

Welcome to Our District

A sincere welcome to you and your child. The coming school year will be an exciting one for both of you. We are very proud of our teaching staff and our educational programs in Waterford Township. From the responses of parents in previous years, we believe you too will be very pleased with your school. This guide/calendar is designed to inform both parents and students of policies, rules, and procedures regarding the Waterford Township School District.

Please read these pages carefully, as they provide much information related to your child's safety and academic well-being. Please encourage your child to use this calendar as a reference and organizational tool. Students with any questions or concerns should speak to a teacher for clarification. Parents, if at any time you have a question about a school procedure, please do not hesitate to contact us.

Through the cooperative and conscientious efforts of parents, teachers, students, community and administration, our hope is to make each school year a rewarding educational experience.

Mission Statement

Waterford Township School District, through our progressive, student-centered curriculum and comprehensive system of supports, provides all students with a safe, equitable learning environment that cultivates academic, social and emotional growth.

We encourage the development of personal strengths, a positive self-image, and an appreciation for the uniqueness of each individual. Through community partnerships and engagement, the district provides a strong foundation for students to reach their full potential as they continue their educational journey.

District Website: Please visit our website at www.wtsd.org

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Start The Year Right

These are some important things you can do to make sure your child gets off to a good start this year:

1. Get to know your child's teacher. You know important things about your child that you can tell his/her teacher. Introduce yourself.
2. Let your child know that homework is important. Set a regular time for homework. Find a quiet place for your child to study and be there to help.
3. Let your child know he/she can succeed. Tell them you expect them to do their best. Talk about school everyday. Praise good work.
4. Read to and with your children everyday. During reading time, turn off the TV and radio. Talk about books with your child. Be sure to let them see you reading.
5. Find out how you can get involved in your child's school. Join the Waterford Township Home & School Association (WTH&SA). Plan to attend special school events. Be a volunteer.
6. Please view the district's website for updated information. The NJ School Performance Report can be viewed there as well as lunch information, teacher contact, etc.

Phone Directory

Atco Elementary	856-767-4200	Superintendent's Office	856-767-8293	Cafeteria Office	856-767-8293 x 5026
Thomas Richards	856-767-2421	Curriculum Office	856-767-8293 x 5024	Transportation Office	856-767-8293 x 5040/41
Waterford Elementary	856-767-8293	Student Personnel Services	856-767-8293 x 5018	Just Kids Program	856-768-8190 x 509

School Hours

SCHOOL	GRADE	REGULAR HOURS	EARLY DISMISSAL <small>*previously scheduled (conferences, etc.)</small> No lunch served. Snack ONLY.	2 HOUR DELAYED OPENING NO AM Childcare Services No lunch served. Snack ONLY.
Atco Elementary 2162 Cooper Rd., Atco	Gr 1&2	9:20 am to 3:50 pm	9:20 am to 1:50 pm	11:20 am to 3:50 pm
Thomas Richards 934 Lincoln Ave., Atco	PK & K	9:20 am to 3:50 pm	9:20 am to 1:50 pm	11:20 am to 3:50 pm
Waterford Elementary 1106 Old WHP, Waterford	GR 3,4,5, & 6	8:40 am to 3:10 pm	8:40 am to 1:10 pm	10:40 am to 3:10 pm

Student Dress Code

Appropriate Dress (Policy #5511—Dress and Grooming)

1. School regulations as to dress are based on common sense and pride in personal appearance.
2. Extreme fads or trends in clothing that could be distracting to the attention of students should be discouraged.
3. Questions concerning appropriate dress attire should be addressed through the Building Principal.
4. Each Principal shall enforce regulations prohibiting pupil dress or grooming practices which present a hazard to the health or safety of the student himself/herself or to others in the school; materially interfere with school work, create disorder or disrupt the educational program; cause excessive wear or damage to school property; and/or prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement.

The following dress code regulations are to be enforced in Waterford Township Public Schools in accordance with Board policy:

1. No flesh is to be exposed from the neck opening to the lower edge of the bottom garment.
2. Footwear is required. Slippers, plastic beach thongs, hazardous sandals, flip-flops, and excessively high heels or platform shoes are not permitted because they pose a safety hazard to the wearer when walking quickly. PROPER FOOTWEAR MUST HAVE EITHER A STRAP OR BACK ON THE SHOE.
3. Hats and coats should not be worn in the building except in extenuating circumstances at the discretion of the Principal. "Hats" shall not include headwear of religious significance.
4. Patches, slogans, words or symbols of objectionable nature may not be worn.
5. Knee length shorts, culottes, shorts and skirts are permitted (should be approximately finger tip length when arms are at sides).
6. No halter or tank tops. SHOULDERS MUST BE COVERED.
7. No fish net tops, no see through clothing.
8. No garments which are cut off in any way.
9. No garments may be worn in manners which expose underwear.
10. Apparel should not be tight fitting, sheer, transparent, brief, low-cut or revealing above or below the waist to be indecent, distracting or disruptive to the school environment, i.e., shorts such as gym shorts, tennis shorts, boxer shorts, bathing suits, biker shorts, etc. are not permitted.
11. Students attending any school functions [field trips, field days, dances, activities during school hours] will not be permitted to participate unless they are attired in accordance with this dress code; however, certain physical education activities and field trips may require modification of these regulations. Decisions will be made by the Principal considering the circumstances and requirements of the activity.
12. Hairstyles shall be clean and well-groomed.
13. All students whose dress is in violation of this code will be removed from class and required to dress suitably before being permitted to return to class. Parents will be contacted and when necessary, bring in appropriate clothing so that the student may return to class. Recurring violation or refusal to comply with this code will result in disciplinary action in accordance with other Board policies.
14. The final decision in determining the suitability of dress will rest with the administration of the school, subject to the usual appeals. The administration of each school shall prohibit the wearing of clothing, jewelry or markings on the body that demean any religion, race or nationality.

