



# 2023-2024 TOWN CENTER SCHOOL HANDBOOK

TOWN CENTER ELEMENTARY SCHOOL AT PLAINSBORO

700 Wynhurst Drive, Plainsboro, NJ 08536

609-716-8330 Fax 609-716-5089

Dr. Erin Falk, Principal

Dr. Renee Osterbye, Assistant Principal

Dear Town Center Students and Families,

Welcome to Town Center Elementary School, home of the Gators!

On behalf of our Town Center Staff, it is with great joy and excitement that we extend a warm welcome to all our new and returning students and families. We hope this letter finds you in good health and high spirits, and ready for an incredible academic year ahead!

As your school's principal team, we feel honored and privileged to help guide your educational experience. We are here to support you in your endeavors, encourage your creativity, and celebrate your achievements. At Town Center, we believe that every child is unique and possesses the potential to achieve greatness. Our dedicated team of educators is committed to fostering a nurturing and inclusive environment where students can thrive academically, emotionally, and socially.

Our school community is built on the foundations of respect, kindness, and cooperation, and we are committed to supporting our students by establishing strong, collaborative partnerships with parents and caregivers. Throughout the year, there will be a variety of exciting activities available, and we encourage you to actively participate and take advantage of these opportunities to learn, grow, and make lasting memories with your child(ren). We also prioritize clear and open communication with our families. To that end, we encourage you to stay connected with our school community through regular updates and parent-teacher conferences. Please don't hesitate to reach out with any questions or concerns; we appreciate your partnership on this journey.

In the pages of this student handbook, you will find valuable information that outlines our school's mission, vision, rules, and expectations. It is a key resource that will help you navigate through the academic year, ensuring a successful and enriching experience for all.

We are looking forward to a fantastic year filled with growth, friendship, and remarkable accomplishments. Once again, welcome to Town Center Elementary School. Together, we will make this academic year one to remember!

Warmest regards,

Dr. Erin Falk, Principal

[erin.falk@wwprsd.org](mailto:erin.falk@wwprsd.org)

Dr. Renee Osterbye, Assistant Principal

[renee.osterbye@wwprsd.org](mailto:renee.osterbye@wwprsd.org)

## STUDENT ARRIVAL/DISMISSAL

There is a designated student drop-off and pick-up area near the main entrance. Students can be dropped off at the curb in this area from 8:40-8:55 a.m. Parents should remain in their car while the child exits the car door closest to the curb and walks to the main entrance. School personnel will be present to assist.

Parent pick-up will be called at 3:15 p.m. Parents picking up a child at dismissal should park in the Visitor's Lot and walk to the main entrance to sign the student out at the security vestibule.

**Adults must have a photo ID when picking up their child at any time.**

Parents should submit a note to the child's teacher if he/she will be picked up that day. If a student's pick-up is a daily occurrence, a note for our files should be sent to the office.

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 (609-716-8330, press #3 for the front office) with the updated dismissal plan.**

**Access Control:** We use an access control system for our doors. All doors will remain locked at all times. A bell is located on the right side of the main entrance. Please use the bell when visiting Town Center. If you are dropping students off, please note that the **doors will not be open until 8:40 a.m.** **Students are considered late after 8:55 a.m. Students may not be left unattended and must be supervised by parent/caregiver.** Should supervision be necessary prior to school hours, please refer to the Extended Day Program information from Community Education.

## BUS TRANSPORTATION

Your child will be assigned to a bus. You can access your child's bus pass information on Genesis. For any questions and information regarding bus transportation you may call the Transportation Department at 716-5570. **Students are not permitted to ride on any bus other than the one to which they have been assigned.**

## BUS GUIDELINES

We expect our students to behave appropriately at all times. It is especially important that they observe the safety rules when riding the school bus. All district buses are equipped with seat belts, which must be worn by students. Our bus drivers are responsible for supervising the behavior on the bus. If a child's behavior is distracting to his/her driving or is potentially harmful to another child, verbal warnings, followed by written bus conduct reports will be issued. Please remember that riding the bus is a privilege that may be denied if behavior is inappropriate. Behavioral conduct reports may result in a suspension of bus privileges. Students are released from buses by school staff at 8:40 a.m.

