

W.R. JAMES, SR., ELEMENTARY
SCHOOL STUDENT - PARENT
HANDBOOK 2021—2022
“Making a Difference....One
Student At a Time”

Mrs. Tara Mellace, Principal
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Bell Schedule

	Full Day	Early Dismissal	2-Hour Delay
Students Line up	8:40 am	8:40 am	10:40 am
Enter Building	8:45 am	8:45 am	10:45 am
Late Bell	8:55 am	8:55 am	10:55 am
Dismissal Prep	3:15 pm	1:15 pm	3:15 pm
Dismissal Bell	3:20 pm	1:20 pm	3:20 pm

Early Dismissal

If you are planning to pick up your child early please call the office by 2:00 pm on a full day schedule or 12:00 pm on an early dismissal day.

SCHOOL PLEDGE

Today is a new day.

I will do my best

to be the best;

I will make choices

that help me

succeed.

I am the person in charge

of the choices I make.

I choose to learn, I can

learn, I will learn.

Today will be a great day.

A Message from the Principal

Dear Parents/Guardians:

It is an honor to introduce myself as Mrs. Mellace Principal, of W.R. James Elementary School and to join this amazing school community. I am excited to begin this innovative school year and looking forward to a positive learning experience that supports and challenges our students to learn and grow.

I am privileged to have the opportunity to work collaboratively with teachers and the community on a daily basis, while also remaining connected to young students learning and growing in the classroom. I consider myself a child advocate where the safety and well-being of the child always comes first. I believe in a whole child approach to learning which includes the academic, social and emotional components to education. I look forward to spending time with your children getting to know their personalities, learning styles and interests. I will celebrate their successes, small and large. I will encourage them everyday because they are valued and have a special place in our school community. The African Proverb states “It takes a village to raise a child.” I firmly believe that every child can excel with the partnership between home and school. With my goal of continuing the tradition of excellence here at W.R. James Elementary School, I am committed to always exploring new ways to meet the needs of all students and to more effectively communicate with parents and community members.

This year our focus will be on Data to Drive Instruction a Whole Child Approach to Learning. We will look at where our students are and create goals for each of them to achieve success. Celebrating success and watching our children grow is important for cognitive, social and emotional growth of a child.

It is going to be an entertaining and educational year learning and growing together. In closing, please know that my door is always open to you. I heartily welcome your conversation and positive input throughout this year. Let us always keep our students the primary focus of our work. I look forward to celebrating our collective successes during the 2021-2022 school year.

Sincerely,

Mrs. Tara Mellace, Principal

I. MISSION STATEMENT

The mission of the Willingboro Public School District is to create a challenging learning environment that encourages high expectations for all students. The district will implement differentiated, standards-based instruction that allows for individual differences and learning styles. We will promote a safe and supportive environment, where each student's self-esteem is fostered through positive relationships. In collaboration with parents and all stakeholders, the district endeavors to nurture and develop the greatness in every student.

II. VISION STATEMENT

The Willingboro Public School District envisions a community of 21st century thinkers and learners dedicated to academic excellence. Students will become lifelong learners and productive citizens who will be prepared to compete in a competitive, pluralistic, and ever-changing global society.

III. CORE BELIEFS

- Student-focused decision making is a fundamental principle used to ensure that all students receive a quality education that a community of invested stakeholders value, support, and enhance through a collaborative effort.
- Each student possesses the ability to achieve their academic goals when adults focus on the whole-child and provide the most appropriate support for success.
- The educational environment must foster respectful relationships, inspire students to excel, and prepare them for college and career readiness.
- Teacher quality is vital to engaging students in relevant, authentic tasks and improving student achievement.
- All stakeholders are critical in the educational process.

Meals

Breakfast & Lunch for the 2021-2022 school will be free to all students. You will need to submit your application for free and reduced lunch accessible in Genesis. Please call the office with any questions.

Breakfast will be grab and go and students will eat in their classroom.

There will be four lunch periods throughout the day. Students will be assigned seats at the lunch table.