PARENTAL NOTE: DRESS CODE WILL BE STRICTLY ENFORCED.

Marking System Philosophy

Each child in the Waterford Township School District is evaluated as an individual, in terms of his or her capabilities. In addition, the instructional program includes a system of grading that measures individual student progress toward proficiency with the New Jersey Student Learning Standards and educational goals of the district.

Grading Criteria

The marking system for K-4 will be standards-based with the following indicators:

EX = Exceeds: Exceeding grade-level standard for trimester

MS = Meets: Meeting grade-level standard for trimester

PR = Progressing: Progressing toward grade-level standard for trimester

NI = Needs Improvement: Demonstrating minimal or no progress and at risk for not meeting grade-level standard for trimester

The marking system for Grades 5 & 6 use the following scales:

<u>Enrichments (GRADE 5 ONLY)</u>	
A: 92-100	O: 95-100
B: 83-91	S+: 88-94
C: 75-82	S: 80-87
D: 70-74	S-: 75-79
F: Below 70	N: 70-74
	U: Below 70

Parent-Teacher Conferences

The district adheres to the philosophy of open communication between home and school. Report cards are distributed three times during the year for students in grades K-6.* Parents are invited to attend private conferences with teachers in December and will receive Trimester #1 report cards (Progress Reports for pre-school) at that time. You are also welcome to make an appointment to visit the school to observe our programs, but please be aware that teachers will not be able to stop class to speak with you. To arrange for a special conference regarding your child, please contact your child's teacher directly, or call the office of the respective school.

Important Dates:

Parent-Teacher Conferences/Trimester #1 Report Card Distribution - December 6-7, 2023 (during conferences)

Trimester #2 Report Card Distribution - March 14, 2024

Trimester #3 Report Card Distribution - June 17, 2024 (Last Day of School)

Student Records

A student's cumulative file is available for review by his/her parent(s). The parent(s) will need to sign a "Request to View Records" form. Please call the school a day in advance, when you would like to review th

Administrative Staff

Board of Education

Matthew DeNafo	President
Barbara Libak Fanz	Vice President
Ben DeVuyst	Member
Jason Galante	Member
Daniel Hoover	Member
Roe Hunter	Member
Thomas Leach	Member
Michael McClintock	Member
Ehren O'Donnell	Member

Michael A. Nolan, Ed.D.	Superintendent
Daniel Fox, CPA	Board Secretary/Business Admin.
Ashley Power	Asst. Principal Elementary Ed./SPS
Patrick Davidson	Thomas Richards Principal
Heather Kondas	Atco Elementary School Principal
Christine Manna	Waterford Elementary School Principal
James Weaver	Certified Educational Facilities Manager
Ed Leypoldt	Technology Director

Child Study Team

Lisa Clee	Occupational Therapist
Ryan Ciavaglia	School Counselor
Jennifer Ervolini	Social Worker
Elizabeth Friedman	Learning Consultant
Carly Gallagher	Speech Therapist
Kelly Herman	School Psychologist
Gabrielle Holwell	School Counselor
Diana Prokopus	Certified OT Assistant
Amelia Suriano	Social Worker
Lori Whitfield	Speech Therapist

Administrative Support Staff

District Offices:

Diane Cicchino	Superintendent's Secretary
Denise Niedoba	Accountant/Certifying Officer
Nancy Gibbins	Human Resources Coordinator
Nicole Wallack	Human Resources Secretary
Jill Emmons	Board Office Secretary
Lisa DiRenzo	Basic Skills/RtI Coordinator
Gail Cunningham	SPS Officer Manager
Terri Tait	Curriculum Secretary
Emily Walker	Payroll Secretary

Transportation:

Deneen Macauley-Coord.	Aimee Poris
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Schools:

Ashley Kowalski-Atco
 Dawn Stafford/Betty Anne Walczak-TR
 Marielena DiGianivittorio/Pat Habinowski-WES

Special Ed

Josh Diamond- Gr4/POR
 Katie Fitzpatrick-Gr5/ICR
 Colleen Garretson-Gr6/ICR
 Kate Ginzberg-Gr3/SPED
 Patrick Glatz-BD
 Annalisa Hargrave-Gr5&6/LLD
 Gabrielle Magner-Gr3&4/LLD
 Carley Marsh-Gr3/ICR
 Sandra Romsteadt-Gr3/ICR
 Jessica Sweeney-Gr5/ICR
 Al Vitarelli-Gr6/POR
 Kelly Walsh-Gr6/ICR
 Ashley Wisniewski-Gr4/ICR
 Denise Zeccardi-Gr5/POR
Nurse: Erica Ravenkamp, RN

Enrichments - as indicated

Art - Christine Bozzuffi -WES
 Alma York-Zaleski - Atco/TR
 GT - Deb Parker
 Media - Meredith Vitarelli - Atco/TR
 Music - Shaun Kin-Leavey-Atco
 Emma Gibbins-TR/WES
 PE/Health - Meaghan Knoll - WES
 Shaun Larito - Atco/TR
 Spanish - Lucia Moreira - WES
 Barry Cohen-Atco
 STEAM - Andrea Bowman-WES
 SEL- Barry Cohen-Atco/TR
DISTRICT COACHES
 Candice Michelini - WES

Staff Directory

ATCO ELEMENTARY

Grade 1

Carla Brown	Jennifer Ercol
Deanna Griffin	Christina Leach
Georgiann Raso	Rachel Sindoni

Grade 2

Madeline Crone	Kellina Gallagher
Alison Schafer	Donna Wallen

RtI

Mary Campanella
 Shaun Kin-Leavey

Reading Recovery

Tracey Bober	Casey Bromley
Caitlin Fanz	Jackie McGovern

Special Ed

Megan Fieger LLD 1-2
 Candice Weidmann BD K-2

POR:

