

WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT

VILLAGE SCHOOL



***“Where Everybody is
Part of the Pack”***

2023-2024

Student Information

Guyler Tulp, Ed.D
Principal

Alison Nass
Assistant Principal

601 New Village Road
West Windsor, New Jersey 08550

Telephone: (609) 716-5200
Tel-Safe: (609) 716-5200, Ext. 5210
Nurse: (609) 716-5200, Ext. 5205

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Dear Families and Students,

Welcome to the 2023-2024 school year. This packet contains key information about the programs and policies at Village School. Please take some time to review the information with your child. We are very proud to be a part of this wonderful school community that has a rich tradition of excellence.

It is our belief that each member of the school community benefits from the supportive feeling that is created when families and the school work as partners to create a high quality educational experience for all students. Please take a moment to review the Mission Statement and Goals below. They serve as reminders of the vision that continues to sustain us.

We are all here to assist you in having a positive year and encourage you to keep the lines of communication open. Every Village faculty member may be reached via e-mail.

We look forward to an exciting school year and wish you the best.

Sincerely yours,
Guyler Tulp, Ed.D.
Principal

Alison Nass
Assistant Principal



DISTRICT MISSION STATEMENT & STRATEGIC GOALS

WW-P Mission Statement

Building upon our tradition of excellence, the mission of the West Windsor-Plainsboro Regional School District is to empower all learners to thoughtfully contribute to a diverse and changing world with confidence, strength of character, and love of learning.

Strategic Goals

We believe that every individual has intrinsic worth, that embracing diversity enriches and empowers our community, and that people reach their full potential when encouraged to believe it is possible. Therefore, building upon our tradition of excellence, we will guide and support students' growth, empowering them to value their individual learning journeys.

Goal 1: Understanding that all students have diverse needs, backgrounds, and approaches to learning, we will integrate tools and structures to appropriately challenge and enable students to reach their full potential.

Goal 2: Embracing a rapidly changing world, we will empower learners to assume active roles in their communities, to face and engage global challenges, and to contribute proactively toward a more peaceful, just, inclusive, and secure world.

Goal 3: Recognizing that children need to balance physical, social, emotional, and academic needs, we will maintain a supportive culture and build structures for the health, safety, and well-being of the Whole Child.

Goal 4: West Windsor-Plainsboro Regional School District will cultivate a diverse and inclusive community where members of every race, sexual orientation, gender, gender identity, ability, religion, socio-economic class, ethnicity, and national origin are welcomed, valued, respected and celebrated.

SCHOOL PROCEDURES

Visitors

Village School is equipped with a security procedure to facilitate the safety of our students. All visitors are required to enter through the main front door and to ring the bell for entrance. Visitors must then report directly to the security station to sign in and get a visitor's pass. Visitors should be prepared to produce photo identification. All deliveries should be dropped off to the security guard. All visits to teachers should be prearranged. Students may not have student visitors.

New Phone Number and/or Email Address?

Please send in a note with the appropriate information to the main office, as well as directly updating the information on your child's Genesis account.

New Address?

Contact the Board of Education office at 609-716-5000, Ext. 2734 to submit your lease, deed or settlement statement. No changes can be made without these legal documents. The Board of Education Office will notify transportation of the new address.

Driving & Parking Safety

Drivers must proceed with caution at all times as not to cause injury or exceed the **10 mph speed limit**. All vehicles must be parked in designated and lined parking spaces **only**. NO PARKING is permitted in the fire lanes, bus lane or on the grass. Vehicles found in unauthorized spots may be subject to ticketing. Extra parking can be found nearby at the Board Office or Grover Middle School.

School Closing

In the event that inclement weather forces the cancellation of school, the decision to cancel will be made as early as possible. Please utilize WW-P's notification system, SchoolMessenger, (detailed information can be found [here](#)) to be notified of all such situations, including when it becomes necessary to close school during the day. It is prudent and advised to plan ahead for this type of emergency. An announcement will also be posted on the district website (www.west-windsor-plainsboro.k12.nj.us/), via the District App and the District's social media accounts.

ATTENDANCE

Tel-Safe/Genesis

To report a student absent or tardy, parents should either enter the student's absence/tardy on Genesis or call the Tel-Safe at 716-5200, Ext. 5210 before 8:30AM. The student's name, classroom teacher, reason for the absence and length of absence should be clearly stated. If you are requesting homework, please do so at this time. Genesis and Tel-Safe are available 24 hours a day. Please note that we are required to contact a parent/guardian if a child is out of school and unaccounted for. In such cases, if we are unable to contact a parent/guardian, the WW-P district policy is to then contact the police who will go to the home to ensure the child's safety.

Absences must be explained in writing by a parent/guardian on the day the student returns. Students will be allowed to make up work and take tests missed because of excused absences. If a student is absent from school, he/she may not participate in afterschool or evening activities/events (performances, shows, concerts, etc.).

