

# KINGWOOD TOWNSHIP SCHOOL

**2023**



**2024**

**880 County Road 519  
Frenchtown, New Jersey  
908-996-2941**

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

## BOARD OF EDUCATION, ADMINISTRATION, AND STAFF

### **BOARD OF EDUCATION**

Kevin Bloom, *President*  
Shannon Sklodowsky, *Vice President*  
Sara Daly-Padron  
Debora Frank  
Joe Fyok  
Donna Herbel  
Jonathan Jankech  
Russell Pitzner  
Geffrey Vitale

### **ADMINISTRATION**

Rick Falkenstein, *Superintendent*  
Michele McCann, *Business Adm./Board Secretary*  
Timothy Loveland, *Principal*  
David Moscowitz, *Supervisor of Special Services/Social Worker*

### **PRESCHOOL**

Kim Barna  
Kendall Davis  
TBD

### **KINDERGARTEN**

Abigail Gooding, *Kindergarten*  
Amy Williams, *Kindergarten*

### **FIRST GRADE**

Sarah Gluckman, *1<sup>st</sup> Grade*  
Kathryn Taffera, *1<sup>st</sup> Grade*

### **SECOND GRADE**

TBD, *2<sup>nd</sup> Grade*  
Deanna Mizin, *2<sup>th</sup> Grade*

### **THIRD GRADE**

Dawn Markovich, *3<sup>rd</sup> Grade*  
Sarah Oberhauser, *3<sup>rd</sup> Grade*

### **FOURTH GRADE**

Erin Leber, *4<sup>th</sup> Grade*  
Alysia Lederach, *4<sup>th</sup> Grade*

### **FIFTH GRADE**

Tiffanie Hughes, *5<sup>th</sup> Grade*  
Scott Johnson, *5<sup>th</sup> Grade*

### **GRADES 6 - 8**

Mary Bill, *MS Language Arts Literacy*  
Kristen Grieco, *MS Language Arts Literacy*  
Lianna Lazur, *MS Language Arts Literacy*

Sara Alpaugh, *MS Mathematics*  
Tanya Brooks, *MS Mathematics*  
Jackie Fleming, *MS Mathematics*

Sierra Brooks, *MS Science*  
Tanya Brooks, *MS Science*  
Charles Shlimbaum, *MS Social Studies*

### **SPECIAL AREAS**

Sara Alpaugh, *Mathematics Specialist*  
Peggy Cooney, *Library/Media Center*  
Elizabet Donohue, *Enrichment/Health*  
Kelly Flannigan, *LDT/C*  
Julia Fuhrmeister, *Basic Skills Teacher*  
Amber Gale, *Art*  
Anastasia Maresco, *School Social Worker*  
Nancy Marmorato, *Nurse*  
Gina Niedziejko, *Music*  
Allison Okolichany, *Reading Specialist*  
Jennifer Petronzi, *School Counselor*  
Kristen Piro, *Phys. Ed./Health*  
William Richmond, *Phys. Ed./Health*  
Angela Tolotta, *Speech-Lang. Specialist*  
Ian White, *Music*  
Laura Wierzbicki, *Spanish*

### **DISTRICT CONTACTS**

Child's teacher 1st, if unresolved then  
Principal, CSA, BOE, *Classroom Issues*  
Meaghan Emmons, *Transportation*  
Mike Gonnella, *Use of School Facilities*  
Michele McCann, *Public Records*  
Timothy Loveland, *Discipline*  
Charles Shlimbaum, *Athletics*

### **SPECIAL EDUCATION**

Jennifer Adase, *Special Education Teacher*  
Kendall Davis, *Special Education Teacher*  
Megan Domzalski, *Special Education Teacher*  
Evan Gundell, *Instructional Assistant*  
Lisa Hartpence, *Instructional Assistant*  
Ella Hurley, *Special Education Teacher*  
Tara Kucker, *Special Education Teacher*  
Shari Norgard, *Instructional Assistant*  
Heather Reider, *Special Education Teacher*  
Amanda Rezes, *Instructional Assistant*  
Amber Ritchlin, *Instructional Assistant*  
Maureen Silva, *Special Education Teacher*  
Lisa Symons, *Instructional Assistant*

### **SUPPORT STAFF**

Jennifer Berg, *C.S.T. Secretary*  
Denise Donnelly, *Admin Assist. to Superintendent*  
Meaghan Emmons, *Asst. to Business Admin.*  
Kelly Feldman, *School Secretary*  
Paula Hatch, *Account Reconciler of Cash Accounts*  
Carol Lacamera, *Payroll/Bookkeeper*

Del Val Health Center, *School Doctor*

### **CAFETERIA STAFF**

Vivian Blampied, *Cafeteria Manager*  
Kimberly Judd, *Cafeteria*  
Stephanie Masterangelo, *Cafeteria Aide*  
Terak Rekowski, *Cafeteria Aide*  
Sandy Tackas, *Cafeteria Aide*

### **BUILDINGS AND GROUNDS STAFF**

Mike Gonnella, *Supervisor of Bldg. & Ground*  
Tom Stevens, *Custodian*  
Philip Heymach, *Custodian*  
Stephen Gebert, *Custodian*

**Kingwood Township School**

880 County Road 519, Frenchtown, NJ 08825

(908) 996-2941

FAX: (908) 996-7268

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

August, 2023

Dear Parents,

Welcome back to school! We hope everyone had a great summer and that you are excited for the 2023-2024 school year.