Chelsea Scanzano

Nurse: Kami Hall, RN

THOMAS RICHARDS

Preschool

Nicole Bednarek	Michelle Biggs
Cassie Borda	Kelly DeLuca
Rachel Intessimoni	Kyle Iocono
Karen Litchko	Alycia Massaro
Jessica McGowan	Stephanie Meeler
Elaine Oleson	Jessica Pagano
Samantha Peterson	Briana Smierciak
Raven Steffey	Joelle Vento

PK Master Teacher - Lindsay Hickman

PK CPIS/Social Worker: Jenn Ervolini

Kindergarten

Amy Allen	Madeline Bowden
Elizabeth DiPasquale	Alex Handzus
	Jessica Selby

RtI

Barry Cohen	Caitlyn Fanz
Anna Russomanno	Shannon Vitagliano

Nurse: Kate Saunders

WATERFORD ELEMENTARY

Grade 3

Alison Dimitratos	Lila Kelley
Jill O'Donnell	Sally Schaller
	Megan Scotti

Grade 4

Dawn Agoston	Patricia Chance
Tina Kennevan	Mary Low
	Michele Oriente

Grade 5

Jessica Borman	Heather DeNafo
Lauren Ingemi	Jessica Niedoba
Jamie Stephan	Carol Young

Grade 6

Alana Catania	Peter Fuller
Lauren Gray	Margaret Johnson
Dana King	Paige DeMarco

RtI

Frank Ambroselli	Colleen Kalusa
James Moore	

Board of Education meetings are held on the 3rd Wednesday of the month in the Waterford Elementary School Cafeteria at 7:00 pm. The public is welcome and encouraged to attend.

School Attendance Procedures

It is imperative that each family monitors temperatures and symptoms prior to sending your child to school to ensure our school community remains healthy. If your child has any one of the following symptoms they should remain home: cough, shortness of breath, or loss of taste. If any two of these symptoms present themselves, your child should not attend school: fever, muscle aches, headache, fatigue, sore throat, nausea, vomiting/diarrhea, congestion, or runny nose. In order for us to keep all members of our school community healthy and safe we must remain vigilant by following these protocols and procedures to mitigate the spread of illnesses.

Procedure

The question of child safety is a major concern throughout the country. In response to this concern, and in keeping with our personal commitment to maintaining our children's safety, the following policies and resultant procedures are being implemented to help prevent the possibility of any child becoming subject to foul play during, or while en route to or from school.

Parents/guardians are responsible for notifying the school of student absence on EACH school day the child is absent. This advisory information will eliminate concerns relating to child safety en route to school. We request calls be made within the first hour of school starting times:

Atco Elementary	856-767-4200 by 9:45 am	Please state only your child's name, grade, teacher's name and reason for absence.
Thomas Richards	856-767-2421 by 9:45 am	
Waterford Elementary	856-767-8293 by 10:25 am	

Parents are advised to adhere to the following procedures:

1. Single, separated, or divorced parents having court appointed child custody, or guardianship, should file a copy of the court order with the school office to safeguard the child's right to this parent-child relationship.
2. Any friends, neighbors, or relations assisting parents by picking up a child must have a note from the parent identifying the person picking up the child and signed by the child's parent/guardian.
3. No oral messages by students regarding deviations from school dismissal rules will be honored. Any changes must be submitted, in writing, or be called in sufficient time to make proper accommodations.
4. Parents planning to take a child from school prior to the normal dismissal time should inform the main office **as early as possible, preferably in writing.**
5. Parents must report to the office to pick up their child. No child will be dismissed to a parked car.
6. No child should be pulled from the bus boarding line-up without a pass from the office to be presented to the teacher or bus driver.

A parent/guardian must notify the school regarding any change in address, phone number or emergency contact person (s). If the school cannot reach the parent/guardian in case of an emergency, the emergency contact person will be notified. Our objective is to ensure the safety and welfare of each of our students. Your help is necessary and most appreciated.



Waterford Township Home & School Association (WTH&SA)

The Waterford Township Public School System is enriched through the efforts and dedication of the Home and School Association.

THE EXECUTIVE COMMITTEE FOR THE 2023-2024 SCHOOL YEAR IS AS FOLLOWS:

President - Brandi Sylvia
Vice President - Kristin Deakin
Secretary - Alisa Johnson
Treasurer - Jackie Galante
Fundraising Chairs– Lauren Kirk & Tierney Medvedik
Membership Chair– Andrea Fanz
Hospitality Chairs– Antoinette Wood & Samantha Cyr
6th Grade Chair– Ali Williams
Dine and Donate Chair– Maria Knapp
Spirit Wear Chair– Jaime Umosella
Paper Sales Chair– Mary Traenkner
TRECC Fundraising Chair– Aida Rivera

Specific information regarding Home & School events and meetings will be sent home with your children during the school year. The link to the “Home & School Association” eboard is accessible through the District Website www.wtsd.org.

School Security/Visits to School

For the 2023-2024 school year, the district is only allowing essential visitors to enter the building. All visitors who are permitted to enter the building for essential purposes will be required to follow district policy regarding school security (i.e., bag checks and identification), prior to entering.

The Waterford Township Board of Education welcomes visits to schools by parents/guardians, board members, other adult residents of the community and interested educators, when they fit into the classroom or school routine. In order for the educational program to continue undisturbed when visitors are present, and to prevent the intrusion of disruptive persons into the schools, we ask that the following guides be adhered to:

1. All visitors **must** register with School Gate Guardian and then report to the principal’s office upon entering the building.
2. A “visitor” is anyone other than a pupil enrolled in or a staff member employed in the particular school.
3. Visitors may not consult with the teaching staff or pupils during class time without the principal’s permission.
4. All visitors to the schools must obey regulations limiting smoking and any other regulations designed to ensure orderly operation of the schools.