Restorative Practices

I. RELATIONSHIP BUILDING & RESTORATIVE PRACTICES

Practices used consistently to build relationships and to proactively support ALL students:

- Each student and staff member is personally greeted with eye contact, a smile, and warm hello upon entering the school, classroom, hallway, elevator, and any location within the building.
- Each child is a student of every staff member. Staff members will be responsible for building a rapport with the students.
- Each student will learn about their classmates' differences and similarities & build a team bond throughout the school year via quarterly classroom exercises.
- Each new student & staff member will be welcomed by staff & students and will be assigned a buddy student or staff member.
- Staff members will contact parents with a calm approach....positive/strength...concern...goal to help students grow.
- Students will engage in restorative practices i.e. apology letters, community service, building service, etc...
- Classes hear positive statements at a 3:1 positive to negative ratio.
- Students receive feedback, including praise, for effort and for engaging in desired behavior.
- On occasion, teachers contact parents solely to share positive news about their children.

Positive Behavior Intervention Supports

Students respond to behaviour through positive rewards. This year W.R. James Elementary school will be starting a PBIS program promoting positivity through character education. Students will be rewarded for exhibiting STAR Jaguar Qualities throughout the day. Students will work on Understanding the Power of Three.

Students will learn routines and procedures.

VI. ROUTINES OR PROCEDURES

Hallway Movement

- Safe, quick travel at school gives scholars more time to learn
- Teachers should assign students a line order

Specific Student Behaviors:

In the halls our stars...SHINE

- Stay on the right

- **H**ands at your sides
- **I**n a straight line
- **N**o voices
- **E**verytime

- Have a pass if you're not with your class.
- All passes should have name, date, designation, time and staff signature.
- Passes are to be issued for:
 - Main Office
 - Nurses Office
 - Bathroom –emergency - complete the bathroom log, indicating the time you leave the room to go to the bathroom and the time they return.
(teachers will escort their classes to the bathroom at a specific time

Classroom Entry

- Entering class quickly and quietly gives scholars more time to learn.

Specific Student Behaviors:

- Enter quietly, in a single file.
- Go directly to your seat and unpack all items needed for the day. (students are not permitted to go back to the closet area)
- Wait for your group or row to be called to put your things away.
- Go to the closet area quickly and quietly.
- Place homework in the assigned location.
- Take your seat immediately.
- Begin working on *Do Now within 2 minutes of class start time.
- If the need arises, follow routine to get the teacher's attention.
- Wait silently for the teacher to acknowledge and respond.

Getting the Teacher's Attention

- Predictable, non-intrusive ways to get the teacher's attention maintains a focus on learning.

Specific Student Behaviors:

- Raise your hand with an open palm to respond to a question, or make a comment during instruction.
- Wait for the teacher to respond. Use inside voices! No yelling out!
- Shake your fist to request to go to the bathroom.
- Raise hand with 1 finger up to request to get water. Wait for the teacher to respond.
- Raise hand with 2 fingers up to request supplies (pencil, tissue etc.). Wait for the teacher to respond.
- Each teacher will be given a poster with the hand signals to place in the classroom.

Cafeteria

- To promote a safe and orderly place for students to eat and socialize with their peers.

Specific Student Behaviors:

In the cafeteria our STARS...SOAR

- Stay seated
 - Only inside voices
 - Ask permission to get up
 - Respect all
-
- Enter cafeteria through right hand side of double doors in a single file line with your class
 - Teacher will escort class to the lunch line
 - After getting lunch tray, walk to assigned table
 - While eating students will:
 - Follow directions from adults the first time they are given
 - Get quiet immediately after hearing the attention-getting signal

- Bathrooms should be handled before lunch by the classroom teacher. Emergencies only during lunchtime. You must have permission from the adult in charge.

Recess

- A recess routine will provide an outlet for students and a behavior modification strategy for teachers. Students will be more engaged in their lessons if they have a chance to expend some physical energy.

Specific Student Behaviors:

- Students who followed the school wide rules for the day should be allowed recess.
- If a student has not complied with the school/class rules they should be sent to a buddy teacher during recess or they can stand on the wall.
- Walk outside in a line with your lunch aid or the climate specialist during your designated time.
- Play only on the designated area outlined by the Climate Specialist.
- Hands, feet, and objects should be kept to yourself
- No horse play, hitting, inappropriate language, or use of electronic devices
- Immediately report any problems or injuries to an adult
- Line up immediately upon hearing whistle blown
- Walk quietly into the building after recess so as not to disturb classes in session

POWER OF THREE

Respect Yourself

- Be on time and prepared
- Work at the task to be accomplished
- Think before you act

Respect Others

- Be safe, keep your hands to yourself
- Speak kind and positive words to others
- Respecting other's personal space