Our 2023-2024 calendar/handbook provides you with the information both you and your child will need for a successful school year. Please take a moment to review all policies and procedures with your child(ren). Many policies are included in this manual. If you would like to access all district policies, please visit the KTS website at [www.kingwoodschool.org](http://www.kingwoodschool.org). Within these useful pages are important listings such as the Open Houses, PTA and school sponsored events, the staff directory, and district policies.

The Kingwood Township School District values the input and support from its parents and community. Clear communication is essential for success and provides the foundation for the development of our school programs. We look forward to working together and value this partnership.

Sincerely,

Dr. Rick Falkenstein, CSA



Timothy Loveland, Principal



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<b>REGULAR DAY</b>	8:40 a.m. – 3:15 p.m.
<b>SCHEDULED EARLY DISMISSAL</b>	8:40 a.m. – 1:00 p.m. <b>NO LUNCH SERVICE</b>
<b>DELAYED OPENING</b>	90 minute delay (10:10 a.m. start)

Regular Day Schedule		
Class	Time	Minutes
HR	8:40-8:50	10
1	8:50-9:40	50
2	9:40-10:30	50
3	10:30-11:20	50
4	11:20-12:10	50
5	12:10-1:00	50
6	1:00-1:40	40
7	1:40-2:30	50
8	2:30-3:10	40
HR	3:10-3:25	15

Early Dismissal Schedule		
Class	Time	Minutes
HR	8:40-8:50	10
1	8:50-9:20	30
2	9:20-9:50	30
3	9:50-10:20	30
4	10:20-10:50	30
5	10:50-11:20	30
6	11:20-11:50	30
7	11:50-12:20	30
8	12:20-12:50	30
HR	12:50-12:55	5

90 Minute Delayed Opening Schedule		
Class	Time	Minutes
HR	10:10-10:20	10
1	10:20-10:50	30
2	10:50-11:20	30
3	11:20-11:50	30
4	11:50-12:30	40
5	12:30-1:10	40
6	1:10-1:50	40
7	1:50-2:30	40
8	2:30-3:10	40
HR	3:10-3:15	5

### **EARLY CLOSING DAYS**

Early closing days will be held during Parent-Teacher conferences, the day prior to Thanksgiving, Winter Recess, Sept. Staff Prof. Dev. Day, Oct. Staff Prof. Dev. Day, May Staff Prof. Dev. Day, Spring Break, and on the last three days of school. Dismissal is at 1:00 p.m., 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. Please note the make up schedule in the event of emergency closing days: June 12th through June 17th. Day 5 is inclusive in the calendar. Day 6-9 will be added 6/18-6/30.

On scheduled early closing days, all students in Grades PK-8 will attend from 8:40 a.m. - 1:00 p.m.

### **TARDY/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. Homeroom starts for PreK-8 grade students at 8:40 a.m. at which time attendance will be taken. **Homeroom ends at 8:50 a.m. and students are considered tardy after 8:50 a.m.** Pupils who are tardy must report to the Main Office. In order for the tardy to be excused you must present a physician's note. Every five instances of unexcused tardiness will count as an absence from school for one day. A middle school pupil who has been tardy to school five times will be assigned detention. An additional detention will be assigned for each instance of tardiness thereafter. The student will be given a pass to be admitted to class at that time.

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 appointments after school hours. Students will meet their parents 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.

