

Washington Elementary School



Parent and Student Handbook

Washington Elementary School

310 N. Main Street

Lodi, New Jersey 07644

Phone 973-777-8513

Fax 973-777-2075

This School Handbook belongs to:

Name _____

Teacher _____

Principal

Kevin Dowson (973-777-8513) kevin.dowson@lodi.k12.nj.us

School Counselor

Susan Manno (862-701-7827) susan.manno@lodi.k12.nj.us

School Secretary

Lisa Kaminski (973-777-8513) lisa.kaminski@lodi.k12.nj.us

School Nurse

Christine Liberty (973-777-8519) christine.liberty@lodi.k12.nj.us

Note: Class Dojo is the preferred contact method for school personnel.
Details on joining Class Dojo can be found inside this handbook.

Table of Contents

Regular Daily Schedule	Page 3
Arrival	Page 4
Morning Lineup	Page 4
Inclement Weather	Page 4
School Breakfast	Page 4
Late Arrival	Page 4
Dismissal	Page 4
Drop off and Pick up Regulations	Page 5
School Uniform Policy	Page 5
Back to School Forms	Page 5
Class Dojo	Page 5
Attendance	Page 6
Computer and Technology Expectations	Page 7
School Rules and Regulations	Page 8
Disciplinary Procedures	Page 9
Code of Conduct	Page 9
Genesis Parent Portal	Page 10

Welcome to Washington Elementary School



**The procedures and regulations in this planner
are based on a regular school day.**

REGULAR DAILY SCHEDULE

2024--2025

Breakfast/Morning Lineup	8:20-8:35 AM
Teacher pickup	8:35 AM
Late Bell	8:45 AM
Lunch	11:45 AM - 12:15 PM
Recess	12:15 PM - 12:45 PM
Dismissal	3:05 PM

Arrival

- For their own safety, and the safety of others, students are asked to report to school no earlier than 8:20 AM. When at all possible, parents are asked to conduct drop-offs between 8:30 AM and 8:35 AM. Students are required to wear full uniforms. Please read the “Uniforms” section of this document for specifics on our uniform policy.

Morning Lineup

- Weather permitting, students in Grades K-5 will line up on the playground in front of their homeroom teacher’s sign. Teachers will report to the playground at 8:35 AM to pick up their classes and escort them into the building.
- Pre-K students will line up in the hallway just inside Door 10, where they will be supervised by our Pre-K team and the safety patrol.
- Parents of K-5 students will NOT be permitted to enter the playground. Parents of K-5 students who choose to wait until their child enters the building must remain on the outside of the fenceline.

Inclement Weather

- In the event of inclement weather, students in Grades K-5 will be sheltered in the gymnasium beginning at 8:20 AM. K-5 students may enter the gymnasium via Door 9 on the playground..

School Breakfast

- Breakfast is available each full day of school from 8:20 AM to 8:35 AM. Students who choose to eat the school breakfast should arrive by 8:25.

Late Arrival

- Students who arrive late to school must come to Door 12 on Main Street to be buzzed in by school staff.

Dismissal

- Students will be dismissed at 3:05 PM at the following locations:
 - Pre-K and Kindergarten: Door 10 (Kennedy Drive)
 - Grade 1 and all Special Education Classes: Door 11 (Kennedy Drive)
 - Grades 2 and 3: Door 2 (Mitchell Street)
 - Grade 4: Door 1 (Main Street)
 - Grade 5: Door 12 (Main Street)
- Parents who arrive late for pick up must come to Door 12 on Main Street to collect their children.
- Once your child has been dismissed by their teacher, we ask that you please exit school grounds so that we can continue to safely dismiss the remainder of the students.

Drop Off and Pick Up Regulations

- Students crossing Main Street, Kennedy Drive, or Mitchell Street must do so at the designated crossing guard post.
- Please do not block crosswalks or driveways with your vehicle.
- Please do not enter the staff parking lots with your vehicle.
- Please refrain from parking in the lots of local businesses during drop off and/or pick up.

School Uniforms

- Elementary School students are required to wear a solid, LIGHT BLUE uniform polo shirt (short or long sleeved) with khaki pants/shorts/skorts. You may purchase uniforms at any store of your choosing (The Children's Place, Target, Walmart, etc.) as long as the purchased items are in line with the uniform policy.
- In addition, all sweatshirts, fleece jackets, and sweaters that will be worn in the classroom, must be solid GRAY. Hooded sweatshirts are not permitted to be worn inside the building.
- Open toe sandals are not permitted in school. Please have your child wear shoes or sneakers to school.
- A call home will be made if a student is not adhering to the uniform policy. If you receive a call, please make the necessary adjustments to the school uniform

Back to School Forms

- Important Back to School Forms must now be completed electronically in the Genesis Parent Portal. These forms include: Emergency Contact Information Form, School Lunch Form, Emergency Medical Forms, Positive Climate Pledge, Computer Network/Internet Access Form, Chromebook Agreement Form, Photo Permission Form, and Permission to Walk Home Form.

Class Dojo

- Class Dojo is our school's electronic platform for communicating the majority of school related information. Once our teachers return to school, please be on the lookout for an email from your child's teacher asking you to join their Class Dojo.

**PLEASE CHECK CLASS DOJO DAILY FOR
SCHOOL AND CLASSROOM UPDATES.**

Attendance

In order for students to learn and achieve their fullest potential, it is critical that they are in school and engaged in the learning process. Research shows that student absences impact a child's ability to succeed in school. In addition, there is evidence that chronic absenteeism from school is a primary cause of low academic achievement and a powerful predictor of a student's risk of dropping out of school.