Extended absences for travel, vacation, and/or personal plans are strongly discouraged due to the negative impact that such absences have on a child's education. For unexcused absences, the student will be responsible for obtaining and completing make-up work upon return to school. School materials and assignments will not be provided for vacations longer than a week. A copy of the district's Attendance Policy (Student Conduct 6A: 16-7.8) can be found on the district website.

If a student is absent 10 or more days, a letter will be sent home with information regarding the Attendance Policies and Regulations of the West Windsor-Plainsboro School District which states that a student's prolonged or excessive absence can factor into the determination of a pupil's promotion or retention.

Students who are absent due to communicable disease must be readmitted through the health office by the school nurse.

Family Vacations

A Vacation Request Form (*K-8 Extended Absence Request Form*) must be completed prior to vacation for the purpose of attendance and academic planning. Forms may be obtained on the district website or from the attendance office. Student absence for family vacations during school days can be disruptive to the educational process and is discouraged. When a student is absent due to a family vacation, the student and parent/guardian will assume responsibility for making arrangements to complete missed assignments and/or tests. The following procedures regarding student make-up opportunities shall apply to absences for family vacations:

1. The student will be responsible for obtaining and completing make-up work upon return to school. School materials and assignments will not be provided for vacations longer than a week.
2. Completion of assignments and/or tests shall take place within a reasonable period of time, to be established by the teacher after considering all aspects of the case.
3. Responsibility for making arrangements to complete the missed assignments and/or tests shall rest with the student and parent/guardian.

STUDENT PROCEDURES

Early Arrival

Students should not arrive at school prior to 8:40AM. Front doors are locked until this time.

Tardiness

Students should report directly to their classrooms no later than 8:50AM. Those arriving after 8:50AM are considered tardy and must receive a late pass. A parent/guardian will be notified when their student is tardy 10 or more days.

Parent Drop-Off

All students are encouraged to ride the school bus to school each day. If it is necessary for a parent to drive, students should only exit their vehicle curbside and enter through the front doors. Student safety is of utmost importance. Pay close attention to the direction of the staff. Be prepared with all belongings in order to move traffic efficiently.

Parent Pick-Up

Parent pick-up for the 23-24 school year will be in accordance with district, state and other regulations in order to maintain safe social distancing. Please keep in mind we will be seeking to minimize interactions and may adjust procedures as appropriate. Parent-Pick-Up will be called at 3:15pm. Parents sign out their child from the parent parking lot. Identification may be requested. If your child will be a parent pick-up every day, please send one note stating such to cover the school year. If you occasionally need to have your child be parent pick-up, a note must be brought in to the homeroom teacher on the specific morning. Forms may be obtained from the main office or on the district website (*Student Arrival-Departure Change Form*).

Early Dismissal

Students who need to be dismissed before the end of the school day are to submit a note from a parent to the teacher. Forms for school notes may be obtained on the district website (*Student Arrival-Departure Change Form*) or from the office. Parents are encouraged to schedule medical appointments after school. If you choose to take your child out of school early, please know that your child is missing instructional time and may be required to make up any work that is missed. Parents are required to meet their children and sign them out at the security vestibule. Security procedures do not permit going to your child's classroom. **If there is a situation that necessitates a dismissal change during the day, please do not email the teacher, but rather phone the main office (609-716-5200, press #3 for the front office) with the updated dismissal plan.**

Missed Bus

If a student misses his/her bus, a school staff member will notify the parents/guardians listed in Genesis. The parents/guardians will be notified by phone. If the school staff member is unable to reach a parent/guardian, all emergency contacts will be called.

Report Cards

Report cards are an essential form of communication between home and school. The reporting system is based on trimester periods. Report cards are posted on Genesis for the first, second, and third marking periods. Report cards will reflect student academic growth, as well as emotional, social, and physical development. Parent-Teacher conferences will be held in October before the first report cards go home.

Food

Food Services: Sodexo is the food services company for WWP. Menus and nutritional information are available on the Sodexo website: www.sodexomyway.com.

Breakfast

Students may pre-order breakfast to be served in the classroom. A google form link will be provided to parents to pre-order breakfast. The same link will be used for the entire school year. Parents must pre-order breakfast by Wednesday for the following week. Breakfast will include an entree, fruit, juice and milk. Breakfast will cost \$2.25. Free-eligible, Reduced-eligible and NJ Expanded Income Eligible (EIE) students will receive breakfast at no charge.

Lunch

Lunch is served daily in our cafeteria. The daily lunch will include: a milk or 100% juice, a protein, a grain, and a fresh fruit/vegetable. A vegetarian lunch option will also be available each day. Elementary Lunch costs \$3.00. Free-eligible, Reduced-eligible and NJ Expanded Income Eligible (EIE) students will receive lunch at no charge. Milk and ala carte menu items may also be available for purchase.