## **SCHOOL CALENDAR 2023-2024**

Monday, Aug. 28\* - Staff Professional Development Day  
Tuesday, Aug. 29\* - Staff Professional Development Day  
Wednesday, Aug. 30 - First Student Day  
Friday, Sept. 1\* - Monday, Sept. 4\* – School Closed (Labor Day)  
Wednesday, Sept. 20- Early Dismissal, 1:00 PM (Staff Professional Development Day)  
Monday, Oct. 9\* - School Closed (Staff Professional Development Day)  
Friday, Oct. 27 - Early Dismissal, 1:00 p.m. - (Staff Professional Development Day)  
Monday, Nov. 6 - Wednesday, Nov. 8 - Early Dismissal, 1:00 p.m. (Parent Teacher Conferences)  
Thursday, Nov. 9 - Friday, Nov. 10\* - School Closed (NJEA Conference)  
Wednesday, Nov. 22 - Early Dismissal, 1:00 p.m.  
Thursday, Nov. 23 - Friday, Nov. 24\* - School Closed (Thanksgiving Recess)  
Friday, Dec. 22 - Early Dismissal, 1:00 p.m.  
Monday, Dec. 25 - Monday, January 1\* - School Closed (Winter Recess)  
Tuesday, Jan. 2 - School Reopens  
Monday, Jan. 15\* - School Closed  
Friday, Feb 16. - School Closed (Staff Professional Development Day)  
Monday, Feb. 19\* - School Closed (Presidents' Day)  
Wednesday, Feb 21 - Early Dismissal, 1:00 p.m. (Parent Teacher Conferences)  
Friday, March 15\* - School Closed (Staff Professional Development Day)  
Friday, March 29 – Friday, April 5\* - School Closed (Spring Recess)  
Friday, April 19 - Early Dismissal, 1:00 p.m. (Staff Professional Development Day)  
Friday, May 10 - Early Dismissal, 1:00 p.m. (Staff Professional Development Day)  
Monday, May 27\* - School Closed (Memorial Day)  
Friday, June 7 - Tuesday, June 11 - Early Dismissal, 1:00 p.m.  
Monday, June 11 - Early Dismissal, 1:00 p.m (Tentative Last Day of School)

\*Indicates days school is closed for students.

## **ARRIVAL & DISMISSAL PROCEDURES**

In order to ensure study safety, and maximize our entrance and exit efficiency we have established specific arrival and dismissal procedures. Staff members are also 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 child 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 pickups 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.

**Arrival Procedures:** Students who are being driven to school by their parents may be dropped off directly in front of the school at the main entrances near the front office. If a parent/driver needs to get out of the car, please park in the lot and come in. We ask you to remember that for security reasons, students will not be allowed to enter the building before 8:40 a.m. unless you have made prior arrangements with a staff member for your child to participate in a supervised activity. Students who have permission to work with a staff member before school need to enter the building through the main entrance and sign in at the main office. Once students sign in, they need to report to the appropriate room where they are working.

**Pick up Procedures:** All students will be dismissed at 3:15 p.m. Any student being picked up will report to their designated room to be signed out. You must park and line up for dismissal and your child will be called for pick up. 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 p.m. 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 I 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 School Messenger Alert System. The School Messenger Alert System will be the primary source used to communicate with parents/guardians. 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.

Whenever possible, school closing information will also be posted on the district website: <http://www.kingwoodschool.org>.

## **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 Preschool program for three and four year olds is open to children who have reached the age of three years of age on or before October 1st of the current school year. When the preschool receives more applications than there are spaces available, the district shall hold a lottery to determine the selection of pupils for participation in the preschool program and a waiting list will be developed.

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

## **PROJECT CHILD FIND - AGES 3 THROUGH 21**

Normal development is delayed for some children. If you have concerns about your child's walking, talking, thinking, seeing, or hearing; your school district may be able to help. Many problems can be improved with understanding and assistance. Call Kingwood Township School at 996-2941, ext. 508 for more information. A free evaluation for your child may be available. This notice also applies to migrant and homeless individuals.

## **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.

Please know that family vacations are **NOT EXCUSED** absences from school. Work cannot be provided for your child until they return to school. It is your child'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 the parents of any pupil, 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. Every five instances of unexcused tardiness will be counted as absent from school one day.

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 School Messenger 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 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 parents 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.



# September 2023

This month's character trait is: **COOPERATION**

Sun	Mon	Tues	Wed	Thu	Fri	Sat
27	28	29	30 1 <sup>ST</sup> Day of School for Students	31	1 SCHOOL CLOSED Labor Day Recess	2
AUGUST						
3	4 SCHOOL CLOSED Labor Day	5	6 KTEF Meeting 7:00pm	7	8	9
10	11 Open House Pre-K through 4 <sup>th</sup> Grade	12 Open House Grades 5 through 8 And Special Area Staff	13	14	15 Rosh Hashanah	16
17	18 Picture Day	19 Board of Education Regular Meeting 7:00 pm	20 1:00PM DISMISSAL (No Lunch Service) Staff Prof. Day KTEF Meeting 7:00PM	21	22	23
24	25 Yom Kippur	26 PTA Meeting 7:00PM	27	28	29	30

## **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.

## **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.

## **ACCEPTABLE USE OF COMPUTER NETWORK/COMPUTERS, RESOURCES & ECRD**

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.