VISITOR and VOLUNTEER REGISTRY

Events over the last few years have prompted all school districts to have a heightened awareness regarding security over our school buildings. The Waterford Township School District has implemented School Gate Guardian, a visitor registry system that requires individuals to register by scanning their driver’s license or other government issued picture ID. **Whenever visiting or volunteering at the school, please bring your driver’s license.**

Upon arrival, visitors will continue to use the buzzer and the secretaries will ask for your name and reason for entrance. If the reason appears valid, the secretary will buzz you in. Please note: To maintain safety, individuals requesting entry should not allow others to enter the building without following this procedure. In each building you will be directed to a red kiosk in the main hallway. Just follow the directions on the screen. If you have problems, there is a phone next to the kiosk that will connect you to the secretary for assistance.

Upon completion of the purpose for visiting, all visitors must exit through the main hallway and use the kiosk to record their departure. This procedure provides accountability of all individuals in the building should there be an emergency or need to evacuate.

Please understand these procedures are implemented to provide a higher level of safety and security for all students and staff.

Waterford Township School District

2023-2024 School Calendar

August 29-31	Staff Only (school closed for students)	Professional Development Days
September 1-4	School Closed	Labor Day
September 5	WELCOME – First Day for Students	School Opens
October 9	School Closed	Columbus Day
November 4 - 5	Staff Only (school closed for students)	Professional Development Days
November 6-10	School Closed	Fall Break/Election Day/Veteran's Day Observed/NJEA Convention
November 22	Early Dismissal - Students & Staff	Thanksgiving Recess - Early Dismissal
November 23-24	School Closed	Thanksgiving Recess
December 6-7	Early Dismissal - Students	Parent - Teacher Conferences
December 8	Staff Only (school closed for students)	Professional Development Day
December 22	Early Dismissal - Students & Staff	Winter Recess - Early Dismissal
December 25 - January 1	School Closed	Winter Recess
January 2	WELCOME BACK	School Reopens
January 15	School Closed	Martin Luther King Jr. Day
February 16	Staff Only (school closed for students)	Professional Development Day
February 19	School Closed	President's Day
March 28	Early Dismissal– Students and Staff	Spring Recess
March 29-April 5	School Closed	Spring Recess
April 8	WELCOME BACK	School Reopens
May 27	School Closed	Memorial Day
June 11-14	Early Dismissal - Students	PM Teacher PLC
June 17	Early Dismissal - Students & Staff	Last Day of School

***School closings due to inclement weather may alter these dates.**

Student Code of Conduct

The Waterford School District recognizes the importance of establishing clear and consistent disciplinary consequences for violations of district rules. Students are expected to demonstrate maturity, responsibility, consideration, as well as treating each other with dignity and respect.

Pursuant to School Board Policy #5600- PUPIL DISCIPLINE/CODE OF CONDUCT, the Board finds that student conduct is closely related to learning and an effective educational program requires a safe and orderly school environment. The Board adopted a Code of Student Conduct to govern student discipline, and students shall not be subject to disciplinary action because of race, gender, color, religion, sexual orientation, national origin, or handicap/disability.

The Code of Conduct 2023-2024 is based on five principles that articulate our expectations for student behavior while at school or school-related activities:

1. My words, actions, and attitudes demonstrate respect for myself and others at all times.
2. I demonstrate pride in myself, in my future, and in my school by arriving on time, dressed appropriately and prepared to focus on my studies.
3. I always seek the most peaceful means of resolving conflict and I obtain the assistance of teachers, administrators, or school staff when I am unable to resolve conflicts on my own.
4. I take pride in promoting a safe and clean learning environment at my school.
5. I seek positive relationships with all members of the school community and I help restore relationships with school community members that are affected by my conduct.

If students abide by these principles, the learning environment in all schools will be strengthened.

The elementary student Code of Conduct is designed with enough flexibility so that teachers can exercise judgment which is within the scope of the Code, their classroom behavior management system, the student's personal behavior monitoring system, or any behaviors in relation to off-campus activities.

Student Wholeness: In 2018, Waterford Township School District implemented two programs that focus on Social-Emotional Learning and Wellness: Sanford Harmony and Healthy U. With these programs and resources, our schools are able to provide engaging, safe, and supportive environments that foster well-being and meet students' academic, social, emotional, and physical needs. Motivation increases and achievement improves when students feel safe/supported and learning is interesting, engaging, and purposeful. When students feel safe and supported, find learning interesting, engaging, and purposeful, motivation is increased and, achievement improves. Successful schools provide opportunities for students to explore their interests, with enriching activities both in and out of the classroom. They also create positive cultures where students have the confidence to explore those opportunities. Schools with positive cultures also have the following characteristics:

- Effective leadership that creates and communicates clear expectations, communicates openly and honestly, is accessible and supportive of school staff and professional learning, and supports students in developing self-awareness, responsible decision-making, relationship building, social awareness skills, and self-management skills
- Positive relationships with all stakeholders — students, parents, teachers/staff, school police, and community partners
- Training and resources that provide social, emotional, and academic support, and positive interventions designed to help students problem solve, develop appropriate school and classroom behaviors, and reduce the need for classroom removal or school police intervention
- Professional supports for students who are experiencing emotional crisis, trauma, or serious challenges in their homes or communities
- Engaging academic and extracurricular activities for students that meet behavioral, developmental, and academic needs
- Effective and responsive communication among schools, parents, and communities. Clean, well-maintained, and welcoming environments that clearly demonstrate school pride and a love of learning
- A learning environment where students and staff feel physically and emotionally safe

One key focus in Waterford Township School District is the cultivation of social and emotional learning (SEL). Schools will support students in developing the core SEL competencies of self-awareness, responsible decision-making, relationship-building, social awareness, and self-management. The cultivation of student wholeness also includes the adoption of trauma-sensitive and restorative practices, which build positive communities based on the premise that open, respectful communication helps to reduce conflict. When conflict does occur, restorative practices encourage students to focus not on punishment, but on the harm caused and the need to repair relationships. The integration of social and emotional learning, trauma-sensitive, and restorative approaches throughout the culture and practices of schools will help to cultivate safe and positive educational environments that foster student learning and well-being, while reducing the incidence of negative behaviors.

