

# Patrick McGaheran School

## Student & Parent Handbook

### 2023-2024

"Building a PAWsitive Foundation for the Future!"



**Welcome to Patrick McGaheran School!**  
We are glad you are part of our  
PMG school team!

Name: \_\_\_\_\_

# Staying Safe and Happy

We want all children to feel safe and happy at school!

Everyone in our school family must use kind words and use our hands and feet in a kind way. It is important to take care of ourselves, each other and our property.

If anything makes you feel scared, worried or uncomfortable, it is important to tell a grown up you trust, like a parent, a teacher, your principal, Mrs. Goad or your school counselors, Mrs. Frey and Mr. Ruttenberg.



# Rules and Consequences

Rules are made to keep us safe and help children learn in our classroom and all areas of our school.

You will make and discuss rules with your friends and teacher in your classroom.

Sometimes people don't follow rules. Consequences (what happens) are put into place when a rule isn't followed.



# PMG School Rules

- 1) Take care of yourself.
- 2) Take care of others.
- 3) Take care of the school environment.



We follow these rules when we are learning in school.

# Morning Meeting

You will begin each day with a Morning Meeting. You will have a chance to greet your friends, do a fun activity, share news and announcements and discuss what you will do during your school day.



# Participation in Class

Take an active part in your class.

Give answers, share ideas and ask questions.

Always respect others when they are participating.

When you participate, you learn more, when  
learning in school!



# Class Work

Class work includes learning together as a class, in small groups, with a partner, one-on-one with a teacher and working independently on your own. You can learn both at home and at school.

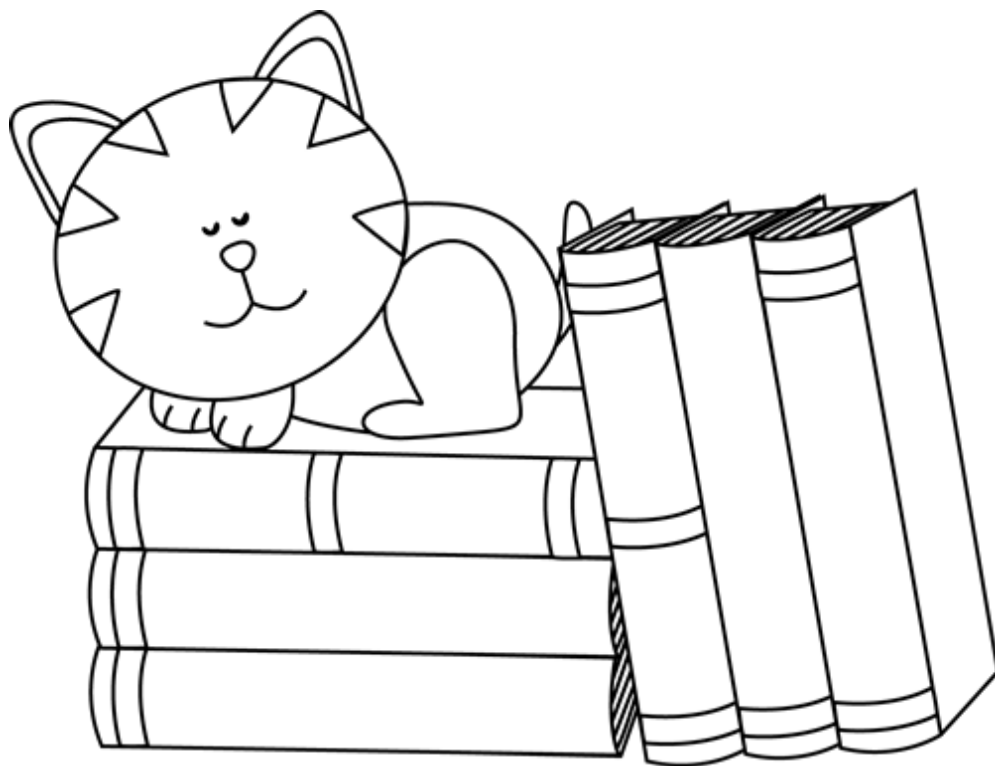
Always try your best and respect others as they learn.



