period will remain the entire year for potential additional consequences. However, a student can choose to reduce his or her points total through the Point Reduction Program (See Points Accrual).

**LEVEL 1 INFRACTIONS:** The following infractions have been designated as Level 1 or minor infractions. Staff members will issue disciplinary points for students misbehaving and submit the form to the principal. The form will be sent home for a parental or guardian signature, and will be returned to the main office on the next school day. First and second offences at this level will result in written warnings. The third offence at this level will result in a detention. A student will receive a detention for any additional Level 1 infractions until the end of the marking period.

<b>LEVEL 1</b>		
<b>INFRACTIONS</b>	<b>POINT</b>	<b>CONSEQUENCE</b>
Arriving late and/or leaving class without a pass	1	Warning – Detention
Presence in school building without permission	1	Warning – Detention
Tampering and/or violating another’s lockers	1	Warning – Detention
Unauthorized use of electronic devices (e.g., cell phones, paging devices, electronic games, music playing devices, etc.)	1	Device Taken. Parents must come to office to pick up the item Warning – Detention
Inappropriate behavior in the cafeteria, on school grounds, or at school events	1	Warning – Detention
Disruptive behavior in the hallway	1	Warning – Detention
Eating food outside the cafeteria or on bus	1	Warning – Detention
Inappropriate attire	1	Change Clothes Warning – Detention
Gum chewing	1	Warning – Detention
<b>LEVEL 1 BUS INFRACTIONS</b>		
Standing while bus is in operation	1	Warning – Detention
Not sitting in assigned seat	1	Warning – Detention
Not wearing seat belt	1	Warning – Detention
General misconduct	1	Warning – Detention
Chewing gum and/or eating, or drinking	1	Warning – Detention
Talking Loudly and/or yelling	1	Warning – Detention
Littering	1	Warning – Detention
Opening or closing windows without permission	1	Warning – Detention

**LEVEL 2 INFRACTIONS:** The following infractions have been designated as Level 2 or moderate infractions. Staff members will issue disciplinary points for the misbehavior and submit the form to the principal. The form will be sent home for a parental or guardian signature and returned to the main office on the next school day. Unless noted below, first offence at this level will result in a detention. Second offences at this level will result in an additional detention and parent conference. Three or more violations at this level will result in an ISS and the development of a behavior plan. Three bus violations at this level will also result in loss of bus privileges for a period of time determined by the school administration.

LEVEL 2		
INFRACTIONS	POINTS	CONSEQUENCE
Unacceptable language or gesture	3	Detention – ISS
Cutting class	3	Detention – ISS
Cutting detention	3	Missed detention rescheduled. Additional detention added.
Forgery	3	Detention – ISS
Plagiarism (academic dishonesty)	3	Detention – ISS
Cheating	3	Zero Credit for assignment. Plus counseling intervention. Detention - ISS
Lying to a staff member	3	Detention – ISS
Violating “Technology and Acceptable Use of the Internet” policy	3	Loss of privileges for period to be determined by the Principal. Plus restitution for damages. Detention – ISS
Disrespect/Insubordination	3	Detention – ISS
Disruptive /disorderly behavior	3	Detention – ISS
LEVEL 2 BUS INFRACTIONS		
Extending body parts out of window	3	Detention – ISS
Throwing objects on or out of bus	3	Detention – ISS
Distracting the bus driver	3	Detention – ISS
Failing to follow bus driver directions	3	Detention – ISS

**LEVEL 3 INFRACTIONS:** The following infractions have been designated as Level 3 or serious infractions. Staff members will issue disciplinary points for the misbehavior and submit the form to the principal immediately. The form will be sent home for a parental or guardian signature and returned to school the following day. Offences at this level are of serious nature and have been assigned specific consequences indicated below. Repeat offences at this level may result in expulsion and are handled on a case by case basis.