## **ABSENCES/TEL-SAFE**

**If a child will be absent from school or will be tardy, parents must enter the absence in Genesis or call our Tel-Safe number, 609-716-8330 ext. 6510 or 609-716-8330 opt. #4.**

### **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 609-716-8330, Ext. 6510 before 8:30 a.m. The student's first and last name (*spelled slowly*), classroom teacher, reason for the absence and length of absence should be clearly stated. 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.

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. School materials and assignments will not be provided in advance for vacations. 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.

### **TARDINESS A.M.**

Students must be in their classrooms by 8:55 a.m. or they will be considered tardy. Students arriving at 8:55 a.m. or after should first report to our attendance secretary located in the Main Office. This procedure permits us to maintain accurate attendance records.

### **EARLY DISMISSAL PROCEDURE**

If a child is to be released prior to the regular dismissal time, a note from the parent stating the time and reason for dismissal is required. This information will be recorded in the main office log on a daily basis to avoid possible confusion. If a parent/guardian wishes to have his/her child picked up by another adult, the office must be notified in writing indicating the full name and contact information of the person picking up the child. At the designated dismissal time, parents should go to Door 1 to sign out the child in the dismissal book. A secretary will call the student. Parents may not go to the classroom. All adults picking up students from school will need to provide a photo I.D.

# SCHOOL HOURS

## Regular School Hours:

*Pre-K (Full Day)	8:40 AM - 2:10 PM
*Kindergarten - Gr 3	8:40 AM - 3:15 PM
Kindergarten	8:40 AM - 3:15 PM
Grades 1 and 2	8:40 AM - 3:15 PM

*\*indicates Special Services programs.*

There are several planned half days of school noted on the school calendar. The following schedule applies for early dismissals:

## Early Dismissal Hours:

*Pre-K (Full Day)	8:40 AM - 1:00 PM
*Kindergarten - Gr 3	8:40 AM - 1:00 PM
Kindergarten	8:40 AM - 1:00 PM
Grades 1 and 2	8:40 AM - 1:00 PM

*\*indicates Special Services programs.*

## Early Dismissal Days

October 10 - 13	Parent Conferences (Gr. K-5)
November 22	Thanksgiving Recess Begins
December 22	Winter Recess Begins
January 11, 12	Parent Conferences (Gr. K-5)
March 22	Parent Conferences (Gr. K-5)
June 19	Last Day of School

## 90 Minute Delayed Opening

In the event of inclement weather or other emergency, school may begin ninety minutes later.  
Buses will run ninety minutes later.

*Pre-K (Full Day)	10:10 AM - 2:10 PM
*Kindergarten - Gr 3	10:10 AM - 3:15 PM
Kindergarten	10:10 AM - 3:15 PM
Grades 1 and 2	10:10 AM - 3:15 PM

*\*indicates Special Services programs.*

# SCHOOL CLOSINGS AND DELAYS

In case of school closings or delays, please refer to the following for information:

District Website: [www.ww-p.org](http://www.ww-p.org)  
District App

## **District Social Media Accounts:**

Twitter: [Twitter.com/WWP\\_Schools](https://twitter.com/WWP_Schools)  
Facebook: [Facebook.com/WWP.Schools](https://facebook.com/WWP.Schools)  
Instagram: [Instagram.com/WWP\\_Schools](https://instagram.com/WWP_Schools)

## **Closing during the school day:**

When emergency closing is necessary, announcements will be made via the above listings prior to student dismissal. The school “Emergency EARLY School Closing” form (completed by parent) with a dismissal plan will be followed. Parents should review the plan periodically with your child.

**Note: Children will not be permitted to change buses.**

The Extended Day Program will also close.

## **Early Dismissal Hours— Unscheduled due to INCLEMENT WEATHER**

Preschool	8:40 AM - 1:00 PM
Kindergarten	8:40 AM - 1:00 PM
Grades 1 and 2	8:40 AM - 1:00 PM

## **EMERGENCY NOTIFICATIONS**

For Emergencies, which will require the immediate notification of families, such as lockdowns and evacuation situations, or an early dismissal after the school day has started, we will use communication tools that include:

- Notice via phone calls, text messages, and emails.
- Information will be posted on the district’s web-site.
- Information will be shared on Twitter and Facebook.