# Reading at Home Each Night

Reading at home each night will help you become an even better reader!

Read to yourself, with a parent, a brother or sister or your pet!





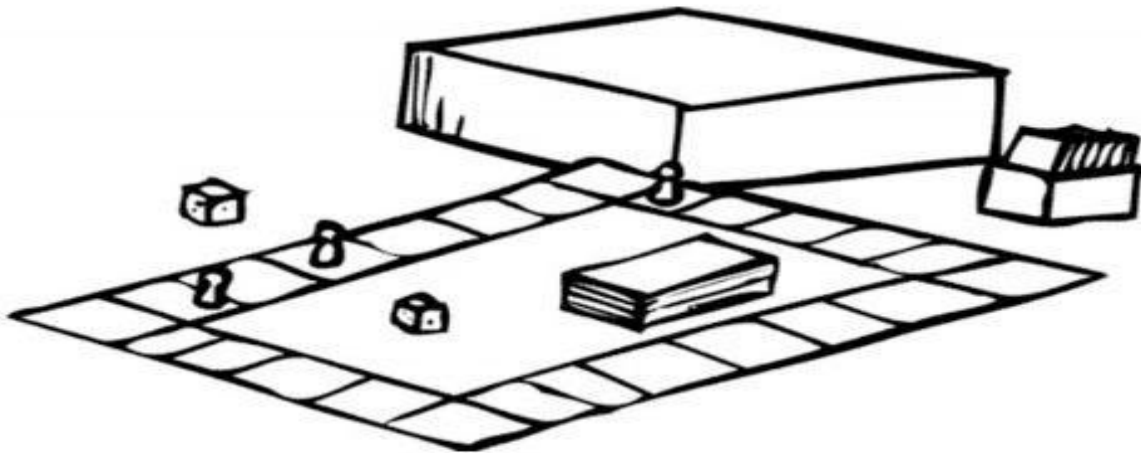
# Indoor Recess

Include others and take turns.

Use indoor voices.

Take care of materials.

Remember to clean up when you are finished!



# Outdoor Recess

Always be a good friend on the playground.  
Use kind words, and keep your  
hands and feet to yourself.  
Include others, take turns and play safe.  
Remember to wear sneakers!  
Dress for the weather!



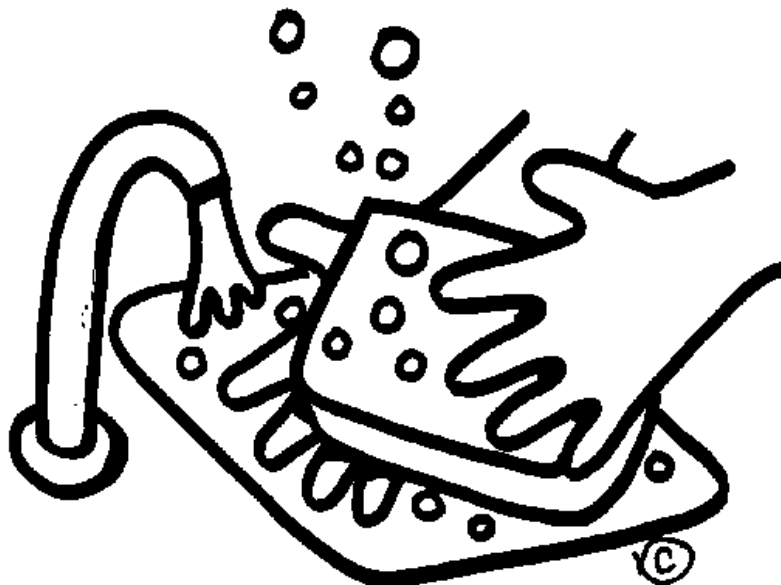
# Bathroom Expectations

- Knock if the door is closed.
- Close the door and lock it behind you.
- Flush the toilet one time after you use it.
- Unlock bathroom stall doors as you leave.
- Respect the privacy of others-only one person per stall!
- Use only the toilet paper and paper towels that you need.