Under Board Policy #7523 a school district that furnishes a student with a laptop computer, cellular telephone, or other electronic device shall provide the student with written or electronic notification that the electronic device may record or collect information on the student's activity or the student's use of the device if the electronic device is equipped with a camera, global positioning system, or other feature capable of recording or collecting information on the student's activity or use of the device. The notification shall also include a statement that the school district shall not use any of the capabilities in a manner that would violate the privacy rights of the student or any individual residing with the student. The parent or guardian of the student shall acknowledge receipt of the notification. The school district shall retain the acknowledgement as long as the student retains the use of the electronic device. A school district failing to provide the notification required by this section shall be subject to a fine of \$250 per student, per incident.

# October 2023

This month's character trait is: **RESPECT**

Sun	Mon	Tues	Wed	Thu	Fri	Sat
1  <b>Week of Respect</b>	2	3	4  KTEF Meeting 7:00PM	5  <b>Fairview Lake Trip 7<sup>th</sup> Grade</b>	6  <b>Fairview Lake Trip 7<sup>th</sup> Grade</b>	7
8  <b>Nat'l Fire Prevention Week Nat'l School Lunch Week</b>	9  <b>SCHOOL CLOSED</b> Staff Prof. Day	10	11	12  Title I Parent Compact Meeting 4:00PM	13	14
15  <b>School Violence Awareness Week</b>	16	17  <b>Board of Education Regular Meeting 7:00 PM</b>	18	19	20	21
22  <b>Red Ribbon Week Character Counts Week</b>	23	24	25	26	27 <b>1:00 PM DISMISSAL NO LUNCH SERVICE</b> Staff Prof. Day <i>Halloween Dance 6:30-8:30 PM</i>	28
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 for any reason. Bus routes and schedules are provided through the DVRHS Transportation Coordinator. All students will be notified in the Genesis Parent Portal 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 X515.

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 that morning by note or email.

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 & SAFETY REMINDERS FOR STUDENTS**

1. Pupils must know that while being transported they are under the authority of the driver of the bus.
2. We strongly recommend that all students be at the assigned bus stop 10 minutes prior to the scheduled bus arrival.
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. Have respect for others' property at the bus stop and on the bus.
4. Riders must board or exit from the bus only when it is stopped.
5. If you must cross in front of the bus, look at the driver for directions and cross in front of the crossing gate arm. Never walk behind the bus.
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.

# November 2023

This month's character trait is: **CITIZENSHIP**

Sun	Mon	Tues	Wed	Thu	Fri	Sat
			1  KTEF Meeting 7:00 PM	2	3  1st Marking Period Ends 3rd-8th	4
5  Daylight Savings Time	6  Evening Parent- Teacher Conferences	7  Election Day Afternoon Parent- Teacher Conferences	8  Afternoon Parent- Teacher Conferences	9	10	11  Veteran's Day
	1:00 PM DISMISSAL - NO LUNCH SERVICE					
12  American & International Education Week	13  1st MP Report Cards Posted 3rd-8th	14  Board of Education Regular Meeting, 7:00 PM  PTA Meeting 7:00 PM	15	16	17  Picture Retake Day Graduation Pictures	18
19	20	21	22  1:00 PM DISMISSAL NO LUNCH SERVICE	23  Thanksgiving Day	24	25
				SCHOOL CLOSED-THANKSGIVING RECESS		
26	27	28	29	30  Trimester 1 Ends K-2		

## **BUS RULES & SAFETY REMINDERS FOR PARENTS**

1. We strongly recommend that younger students be supervised at the bus stop (coming and going) by a parent or other adult.
2. Do not crowd the bus stop with personal vehicles. This poses a danger by obstructing traffic and blocking drivers' views.
3. Park all cars legally - 25 feet back from the intersection. Do not park in the wrong direction or block driveways.
4. Do not pull your vehicle directly behind a bus and release your child to run alongside the bus or "chase" a bus from one stop to another. If your child misses the bus, please take your child directly to school.

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.

## **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 requires 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 preschoolers 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.

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.

# December 2023

This month's character trait is: **KINDNESS**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6 KTEF Meeting 7:00 PM	7 Hanukkah Begins	8 Trimester 1 Report Cards K-2	9
10	11 Pre-K through Grade 4 Winter Concert 7:00PM	12 Board of Education Regular Meeting 7:00 PM	13 Grade 5 through 8 Winter Concert 7:00 PM	14 Hanukkah Ends	15 Student Council Senior Citizen Holiday Breakfast	16
17	18	19	20	21	22 1:00 PM DISMISSAL NO LUNCH SERVICE	23
24 Christmas Eve	25	26	27	28	29	30
31 New Year's Eve	SCHOOL CLOSED — WINTER RECESS					

## **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, influenza 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 close contacts can be checked; otherwise, children will keep reinfecting each other. A student may be sent home if lice or nits are found, as per school policy. 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 the 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.



