

Welcome to Benedict A. Cucinella Elementary School. It is our goal that the time you spend here will be an exciting learning experience. We will offer you a total educational program which will prepare you to some day assume your role as a young adult. A great deal of emphasis will be placed on the development of your basic skills. You will find that the entire staff at Cucinella is interested in you as a person, in addition to helping you develop into a good student.

In order to ensure that each member of our school community has the full opportunity to benefit from our school program, it is necessary that certain rules, regulations, and procedures be followed. We want to provide you with the best education possible. Ultimately, your success depends upon your dedication to your own education.

In this handbook you will find an outline of some of the basic rules, regulations, and procedures to be followed. This handbook is meant to be a guideline, not an exhaustive list. If you follow the rules and guidelines in this handbook, you will experience the best possible learning conditions and an environment that is safe, stimulating, and free of distraction.

Mission Statement

The Washington Township School District, a caring, involved community, committed to excellence in education, ensures that all pupils are provided with an exciting, meaningful learning environment that enables them to become well-rounded, lifelong learners, who reach their full potential as responsible adults.

Equal Educational Opportunity Policy

It is the policy of the Washington Township School District to provide an equal opportunity for all children to achieve their potential through the programs offered in the schools regardless of race, color, creed, religion, sex, ancestry, national origin, place of residence, social or economic condition, or handicap. No privileges or course of study shall be denied by reason of race, color, creed, sex, or national origin.

To ensure equal access to the educational program, no pupil or staff member may harass any pupil of this district in any area covered by the statement in paragraph one of this policy. Such harassment is a denial of equal educational opportunity.

To facilitate enforcement of this policy, the district has established procedures for pupils and parents or guardians to file a grievance protesting alleged discriminatory or sexual harassment. Individuals must complete the EQUAL OPPORTUNITY GRIEVANCE REPORT FORM available in the main office. The report of the allegation will be forwarded by the building principal to the superintendent.

A thorough investigation will be made of the grievance. The rights of both the alleged harasser and the harassed will be guaranteed by due process. Appropriate action will be taken on a case-by-case basis.

School Day

The school day for students begins at 7:50 AM and ends at 2:05 PM. Students should not arrive earlier than 7:45 AM or later than 8:00 AM.

Report Cards

Report cards are issued four times during the school year. They will indicate student grades in all subjects during each marking period. Parent conferences with individual teachers may be scheduled by contacting the teacher.

SCHOOL GUIDELINES

Discipline

To guarantee a good social and educational climate, it is important that students understand that acceptable standards of behavior will be expected at all times. Discipline will be administered when any individual's actions interfere the their safety or that of others, or with the right of teachers to teach and students to learn.

Students are reminded that any teacher or staff member in the school has the right to correct unruly individuals at any place and at any time.

Students are expected to conduct themselves in an orderly, courteous manner at all times. The vast majority of the time, our students will meet these expectations. However, in the event a student acts inappropriately, there will be consequences in order to make it clear that this behavior is not acceptable and will not be tolerated. Each teacher has designed a specific plan of in-class expectations and how compliance will be recognized. Consequences are clearly stated. If students continually fail to meet the behavioral expectations of their teachers, the administration will become involved.

General Rules

1. Dangerous items such as knives, fireworks and weapons of any kind are not permitted in school. Any other items (radios, water pistols, Heelies, etc.) that interfere with an optimal learning environment should not be brought to school. Items that detract from learning may be taken and redeemed only by parents.
2. Students must follow the procedures outlined by their teachers regarding the use of student lavatories. It has been our practice that one boy and one girl may be out of the classroom at a time. Students should use the closest facility.
3. Student use of the telephone is restricted to emergencies or for communicating an unexpected/unavoidable change in plans. In all cases, the students must first have the permission of a teacher.

4. At all times the student is expected to use appropriate language and treat members of the school community with respect. Failure to do so will result in parent contact.
5. School property must be respected. Damage to school property and the personal property of others will result in parent contact and subsequent consequences. The school is not responsible for damage to personal property.
6. Students are expected to complete their assigned work. Ongoing failure to complete school work will be communicated to parents. A parent conference may be called. The administration may become involved when other measures have not resulted in improvement. The intent is always to have children experience success as productive members of the school community.
7. Students that are continually failing to meet behavioral expectations may be denied certain school privileges.