For the 2023-24 school year, the District will continue to utilize [PaySchools Central](#) as the food service payment system. PaySchools Central provides families with easy access to meal account information, to make school lunch fund deposits, and to apply for free and reduced meals. Instructions on creating an account can be found [here](#). If you have not yet set up an account for your student, your student's ID number is required in order to create a PaySchools account. Student ID numbers can be found in the Genesis Parent Portal. An individual account (not a family account) must be created for each student. Students will also be able to purchase meals with cash. Even if students will be using cash to purchase meals, it is recommended that parents consider loading a small amount into their student's PaySchools account for emergencies such as a forgotten lunch. If you are sending your child with cash or a check for lunch (check made payable to WWP CAFE), please make sure your student's name, grade and ID number is clearly written on the envelope.

In order to speed up the lunch purchasing process during the first few days of school, please have your child memorize and practice their Lunch PIN number (located in Genesis), so that they can easily share this information with the school's cafe staff in order to use the funds in their PaySchools account.

Free and Reduced Price Meal Application

The application for free and reduced price school meals, which also opens up other food benefits for families, will be available for completion for the 2023-24 school year in mid-August. The application will be available in your PaySchools Central account or may be downloaded from the District [website](#). Benefits for current recipients will expire Oct. 20, 2023. Families must submit a new application for the 2023-24 school year. If you have already received a letter stating that your child is eligible for free lunch because you have been identified as receiving state benefits, a new application is NOT required.

Students may also bring a bag lunch from home. Students are expected to demonstrate good manners while eating, and to conduct themselves respectfully. Tables and floors must be left clean. Additionally, no soda will be permitted.

Birthday Celebrations

A number of WW-P students come to school with allergies; some minor and some severe. District schools and teachers work to keep everyone informed of such conditions, which in some instances can be serious and life-threatening. The district's mission is to provide a safe school environment for all students, and to help accomplish this goal, the district has implemented a policy on birthday celebrations. To be consistent with this policy, we no longer allow birthday celebrations to include food items.

Flag Salute

Each morning, teachers conduct a salute to the flag, as required by the New Jersey State Law. Students with beliefs ("conscientious scruples") prohibiting such patriotic exercises are not required to stand for the flag salute; however, they must not disrupt or disturb others who do.

Personal Property

Students assume responsibility for loss or damage to their clothing, equipment, books, or instruments. The school endeavors to protect all personal property, but is not responsible for it. Large sums of money, electronics, and articles of substantial or sentimental value should not be brought to school. The sale of items on school property and bus, is strictly prohibited.

Dress Code

The Board of Education recognizes each student's mode of dress and grooming is a manifestation of the student's personal style and individual preferences. The Board authorizes Building Principals at each level to adopt and enforce reasonable standards to ensure that students' dress and grooming does not affect the education program of the schools. Students wearing clothing or engaging in grooming practices that present a health or safety hazard to the individual student or to others; materially interfere with school work, create disorder, or disrupt the education program; causes excessive wear or damage to school property; or prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement shall be subject to disciplinary action.

Books

It is the responsibility of each student to return all books they were originally issued and in good condition. Lost and/or damaged books shall be paid for by the student.

Phones

Office telephones are for staff use, not students' personal business. Students may use the office phones for emergency use only. Students are responsible for bringing in instruments, lunches, homework and physical education equipment. Cell phone use is not permitted during school hours. Cell phones must remain in backpacks and turned off until after dismissal. Cell phones are also not permitted to be used on the bus. Smartwatches are not permitted for communication or gaming while school is in session.

Insurance

Students are given the opportunity to carry school insurance. The school board does not carry insurance to pay claims for injuries or incidents occurring in school, including stolen items.

WW-P SCHOOL DISTRICT BUS PROCEDURES

Bus transportation is provided by the Board of Education and should be considered a privilege. Student conduct at the bus stop, on the bus, and leaving the bus should always reflect safety procedures. It is expected that students cooperate with the bus driver while traveling to and from school. Anything that would distract the driver is considered dangerous behavior. Students who fail to follow safety procedures will be reported to the administration.