# Bathroom Expectations

- Keep the walls and floors clean.
- Wash your hands and throw paper towels in the trash can.
- Turn the water off before it overflows the sink.
- It is unsafe to climb on stalls, toilets and sinks.
- Only flush the toilet one time so we can save water and take care of the earth.

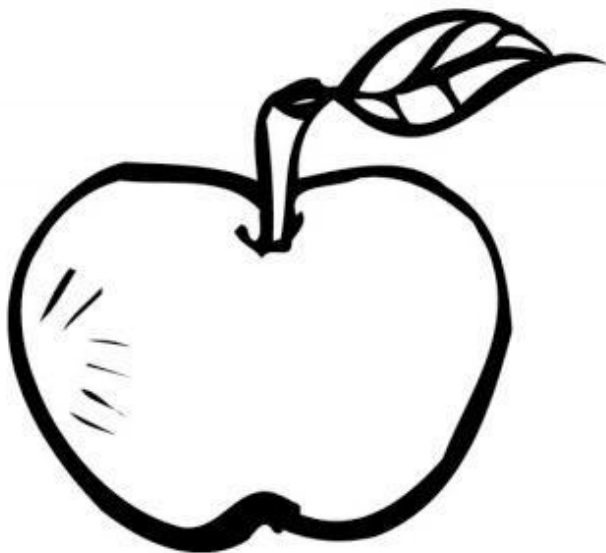


# Snack Time

Every day, you will have time to eat a snack.

A healthy snack will give you energy and help you to do your best in school.

Be respectful of your friends with allergies when choosing your snack.



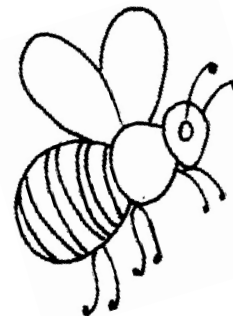
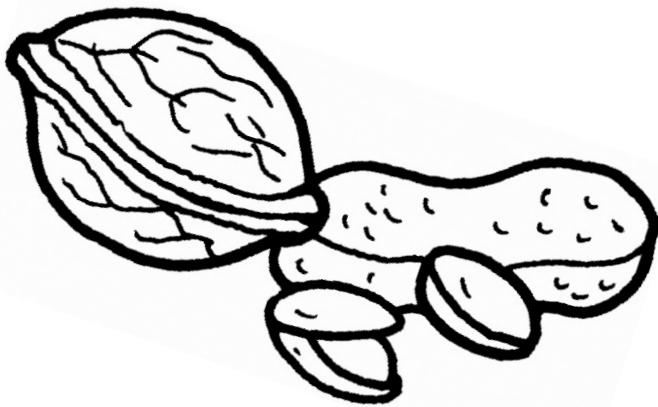
# Allergies

An allergy is when your body reacts to something it cannot handle.

Some friends in your classroom may have an allergy to a certain food, an insect or a medicine.

All of our classrooms are peanut and tree-nut free.

Be respectful of your classmates' allergies.



# Being a Good Friend

You will make many new friends this year.  
New friends and old friends are an important part  
of your life in and out of school.

Help a friend when they need it.