Application of the Code of Conduct: The Code of Conduct applies to students at all times while they are on school property, at any school-sponsored activity, including field trips, and while traveling to and from school or any school-sponsored activity. Other incidents that occur off school grounds are generally not addressed by the district or its Code of Conduct. However, there are times when incidents occur outside of the Code of Conduct's jurisdiction that undermine relationships at school or otherwise threaten school safety and climate. In those instances, the district may utilize interventions and responses to improve school climate, including but not limited to restorative practice methods, mediation, and mindfulness.

Behavioral Foundations for Early Learners: Waterford Schools District's early learning programs are the first step on the path towards school success, and provide the necessary foundation for a solid start in school and life. The district is committed to ensuring that all children receive the unique supports needed to be successful learners by creating healthy and safe school environments, supporting and guiding educators, addressing social-emotional competencies, and providing targeted help to students in need. In supporting the developmental needs of early learners, Waterford Township School District follows N.J.S.A. 18A:36A-9 which places limits on suspensions/expulsions for students enrolled in preschool through second grade in a school district or charter school. Under the law, students in kindergarten through second grade may not be expelled or suspended from school, except as provided pursuant to the "Zero Tolerance for Guns Act," P.L.1995, c.127 (C.18A:37-7 et seq.). The law also prohibits out-of-school suspensions for students in kindergarten through second grade, except when the suspension is based on conduct that is of a violent or sexual nature that endangers others.

PLEASE NOTE: Student Code of Conduct for each school, and all discipline policies and regulations can be found on the District website at www.wtsd.org. Copies available upon request. Violence and Vandalism reporting is conducted at the public hearing each October. Minutes of the public hearing are available in the District Office.

Transportation

Arrival and Dismissal at the Bus Stop: Travel safely to the bus stop. Travel with a parent or a buddy. If crossing, wait on your side of the road at the stop until the bus arrives and cross with the school bus warning lights and driver's signal. When at the bus stop, stand far back from the bus until it stops and the driver gives you the OK to board. **BE AT YOUR ASSIGNED STOP 15 MINUTES BEFORE BUS ARRIVAL.**

For all dismissals, pupils in preschool, kindergarten, first grade and second grade will only be released from the bus to an adult/guardian identified by parent/guardian/child as a "safe" individual. When the "safe" individual is not present, the student will be driven to Waterford Elementary School and parents will be notified. For all dismissals, students in Grades three (3) through six (6) will be dismissed from the bus with or without adult supervision.

When getting off the bus, wait for the bus to come to a complete stop before getting out of the seat. Make sure you have all personal items. Walk down steps using the handrail. If crossing the street, walk forward until you can see the driver and the driver can see you. The driver will give you the OK to cross. Double check that it is safe to cross. **Never cross behind the bus.**

Rules and Regulations for School Bus Riders

- 1] Students should be at the bus stop ten (10) minutes prior to arrival time and must be well behaved while waiting for the school bus.
- 2] Students must observe good safety practices when traveling to and from the bus stop.
- 3] Students must not stand in the street while waiting for the school bus to arrive.
- 4] Students crossing must remember to look both ways before crossing the street when boarding or departing the school bus. Elementary students must wait for a signal from the bus driver before crossing the street.
- 5] Crossing students must wait on their side of the road and cross to load when the bus arrives.
- 6] Students must board and depart the school bus in a single file. Running or pushing is prohibited.
- 7] Seatbelts must be worn at all times.
- 8] Students must follow the driver's instructions. The bus driver is in charge at all times.
- 9] Students upon boarding the school bus shall immediately sit in their assigned seat.
- 10] Students must remain seated until the school bus comes to a full stop at the destination.
- 11] Students must always keep all parts of their body inside the school bus at all times.
- 12] Harassment of any sort or type will not be tolerated.
- 13] Unnecessary noise, shouting or use of objectionable language shall not be permitted.
- 14] Throwing of anything within the bus or out of the bus windows shall not be permitted.
- 15] Damage to buses by students shall not be tolerated. Payment for repairs may be assessed to the parents of the children involved.
- 16] Students may only ride the school bus to which they are assigned. The driver will not pick up or drop off students at places other than their regular bus stop. If an alternate stop is needed a letter must be forwarded to the Transportation Department.
- 17] All Waterford Township School Buses are equipped with video and audio. These recordings may be used for disciplinary or other investigations.
- 18] Food, drink or gum chewing is not permitted on the school bus.

Suspension of Bus Privileges

The students of the Waterford Township Public Schools have the privilege to ride the bus to and from school. This privilege may be denied to the student by administration if a student cannot follow transportation rules and regulations.

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|----------------------------------|---|
| <i>1st incident -</i> | <i>Bus warning – conference with principal</i> |
| <i>2nd incident -</i> | <i>Behavior letter to parents</i> |
| <i>3rd incident -</i> | <i>Suspension from bus for a period of up to 5 school days</i> |
| <i>4th incident -</i> | <i>Suspension from bus for a period of up to 10 school days</i> |
| <i>5th incident -</i> | <i>Suspension from bus for the rest of the school year</i> |

NOTE: FOR SEVERE BEHAVIOR SUCH AS FIGHTING, ETC. STUDENT MAY BE SUSPENDED IMMEDIATELY.

Any questions or concerns regarding student transportation, please contact the Transportation Office (856) 767-8293 ext. 5040/5041

Bicycles

The roads which access our schools are such that bicycles must ride in the normal traffic lanes. This results in hazardous conditions for bicycles during the high traffic periods at the beginning and end of day. Consequently, it is recommended that students not ride bicycles to school.