Bus Discipline

The Board of Education requires students to conduct themselves in a manner consistent with established standards of classroom behavior and will suspend the riding privileges of students who fail to do so. If the bus driver reports problems on the bus, parents will be contacted. Students who commit serious, or repeat infractions may be suspended from the bus immediately. Penalty is at the discretion of the administration depending on the circumstances. This may include lunch detention, removal from the bus for 1 to 10 days, or permanent removal. Serious misbehavior on the bus may also be cause for punishment up to and including suspension or expulsion from school. All riders need to adhere to the following rules:

1. The bus driver will assign seats. The administration may also assign or change seats as necessary.
2. Remain seated while the bus is in motion.
3. Safety belts must be worn.
4. No eating or drinking on the bus; keep the bus clean.
5. Be courteous to all.
6. No profanity (cursing), smoking, violence, name calling, bullying, or teasing will be tolerated.
7. Do not destroy property while on or waiting for the bus.
8. Keep your hands and head inside the bus.
9. Do not throw anything out of the windows.
10. For your own safety, do not distract the bus driver through misbehavior.
11. No selling of personal items on the bus.
12. Electronic devices, such as chromebooks or cell phones, should remain in student backpacks while on the bus.

Bus Safety

Bus transportation is provided by the Board of Education. Each child has been assigned a bus stop. For the safety of your child and others please encourage proper conduct at the bus stop as well as on the bus. Any child who fails to conduct himself in a safe and courteous manner will be reported to the Principal. If the behavior does not improve, a Bus Conduct Form will be completed by the bus driver. The Principal will then meet with your child to discuss the inappropriate behavior. Upon receipt of the conduct report, the Principal will contact the parents to discuss strategies to improve behavior.

Bus Pass Requests

Students are to ride only their designated buses. In an emergency, a student may be granted permission to change to another bus. Parents must call the transportation office (716-5570) to obtain permission. Permission cannot be granted through the school. The transportation office will inform the attendance secretary who will issue a temporary pass. Social visits are **NOT** considered school emergencies.

PARENT PARTICIPATION

Volunteers

The students, staff and administration of Village School welcome active participation by parents and other adults from the community. You may assist in the classroom or by serving on school committees. The PTA has been very supportive of our efforts. We look forward to working with the Association again this year. The PTA has planned many exciting and interesting programs which greatly enhance our instructional program. When you visit for Back-to-School Night, we hope you will share your interests with teachers and parent representatives. You may also visit the PTA website at: www.villagepta.org or via email at: villagePTAPresident@gmail.com.

EMERGENCY DRILL PROCEDURES

Fire Drill and Security Drill Procedures

New Jersey School Law requires public and non-public schools to conduct one monthly school security drill and one monthly fire drill in order to improve emergency preparedness in schools. The law defines a school security drill as “an exercise, other than a fire drill, to practice procedures that respond to an emergency situation including, but not limited to, a non-fire evacuation, lockdown, or active shooter situation and that is similar in duration to a fire drill.” The following guidelines will govern all fire drills for Village School:

1. Everyone must leave the building through the nearest exit.
2. Before leaving the room, all doors and windows must be closed and lights turned off.
3. The evacuation plan showing the designated exit for that room will be posted near the door.
4. Students should exit quickly in single file and proceed to the designated area silently.
5. Students should wait quietly in the assigned area.
6. When signaled, students will be escorted by their teachers and return to the building.

HEALTH OFFICE

Village School Nurse

MaryEllen Glynn 609-716-5200 Ext. 5205

Illness Exclusion Policy: Our policy states that certain illnesses or symptoms require students to be absent for 24 hours or more. Please see the linked exclusion policy for more information.

Medication

No medication is to be taken by a student unless administered by a school nurse. The term “medication” means any prescription drug or over the counter medicine or nutritional supplement. Written orders must be signed by the student’s private physician. All medication must be brought in by a parent or guardian in a labeled container. Medication forms are on the district [website](#).

Physicals and Screenings

Height, weight, and blood pressure screenings, vision and hearing are conducted for all students by the nurse. Physical exams performed by a doctor are required for all 5th grade students. Forms are available online or in the health office.

GUIDANCE

Village School Counselor

Melissa Greiner 609-716-5200 Ext. 6214
Melody Khalifa 609-716-5200 Ext. 2544

Guidance Philosophy

Individuals approach new situations with various combinations of excitement and apprehension. Each day students are faced with challenges, successes and possible failures. Each force has an impact on the student’s self-concept. The guidance staff at Village School endeavor to positively affect that self-concept so that students approach new experiences with confidence, self-assuredness and enthusiasm.

Role of the Counselor

The primary role of the elementary counselor is to serve as support to students. Through class, group, and individual interactions with students, the counselor facilitates personal, social, and intellectual growth. The counselor can help students develop decision-making skills, adjust to new experiences, and understand their personal abilities and limitations. As the student’s self-esteem increases, educational experiences will be enhanced. The counselor, in addition to working with students, will serve as a liaison to teachers to provide insights on special needs of students. The counselor will also maintain communication with the parents or guardians to share and evaluate information and to provide the best possible educational program.