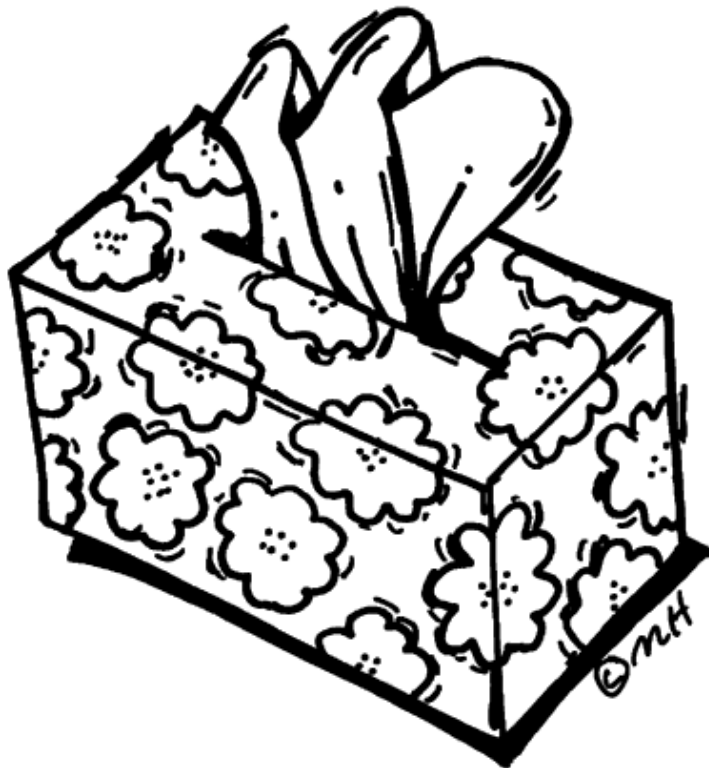
Tell an adult if you need more help!

Always remember to treat your friends the way  
you would want your friends to treat you.



# Keeping Ourselves and Others Healthy

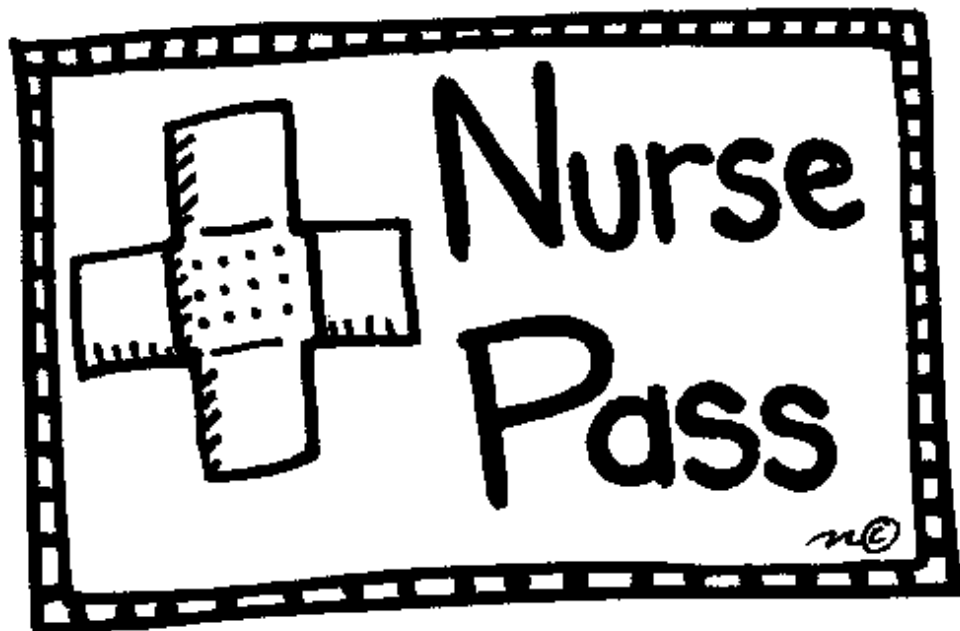
- Tell an adult at home or school if you are not feeling well.
- Cough or sneeze into your elbow and use a tissue to blow your nose.