For School Closings before the school day, i.e. the night before or the morning of, we will send :

- Text messages and emails.
- Information will be posted on the district’s web site.
- Information will be shared on Twitter and Facebook.

**Please make sure all your contact information is up to date and current in your parent Genesis account.**

## **Parent Conference Dates:**

October 10, 11, 12, 13      Grades K - 5  
January 11, 12              Grades K - 5  
March 22                      Grades K - 5

## **Report Card Dates:**

December 15  
March 21  
June 21

\*All dates are subject to change based upon the use of emergency closing days during the 2023-2024 school year.

## **BACK TO SCHOOL NIGHTS**

Back to School Nights are scheduled at the beginning of each school year to give parents the opportunity to visit our school and your child's classroom, to meet the teacher, receive an overview of the curriculum and to become familiar with classroom procedures and expectations.

In Person Back to School Nights' schedule:

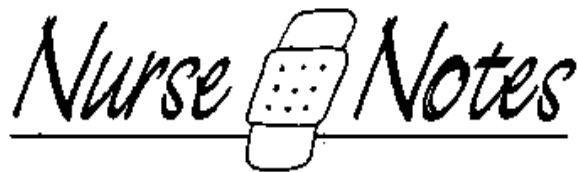
Kindergarten September 13th  
First Grade September 13h  
Second Grade September 14th  
K-3 Autism September 14th

Pre-school orientations will be held on September 7th.  
Please see information provided by the classroom teacher.

## **SCHOOL CALENDAR AND SCHOOL CLOSING INFORMATION**

Opening Day of School for Students - September 7th  
Schools Closed - September 25th  
Schools Closed- November 9th and 10th  
Thanksgiving Recess - November 23rd and 24th  
Winter Recess - December 23rd-Jan 1st  
Dr. Martin L. King Day - January 15th  
Professional Development Day - February 16th  
President's Day - February 19th  
Spring Recess - March 23rd - March 29th  
Emergency Closing Day - April 1st\*  
Schools Closed - April 10th  
Schools Closed - April 23rd  
Emergency Closing Day - April 24th\*  
Emergency Closing Day - May 24th\*  
Memorial Day - May 27th  
Last Day of School for Students - June 19, 2024

*\*school will be closed if no snow emergency days are used.*



## HEALTH SERVICES

Town Center School Nurse, Christina DeLucia, RN, CSN, will be happy to assist you with any student health concerns. Please call her at 716-8330 ext. 6509 regarding any accommodations that may be necessary to ensure the health and safety of your child. Students in grade K and all new students must have a physical examination performed by their private healthcare provider within the previous twelve months. A tuberculosis screening (Mantoux test) is required of students transferring into school from certain other countries, or as required by state law.

Students receive height/weight, blood pressure and vision/hearing screenings each year. The school nurse will contact you if findings from any of the screenings need follow-up attention.

## ILLNESS

If a child becomes ill in school, they are sent to the nurse who will contact you or your designated emergency contact if necessary. Please do not send your child to school if s/he is complaining of feeling ill or has had a fever the night before.

**Children must be fever free without medication for 24 hours before they return to school.**

If a student cannot participate in Physical Education classes due to an illness for longer than one week, a note from a physician is required. If the illness is short term, a note from the parent stating the reason should be sent to the nurse.

## IN CASE OF AN EMERGENCY

The school provides a safe environment. If any accident or sudden illness should occur, first aid will be administered and parents will be notified if warranted. No care beyond first aid can be given by the school physician or nurse. For this reason, it's important for the school to have updated emergency numbers on your child's Genesis/Parent Portal to call when parents are not available.

## MEDICATION POLICY

The following procedures must be followed if any medication (including inhalers) is to be administered to a student during school hours:

- The approved school district form, available in the nurse's office and on the district website for the "Administration of Medication in School" must be completed by the student's physician, and signed by the parent.
- The form and container with the pharmacist's label designating the patient's name, instructions, name of drug and name of physician **must be given to the nurse** by the parent.

**Students may not transport medication to school.**

*No student will be allowed to self-administer medication without the assistance of a nurse.*

## FOOD SERVICES

Menus and nutritional information are available on the Sodexo website:[click here](#)

**BREAKFAST** - available for all full-day KG-3rd grade students

Menus and Nutritional information are available on the Sodexo website (attach link). Our students may pre-order breakfast. Breakfast will be served in the classroom (approx 8:40 am - 9:05 am).