Students whose parents permit their children to ride bicycles to school must obey the following rules:

1. A note signed by the parent granting permission to ride the bicycle to school must be presented at the school office.
2. Bicycle safety rules must be followed at all times.
3. Bicycle safety helmets must be worn at all times.
4. Bicycles are not to be ridden on school property. They should be walked between the edge of school property and the bicycle rack.
5. Bicycle riders are not to leave their homerooms until after students riding the buses have left the building, and they may not leave the area of bicycle racks until the buses have left the parking lot.
6. Bicycle riders should leave the property immediately after they are dismissed.

Motorized bicycles of any kind are not permitted on school property at any time. Failure to comply with these rules will result in loss of bicycle riding privileges.

Wellness Policy

In August 2021, the Board of Education adopted a new policy and regulation pertaining to school nutrition and wellness. Part of the policy addresses class projects and celebrations and what foods are allowed to be brought to school. Please see details below.

BIRTHDAYS	CELEBRATIONS	CURRICULUM
Definition: Celebration to acknowledge a child's birthday.	Definition: Celebrations are activities that are not curriculum related. Celebrations are limited to four (4) per year: Halloween, Winter Break, Spring Recess, End of Year Party.	Definition: Curriculum events are activities that are part of the school/state curriculum. Ex. Cinco de Mayo, multi-cultural days, science experiments involving food, etc.
Celebrate in the cafeteria; Once per month on the last Wednesday of the month; The District will provide a snack coupon.	Occurs in classroom; Teacher responsible for dealing with allergy students; All food must be store bought with a list of ingredients and nutritional label; Menu must be created and sent to parents a week in advance and submitted to Wellness Committee. Classroom celebrations may include 1 item from the following categories: (1) Sugar: candy, cake, cupcake, etc. (2) Salt: chips, popcorn, pretzels, etc. (3) Fruit (4) Juice	Occurs in classroom; Teacher responsible for dealing with allergy students; All food must be store bought with a list of ingredients and nutritional label; Menu must be created and sent to parents a week in advance and submitted to Wellness Committee.
All food must be store bought with a list of ingredients and nutritional label. NO HOMEMADE FOOD IS ALLOWED!		
See Regulation 8505 for a list of healthy alternatives or the Approved Classroom Celebration List at www.wtsd.org for a list of snack options available through the Cafeteria.		

Wellness Committee includes Principal or designee, PE teacher, Nurse, at least 2 parents and 2 students (age appropriate), Food Service Staff, and WTH&SA Executive Member.
Meets: At least twice per year; Role: Reviews policy; Encourage healthy habits school wide.

Emergency Closing Procedures

Emergency School Closing #594

If it is necessary to close school for a day or part of a day due to the weather or other emergencies, the following procedures are followed:

- A. **All Day Closing:** When inclement weather is severe enough to cause the closing of schools for the entire day, announcements of the closing will be made via automated phone message, local news stations, www.wtsd.org, and through our district social media feeds between 6:00am and 8:00am. Please do not call the schools.
- B. **Early Closing:** When it becomes necessary once school is in session, to close before regular dismissal times, announcements will be made via automated phone message, on local TV stations, www.wtsd.org, and through our district social media feeds.
- C. **Delayed Opening:** When necessary to delay the opening of school, announcements will be made via automated phone message, on local TV stations, www.wtsd.org, and through our district social media feeds between 6:00am and 8:00am. There will be no morning Just Kids.
- D. **Parents are requested to:**
 1. Make provisions for emergency dismissals/delayed openings;
 2. Instruct children about any arrangements;
 3. Make arrangements at the beginning of the year, to be prepared for any emergency situations;
 4. During questionable weather conditions, listen to TV announcements;
 5. School emergency telephone numbers for students should be current and the emergency contact person must be reliable and from the area;
 6. Authorized contacts will be sent notifications via phone, text and/or email. [Notifications can include but are not limited to various grade level reminders, building messages, and emergency school closures].



www.facebook.com/WTSDschool



Twitter@WT.Schools

District Website: www.wtsd.org

Harassment, Intimidation & Bullying

Over the last several years, student bullying has received increased attention as a serious problem in schools. School bullying has been reported to be involved in student suicides across the nation, including in New Jersey. The importance of protecting students from bullying has been emphasized through the Anti-Bullying Bill of Rights Act (ABR) that became a law in New Jersey in January 2011. This law mainly added requirements to the original bullying law that began in 2003. The new law made New Jersey's response to student bullying stronger.

"Harassment, intimidation or bullying" means any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by 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 [handicap] disability, or by any other distinguishing characteristic, that takes place on school property, at any school-sponsored function [or], on a school bus, or off school grounds as provided for in section 16 of P.L.2010, CHAPTER 122, that 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, 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 person or damage to his property; [or]
- b) has the effect of insulting or demeaning any student or group of students [in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school]; 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.

The District has the following key personnel assigned to implement and enforce the policy on Harassment, Intimidation and Bullying for the 2023-2024 academic year:

District Anti-Bullying Coordinator - Heather Kondas, Principal of Atco Elementary School - (856)767-4200 - hkondas@wtsd.org

School Anti-Bullying Specialists

Atco Elementary	(856)767-4200	Ms. Gabrielle Holwell – School Counselor gholwell@wtsd.org Mr. Ryan Ciavaglia – School Counselor rciavaglia@wtsd.org Amelia Wise– School Social Worker awise@wtsd.org
Thomas Richards	(856)767-2421	
Waterford Elementary	(856)767-8293	

A complete copy of Policy #5512 *Harassment, Intimidation & Bullying* can be found on the District website at www.wtsd.org.

Just Kids School Age Childcare: Before and Afterschool

Just Kids provides quality care, both before and after school. Services are available at each of the Waterford Township elementary schools. Care is provided at 6:45am until school starts and then from the time the school day ends until 6:00pm. Care is also provided on half days from when the school day ends until 6:00pm. Services are not available on delayed reporting or when school is closed for weather/emergencies or scheduled days off.