# Visiting the Nurse

- Our school nurses, Mrs. Dombrowski and Mrs. Jentsch, are here to help anyone who is hurt or doesn't feel well.
- It is important to only visit the nurse when you REALLY don't feel well.
- Your classroom has a supply of things you may need for a cut or an itch. Ask your teacher for help.

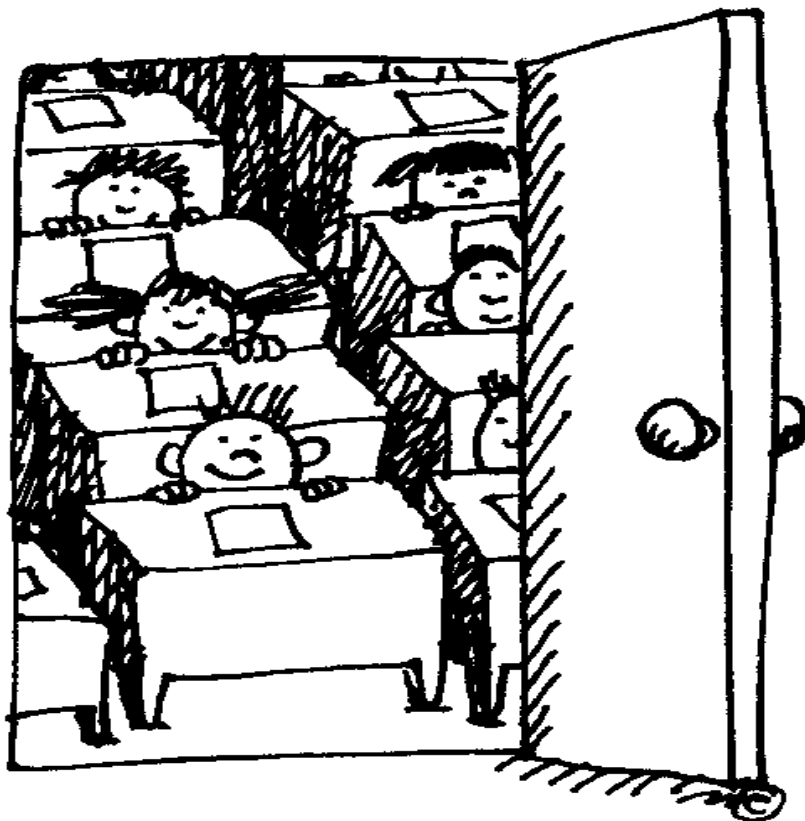


# Responsive Classroom

It is important to take care of your classroom and your school.

You can take care of your classroom and school in many ways.

You might help pick up scraps, move safely in the hallway and keep your hands at your sides.



# Bus Expectations

- 1) Be respectful - Respect and follow the driver's instructions.
- 2) Be safe - Remain seated and buckled, facing forward.
- 3) Be kind - Keep hands, feet, and objects to yourself.
- 4) Be polite - Talk quietly, and use appropriate language.



# Bus Behavior

Follow your bus driver's instructions. Stay in your seat, keep your seat belt buckled safely and face forward.



# Acceptable Use of Technology

We use technology for learning.

- I will take care of my school computer and use it safely and appropriately.
- I will tell a trusted adult if I see or read anything that makes me feel uncomfortable.



# Parent Section

## SCHOOL CONTACT INFORMATION

**PH:** 908.735.5151

**FX:** 908.730.7744

### Secretaries

Mrs. Sherry Ann Bobal	ext. 9201
Mrs. Sandy Engelhardt	ext. 9202
Mrs. Diane Malecki	ext. 9203



### Principal

Mrs. Melissa Goad	ext. 9201
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### Guidance Counselors

Mrs. Carole Frey	ext. 9206
Mr. Alex Ruttenberg	ext. 9206

### Health Office

Mrs. Caitlin Dombrowski	ext. 9205
Mrs. Lori Jentsch	ext. 9205

### District Website

[www.ctsdnj.org](http://www.ctsdnj.org)