All student breakfasts include an entree, fruit, juice, and milk.

- Elementary Breakfast price = \$2.25
- Free-eligible, Reduced-eligible, and NJ Expanded Income Eligible (EIE) students = NO CHARGE for breakfast

**LUNCH** - available for all full-day KG-3rd grade students

- Elementary Lunch price = \$3.00
- Free-eligible, Reduced-eligible, and NJ Expanded Income Eligible (EIE) students = NO CHARGE for lunch
- Milk price = \$.75
- our students may purchase lunch and/or milk or bring lunch from home.
- online payment is now [payschoolscentral.com](http://payschoolscentral.com)\* - fees are applied for online payments

\*Payschools Central ([www.payschoolscentral.com](http://www.payschoolscentral.com)) is a website where parents can read information about school lunches and nutrition, as well as information about how to manage a student's online lunch account and if applicable apply for free and reduced meals. To access your account, parents and students need to know the child's **LUNCH ID** number. Lunch ID numbers can be found on Genesis Parent Portal. Questions regarding lunches please email [tony.kowalak@wwprsd.org](mailto:tony.kowalak@wwprsd.org).

## FOOD ALLERGIES

Please be aware that Town Center has classes that are identified as nut / dairy and/or latex free. The teachers of those identified classrooms will be sending important information regarding procedures to insure the safety of all students at Town Center. Further information regarding food allergies can be found at the district website. Please contact our school nurse, [christina.delucia@wwprsd.org](mailto:christina.delucia@wwprsd.org) for questions about food allergies.

## LUNCHROOM/PLAYGROUND BEHAVIOR

We develop with our students behavior expectations for the lunchroom and the playground. Consequences for repeated violations of these guidelines will be clear, appropriate and consistently applied. Our cafeteria/playground aides will give students verbal reminders and an opportunity to take 'time-out' to think about appropriate choices. An administrator may hold a conference with the child. Repeated violation of behavior guidelines may result in loss of recess time.

## RECESS

Children will be going out for recess each day. Students will go outside in the winter except when it is very cold. **Please be sure that your child is dressed appropriately for outdoor play.** During inclement weather, our students will remain indoors participating in activities such as quiet games, reading and watching appropriate movies. Our cafeteria/playground aides supervise the students, assist them with problems, and help to maintain an environment of respect and consideration for others.



## **HOMEWORK**

Homework supports our school program by reinforcing concepts presented in class and by helping students develop study habits and a sense of responsibility for their learning. Homework assignments will vary according to individual student needs and according to the teacher's approach to meeting these needs. In the primary grades, homework may be the completion of class assignments, enrichment, or reinforcement and extension of skills. Therefore, individual teachers will develop assignments based on goals for their students. Your child's classroom teacher will share with you the homework policy for your child's grade level.

## **FIELD TRIPS**

We hope to plan a number of exciting educational class trips throughout the school year. Class trips are organized by staff and are provided for the purpose of enhancing our curriculum. In order for a child to participate in a class trip, parents/guardians must sign and return a permission slip giving their approval. Students who fail to return a signed permission slip will be unable to participate in the trip.

Parents may be asked to pay a fee to contribute to the transportation costs. Chaperones are welcome on class trips depending on need and availability of space on the buses. Since the chaperone's primary responsibility is to the students, no parent will be permitted to bring other children on class trips. Only parents/guardians who receive confirmation from the teacher will be chaperones.

## **BASIC SKILLS PROGRAM**

This program is designed to provide additional instructional support in reading and math to identified students. Parents will be notified by the classroom teacher and will receive written notification from the school.

## **READING RECOVERY**

This is an early intervention program available to students who are experiencing difficulty in acquiring reading and writing skills. Reading Recovery is delivered in a one to one format. It is open to identified first grade students.

## **CHILD STUDY TEAM**

The Town Center Child Study Team consists of a learning consultant, psychologist and a social worker. It is part of the district's Special Services Department and is responsible for providing specialized programs for our students with special needs. Our Child Study Team may be reached at 716-8330 ext. 6505.