BEHAVIORAL GUIDELINES FOR STUDENTS

Harassment Policy

The West Windsor-Plainsboro Regional School District shall not tolerate harassment in any form. Please note the following, taken from the District Policy and Procedure Manual. File Code: 411.I-5145.4 Harassment is defined as a repeated pattern of unprovoked aggressive behaviors of a physical and/or psychological nature carried out by an individual or group against an individual or group with the effect of causing harm or hurt. All forms of harassment meet the standards of being unwelcome, unwanted, and uncomfortable in the view of the recipient. They all have the effect of creating a hostile environment.

Harassment, Intimidation, and Bullying

The Board of Education requires its school administrators to implement procedures that ensure both the appropriate consequences and remedial responses for pupils who commit one or more acts of harassment, intimidation, or bullying, consistent with the code of student conduct and the consequences and remedial responses for staff members who commit one or more acts of harassment, intimidation, or bullying. The following factors, at a minimum, shall be given full consideration by school administrators in the implementation of appropriate consequences and remedial measures for each act of harassment, intimidation, or bullying by pupils. Appropriate consequences and remedial actions are those that are graded according to the severity of the offense(s), consider the developmental ages of the pupil offenders and pupils' histories of inappropriate behaviors, per the code of student conduct and N.J.A.C. 6A:16-7.

Consequences and appropriate remedial action for a pupil who commits one or more acts of HIB may range from positive behavioral interventions up to and/or including suspension or expulsion of pupils, as set forth in the Board of Education's approved code of student conduct pursuant to N.J.A.C. 6A:16-7.1. Consequences for a pupil who commits an act of HIB shall be varied and graded according to the nature of the behavior, the developmental age of the pupil and the pupil's history of problem behaviors and performance, and must be

consistent with the district Board of Education's approved code of student conduct and N.J.A.C. 6A:16-7, Student Conduct. Remedial measures shall be designed to: correct the problem behavior; prevent another occurrence of the problem; protect and provide support for the victim of the act; and take corrective action for documented systemic problems related to harassment, intimidation, or bullying.

The Superintendent will appoint an Anti-Bullying Coordinator for the district and each building principal will appoint an Anti-Bullying Specialist that will be approved by the Board of Education. In addition, each school will create a School Safety Team(s).

Under policy 5512 the definition for harassment, intimidation or bullying is defined as: "Harassment, intimidation, or bullying" means any gesture, any written, verbal or physical act, or any electronic communication, as defined in N.J.S.A. 18A:37-14, whether it be a single incident or a series of incidents that:

1. Is reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or
2. By any other distinguishing characteristic; and that
3. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3, that substantially disrupts or interferes with the orderly operation of the school or the rights of other pupils; and that
4. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
5. Has the effect of insulting or demeaning any pupil or group of pupils; or
6. Creates a hostile educational environment for the pupil by interfering with a pupil's education or by severely or pervasively causing physical or emotional harm to the pupil.

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

Sexual Harassment

Sexual harassment shall consist of unwanted and unwelcomed sexual advances, requests for sexual favors, and other inappropriate conduct or communication of a sexual nature.

Threats

Students may not physically or verbally threaten another student at the Village School. Verbal threats such as "I am going to kill you" and "I am going to shoot you" will not be tolerated. Children who make such threats will immediately be sent to the main office to speak to an administrator. If the threat is confirmed, the following actions will take place: parents are notified and informed of the incident, a risk assessment is completed by a child study team member, administrator or guidance counselor, and consequences are assigned which may include suspension, detentions, or police notification.

Pupil Discipline/Code of Conduct Pursuant to Board Policy R 5600

The Code of Student Conduct has been developed to foster the health, safety, social, and emotional well-being of students, as well as support the establishment and maintenance of civil, safe, secure, supportive, and disciplined school environments. The West Windsor-Plainsboro Regional School District promotes the achievement of high academic standards, and the prevention of problem behaviors that would impede the educational progress. Parameters for the intervention and remediation of student problem behaviors at all stages of identification have been established. School responses to violations of the code of student conduct will take into the account the severity of the offenses, the developmental ages of the student offenders, and students' histories of inappropriate behaviors.

Student Rights

- Be informed about expectations for their behavior;
- Be treated with respect and dignity;
- Attendance in safe and secure school environments;
- Express their opinions and feelings appropriately;
- Be taught constructive means to settle disagreements or problems;
- Have access to education that supports students' development into productive citizens;
- Due process and protections pursuant to law and code.

Student Responsibilities

- Exhibit self-control on school premises, on the school bus, and at school activities;
- Remain within the area assigned for a specific activity;
- Exhibit respect for the authority of all school personnel;
- Maintain and respect school and private property;
- Speak to and treat adults and other students with respect;
- Avoid placing themselves or others in danger of physical harm;
- Help keep the school clean and attractive; and
- Use constructive means to settle disagreements or problems.