The first line of discipline is taken by the staff member who is in charge of the student at the time of the infraction. If after repeatedly dealing with an ongoing problem, the student's behavior has not improved, the student may be referred to the administration. If after a conference, it is clear that the student is not ready to return to regular classes, a decision may be made to keep the student out of class. This alternative provides the student with a quiet place to think through the problem while allowing the teacher the instruction they are committed to providing the rest of the students. This action is not intended to be a permanent solution; it comes only after it is apparent that the student, for whatever reason, refuses to conform to the expectations of the regular classroom. The student will be monitored closely and the student's parents will be notified of the incident. If this happens more than once, a parent-school conference may be requested. Any student who continues to be disruptive or disrespectful will be suspended.

Suspension

Any student who commits a serious violation of school regulations may be suspended by the administration. A suspended student will not be able to return to class until so authorized by the school administration.

Dress Code

Responsibility for the development of good grooming habits and dress must be shared by home, school, and community. We encourage all students to behave and dress in a way which is in good taste and in a style appropriate for school. All dress should be clean, safe, modest, and in general should not be distracting to others. The following items are not permitted: clothing with inappropriate pictures or slogans, hats, sunglasses, and unsafe footwear or clothing of any kind. We recognize that parents have the prime responsibility for the manner in which a child is dressed. Styles change quickly and drastically, and good taste standards are sometimes difficult to establish and maintain. When questions of appropriate dress arise, the school staff will be pleased to confer with parents.

For those special functions, such as Field Day, field trips, parties, etc. students are to conform to the type of dress deemed appropriate for the event.

Attendance

Regular attendance is essential for good school work. According to New Jersey School Law, personal illness, quarantine, death in the immediate family, and religious holidays are the only legal excuses for school absence.

If you will be absent from school for any reason, please have your parent call school – (908) 850-3161. Please state your name, grade, teacher, and reason for your absence.

Tardiness

When a student is late for school, he/she must be accompanied by a parent/guardian to the office to be signed in and obtain a late pass. Excessive tardiness will be dealt with on an individual basis.

Accidents

Every accident in the school building, on the school grounds, or at any school event must be reported immediately to the person in charge and to the school office.

GENERAL INFORMATION

Emergency Closing

When it becomes necessary to close school because of inclement weather or other valid reasons, notice will be broadcasted over the following radio stations:

WRNJ – 1510 AM & NJ – 101.5 FM

Information can also be found on www.wtschools.org or on the school's phone system at 908-850-3161. Interested parties may also register for the PTO's automated phone chain on www.cucinellapto.org.

Fire Drills

To ensure a quick and safe evacuation from the building, fire drills will be conducted throughout the year. All classroom teachers will have directions posted at the front of their rooms. At the sound of an alarm, the following rules must be observed.

Students will:

1. Walk quietly and quickly in an orderly fashion.
2. Once outside, remain with their class and teacher.
3. Wait for instructions from the teacher to return to the classroom.
4. If a fire drill occurs during dismissal, or other non-classroom times, exit at the closest door and report to the nearest staff member.

Visits to the Nurse

If it is necessary for a student to see the school nurse, they must receive permission from their classroom teacher. Students must report directly to the Health Office. If told to report back to class, they must do so immediately.

Immunizations

New Jersey law requires every student enrolled in a New Jersey school to have adequate immunization. Proof of immunization must be give to the school at the time of the child's registration. A new student may be enrolled temporarily for 30 days until proper records may be secured.

Communicable Disease or Contagious Illness

Children suffering from communicable diseases such as: impetigo, ringworm, or conjunctivitis will be excluded from school until a note is received from a physician that they may return. If it is known that a child has possibly contracted Lyme disease, please notify the school nurse. Cases of rubella, measles, chicken pox, streptococcal infections, or other contagious illnesses/diseases and lice must be reported to school authorities immediately.

Bus Transportation

The bus driver is in complete charge of the bus and its occupants at all times. Students riding the bus must comply with requests of the driver. School bus transportation is a privilege that may be withdrawn for inappropriate behavior. A student is to ride the bus which he/she is assigned. Students will be allowed off the bus only at school, home, or emergency locations requested in writing and approved by the principal. This is required whether the arrangement is long term or for a single day. We empathetically ask the home's cooperation in this matter.