Respect Your School

- Keep your school clean
- Follow all rules in the hallways and classrooms
- Show pride for your school

V. SCHOOL WIDE PROTOCOLS FOR ATTENDANCE & INSTRUCTION

Attendance

“Attendance Matter”

- We ask that students not arrive at school earlier than 8:40 a.m. Staff supervision will begin at 8:40 a.m. In addition, students will not enter the building until 8:45 a.m., unless the outdoor temperature is 32° or lower, in which case, students will enter the building at 8:40 a.m.
- Parents are asked to call the school office between 8:00 am and 9:00 am on the morning that your child is absent from school to report student absences.
- Lateness to school is defined as not being in the assigned classroom at 8:55 a.m. In addition, parents must complete the ***Student Sign-in Register*** for students arriving after 8:59 a.m. Students in grades two through four will be assigned a general detention for every time they exceed three (3) late arrivals in any one month.
- Parents wishing to have their student dismissed early from school must sign-out students from the Main Office, after presenting appropriate identification. **No early dismissals will be made after 3:00 pm or after 1:00 pm on half days. After 3:00pm (or 1:00pm) parents and students must wait until the normal school dismissal time.**
- Parents/guardians are expected to pick students up promptly at 3:20 pm (or 1:20 pm Early Dismissal) or at the designated conclusion of an afterschool activity. Parents/ guardians who fail to pick students up within ten (10) minutes of the closing time will be required to complete the ***Student Sign-in Register***. In addition, when three (3) late pick-ups have been recorded in any one month, a notice will be sent to the local child welfare agency documenting the late pick-ups.
- When picking-up or dropping-off your child by car, please DO NOT pick-up or drop off students in the fire zone/bus lane. In addition, please do not allow your child to exit your vehicle in an unsafe area on the street. Please be compliant with Parent Volunteers and local traffic guards who monitor traffic and work to ensure the safety of our students.

Clubs

This school year students will have the opportunity to join the following clubs at W.R. James Sr. Elementary School.

Student Council	Safety Patrol	Cheerleading/Dance Club
Gardening Club	STEM	Basketball
Morning Book Club Chess		Soccer
Computer Club	Coding	Arts & Craft
Debate Club	School Banker	

Clubs will begin the first week in October. Late buses will be provided for students who ride the bus.

PARKING LOT SAFETY

Please use extra caution when driving through the parking lot. Be sure to come to a complete STOP at the crosswalks. 3rd and 4th grade drop off will enter into the lane closest to Pine Tree Lane. 1st and 2nd Grade will drop off in the lane closest to the school. 3rd and 4th grade students will drop off near the main entrance. 1st and 2nd grade students will drop off near the multimedia center.

Student Arrival

We ask that students not arrive at school earlier than 8:40 a.m. Staff supervision will begin at 8:40 a.m. In addition, students will not enter the building until 8:45 a.m., unless the outdoor temperature is 32° or lower, in which case, students will enter the building at 8:40 a.m.

Reporting Student Absence

Parents are asked to call the school office between 8:00 am and 9:00 am on the morning that your child is absent from school to report students absences

Lateness to School

Lateness to school is defined as not being in the assigned classroom at 8:55 a.m. In addition, parents must complete the ***Student Sign-in Register*** for students arriving after 8:59 a.m. Students in grades two through four will be assigned a general detention for every time they exceed three (3) late arrivals in any one month.

Late Pick –Up

Parents/guardians are expected to pick students up promptly at 3:20 pm (or 1:20 pm Early Dismissal) or at the designated conclusion of an afterschool activity. Parents/ guardians who fail to pick students up within ten (10) minutes of the closing time will be required to complete the ***Student Sign-in Register***. In addition, when three (3) late pick-ups have been recorded in any one month, a notice will be sent to the local child welfare agency documenting the late pick-ups.