Consequences

Students who choose not to comply with these responsibilities are subject to disciplinary action. School personnel will use a variety of measures including but not limited to: teacher/parent conferences, interventions through the student assistance committees, warnings, detentions, suspensions, or other strategies determined by the building administrator. Consequences will vary according to the developmental ages of the student offenders, student histories of inappropriate behaviors, frequency, severity and nature of the incident.

At any time throughout the process, intervention by other school personnel may be recommended. School responses shall provide for the equitable application of the code of student conduct without regard to race, color, religion, ancestry, nationality, origin, gender, sexual orientation, gender identity and expression or a mental, physical or sensory disability or by any other distinguishing characteristic. Corporal punishment of students is prohibited. Appropriate disciplinary action will be taken for misbehaviors that:

1. Impede orderly classroom procedures or interfere with orderly operation of the school.
2. Disrupt the learning climate of the school.
3. Are directed against persons or property.
4. Result in violence to another person or property or poses a direct threat to the safety of others in the school.

Behavioral Supports

WW-P Regional School District elementary schools have building based teams which are designed to assist students who are experiencing learning, behavior or health difficulties and assist staff in addressing students' needs (Intervention and Referral Services/Student Assistance Committee). Character Education is an underlying theme of the school culture. Activities are infused into the school environment to encourage and promote responsible and respectful behaviors.

Pupil Behaviors

The following chart is a listing of pupil behaviors that are subject to pupil discipline including suspension or expulsion pursuant to N.J.A.C. 18A:37-2. The behaviors include, but are not limited to:

Pupil Misconduct	Procedures	Disciplinary Options/Responses
Minor misbehavior on the part of the student that impedes orderly classroom procedures or interferes with the orderly operation of the school. The misbehavior can usually be handled by an individual staff member but sometimes requires school support personnel.	There is immediate intervention by the staff member who is supervising the pupil or who observes the misbehavior. Repeated misbehavior requires a parent/teacher conference and a conference with the school counselor, child study team, and/or administrator. A proper and accurate record of the offenses and disciplinary action is maintained by the staff member.	<ul style="list-style-type: none">● Verbal reprimand● Appropriate consequences directly related to misbehavior● Special assignment● Behavioral contract● Counseling● Withdrawal of privileges● Supervised study● Detention
Misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school. These infractions, which usually result from the continuation of misbehaviors listed above, require the intervention of personnel on the administrative level because the execution of disciplinary options listed above has failed to correct the situation. Also, included in this level are misbehaviors that do not represent a direct threat to the health and safety of others but whose educational consequences are serious enough to require corrective action on the part of administrative personnel.	The pupil is referred to an administrator for appropriate disciplinary action. The administrator meets with the pupil and staff to investigate the infraction, interviews the pupil, and determines the extent of the consequences to initiate the most appropriate responses. Referrals may be made to the guidance counselor, student assistance counselor and/or child study team. Additionally, a referral to an outside agency with parental consent can be considered. The teacher is informed of the administrator's action; parental notification is necessary. A proper and accurate record of the offense and the	Any of the above actions are appropriate, in addition to: <ul style="list-style-type: none">● Detention● Schedule change● Modified day● Extracurricular restriction● In-School Suspension● Out-of-School Suspension, short-term suspension (one to ten days)

	disciplinary action is maintained by the administrator.	
Acts directed against persons or property whose consequences do not seriously endanger the health and safety of others in the school. Acts that are clearly criminal will be reported to the police. Disciplinary action will also be taken.	Following the investigation and verification of the infraction, the administrator meets with the student and parents (if unavailable, a telephone conference and/or written notification is required) to discuss the student's misconduct, explain the resulting administrative action, and review future expectations and timelines. Notification/referral to the child study team is made when appropriate. Notification of local law enforcement authorities is made when appropriate. Restitution of property and damages is required.	All of the above actions are appropriate, in addition to: <ul style="list-style-type: none"> ● Temporary removal from class ● Change in schedule/teacher ● Modified day ● Extracurricular restriction ● In-School Suspension ● Out-of-School Suspension ● Disciplinary Board Hearing to consider long-term suspension/possible expulsion ● Home instruction/program placement in alternative program

PROGRAM OF STUDIES

Language Arts

The language arts/literacy program is based on the New Jersey Learning Standards. Its goal at the fourth and fifth grade levels revolves around students' proficient use of literacy skills and strategies, with stamina, for many purposes. To this end, fourth and fifth graders read and write in a variety of genres, and they receive specific instruction to support their efforts. Writers experience all components of the writing process, including generating ideas, drafting, revising, editing, and publishing, and they engage in strategic spelling, phonics, and vocabulary instruction. Readers have the opportunity to demonstrate comprehension, to think critically, and to appreciate texts they have read as they respond in their notebooks and engage in discussions through partner, small-group, and whole-class forums.