# January 2024

This month's character trait is: **FAIRNESS**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	<b>1</b> New Years' Day <b>SCHOOL CLOSED</b>	<b>2</b> <b>Board of Education Reorganization Meeting, 7:00 PM</b> <b>CLASSES RESUME</b>	<b>3</b>  KTEF Meeting 7:00 PM	<b>4</b>	<b>5</b>	<b>6</b>
<b>7</b>	<b>8</b>	<b>9</b>  PTA Meeting, 7:00 PM	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>
<b>14</b>	<b>15</b> <b>SCHOOL CLOSED</b>  Martin Luther King, Jr. Day	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>  <i>Semi-Formal Winter Ball 6:30-8:30 PM</i>	<b>20</b>
<b>21</b>	<b>22</b>  <b>2nd Marking Period Ends</b>	<b>23</b>  <b>Board of Education Regular Meeting 7:00 PM</b>	<b>24</b>	<b>24</b>	<b>26</b>	<b>27</b>
<b>28</b>	<b>29</b>	<b>30</b>  <b>2nd MP Report Cards Posted</b>	<b>31</b>			

## **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. Students should 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/text parents to pick them up.

## **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 by the parent.

## **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.

# February 2024

This month's character trait is: **CARING**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2 Groundhog Day	3
4	5	6 PTA Meeting, 7:00 PM	7 KTEF Meeting 7:00 PM	8	9	10
11	12	13	14 Valentine's Day	15	16 <b>SCHOOL CLOSED</b> Staff Prof Dev	17
18 Spirit Week	19 <b>SCHOOL CLOSED</b> Presidents' Day	20 Board of Education Regular Meeting 7:00 PM	21 Parent –Teacher Requested Conferences 1:00 PM <b>DISMISSAL</b> <b>NO LUNCH SERVICE</b>	22	23 Knights Challenge 5:30-7:30 PM	24
25	26	27	28	29		

## **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, inhaler, 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 an inhaler 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 parent will be 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 conducts health screenings that may include height, weight, hearing, blood pressure and vision. The spinal column and posture of students 10 years of age and older are also 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 and be cleared by the school physician 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

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

# March 2024

This month's character trait is: **RESPONSIBILITY**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<b>Music in our Schools Month</b>					1	2
<b>3</b> Read Across America	4	<b>5</b> Board of Education Work Session/Adopt Preliminary 2024-2025 Budget, 7:00 PM	<b>6</b> Trimester 2 Ends K-2nd Music in Our Schools Concert 7:00 PM	7	8	9
<b>10</b> Daylight Savings Time Begins 	<b>11</b> Spring Picture Day	<b>12</b> PTA Meeting, 7:00 PM	<b>13</b> KTEF Meeting 7:00 PM	<b>14</b> Trimester 2 Report Cards K-2	<b>15</b> SCHOOL CLOSED Staff Prof Day	16
<b>17</b> St. Patrick's Day	18	<b>19</b> Board of Education Regular Meeting 7:00PM	20	21	<b>22</b> Knights Unite	23
<b>24</b> <hr/> <b>31</b> Easter Sunday	25	<b>26</b> District Art's Festival	27	28	<b>29</b> SCHOOL CLOSED Spring Break Begins  Good Friday	30

## **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 and they should be documenting assignments daily in their agenda book. Students may receive detention and/or administrative intervention for frequent homework deficiency. In addition to checking their students' homework agenda book, parents of K through 4th grade students can access assignments through the teacher's websites and parents of 5th through 8th grade students can access student assignments on the KTS Homepage under the "Student" tab.

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**

<b>Grades 1-4</b>	<b>Grades 5-8</b>
1 <sup>st</sup> Trimester ends November 3, 2023	1 <sup>st</sup> Marking period ends November 3, 2023
2 <sup>nd</sup> Trimester ends March 12, 2024	2 <sup>nd</sup> Marking period ends January 22, 2024
3 <sup>rd</sup> Trimester tentatively ends June 7, 2024	3 <sup>rd</sup> Marking period ends April 8, 2024
	4 <sup>th</sup> Marking period tentatively ends June 7, 2024

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

# April 2024

This month's character trait is: **HONESTY**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
	SCHOOL CLOSED—SPRING BREAK					
7	8 CLASSES RESUME  3rd Marking Period Ends	9	10  KTEF Meeting 7:00PM	11	12	13
14	15	16 3rd MP Report Cards Posted  PTA Meeting 7:00 PM	17	18	19 1:00 PM DISMISSAL NO LUNCH SERVICE Staff Prof. Day	20
21	22  Earth Day Passover Begins	23 BOE Meeting Public Hearing on 2024-2025 Budget/School Reorganization/Regular Meeting 7:00PM	24  Administrative Day	25  Take Your Child to Work Day	26	27
28	29	30  Passover Ends				

## **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/checkpoints for grades Pre-K through 2nd grade will be available three times a year on the Genesis Parent Portal. Report cards for grades three through eight will be accessed through the Genesis Parent Portal. 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.