### School Hours

**K-2 Regular Hours:** 8:55 am - 3:15 pm

**Early Dismissal:** 8:55 am - 12:55 pm (no lunch is served)

**Delayed Opening:** 10:55 am - 3:15 pm (lunch is served)

**PreK AM** - 8:55a - 11:25a

**PreK PM** - 12:45p - 3:15p

## ABSENCE AND TARDINESS

- Students enrolled in the school district are required to attend school regularly in accordance with the laws of the State. A parent or guardian must provide advanced notice to the school prior to the student being absent from school. For the complete attendance policy, see Board [Policy 5200](#).
- When a child will be absent or tardy, please go to our website and complete the 'Report an Absence/Tardy' form. You may also call the 'Early Alert' line at 908.735.5151, menu option #1, and leave the following information: **student's name, teacher's name, date of absence/tardy, and reason for absence/tardy.**

- The school day begins with opening announcements at 8:55 AM for Kindergarten, First and Second Grades. For K-2, arrival BEFORE 8:50 AM provides adequate time to unpack and prepare for the day, so it is best to plan to arrive closer to 8:35. If a child is arriving after 8:55 AM they are considered TARDY. Please park in the front lot and escort your child to the front entry doorway to be signed in.

## ARRIVAL

When dropping off students, please use the side parking lot. Staff members will be available from 8:35-8:50 to ensure students' safety. ***Students may not be dropped off before 8:35.***

- For the safety of our students and parents who are crossing the parking lot, cars must yield to pedestrians.
- Please help us keep everyone safe by remaining in the car line. DO NOT pull around other cars waiting in line, even if your child has exited your car.
- If you need to get out of the car, please park in the side lot away from the drop-off zone and proceed to the sidewalk.

## BUSES

- Please know the number of your child's bus. Buses at PMG are numbered P1-P10. This will help us assist you and your child if there are any concerns with pick-ups or drop-offs. A designated person must meet your child at the bus stop for dismissal.
- Mrs. Carmella Shaw can answer questions regarding bus transportation. She can be contacted at 908.236.7235 ext. 9521 ***Please use this number for transportation concerns before 8 AM and after 3:30 PM.***



## DISMISSAL AND EARLY PICKUPS

Dismissal begins at 3:15 and is completed by 3:35. When picking up students, please park in the SIDE LOT and proceed to the designated door to sign out your child. Please be sure to have your ID with you upon arrival at the door to facilitate our dismissal process.

Early pickups must be done before 2:45 and are facilitated in the main office.

For the safety of our students, requests for changes in dismissal should be made in writing to the school. ***\*\*Always be prepared to show a photo ID when picking up your child.\*\****

## EMERGENCY CLOSING

Regular sessions of school are canceled only in the case of emergencies. Emergency broadcasts will be sent via phone, text, and/or email. It is very important to keep your information up-to-date in PowerSchool. Notice of closing can be found on:

District Website: [www.ctsdnj.org](http://www.ctsdnj.org)

99 FM Radio: [www.wfmz.com](http://www.wfmz.com)

## HEALTH/ALLERGIES

PMG has a number of students with life-threatening food allergies. In order to maintain a safe environment for everyone, all classrooms are peanut and tree nut-free for snacks. Some classrooms may have additional restrictions. Please contact our nurses with any questions.

## LOST AND FOUND

Please label all outerwear & lunch boxes so they can be returned if left behind. We end up donating dozens of clothing items each year.

## LUNCH

Students will have a lunch period each regular school day and may bring a lunch or have the option to purchase lunch provided by Maschio's Food Service daily. Students purchasing lunch will place their order during homeroom each morning. Snacks are sold for an additional charge. Lunch is not served on early dismissal days; students are encouraged to bring a larger snack. Monthly menus are posted at: <https://ctsd.nutrislice.com/menu/> Students may use cash or the online payment system, PaySchools Central. If students pay with cash, the change is credited to their account.