## **SCHOOL COUNSELOR**

The primary responsibility of an elementary school counselor is to help all students recognize and develop their full potential as unique human beings. To reach this goal, the counselor helps the students achieve academically, personally and socially. Our counselor works closely with parents, teachers, school administrators and other professionals to provide the best possible resources and services. Town Center School school counselor, Erica Anas, establishes a close relationship with students. They are comfortable visiting her to discuss any problems they are experiencing, to share good news and accomplishments, or to enjoy a 'lunch date' with her and a few invited friends. Ms. Erica Anas is also a valuable resource for our parents. The School Counseling Office telephone number is 716-8330 Ext. 6508 or 716-8330 opt. #6.

## **MOVING?**

Please notify the office as soon as possible if a student will be moving so that we may prepare a transfer card and the records may be sent to the new school.

## **GENESIS ACCOUNTS**

WW-P currently uses a web-based student database system called GENESIS that provides parents and guardians with online access to student information. To access this information, you need to have a personal account on GENESIS.

If you have not created a GENESIS account, simply send an email to: [wwpsis@wwprsd.org](mailto:wwpsis@wwprsd.org) to begin the registration process.

If you have misplaced or forgotten your ID or password, please send an email to: [wwpsis@wwprsd.org](mailto:wwpsis@wwprsd.org) and you will receive a response with the needed Information.

## **PROGRESS REPORTS/CONFERENCES**

Our district uses a combination of conferences and progress reports to provide parents with information regarding the academic and personal development of your child. Each child is evaluated according to his/her individual progress rather than in comparison to other students. The reporting periods will be based upon a trimester system with the first report being available through Genesis in mid December. Parent Teacher conferences will occur in October. The focus of this conference is to establish connections and open lines of communication between parents and teachers early in the school year. Conferences will not focus on the first marking period report card. There will also be a conference day in January and April at the request of parents/caregivers and/or teachers to discuss student progress. We encourage frequent communication between parents and teachers. Although conferences are formally scheduled periodically, additional conferences may be scheduled whenever appropriate. Your child's teacher will be happy to schedule an appointment.

## COMMUNITY EDUCATION PROGRAMS

An extended day program is offered by the West Windsor-Plainsboro Community Education Department. The program offers a variety of activities, outdoor play, arts and crafts, snacks, and homework time. The Before School Program operates from 7:00 AM until school begins at 8:40 AM. The After School Program operates from 3:30 until 6:00 PM. Sessions are also included for half days and holidays. The After School Program is canceled on emergency school closings and early closings.

For information and fees, contact the Community Education Department at the Board Office at 716-5000 ext 5030.

## SPECIAL ACTIVITIES

### Community Education:

The Community Education Office offers a variety of programs for our students during the year. These include After School Enrichment Programs and summer camp. Information is sent home periodically or you may call their office at 716-5000 ext. 5030.

### Recreation Department Programs:

Both the West Windsor and Plainsboro Recreation Departments also sponsor a variety of after school activities for our students. For information about these activities, please call:

Plainsboro Recreation Department 799-0909  
West Windsor Recreation Department 799-6141

## Registration:

Welcome to the West Windsor-Plainsboro Regional School District. We are pleased to offer online pre-registration through Registration Gateway to streamline the district's student enrollment process. All parents must complete the entire online pre-registration process for their child(ren) to be enrolled. Please create an account by clicking [here](#) and following the instructions to upload the required registration documents prior to your appointment. We look forward to welcoming you to WWPRSD!

- ***After completing an online application and submitting the required documentation, families will be prompted to schedule a phone appointment. Appointments are NOT required for kindergarten registration.***
- ***Confirmation of your child's enrollment will be provided after the application and documents are reviewed. Parents/guardians will be contacted if needed.***
- ***Kindergarten registration for the 2024-2025 school year will begin in Jan. 2025. Parents must complete the online application and make an appointment for virtual registration.***

## CLASS BIRTHDAY PARTIES

Your child's birthday is a very special day! That is why we have chosen to allow the students to lead or provide an activity for the class that showcases their interests or talents on or near their birthday.