Just Kids offers a licensed curriculum based program with qualified staff at all times. The program also offers a light breakfast in the morning and an afternoon snack in compliance with The Child and Adult Care Food Program (CACFP). For details regarding the Just Kids curriculum, tuition, and/or answers to “Frequently Asked Questions”, please visit their website at www.justkidsprograms.org! You can also register your children at this site! Just Kids office can also be reached at 856-768-8190 to assist you.

Each Just Kids school site has a cell phone to speak with the childcare staff directly: (please note that calls are only received during program hours)

Atco Elementary: 856-905-2048

Thomas Richards: 609-280-9931

Waterford Elementary: 856-905-2046

PLEASE NOTE: If your child will not be attending a scheduled afternoon, you must communicate to both the school as well as the Just Kids staff. We need to know by 11 am, if your child is not going to attend for any reason that day. Advance notice is needed to ensure the safety of your child.

School Health Services and Regulations

- A. Each student must be examined upon entry into district in Preschool/Kindergarten. Exam must be done no more than 365 days prior to entry and must state what, if any, modifications are required for full participation in the school program. All students transferring to district must provide proof of original Kindergarten physical or a new physical must be done.
- B. Vision, hearing and blood pressure screenings for all students are conducted, as mandated by law. Parents are informed of any suspected impairment.
- C. All students in 5th grade are screened for Scoliosis [curvature of the spine] as required by law. Defects are reported to parents.
- D. If it is necessary for your child to take some form of medication during school hours, please contact the school nurse. State regulations, upheld by Board policy, are very specific regarding dispensing of medication in school [only with a written statement from the physician indicating type of medication, dosage, time to be given, purpose and need for it during school hours; medication must be in original bottle, clearly labeled with child's name, name of medication, name of physician, dosage and time to be given]. Medications must be brought to school nurse by parent/guardian. This includes prescription and over-the-counter medication.
- E. In the event that a child becomes sick at school, either the nurse or the office will contact the home and ask that an adult come to school to take the child home.
- F. A doctor's note is required for any child who is absent due to illness for more than three (3) days.
- G. If a student's temperature is above 100.0°, the nurse will contact the parent and the student must be taken home. A child must be fever free (under 100.0° without medication) for 24 hours before returning to school.
- H. The rules regarding quarantine of school children for communicable diseases have been established by the State Board of Health and conform to the regulations of the local Board of Education. Additionally, students are required to keep wounds that are draining covered while in school. In cases of vomiting or diarrhea, students must be kept home for 24 hours following the last episode. In cases of infection requiring antibiotics or other medication, the student cannot return to school until he/she has been taking medication for 24 hours.
- I. All students must meet immunization requirements as per State law in NJ Administrative Code readopted with amendments January 2008 with an effective date of September 1, 2008. Noncompliance with this regulation will result in exclusion of the student from school until the requirements are met.
- J. The Board of Education is providing a special accident policy to cover all students against any accident on the way to and from school, or at school for the current year. This coverage is paid at the Board's expense and is secondary to parents' own insurance for the student's coverage for auto related injuries regulated by auto insurance laws.
- K. When a child is expected to be out of school for a prolonged period of time because of certain illnesses or immobility, parents may request that a teacher be furnished for home instruction. Please supply request and documentation to your child's building principal. For students without disabilities, this request would be given to the school principal. For students with disabilities, the request would be given to the Supervisor of Student Personnel Services. A certificate must be procured from the attending physician with a statement of the nature of the illness and also a statement that the child is capable of receiving instruction without endangering the child's health.
- L. In the event that your child becomes sick or injured in school, it is necessary for all pupils to have an up to date emergency card. This includes home phone numbers, work numbers, and two emergency numbers. Report all phone number changes to the school immediately.
- M. Parents are urged to inform the school of any address or telephone number changes throughout the school year. Emergencies do occur during the school day and the nurse needs to be able to reach the parent or guardian.

The Use of Crutches and Injury Clearance

If a student is injured and requires crutches, a medical note must be provided. Please be advised that students can not use crutches on the bus if they can not bear weight up the bus steps. If the student can bear weight and can carry the crutches, they need documentation from a doctor stating they are safe to ride the bus. Your child is responsible to safely navigate the school building while using crutches. If the child can not safely utilize the crutches, they must use a wheelchair while in school. Children using crutches are required to use the nurse's bathroom only. They will also be assigned a buddy or an aide to assist during lunch and hallway time. There will be designated safe areas for your child during outside recess/PE.

Other injuries, such as concussions, also require documentation from a medical doctor. If your child arrives at school with an injury requiring a cast, splint, boot, etc.; the nurse will be in contact with you for follow up documentation. If a student comes to school with a parent applied brace or splint and requests restrictions, the student will be required to see their healthcare provider if the parent requests the item or accommodation stay in place longer than 48 hours. If your child is not able to participate in physical activities, there will be designated safe areas established where they can engage in alternate activities.

Please note that if a student is put on written restrictions from a doctor for an illness or injury, the student will remain on those restrictions until written medical clearance is received from their healthcare provider.

PLEASE NOTE:

As of September 1, 2011, children entering preschool must annually receive at least one dose of influenza vaccine between September 1st and December 31st of each year and must have received one dose of pneumococcal conjugate vaccine (PCV) on or after their first birthday. Every child born on or after January 1, 1997, and entering Grade Six on or after September 1, 2008, shall have received one dose of meningococcal-containing vaccine and one dose of Tdap (Tetanus, diphtheria, acellular pertussis) given no earlier than their 10th birthday. All students not meeting the requirement by September 1st will be excluded. An exception is noted for preschool influenza requirement. This requirement must be met yearly by December 31st.

Affirmative Action

The Waterford Township Board of Education works to ensure all students in Waterford Township receive the proper educational opportunity regardless of race, sex, creed, ancestry, social and economic status.