Early Dismissal

Parents wishing to have their student dismissed early from school must sign-out students from the

Main Office, after presenting appropriate identification. **No early dismissals will be made after 2:00 pm or after 12:00 pm on half days. After 2:00pm (or 12:00pm) parents and students must wait until the normal school dismissal time.**

Dress & Grooming

PHYSICAL EDUCATION DAY

- ◊ Solid navy blue sweatpants or school authorized item*
- ◊ Solid navy blue T-shirt or sweat shirt or school authorized item ◊ Sneakers with socks

APPROPRIATE DRESS RULES

Navy Blue or khaki pants, skirts, skorts, jumpers Light Blue or Navy polo/collared shirt Dark Blue Cardigan Sweater Dark Blue Vest Dark Blue Blazer Gym uniform : Navy blue or black sweatpants; navy, light blue, or white top or school issued top (prior Field Day t-shirt); and sneakers

Visitors

1. All persons visiting the school are required to report to the Principal's office upon arrival.
2. All visitors will sign the visitors' register. The register will indicate the date, time, and length of visit, as well as the visitor's name and purpose of the visit.
3. Visitors will receive a pass as well as guidance or direction to their destination.
4. Staff and students are asked to direct unauthorized visitors to the Main Office.
5. Visitors will return their pass to the office before leaving.

Student Illness

The following health protocol will be followed:

If your child has developed any of the following symptoms during the previous 24 hours, he/she should remain at home the next school day:

- ♦ Fever of 100° F or higher. The temperature should be normal for 24 hours before returning to school.
- ♦ Congestive Cough
- ♦ Vomiting
- ♦ Diarrhea
- ♦ Discharge that is other than clear from nose, eyes, mouth, ears or any other areas ♦ Skin rash

If a student comes to school but develops any of the above symptoms, the parent/ guardian will be notified and expected to take your child home. If the parent/ guardian cannot be reached, the available emergency contact will be called.

When, in the judgment of the school nurse, the student's teacher, and/or the building principal, a student shows signs of being in ill health as indicated below, the parent will be notified and expected to take the student home.

A student will be sent home if any of the following conditions are present:

- ♦ Fever of 100° F or higher. The temperature should be normal for 24 hours before returning to school.
- ♦ The student is unable to function/participate in the school activities due to observed health status
- ♦ The student wants to sleep during the day and appears listless ♦ The student has a discharge which is other than clear from the nose, mouth, eyes, ears, or any other areas
- ♦ The student is vomiting
- ♦ The student has diarrhea
- ♦ The student has a congestive cough which prevents him or her from a meaningful involvement in the educational process

- ♦ The student has an open, draining sore and will not keep the bandage on ♦ The student had a previously controllable medical condition and that condition has become unmanageable (e.g. asthma, seizures)
- ♦ The student exhibits unusual pallor or a flushed face
- ♦ The student has an unknown rash
- ♦ The student has a strong offensive body odor suggestive of urine/fecal soiling or hygiene concerns

CELL Phones

while the pupil is in the school building and may only be turned on after school has concluded for the day and the student is outside the school building. **The school accepts no responsibility for lost, stolen, or misplaced cell phones.**

Student Riding Bicycles

Students in Grade 3 and above may ride bicycles to school if parents have a signed letter/permission slip on file in the Main Office. Students must ride with the traffic and lock their bicycle to the bicycle rack. State law requires all children under the age of 14 to wear a helmet when riding a bike.

Harassment, Intimidation, & Bullying Anti-Bullying Specialist

W.R. James Elementary School expects students to show consideration to others, to be polite and respectful to all staff members and all fellow students. Acts of harassment, intimidation or bullying will not be tolerated. This behavior, like other disruptive behaviors interferes with a supportive learning environment.

Harassment, intimidation and bullying are defined as any gesture, any written, verbal or physical act 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 disability, or by any other distinguishing characteristic that takes place on school property, or at any school-sponsored function or on a school vehicle.

The district's complete "Harassment, Intimidation, and Bullying" Policy can be found on the district website. **www.willingboroschools.org**

If you feel your child has been a victim of HIB please contact Ms. Alston-Jones 609-835-8940 ext. 6511

calston@wboe.net

Before/After School Program

The Before/After School Program, sponsored by the Willingboro Board of Education, is designed to provide a safe and caring environment for elementary students whose parents work before and after school. The program is held at each of the elementary schools on school days as follows: Before School Program - 7:00 a.m. until 8:45 a.m.

After School Program - 3:20 p.m. until 6:00 p.m.

On early-dismissal days, the After School Program begins at the earlier time and ends at 6:00 p.m. except the day before Thanksgiving, when the After School Program closes at 4:00 p.m.

Contact Information:

Ms. Tashana Davies, Director

Country Club Administration Building, Room #4

440 Beverly-Rancocas Road

Willingboro, NJ 08046

PARENT INVOLVEMENT

W.R. James Sr. Elementary School is looking to start up our PTA this year. If interested our first informational session will be during Back to School Night on 9/22/21. W.R. James Sr. Elementary School encourages parent involvement. Other ways to get involved is through volunteering for before and after school traffic duties, lunch and recess volunteers, Book Fairs, and reading to our children.