## NOTES FROM HOME

Please direct all notes to your child's homeroom teacher and always include the date, the teacher's name, and your child's name. If you go away on vacation without your child(ren), please notify the office in writing of the name of the person who will be in charge of your child(ren). We will not release children to anyone not on your emergency contact sheet, including grandparents and siblings, unless we have written permission from parents. **Please do not email teachers with dismissal changes.**

## POWERSCHOOL

**Parent Portal:** This is part of the district's PowerSchool student information system. Parent Portal allows parents/guardians to view their child's grades and attendance, submit updated contact information, and get in touch with teachers via email. To access the portal, use the following link: <https://ctsd.powerschool.com/public>



Please note that if you have not previously set up your guardian account, you will need the linking codes (Access ID and Access Password) unique to each student to link pupils to your login. These codes are sent out via email after registration. If you have not received your access code/information or are having difficulty accessing the site, please email [parenthelp@ctsdnj.org](mailto:parenthelp@ctsdnj.org). More detailed instructions for using the Parent Portal may be found on our Parent Portal web page using the following link: [http://ctsdnj.org/resources/parent\\_resources/parent\\_portal](http://ctsdnj.org/resources/parent_resources/parent_portal)



## PROGRESS REPORTING

- Parent/Teacher conferences are held at the conclusion of the first marking period in lieu of a written report card.
- Beginning with the second marking period, written report cards are issued at the end of each marking period and are available through the Parent Portal. Teachers include comments specific to each child that can be found by clicking on the dash “-” under the homeroom box for each marking period. To access the portal, use the following link: <https://ctsd.powerschool.com/public>



If at any other time you have questions or concerns about your child's progress, please contact his/her teacher.

## SCHOOL EXPECTATIONS AND CODE OF CONDUCT

Our school-wide theme is “Building a PAWsitive Foundation for the Future!”, and will be centered around our Bulldog mascot.

We promote our school rules of:

*Take Care of Yourself*

*Take Care of Others*

*Take Care of our School Environment*



From time to time, students have difficulty navigating these expectations as they are developing, not only academically, but also socially and emotionally. If your child is ever having difficulty that they need help with, please contact your child's teacher or guidance counselor. We will work hard to resolve conflicts, friendship issues, or any other problems that may occur.

**Please review the Code of Conduct** ■ [CTSD Code of Conduct.pdf](#)

## HARASSMENT, INTIMIDATION AND BULLYING (HIB)

Students are expected to treat each other with civility and respect. Our school promotes a supportive and safe environment where students can learn. Acts of harassment, intimidation or bullying against any student are not permitted in accordance with [Board Policy 5512](#) Harassment, Intimidation and Bullying, and law. Please visit our district website for information about our anti-bullying policies and procedures, as well as forms to report a concern for HIB.

## **SCHOOL SPIRIT**

Mascot- **BULLDOG**

School Color - **Blue**



### *Words of the Month:*

September ~ Friendship

October ~ Respect

November ~ Self-Control

December ~ Generosity

January ~ Courage

February ~ Kindness

March ~ Fairness

April ~ Responsibility

May ~ Caring

June ~ Honesty

## **UNIFIED ARTS**

Students will be offered a rich program that includes Art, Health, Library/Media, Music, World Language, Health, and Physical Education. Students rotate through the classes on a six-day schedule.

### Image Sources

Discovery School

<http://school.discoveryeducation.com/clipart/>

Pic Gifs

<http://www.picgifs.com/>

## Signature Page

I have read and understand the contents of the Student Handbook.

Student Name: \_\_\_\_\_

Date: \_\_\_\_\_

I have read and understand the contents of the Student Handbook including the Code of Conduct linked on page 26 and Code of Conduct Policy 5600.

Parent/Guardian Signature & Date:

\_\_\_\_\_

Please keep this handbook at home in a safe location to refer to as needed. Thank you!