Chronic absenteeism is defined as missing 10% or more of the school year

One of our ongoing goals as a school is to ensure that every student attends school regularly. We realize that some absences are unavoidable due to health problems or other circumstances. But, we also know that when students miss too much school, regardless of the reason, it can cause them to fall behind academically. Research shows:

- Children chronically absent in kindergarten and 1st grade are much less likely to read at grade level by the end of 3rd grade.
- By 6th grade, chronic absence is a proven early warning sign for students at risk for dropping out of school.
- By 9th grade, good attendance can predict graduation rates even better than 8th grade test scores. Absences can add up quickly. A child is chronically absent if he or she misses just two days every month!

According to Board of Education policy, a student can be retained if they reach sixteen (16) absences during the school year.

We don't want your child to fall behind in school or get discouraged. Please ensure that your child attends school every day and arrives on time.

If your child is going to be absent, the parent must call the main office to report the absence.

Here are a few practical tips to help support regular attendance:

- Make sure your children keep a regular bedtime and establish a morning routine.
- Lay out clothes and pack backpacks the night before.
- Ensure your children go to school every day unless they are truly sick.
- Avoid scheduling vacations or doctor's appointments when school is in session.
- Talk to teachers and counselors for advice if your children feel anxious about going to school.
- Develop backup plans if something comes up. Call on a family member, neighbor, or another parent to take your child to school.

Please let us know how we can best support you and your children so that they can arrive at school on time every day. We want your child to be successful in school! If you have any questions please do not hesitate to contact us.

Computer and Technology Expectations

Throughout the course of the school year, students will be utilizing various technology tools to enhance their learning experience.

Students in grades 1-5 will be issued a Chromebook computer device at the beginning of the school year. Whenever necessary, this device will travel to and from school with students.

As previously noted, it is required that parents review and sign both the Computer Network/Internet Access Form and Chromebook Agreement Form in the Genesis Parent Portal.

Expectations for the use of computers and technology can be found below:

All students are expected to:

- Take care of their Chromebook.
- Charge their Chromebook's battery for school each day.
- Keep food and beverages away from their Chromebook.
- Use their Chromebook and access technology in ways that are appropriate and educational.
- Return their Chromebook and charger in good working condition at the end of the school year.

Students should **not**:

- Share their computer passwords with other individuals.
- Loan out their Chromebook to others.
- Place decorations such as stickers, markers, etc. on their Chromebook.
- Disassemble or have disassembled any part of the Chromebook.
- Deface or damage any part of the Chromebook including the label and serial number.

There will be a charge of \$25 for a lost power adapter, \$40 for damage to the Chromebook, and \$300 for a lost Chromebook.

SCHOOL RULES AND REGULATIONS

1. Students must keep their hands, feet, and other body parts to themselves.
2. Appropriate language should be used at all times. Name calling or profanity is prohibited.
3. The use of cellular phones anywhere in the school at any time is strictly prohibited. If a student uses a cellular phone during school hours, it will be confiscated and returned at the end of the day. If it should happen again, it will be kept at the school until a parent/guardian is able to pick it up.
4. Students should not bring large sums of money, toys, or valuables to school. The school is not responsible for items that are lost or stolen in school.
5. Any student medication must be brought to the school nurse by the student's parent. Medicines are not to be taken in the classroom.
6. WE ARE A NUT FREE SCHOOL – Snacks sent in for birthdays and holiday parties must be store bought and sealed with ingredients listed. No goodie bags are permitted.

Disciplinary Procedures

At Washington Elementary School, we strive to continually be proactive in the prevention of misbehavior by setting clear expectations and increasing the quality of our school programs and classroom activities. When disciplinary issues occur, they are addressed with the goals of empowering students to make more responsible choices, and learning how their actions affect themselves and others in the school community.

An integral part of this process is a school's Code of Conduct.

Code of Conduct

- 1. I will behave safely.**
- 2. I will respect others.**
- 3. I will work to the best of my ability.**
- 4. I will act responsibly toward school property.**
- 5. I will make choices that help to make my school a positive environment for learning.**

Violations of our school's Code of Conduct may warrant any of the following consequences or remedial measures:

- Warning
- Discussion with the student and/or parent
- Reflection form
- Conflict resolution/Apology
- Referral to the school counselor
- Loss of school privileges
- Detention
- Referral to the Intervention and Referral Services Team (I&RS)
- HIB Investigation
- Suspension
- Expulsion

Behaviors that may violate our Code of Conduct or warrant consequences or remedial measures, include, but are not limited to:

- Teasing
- Name calling
- Disrespect of personal space
- Rumors/Gossiping
- Using inappropriate language
- Inappropriate use of technology
- Cell phone use in school
- Inappropriate gestures
- Disrespect toward others including members of the staff
- Disrupting others or the class through excessive talking or calling out.

All disciplinary decisions will be made at the discretion of the principal. Students shall be provided with restorative activities during detention sessions. It is our belief that through the consistent implementation of the above measures along with the continued collaboration of the school community, we will create the necessary conditions for a positive and productive school experience for all.

GENESIS PARENT PORTAL

Genesis is a student information system that is used by the Lodi Public Schools. This is a web-based data system that is available on line for parents to monitor their child's/children's progress. When a student is registered in the Lodi School District, an email will be sent to the parents with instructions on setting up the account.

Procedures for using the Genesis Parent Portal

- Go to the Lodi Public School Website <https://www.lodinjschools.org/>
- Click on "Parent" tab
- Genesis Sign in screen will appear (type in username and password that was created for your account)