The Waterford Township Board of Education also guarantees to all persons equal access to all categories of employment, retention, and advancement in the district, regardless of race, color, age, creed, religion, sex, national origin, political affiliation, marital status or non-applicable handicap.

The designated Affirmative Action Officer shall:

- Discover and prevent any existing inequities;
- Prevent any discrimination in staff selection in the future.

The following district grievance procedure shall be utilized to hear any complaint or charge of discrimination:

1. A complainant shall discuss his/her complaint with the staff member most closely involved in an attempt to resolve the matter informally.
2. If the matter is not resolved to the satisfaction of the complainant within thirty working days, the complainant may submit a written complaint to the Affirmative Action Officer. The complaint will include:
 - A. The pupil's name and, in the complaint of a person acting on behalf of the pupil, the name and address of the complainant;
 - B. The specific failure to act that the complainant complains of;
 - C. The school employee, if any, responsible for the alleged violation of the Affirmative Action Plan;
 - D. The results of discussions conducted in accordance with paragraph C1; and
 - E. The reasons why those results are not satisfactory.
3. The Affirmative Action Officer will investigate the matter informally and will respond to the complaint in writing no later than seven working days after receipt of the written complaint. A copy of the complaint and the response will be forwarded to the Superintendent.
4. The response of the Affirmative Action Officer may be appealed to the Superintendent in writing within three working days after it has been received by the complainant. The appeal will include the original complaint, the response to the complaint, and the complainant's reason for rejecting the response. A copy of the appeal must be given to the staff member alleged to have violated the Affirmative Action Plan.
5. On his/her timely request (that is, submitted before the expiration of the time within which the Superintendent must render a decision), the complainant will be given an informal hearing before the Superintendent, at a time and place convenient to the parties, but no later than seven working days after the request for a hearing has been submitted. The Superintendent may also require the presence at the hearing of the staff member charged with violation of the Affirmative Action Plan and any other person with knowledge of the violation complained of.
6. The Superintendent will render a written decision in the matter no later than seven working days after the appeal was filed or the hearing was held, whichever occurred later. Copies of the decision will be given to all parties and to the Board.
7. The complainant may appeal the Superintendent's decision to the Board by filing a written appeal with the Board Secretary no later than three working days after receipt of the Superintendent's decision. The appeal shall include:
 - A. The original complaint;
 - B. The response to the complaint;
 - C. The Superintendent's decision;
 - D. A transcript of the hearing, if one has been made, or a summary of the hearing to which all parties have consented; and
 - E. The complainant's reason for believing the Superintendent's decision should be changed.
8. A copy of the appeal to the Board must be given to the staff member, if any, charged with a violation of the Affirmative Action Plan.
9. The Board will review all papers submitted and may render a decision on the basis of the proceedings below. If the complainant so requests, the Board may convene a hearing, at which all parties may be represented by counsel and may present and examine witnesses, who will testify under oath.
10. The Board will render a written decision no later than forty-five calendar days after the appeal was filed or the hearing held, whichever occurred later. Copies of the decision will be given to all parties.
11. The complainant will be informed of his/her right to appeal the Board's decision to the Commissioner of Education or to the New Jersey Division on Civil Rights.

The Affirmative Action Officer for the Waterford Township School District is: Daniel Fox
Assistant Superintendent for Business
1106 Old White Horse Pike, Waterford, NJ 08089

Student Personnel Services/Guidance

The Waterford School District offers a full continuum of services for children requiring special education. Program offerings from general education rooms, In Class Resource, Pull Out Support and Self Contained rooms are available. In addition, related services (Occupational, Speech, and Physical Therapy) are given as needed. Waterford is committed to providing the least restrictive education to classified students. Every child has access and is educated according to the district curriculum and NJDOE education standards.

IEP Progress Reports – Student Personnel Services

Special Services teachers and providers will assess progress for IEP goals and objectives at the end of each trimester [semi-annually for Preschool students]. Results will be provided to parents.

PRESCHOOL DISABILITIES PROGRAM

The Waterford Township School District provides a Preschool Disabilities program for children aged three to five* who are delayed or disabled in the areas of speech and language development, cognitive ability, fine or gross motor skills, and social or emotional maturity.

Difficulties may be seen in talking, feeding, seeing, health, hearing, behavior, movement, coordination, and getting along with others. If you are a Waterford Township resident and have a three to five year old child with difficulties in any of these areas, contact us for more information at Student Personnel Services/Guidance, Waterford Township Public Schools, 1106 Old White Horse Pike, Waterford, NJ or call us at [856] 768-8293 x 5018.

**Free appropriate programs and services are available for all eligible students ages 3 to 21 through your local school district. Information about eligibility requirements, programs and services may be obtained through the Waterford Township Student Personnel Services/Guidance Department.*

Information on services for developmentally delayed children under the age of three, who may be eligible for Early Intervention Services may also be obtained through the Waterford Township Student Personnel Services Department at 856-767-8293 x 5018, and by calling the New Jersey Early Intervention System at 1-888-653-4463.

Intervention and Referral Services (I&RS)

The Intervention and Referral Services Team has been instituted in the Waterford Township Public Schools as a means of providing assistance to students experiencing difficulties. The team consists of the principal, teachers, and when appropriate, child study team members, who have been trained by the State of New Jersey to facilitate the process. Input is gathered from the child's teacher, parents, and other appropriate personnel. The information is then used to brainstorm solutions to improve the situation.

Title I Services

Title I services are provided through a supported tiering system referred to as RtI. Through this model students receive supports that match their needs.

As part of The Every Student Succeeds Act (ESSA), copies of the Title I Parent and Family Engagement Policy and Title I School-Parent Compact are distributed to families through the first-day-of-school packet, at registration during the school year, and also posted on our school district website at www.wtsd.org.

District Policies and Regulations

All district policies and regulations can be found on the district website at www.wtsd.org. A copy of any policy and/or regulation is available upon request.

Waterford Township Public Schools
Lighting the path to success, one child at a time.