### **Grade Scale for Students in Grades K-2**

E = Expectation Met  
S = Satisfactory Progression  
P = Inconsistent Progression  
NE = Not Expected at this time

### **Grade Scale for Students in Grades 3-4**

ME = Meeting Expectations  
AE = Approaching Expectations  
NS = Needs Support  
NE = Not Expected at this time

### **Grade Scale for Students in Grades 5-8**

A = 90-100  
B = 80-89  
C = 70-79  
D = 60-69  
F = 59 and below  
I = Incomplete  
NG = No Grade



# May 2024

This month's character trait is: **TRUSTWORTHINESS**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 Principal's Day KTEF Meeting 7:00 PM	2	3	4
5 Teacher Appreciation Week	6	7 National Teacher's Day	8 National School Nurse's	9	10 Career Fair 1:00 PM DISMISSAL NO LUNCH SERVICE Staff Prof. Day <i>Summer's Coming Dance 6:30-8:30 PM</i>	11
12 Mother's Day	13	14	15 Fine Arts Festival 7:00 PM	16 Field Day	17	18
19	20	21 Board of Education Regular Meeting, 7:00PM	22	23 Field Day Rain Date	24	25
26	27 SCHOOL CLOSED Memorial Day	28	29	30	31	

## **HONOR ROLL**

Students in Grades 5-8 are eligible for honor roll or high honor roll. Honor roll includes all students who achieved a grade of 86 or higher in all subjects in a single marking period. High honor roll includes all students who achieved a grade of 92 or higher in all subjects in a single marking period. (To be on the high honor roll or honor roll, the student may not have any “I”s.)

Students’ academic achievement in grades 5-8 will be recognized in 8<sup>th</sup> grade. Students consecutively on high honor roll for the third and fourth marking periods of 5<sup>th</sup> grade, all four marking periods of 6<sup>th</sup> and 7<sup>th</sup> grades and first, second and third marking periods of 8<sup>th</sup> grade will receive recognition for their efforts.

## **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

Art

School-Wide Enrichment

Health

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.

# June 2024

This month's character trait is: **PERSEVERENCE**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4 Grade 8 Awards Celebration 6:00 PM	5	6	7 4th Marking Period Ends/ 3rd Trimester ends K-2 8th Grade Dance 6:30-9:30 PM 1:00 PM Dismissal	8
9	10 Tentative Grade 8 Graduation Ceremony, 5:30PM 1:00PM DISMISSAL - NO LUNCH SERVICE	11 4th Marking Period 3rd-8th / Trimester 3 K-2 Report Cards LAST DAY FOR STUDENTS	12	13	14	15
16 Father's Day	17	18 Board of Education Regular Meeting 7:00 PM	19	20	21	22
23 30	24	25	26	27	28	29

## **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.

A pupil in grades Kindergarten through eighth may be ineligible for participating if he/she has demonstrated unusual attendance by missing ten (10) or more days of school. No pupil who has been absent for a school day may participate in an activity, event, trip, or performance scheduled for the afternoon or evening of that school day.

## **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 cross country, boys' and girls' basketball, co-ed soccer, boys' baseball, girls' softball and girls volleyball. Middle school students can also participate in Yearbook, Student Council, Drama Club, Art Club and STEM Club. The Music Program includes concert band, jazz band, rock band, and/or chorus. Participation fees for athletics are \$75/per sport while those for extra-curricular activities are \$50/per activity. The only activities exempt from fees are Yearbook, Student Council, concert band and chorus.

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. Students must be present on the day of any extra-curricular activity to participate.

# July 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4 Independence day	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			

## **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 extracurricular activities.

A student will be placed on Academic Probation if they have received one or more grades of “D” or below 70% 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 extracurricular 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 70%. 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 may be referred to the school’s Intervention and Referral Services Committee.

# August 2024

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

## **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. Identification of students is made through the use of standardized test results, a survey of classroom performance, teacher recommendation, and K-8 reading level. Our reading and math specialists provide assistance to students in an inclusion (push-in) or pull-out setting.

## **ATHLETIC COMPETITION**

### ***Eligibility Standards***

A pupil who wishes to participate in athletic competition must submit, on a form provided by the district, the signed consent of his/her parent(s) or legal guardian(s). The consent of the parent(s) or legal guardian(s) of a pupil who wishes to participate in interscholastic athletics must include an acknowledgement of the physical hazards that may be encountered in the sport. No pupil who has been absent for a school day may participate in an activity, event, trip, or performance scheduled for the afternoon or evening of that school day. In order for a student to participate, he/she must attend at least four (4) hours of school.