LEVEL 3		
INFRACTIONS	POINTS	CONSEQUENCE
Physical contact/use of force (Pushing, throwing objects, tripping, etc.)	5	Restitution, ISS
Stealing	5	Restitution, ISS
Fighting	5	Restitution, ISS
Vandalism (including defacing student work)	5	Restitution, ISS
Sexual, Racial, Physical, Ethnic, Ancestral, Verbal, Gender or Religious Harassment, Intimidation or Bullying (HIB)	5	Handled at administrative level. Consequence may include but not limited to, counseling, character education classes, ISS and/or disciplinary action as determined by administration. Possible referral to I&RS team for behavior plan and police notification.
Cell phone and or cyber-bullying	5	Restitution, ISS, possible referral to I&RS team for behavior plan and police notification.
Possession and/or use of alcohol, tobacco, and /or other drugs	5	1-10 days OSS, medical clearance to return to school, mandatory re-entry conference, possible child student team referral. Police notification
Possession and/or use of a weapon	5	Minimum 1-10 days OSS with required re-entry conference with Superintendent. Possible BOE hearing & one year expulsion as per state law. Police Notification.
Using an ECRD device inappropriately to record audio, video, or take images.	5	Restitution, ISS, and loss of ECRD use for a length of time determined by administration. Device may be subject to an electronic search for inappropriate material related to the incident.

## POINTS ACCURAL

An accrual of points will result in the following additional consequences. Points will carry over from one marking period to another until the end of the current academic year. At any time, point totals can be reduced through our Point Reduction Program.

### CURRENT POINT TOTAL

**6 – 10 Points – Students will lose the following privileges:**

- Class Parties
- Free Friday Privileges
- Restricted OP
- Restricted Lunch
- Use of ECRD Device

### CURRENT POINT TOTAL

**11 – 15 Points – Students will lose the following privileges:**

- School Dances
- Spectatorship at any after school function.  
*(Student who are members of groups such as Student Council, band, chorus, sports teams, DI, etc., are still expected to fulfill their commitments and may participate in these extracurricular activities.)*

Student referral to the I&RS committee for behavior review and possible school wide Cooperative Discipline Action Plan. An administrator will meet with student and parent(s) to discuss the behavior monitoring program. The duration of the plan to be determined by the administration.

### CURRENT POINT TOTAL

**Over 15 Points – Students will lose the following privileges:**

- Participation in all extracurricular activities (*sports teams, chorus, band, Student council, DI, etc.*)
- Graduation
- 8<sup>th</sup> Grade Dance
- 8<sup>th</sup> Grade Washington, DC Trip
- 7<sup>th</sup> Grade Fairview Lake Trip
- Field trips with alternate program put in place at school

### **DISCIPLINE COMMITTEE REVIEW**

A student is subject to a discipline committee review to determine eligibility for future school events, if the student accumulates 20 or more points during the course of the year. The points are calculated by the total number of points a child receives throughout the course of a single academic year, regardless of any point reductions. Out of School Suspension (OSS) and/or Child Study Team involvement may result upon the committee review. Parent(s) must attend a meeting with an administrator and the CST to have their student re-enter school.

### **POINT REDUCTION PROGRAM**

Students may initiate point-reduction plans through school community service provided said plans are worked out in advance and approved by school administration and guardians. An hour of volunteer community service will equal three (3) points. Sample services may include but are not limited to assisting a teacher before or after school with an activity or volunteering time at a school function.

# STAFF TELEPHONE EXTENSIONS

908-996-2941

Alpaugh, Sara salpaugh@kingwoodschool.org Tel: X216	Farrar, Patricia pfarrar@kingwoodschool.org Tel: X609	Johnson, Scott sjohnson@kingwoodschool.org Tel: X408	Naples, Aileen anaples@kingwoodschool.org Tel: X221 Voicemail: X541
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Cooney, Peggy pcooney@kingwoodschool.org Tel: X309 & 308	Hefly, Angela ahefly@kingwoodschool.org Tel: X402	Mizin, Deanna dmizin@kingwoodschool.org Tel: X313	Shlimbaum, Charles cshlimbaum@kingwoodschool.org Tel: X707
Emmons, Meaghan memmons@kingwoodschool.org Tel: X515	Hurley, Ella ehurley@kingwoodschool.org Tel: X609	Mohary, Kristin kmohary@kingwoodschool.org Tel: X705	Silva, Maureen msilva@kingwoodschool.org Tel: X410
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MAIN OFFICE #: 996-2941 MAIN OFFICE FAX #: 996-7268			