Pupil transportation is a privilege which may be suspended. All children shall act in a manner that will not jeopardize their safety and that of other passengers. They shall not distract the driver from his/her appointed duties. It is the responsibility of parents to see that children are so instructed.

The bus driver must be in complete control of the bus at all times; therefore, the following rules shall be strictly enforced:

1. Passengers will take a seat and remain seated, with their seatbelts fastened, while the bus is in motion.
2. Students will not throw any articles in or out of the bus.
3. Students will not disturb other passengers. This includes pushing, grabbing, slapping, name-calling, etc.
4. Inappropriate language is not allowed.
5. Students are to remain seated until the bus comes to a full stop and must refrain from talking to the bus driver except in an emergency.
6. For safety reasons, students should not use the aisle for socialization purposes, even when the bus is stopped.

7. There shall be no eating, drinking, or gum chewing on the bus.

Students that do not comply with these regulations will be subject to disciplinary action and possible suspension from the bus and/or school.

Visitors

All visitors must sign in at the desk in main office upon entering the building. Students are not permitted to have visitors during the school day.

Media Center

Students are encouraged to read books and use the materials available in the school library. Students are expected to respect these valuable materials, to return borrowed books and magazines on time, and to be held financially responsible for the repair/replacement of lost or damaged items.

Assemblies

Assemblies for various purposes will be held during the school year. Assemblies are for enjoyment and education. Students must conduct themselves in a responsible manner and give courteous attention to the program. Students are to enter in a quiet and orderly manner, remaining with their classes and teacher.

Personal Property

Students are advised against bringing large sums of money or items of considerable value to school. The school cannot assume the responsibility for the loss, damage, or theft of personal property.

Radios, water guns, electronic games, card/coin collections, etc. are not permitted in school. These items will be confiscated by teachers and placed in the principal's office. They may be picked up by your parents.

Students may not bring items to school for the purpose of selling to students or teachers.

Hall Conduct

Students are expected to act in a proper manner during class changes and in the halls. Running is not permitted in the halls and may result in injury. Students should keep to the right while passing in the halls and on the stairways. They will remain with their teachers when being escorted to class. Students are to remain away from balconies in the hallway and stairwells. Throwing of object over the railings will result in immediate and severe consequences.

Homework

Home study is a necessary part of each pupil's educational program. Each student is expected to spend some time in addition to scheduled class instruction to achieve satisfactory work.

Some assignments are long range in nature and require planned study time for their completion. Planned study eliminates the necessity of spending too much time in completing an assignment the day before it is due. A more detailed homework procedure will be explained to you by your individual teacher.

Parent Conferences

Yearly parent-teacher conferences are scheduled in November. However, parents are welcome to make appointments for conferences with staff at other times. Please contact teachers or the office via phone or email to set appointments.

School Lunch Program

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well balanced lunch is offered at a reasonable price. Lunch prices are published at the start of the school year.

Students may bring their lunch and purchase milk, fruit, ice cream, and a variety of snack foods from the cafeteria.

A menu is posted in all homerooms and the school website.

The lunchroom management and your fellow students would appreciate your cooperation in:

1. Deposit of all litter in the wastebaskets.
2. Return of trays to the dishwashing area.
3. Leaving the table and floor around the table in a clean condition.
4. No food may be taken from the cafeteria.

Inspections

The Washington Township Schools routinely inspect lockers, desks, cubbies, etc. These are also routinely accessed by teachers for the purpose of retrieving necessary information, books, binders, etc. for homework.

IMPORTANT CONTACT INFORMATION

Benedict A. Cucinella School	850-3161
Cucinella PTO	www.cucinellapto.org
Kossmann School	850-1010
Flocktown Road School	852-1376
Old Farmer's Road School	876-3865
LV Middle School	876-3434
Board of Education	876-3616 or 876-4172 www.wtschools.org
Transportation	876-5511 or 876-5311
Police/Fire/Ambulance	876-3232 or 911
School Closings	WRNJ – 1510 AM New Jersey 101.5 FM www.wtschools.org