Math

The mathematics program is based on the New Jersey Student Learning Standards for Mathematics including the Standards for Mathematical Practice. The interconnected strands of our curriculum include: problem solving, algebraic thinking, measurement, data analysis, geometry, and numerical operations. The Standards for Mathematical Practice describe characteristics of how mathematicians should engage with the content. These practices include: make sense of problems and persevere in solving them, attend to precision, reason and explain, model and use tools, see structure and generalize.

Science

The West Windsor-Plainsboro Elementary Science Program shares the vision of the New Jersey Department of Education, the New Jersey Student Learning Standards, and the Next Generation Science Standards. We provide our students with a variety of opportunities to think and work as scientists by fostering curiosity and wonder, inquiry and discovery, and a passion for learning and understanding. To foster scientific thinking, the key units at each grade level embed conceptual knowledge in a meaningful, motivating context. Infused through all experiences are opportunities to develop our students' scientific investigation skills. Explorations are framed in the form of inquiry and exploration. Lessons include opportunities to develop skills in observation, data collection, and experimental design. Students communicate science understandings as they participate in classroom discussions, write journal entries, and create independent and group projects.

- **Life Science:** Our students observe the basic structure and function of plants and animals. Our fourth grade students investigate the needs of living organisms as well as the adaptations needed for survival. While observing and creating terrariums, our fifth grade students identify the flow of energy and the interdependence of ecosystems.
- **Physical Science:** By exploring collisions, simple engines, electronics, and waves, fourth grade students study motion and transfer. There is a focus on investigation of energy and the way it moves throughout the universe. In fifth grade, students design experiments in which they observe changes in states of matter and record evidence of chemical reactions.
- **Earth Science:** Fourth graders investigate the interactions between land and water. Using a model, they create hills, build dams, and grow vegetation. Students discover how water changes the shape of land and how features in land, in turn, affect the flow of water. Fourth graders also study fast changes to the Earth by investigating Earth processes like volcanic eruptions, landslides, and earthquakes. In fifth grade, students develop an understanding of Earth's water and its interactions with the different Earth systems by investigating water based natural disasters. Additionally, students develop an understanding of Earth's interaction in our Sun, Earth, and Moon systems. Students utilize grade-appropriate proficiency in using mathematics and computational thinking to obtain, evaluate and communicate information. In both grades, students work as engineers to discover ways to protect human populations and work to protect the Earth's resources and environments.
- **Engineering and Design:** Throughout the different units of study, students learn the engineering practices as they plan and carry out investigations. Students work with peers to construct explanations and design solutions.

Social Studies

Social studies education provides learners with the knowledge, skills, attitudes, and perspectives needed to become active, informed, and contributing members of local, state, national, and global communities. The fourth grade program of study employs a chronological study of United States history and geography that examines how multiple groups and individuals experienced and perceived significant events. The intent is to have every student construct their own meaningful narrative of American history that recognizes these various experiences, cause and effect relationships, key turning points, and important historical patterns that provide children and young adolescents insight into how our country developed and how history shapes the world they live in today. Students will develop critical thinking and reading skills that will help them to “Think Like a Historian.” The 5th Grade Global Classroom social studies course will nurture students’ foundational understanding of, and action within, the increasingly complex and interdependent world. This course will attempt to develop “globally competent” students who will be prepared to further their knowledge through inquiry by recognizing perspectives, communicating with varying audiences, and acting in both locally and globally responsible ways. It is intended to help young people become aware and ultimately rise to these challenges.

World Language

Students will continue with the Spanish sequence started in second grade. The World Language curriculum is based upon national and state standards and instruction focuses on developing a child’s ability to speak the language in real-life situations. During lessons, teachers capitalize on the ways children acquired their first language. They speak in the target language using visuals, props, gestures, and concrete objects so that students understand what is said. World Language teachers impart an understanding and appreciation for other cultures through authentic games, songs, stories, and legends.

Physical Education

All students are scheduled for Physical Education. To ensure the safety of each child, the following guidelines have been developed. All students are expected to come to their physical education class with:

- Sneakers, (lace-up type or Velcro only).
- Comfortable/appropriate clothing.
- Jackets and other clothing appropriate for colder weather.

We request that students do not wear jewelry of any kind to class. Medical alert bracelets should be covered with a sweatband.

If a student is unable to participate in Physical Education due to illness or injury, he/she must bring a note from home, and have it approved by the school nurse prior to class. Any limitations on physical activity must be stated specifically. If a student is to be excused for more than three consecutive Physical Education classes, he/she must present a doctor’s note stating the reason.