**PLEASE DO NOT SEND** in any food, treat, or candy for birthday celebrations.

In celebration of your child's birthday he/she is invited to do one of the following:

- Bring a special object to school to share with the class
- Teach the class an activity or game
- Create a word find related to him/her
- Share a favorite book or have the teacher read aloud a favorite picture book or poem
- Create a poster showing interests and activities
- Any other great idea to celebrate his/her unique talents, interests, hobbies, family and or connections

You may also consider non-edible items such as: pencils, stickers, etc. to share with the class. Please no live animals. Teachers should be notified of any items being sent in in advance. If you have any questions or comments, please speak with your child's teacher.

Our Town Center PTA is a volunteer organization. Parents and teachers work together to provide educational, fun and enriching programs for children and their families. All parents are encouraged to become actively involved by joining the PTA. A combination of both in-person and virtual, and morning and evening meetings are held for the convenience of parents. Please check the PTA newsletter or website for specific dates. We really appreciate your partnership in our PTA and look forward to seeing you at our meetings. <https://towncenterpta.memberhub.com/>

## PTA OFFICERS 2023-24

President - Prasanth Prabhakaran	919-412-7175	<a href="mailto:goprasanth@gmail.com">goprasanth@gmail.com</a>
VP Fundraising - Jen Suresh	609-332-3624	<a href="mailto:jensuresh13@gmail.com">jensuresh13@gmail.com</a>
VP Programs - Supriya Aloni	585-754-1110	<a href="mailto:aloni.supriya@gmail.com">aloni.supriya@gmail.com</a>
VP Membership - Avanti Vihite	732-520-8259	<a href="mailto:avanti.vihite12@gmail.com">avanti.vihite12@gmail.com</a>
Recording Secretary – Greycy Macaro	757-716-7797	<a href="mailto:grecymari@gmail.com">grecymari@gmail.com</a>
Treasurer - Rajni Sharma		

## WEST WINDSOR-PLAINSBORO BOARD OF EDUCATION

School Board Meetings: A calendar of the upcoming Board of Education meetings may be found on the District [website](#). Meetings are held at District Central Offices (321 Village Rd. East, West Windsor) in the multipurpose room. Public meetings begin at 7:30 p.m.. The WW-P Board of Education welcomes and invites public comment. There are two opportunities during the meeting for in-person public comment.

Pooja Bansal	Rachel Juliana	Loi Moliga
Elizabeth George-Cheniara	Dana Krug	Shwetha Shetty
Louisa Ho	Graelynn McKeown	Robin Zovich

## **WW-P Mission Statement**

Building upon our tradition of excellence, the mission of 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.

## **WW-P 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 our 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 realize 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.

## **TOWN CENTER ELEMENTARY SCHOOL CORE VALUES**

The core values of our school were developed jointly by our staff and our parent community. These are our essential beliefs about learning - the common foundation upon which we base our instructional practices and the environment of Town Center Elementary School.

### **Love of Learning:**

We believe learning is to be valued and cherished as a lifelong commitment. To foster and develop this love of learning, we will provide a secure, open atmosphere which encourages diversity and welcomes inquiry.

### **Character:**

We believe developing positive character traits will empower our students throughout their lives. To foster each child's personal development, we are committed to promoting self-confidence, integrity, perseverance, responsibility and self-respect.

### **Interpersonal Relationships:**

We believe strong interpersonal skills and active community membership are vital to individual and societal well being. We are committed to teaching the skills necessary for open effective communications and cooperation. We will expect our students to show respect, acceptance, tolerance and kindness in all their interactions