## **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.

## **CONCUSSIONS**

A concussion is a traumatic brain injury caused by a direct or indirect blow to the head or body. Allowing a student-athlete to return to play before recovering from a concussion increases the chance of a more serious brain injury that can result in severe disability and/or death. Kingwood Township School District takes all the necessary steps to prevent and treat sports related concussions and head injuries. A full copy of district Policy 2431.4 can be found on the school's website.

## **SCHOOL-WIDE COUNSELING PROGRAMS**

### ***Harassment, Intimidation & Bullying***

Education about harassment, intimidation & bullying is ongoing at KTS, especially at the middle school level. Our objectives are to create a school culture of acceptance and caring, to help students differentiate between normal conflict versus bullying and to eliminate and or respond effectively to conflict.

### ***Peer Leaders***

The peer leaders program provides leadership opportunities for district middle school students who function as school ambassadors and facilitate the transition to Kingwood for new students. Peer leaders function as role models and assist with peer conflict resolution.

### ***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. Parents will be called if their child is experiencing social or emotional difficulties in school.

Any parents who object to their child's participation in peer leaders program or lunchtime meetings with the counselor should contact the school counselor by phone (996-2941 x411) or in writing.

### **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 facilities 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**

Kingwood Township School uses a computerized school lunch purchasing system, point of sale (POS). Beginning 9/11/2023, KTS will use Titan as our online payment system. Lunch balances from last school year will automatically be carried over in the POS.

Titan allows parents/guardians to add money to a student's lunch card with online payments. To enroll, simply log on to LINQconnect.com and register the student. There is also a LINQconnect app. You will need the student's school id number to complete the enrollment. There is a nominal fee associated with the online payment service. By enrolling online, lunches can be prepaid in any denomination. Account funds can be used for lunch or snacks. Parents/Guardians have the ability to set account limits on snack and lunch purchases as well as monitor a student's purchase.

If you choose not to use the online service offered by Titan, you may send in a check and/or cash and the funds will be loaded onto the student's account. Checks should be made out to KTS BOE. A student may also purchase lunch or snacks using cash.

A complete student lunch costs \$3.50 and consists of five components: fruit, vegetables, milk, grains, and meat/meat alternative. Monthly menus will be available online at the KTS website 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. Students may purchase a second entrée for an additional fee (TBD), only if they purchased a complete lunch first. Snacks and seconds can be purchased with cash or using the POS.

***Charging Lunch:*** If a student forgets their lunch, they may charge a lunch. The charge will be added to the student's Titan Account. Parents will be notified when a lunch has been charged and the payment should be sent with your child the next day or can be paid electronically at Linqconnect.com

***Free and Reduced Lunch Program:*** KTS participates in the National School Lunch Program, which allows the state to compensate for students who cannot afford to pay for their lunch. This program is available to all students. Eligibility is determined by a formula maintained by the Department of Agriculture. Free and reduced applications are available on the school's website or by contacting the main office.

Students bringing lunch from home are asked to not bring in glass bottles or cans. Milk is available for purchase. Food is NOT permitted to be taken out of the cafeteria. Failure to comply with cafeteria procedures and rules will lead to removal from the cafeteria and other disciplinary action.

## **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 degrade 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. Grade 1-5 students will receive one agenda book at the beginning of the year. If a student loses the agenda book a \$3 replacement fee will be charged to the student. Students in grades 6-8 will receive Chromebooks which are covered under the Chromebook protection plan. 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 EMAIL**

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 email accounts. This is another method of contacting us.

## **AFFIRMATIVE ACTION OFFICER**

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

## **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 2023-2024 school year are:

Lucia Kostesic, Co-President

Beth Misak, Co- President

Robyn Brinkerhoff ,Secretary

Melissa Switzer, 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. Please consider joining to show your support. More information is available on the website or you can call 996-2941, x560.

Officers for the 2023-2024 school year are:

Kelly Feldman, President

TBD, Vice-President

Gina Liskowacki, Secretary

Lucia Kostesic, Treasurer

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.

## **SUBSTANCE ABUSE**

The Board of Education recognizes that a pupil's abuse of harmful substances seriously impedes that pupil's education and threatens the welfare of the entire school community. The Board is committed to the prevention of substance abuse and the rehabilitation of substance abusers by educational means, but will take the necessary and appropriate steps to protect the school community from harm and from exposure to harmful substances. Accordingly, the Board of Education establishes and maintains a comprehensive substance abuse intervention, prevention, and treatment referral program in the schools of this district. Please refer to Board Policy 5530 available online at <http://www.kingwoodschool.org> for more information.

## **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, Mike Gonnella

## **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 by any other distinguishing characteristic;
2. 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,
3. Substantially disrupts or interferes with the orderly operation of the school or the rights of other students; and that
  - a) A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
  - b) Has the effect of insulting or demeaning any student or group of students; or
  - c) Creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

Schools are required to address harassment, intimidation, and bullying occurring off school ground, when there is a nexus between the harassment, intimidation, and bullying and the school 9e.g., the harassment, intimidation or bullying substantially disrupts or interferes with the orderly operation of the school or the rights of other student.