In addition to receiving PE twice a week, students will receive instruction in Health Education. The health curriculum is taught by the classroom teachers in grades K-4, and by a certified health teacher in grade 5. All grade levels of Health Education focuses on the importance of healthy decision making in regards to:

- Goal setting and risk taking
- Tobacco, Alcohol and Drugs
- Nutrition and Personal Wellness
- Relationships
- Human Growth and Development (5th Grade)

Visual Art

- All students are scheduled for visual art. While in art class, students use the elements and principles of art to create projects that are unique demonstrations of self-expression. Students learn that all artists create, present, respond and connect to works of art. Student artwork is displayed around the district and throughout the community.

General Music

- All students are scheduled for music class. Through singing, movement, and use of instruments, students learn what it means to be a musician. Students are asked to create their own rhythms and melodies, perform in small groups and as a whole class, and respond and connect to music in their own unique way. The skills developed in general music are the building blocks for the vocal and instrumental music ensemble program.

Chorus

- All students may elect to participate in chorus. Prior singing experience is not required. The chorus rehearses twice a week during the grade level ensemble period. Being a member of the chorus provides an opportunity for your child to experience the joy of making music while learning healthy vocal techniques, confidence in singing, music reading and performance. When a child joins chorus, it is expected that he/she will attend weekly rehearsals and all concerts as indicated in the chorus contract.

Orchestra

- Orchestra is available as an option to all 4th and 5th grade students who are interested in learning how to play Violin, Viola, Cello or Bass. Orchestra meets twice a week as a regular class and students also receive a weekly small-group lesson. Students come to these lessons from their classroom. Lessons rotate so they do not miss the same instructional time each week. Students are responsible for making up any missed work. The Orchestra performs in two evening concerts (Winter and Spring) at the school. Students who choose Orchestra must rent an instrument and will be expected to practice at home 120 minutes each week. Financial assistance for those who qualify is available to help with the instrumental rental.

Band

- Band is an option for 5th graders only. Band instrument choices include Flute, Oboe, Clarinet, Saxophone, Trumpet, French Horn, Trombone, Baritone, Tuba and Percussion. Band meets twice a week as a regular class and students also receive a weekly small-group lesson. Students come to these lessons from their classroom. Lessons rotate so they do not miss the same instructional time each week. Students are responsible for making up any missed work. The Band performs in two evening concerts (Winter and Spring) at the school. Students who choose Band must rent an instrument and will be expected to practice at home 120 minutes each week. Financial assistance for those who qualify is available to help with the instrumental rental.

Gifted and Talented Programming

The WW-P G&T programming fosters a love of learning where a student's passion can be explored. Students are not labeled as gifted or not gifted, but their academic abilities, needs, and interests are identified in order to provide appropriate opportunities to help them develop into lifelong learners. WW-P is committed to a model that values differentiated instruction where classroom teachers work to modify instruction, content, and assessment to match student ability level. To that end, the G&T specialists work in classrooms with classroom teachers to provide additional support for high-end instruction.

In addition, G&T programming provides enrichment opportunities through ECHO. ECHO is interdisciplinary programming that goes beyond the curriculum and is open to all students who are interested in participating. G&T programming also addresses the unique social

and emotional needs of gifted children by promoting self-understanding, awareness of needs, and cognitive and affective growth. Students may work in groups outside of class to further this growth as determined by their interests, abilities and needs. The intent of all G&T programming is to honor the "whole child, every child" in developing student competencies that forge lifelong learners. For more information on the G&T Programming, visit the website: [Departments: Gifted and Talented: Grades 4-5 G&T](#)

Technology

Village School provides a technology program that encompasses current resources and encourages students and staff members to utilize computers as instructional, communication, problem-solving tools. Our computer lab and classrooms are equipped with computers which are networked with filtering software. Students are not permitted to "surf" unsupervised. Classroom teachers, along with the Technology teacher and other Teacher Resource Specialists, will work on projects that integrate technology into curricular areas.

Chromebooks – 1:1 Learning Initiative

The West Windsor-Plainsboro Regional School District is involved in a 1:1 learning initiative which provides students with universal access to digital technology for the purpose of developing the skills necessary to manage their own learning, in an ever-increasing digital world. As a result of their participation in this initiative, every Village student will receive a Chromebook for school and home use. This initiative requires the students/families to be responsible for:

- charging their Chromebook nightly
- bringing their Chromebook to school daily; as it is an instructional tool that will be used throughout the day
- reimbursing the district, for a replacement device, if the original one is lost or broken
- adhering to the district's Acceptable Use policy

Library/Media Center

The Village Library/Media Center provides materials to students and teachers for research, interest, and pleasure. Books and E-Books may be checked out by students for two weeks and renewed once. Students must pay full price for any book lost or damaged. A student may not check out additional books until reimbursement has been made for lost or damaged items. The Library/Media Center is not only a place to borrow books, it also provides training in information-gathering skills, supports the curriculum, and maintains the audio-visual equipment and materials. Please help us in reminding students to care for all materials and exhibit self-controlled conduct.