## TOWN CENTER FACULTY AND STAFF

**Dr. Erin Falk - Principal**

**Dr. Renee Osterbye - Assistant Principal**

<p><b><u>Kindergarten</u></b> Denise Bongiovi Melissa Jinks Jennifer Knoblock Maripaz Lopez Cassandra Perez Victoria Quattrock Jennifer Quick</p> <p><b><u>First Grade</u></b> Patricia Boyce Katelee Brennan Maura Farrell Richard Knoblock Caitlyn Kosiras Julianne Stevens Alizah Washington</p> <p><b><u>Second Grade</u></b> Brad Coleman Melissa Hancock Linda Jones Amy Kabak Kimberly Keiffer Beth Mansfield Shobha Rao Chloe Rosofsky</p> <p><b><u>Special Education</u></b> Kelly Fox Holly Gill Alexa Jarvis Alexis Kaufman Alexzandria Kaiser Amy Rothschild Shannen Stanek Lori Solomon Lauren Wilkins</p> <p><b><u>LLD</u></b> Melissa Barletta</p> <p><b><u>Resource Center</u></b> Amanda Covucci</p>	<p><b><u>ART</u></b> Suzanne Waller</p> <p><b><u>Behavioral Specialist</u></b> Tara Manz Amy Woodward</p> <p><b><u>Basic Skills Reading/Math</u></b> Katie Fanning Amy LaVoie</p> <p><b><u>Cafeteria Aides</u></b> Zubia Arif Viniitha Gopalakrishnan Maureen Hitchings Nevriye Kurt Aparna Jagnade Sharon Layne Sujatha Srinivasan</p> <p><b><u>Child Study Team</u></b> Alyssa Catuogno Lissa Eagles Jane Frankel</p> <p><b><u>Custodians</u></b> Kenny Dahdah - Ops Foreman Esther Applegate - Head Custodian Edouard Baptichion Aline Joseph Luis Nazario Florentina Peralta Kenia Pina Maria Vasquez</p> <p><b><u>EDP</u></b> Taylor Bales Leader) Zack Baskin Hetal Shah Karuna Sutradhar Sree Vuppala</p> <p><b><u>ESL</u></b> Kim Kloutis Maggie O'Hara Julie Paul</p> <p><b><u>Eyes on the Door</u></b> Robbie Edwards Hamdi Jemal Chris Hutton (class 3 officer)</p>	<p><b><u>FLES</u></b> Stephanie Cano</p> <p><b><u>G&amp;T Resource Specialist</u></b> AnneMarie Hughes</p> <p><b><u>LDTTC</u></b> Lisa Hubbard</p> <p><b><u>Media Specialist</u></b> Lindsey Brooks</p> <p><b><u>Music</u></b> Elissa Bowen Emma Engel</p> <p><b><u>Nurse</u></b> Christina DeLucia</p> <p><b><u>Occupational Therapy</u></b> Dolly Anand Kim Koncsol Randi Bucy</p> <p><b><u>Physical Education</u></b> Marcey Brown Carolann Cautin Michael Simpson</p> <p><b><u>Physical Therapist</u></b> Eileen Chunko Susan Lee</p> <p><b><u>Reading Recovery</u></b> Debbie Baer Leslie Jean-Marie Beth Keenan</p> <p><b><u>School Counselor</u></b> Erica Anas</p> <p><b><u>Secretaries</u></b> Linda Dowling Ann Marie Badalamenti (CST) Elaine Kelly Latika Prabhakar</p>	<p><b><u>Speech Therapist</u></b> Jennifer Cooke Nancy Crawford Jamie Gold Ashley Grumet Jenna Snedden</p> <p><b><u>Teacher Resource Specialist for Technology</u></b> Laura Agnella</p> <p><b><u>Teacher Resource Specialist for C&amp;I</u></b> Renee McFall</p> <p><b><u>Instructional Aides</u></b> Revathi Badrinarayanan Lori Bailin Indu Bhatia Ashley Boehm Martha Chi Rakhi Das Dona DeSilva Ayesha Husain Maureenn Jones Anna Kamath Bharti Khemani Jaba Konar Sandra Lupo Nandita Mishra Eshika Mitra Simanitini Mohapatra Stacy Murray Linette Oertel Anna Osadchuk Kimberly Perrine Ramya Raganathan Marylynn Rossi Chandrani Sen Hetal Shah Karuna Sutradhar Durgalakshmi Venkatraman Jean Warner Diana Weise</p> <p><b><u>Building Subs</u></b> Aishwarya Ballurkar Vaijayanthimala Santhanaraman</p>
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## STUDENT BEHAVIOR GUIDELINES

At our school, we emphasize respect for ourselves and others. We want our students to understand and appreciate individual differences. It is important to develop in children responsibility for behavior and an awareness of the consequences of inappropriate actions or words. Positive reinforcement and strong modeling produces successful, lasting results in young children. Conflict resolution and peacemaking skills are incorporated in all aspects of school behavior. If administrative intervention is required, parents will always be notified in order to present consistent solutions and consequences to children. Below is the district's policy on Harassment, Intimidation and Bullying

### 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). New Policies and Regulations were adopted prior to the start of the 2011-2012 school year and are available online.

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