"Electronic communication" means a communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer, iPod or iPad.

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 verbally report the incident to the Principal or Principal's designee on the same day when the individual witnessed or received reliable information regarding any such incident. 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). A full copy of the HIB Policy is available on the school website under the Board of Education link on the homepage ([www.kingwoodschool.org](http://www.kingwoodschool.org)).



## **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, agenda book
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 consequence 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 offenses at this level will result in written warnings. The third offense at this level will result in a Recess Timeout. Any additional Level I infractions will result in a Recess Timeout and the development of a behavior plan.

INFRACTIONS	CONSEQUENCE
Unprepared for class	Warning – Recess Timeout
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 desk, 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 without permission	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

INFRACTIONS	CONSEQUENCE
Unprepared for class	Warning – Recess Timeout
Arriving late and/or leaving class without a pass	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 complete a disciplinary notification form 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, the first offense at this level will result in a Recess Timeout. Second offenses 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. Three bus violations at this level will also result in loss of bus privileges for a period of time determined by the school administration. Four or more violations at this level will result in an ISS and the development of a behavior plan.

INFRACTIONS	CONSEQUENCE
Unacceptable language or gesture	Recess Timeout – ISS
Cutting class	Recess Timeout – ISS
Cutting Recess Timeout	Missed Recess Time Out 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 a 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 the bus window	Recess Timeout – ISS
Throwing objects on or out of the 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 complete a disciplinary notification form 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. Offenses at this level are of serious nature and have been assigned specific consequences indicated below. Repeat offenses 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
Harassment, intimidation or bullying (HIB) by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, disability or by any other distinguishing characteristic	Handled at administrative level. Consequences may include but not limited to, counseling, character education classes, ISS and/or disciplinary action as determined by administration. Possible child study team or I&RS referral and police notification.
Violent threat towards any individual or group	
Possession and/or use of alcohol, tobacco, other drugs, and/or electronic smoking device.	1-10 days OSS, medical clearance to return to school and mandatory reentry conference. Possible child student team or I&RS 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, capture, or transmit any audio, video, or images.	Restitution, ISS, and loss of ECRD use for a length of time determined by administration. Devices may be subject to an electronic search for inappropriate material related to the 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 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 offenses at Level 1 will return to zero, however Level 2 and 3 offenses 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 offenses at this level will result in written warnings. The third offense 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>
Unprepared for class	1	Warning – Detention
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 without permission	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, a first offense at this level will result in a detention. Second offenses at this level will result in an additional detention and parent conference. Three or more violations at this level will result in an ISS. Three bus violations at this level will also result in loss of bus privileges for a period of time determined by the school administration.

<b>LEVEL 2</b>		
<b>INFRACTIONS</b>	<b>POINTS</b>	<b>CONSEQUENCE</b>
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 a period to be determined by the Principal. Plus restitution for damages. Detention – ISS
Disrespect/Insubordination	3	Detention – ISS
Disruptive /disorderly behavior	3	Detention – ISS
<b>LEVEL 2 BUS INFRACTIONS</b>		
Extending body parts out of the bus 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. Offenses at this level are of serious nature and have been assigned specific consequences indicated below. Repeat offenses at this level may result in expulsion and are handled on a case by case basis.

<b>LEVEL 3</b>		
<b>INFRACTIONS</b>	<b>POINTS</b>	<b>CONSEQUENCE</b>
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
Dating Violence	5	Restitution, ISS or discipline action determined by administration.
Harassment, intimidation or bullying (HIB) by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, disability or by any other distinguishing characteristic	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.
Violent threat towards any individual or group	5	
Possession and/or use of alcohol, tobacco, other drugs, and/or electronic smoking devices.	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, capture, or transmit any audio, video, or images.	5	Restitution, ISS, and loss of ECRD use for a length of time determined by administration. Devices may be subject to an electronic search for inappropriate material related to the incident.

Staff Telephone Extensions  
2023-2024

2023-2024

A-05	White, Ian Tel: X205 iwhite@kingwoodschool.org	C-10	Okoliczany, Allison Tel: X410 aokoliczany@kingwoodschool.org	E-04	Lazur, Lianna Tel: X704 llazur@kingwoodschool.org	B-15	Flannigan, Kelly Tel: X509 kflannigan@kingwoodschool.org	A-15	Lacamera, Carol Tel: X556 clacamera@kingwoodschool.org	B-08	Obenaus, Sarah Tel: X607 sobernauser@kingwoodschool.org	D-07	Tolotta, Angela Tel: X318 atolotta@kingwoodschool.org	TEACHER WORKROOM B20 X320 TECHNOLOGY SERVICES X504 (Luke C. Mon & Thurs.)																																	
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