Name of School W.R. James Sr. Elementary School

Name of Principal Mrs. Mellace

Phone Number 609-835-8940

Email Address tmellace@wboe.net

Ms. Shavonne Carter

Supervisor of Guidance/Family Liaison

scarter@wboe.net

Parent-Student-School Compact

School Responsibilities

All schools receiving Title I Services will:

The (W.R. James Sr. Elementary School) will:

1. Provide a high-quality curriculum and instruction in a supportive and effective learning environment that enables children to meet the State's student academic achievement standards.
2. Hold annual Parent-Teacher Conferences during which the content of this document will be discussed as it relates to the individual child's achievement.
3. Provide parents with frequent reports on their children's progress.
4. Provide parents with access to staff in accordance with district guidelines to discuss their children's progress.
5. Provide parents with opportunities to volunteer and participate in their children's classes and observe classroom activities in accordance with district guidelines.

School Designee's Signature_____ Date_____

Parent Responsibilities

All parents will support their children's learning in the following ways:

1. Monitor and ensure school attendance.
2. Ensure completion of homework.
3. Take an active role in school activities and the education of their children.
4. Promote positive use of time beyond the school day/year to expand or enhance their children's learning experiences.
5. Support and attend school programs.
6. Communicate regularly with your child's teacher and /or guidance counselor.

Parent's Signature_____ Date_____

Student Responsibilities

We, as students, will share the responsibility to improve our academic achievement and achieve the State's high standards. Specifically, I will:

1. Do my class assignments and homework every day and ask for help when needed.
2. Read at least 30 minutes every day outside of school time.
3. Provide my parents or guardians with all notices and information given to the school to me by the school to take home.
4. Come to school every day and on time.
5. Respect myself and others.
6. Listen to school staff and follow all school rules.

Student's Signature_____ Date_____

W.R. James Sr. Elementary School

Mrs. Tara Mellace
609-835-8940 ext 6502
tmellace@wboe.net

Ms. Shavonne Carter
Supervisor of Guidance/Family Liaison
scarter@wboe.net

2021-2022 School Level Parent Involvement Plan

Parent involvement refers to the collaboration between the parents and the school to improve children's education experience and academic performance. Countless studies have found that parental involvement in education is important to a child's success in school. Parents can become involved in many ways.

Parent involvement can include discussions after school, helping with homework assignments, engaging in extracurricular activities, keeping abreast of academic progress, imparting parental values, participating in parent-teacher meetings, attending school activities, and volunteering in the classroom.

At (name of school), parent involvement will be fostered through the following action plan.

1. Parents/Guardians will have the opportunity to attend monthly, bi-monthly, or quarterly workshops that will focus on academics, social development, conflict resolution, and time management skills.
2. Parents/Guardians will have the opportunity to attend a presentation on assessment data at the October/November PTA meeting at our school.
3. Parents/Guardians will have the opportunity to participate on the Annual School Plan Team and School Safety Team.
4. Parents/Guardians will receive quarterly progress reports and communication (telephone, e-mail, conferences, and letters) from teachers regarding their child's academic progress.
5. Parents/Guardians will have the opportunity to visit their child's classroom to observe academic performance with 24-hour notice to the school principal.
6. Parents/Guardians will have the opportunity to develop academic intervention plans for their child through participation in the Intervention and Referral Services Committee (I & RS).
7. Parents/Guardians will have the opportunity to receive the Parental Involvement Plan in their spoken language.
8. Parents/Guardians will have the opportunity to receive training regarding the use of the Genesis parent portal in order to gain access to the student information system to monitor the academic progress of their children.
9. Parents/Guardians will have the opportunity to attend school meetings and events, which will be held at varied times to encourage participation. Notification will occur through school memos, postings on the school website, the automated phone system, and monthly school calendar.
10. Parents/Guardians will be encouraged to attend school wide events including conferences, assemblies, concerts, and PTA meetings.
11. Parents/Guardians will be encouraged to work collaboratively with school personnel as partners to advocate for their children's education.
12. Parents/Guardians will have the opportunity to serve as parent volunteers.
13. Parents/Guardians will have the opportunity to meet with the Superintendent of Schools at the Superintendent's quarterly forums.