

September 2009

Dear Students and Families:

Welcome to the 2009-2010 school year where the staff of Doyle School will be working to provide your child with the skills necessary to be well-educated and productive students. Part of that goal is to teach children to be organized and ready to work. This handbook serves as a tool to assist students in achieving this goal.

As parents, you play a major role in the educational process. Therefore, please take a few moments to read through this handbook and discuss its contents with your child. It contains essential information on school expectations and guidelines. If you have any questions regarding its content, do not hesitate to call the Main Office of the school.

We wish you and your child a fun and productive year at Doyle School. Together we can ensure your child is provided opportunities which encourage a lifetime of learning.

Anthony Albro  
Principal

**Wood-Ridge School District  
Wood-Ridge, NJ 07075**

**Board of Education**

Mr. Robert Talamini, President  
Mr. Robert Valenti, Vice-President

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**ADMINISTRATION**

Dr. Elaine Giugliano	Superintendent of Schools
Mr. Thomas Perez	Business Administrator/Board Secretary
Mr. Anthony Albro	Principal

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## SCHOOL CALENDAR 2009 - 2010

### SEPTEMBER 17t 16s

M	T	W	T	F
	1	2	3	4
[7]	{8	(9)	10	11
	}			
14	15	16	17	18
21	22	23	24	25
28	29	30		

### OCTOBER 22t 21s

M	T	W	T	F
		1	2	
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

### NOVEMBER 17t 17s

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

### DECEMBER 17t 17s

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

### JANUARY 19t 19s

M	T	W	T	F
4	5	6	7	8
11	12	13	14	15

### SEPTEMBER

- 3 New Teacher Orientation
- 7 Labor Day - Closed
- 8 First Day for Teachers
- 9 First Day for Students
- 22 Doyle Back-to-School
- 24 HS Back-to-School
- 29 MS Back-to-School

### OCTOBER

- 9 District In-Service Day

### NOVEMBER

- 5-6 NJEA Convention
- 13 1<sup>st</sup> M.P. Ends
- 19 Doyle Parent Conf.
- 24 HS/MS Evening Conf.
- 26-27 Thanksgiving- Closed

### DECEMBER

- 24-31 Winter Recess

### JANUARY

- 4 Return to School
- 18 MLK Day - Closed
- 26-29 One-Session Days
- 26-29 WRHS Midterms/MS conf.
- 29 2<sup>nd</sup> M.P. Ends

### FEBRUARY

- 4 Doyle Parent Conf.
- 9 MS/HS Evening Conf.
- 15 Presidents' Day

### MARCH

- 29-31 Spring Recess - Closed

### APRIL

- 1 Spring Recess - Closed
- 2 Good-Friday - Closed
- 16 3<sup>rd</sup> M.P. Ends

### MAY

- 31 Memorial Day- Closed

### JUNE

- 17 MS Graduation
- 18 4<sup>th</sup> M.P. Ends
- 18 Last Day for students
- 18 HS Graduation
- 21 Last Day for Teachers

- 180 Student Days
- 183 Teacher Days

### (3 EMERGENCY DAYS )

KEY	
School Closed	[ ]
One Session Day	{ }
School Beings/Ends	( )

### FEBRUARY 19t 19s

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

### MARCH 20t 20s

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

### APRIL 20t 20s

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

### MAY 20t 20s

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

### JUNE 15t 14s

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	(18)
				)
{21	22	23	24	25
}	28	29	30	

**Bd. Approved: 4/22/2009**

**SCHOOL DISTRICT DIRECTORY - [www.wood-ridgeschools.org](http://www.wood-ridgeschools.org)**

Dr. Elaine Giugliano, Superintendent of Schools  
89 Hackensack Street  
(201) 933-6777

Mr. Thomas Perez  
89 Hackensack Street  
(201) 939-2566

Mr. Anthony Albro  
Catherine E. Doyle School - Grades K-5  
250 Wood-Ridge Avenue  
(201) 933-0440

Mr. Robert Recchione, Principal  
Gretta R. Ostrovsky Middle School – Grades 6-8  
540 Windsor Road  
(201) 939-2103

Mr. Robert Recchione, Coordinator of Child Study Team  
(201) 939-1885

Mr. Thomas Corbo, Principal  
Wood-Ridge High School – Grades 9-12  
258 Hackensack Street  
(201) 939-0810

Sgt. David Gotha, Student Resource Officer – grades K-12  
Wood-Ridge High School

**AFFIRMATIVE ACTION/EOE**

The Wood-Ridge Board of Education is an Affirmative Action/Equal Opportunity Employer, and has developed policies in compliance with state and federal laws.

The Wood-Ridge Public Schools guarantee equal opportunity to students and employees regardless of race, color, creed, religion, sex, ancestry, national origin or racial or economic status.

Policies supporting this guarantee are on file in the Board of Education Office at 89 Hackensack Street, and at the office of the Affirmative Action Officer, Mr. Thomas Corbo, Wood-Ridge High School, 258 Hackensack St. These policies include grievance procedures for those who may feel that they have been denied equal opportunity under law.

To review such policies and grievance procedures, contact Mr. Corbo, (201) 939-0810.

***MISSION STATEMENT***

The Wood-Ridge Public School District is committed to providing an excellent academic education that is rich in social and cultural programs. In collaboration with the faculty, support staff, administration, and community, a learning environment is created which enables students to achieve their personal goals and develop into responsible and productive citizens.

## ***INDICATORS***

*Indicators for the success of the Mission are:*

**ADMINISTRATION:** Provides highly effective leadership with support for students, faculty, and curriculum.

**FACULTY:** Quality teachers who are highly qualified, enthusiastic, caring, and compassionate. The faculty has high expectations for its students while recognizing and supporting their diversity.

**STUDENTS:** Educationally motivated, active participants with a sense of self-esteem and pride in their school, their personal achievements, and self-growth.

**CURRICULUM:** Challenging, innovative, and continuously responsive to the needs of students, both academic and extra curricula, while aligned with the New Jersey Core Curriculum Content Standards.

**TECHNOLOGY:** Enhances teaching and learning opportunities through integration in the curricula.

**COMMUNITY:** Incorporates the facilities and services of the community in order to enrich varied learning experiences.

**CULTURE:** Instills a sense of respect for school culture, community, and tradition, in preparation for their place in a global society.

**FACILITIES:** Maintains a safe and secure environment that is conducive to learning and teaching.

### **CATHERINE E. DOYLE SCHOOL STAFF**

A. Albro  
J. Mucciolo

Principal  
Secretary

Main Office  
Main Office

M. Monda, RN	Nurse	Health Office
N. Carnevale	Kindergarten	Room 8
J. Caroccia	Primary K-2	Room 5
A. DePalma	Kindergarten	Room 6
K. DiMauro	Kindergarten	Room 9
D. Pagliocca	Kindergarten	Room 7
R. Cirillo	First Grade	Room 10
D. Engel/K. Colton	First Grade	Room 12
A. Hahn	First Grade	Room 13
T. Jupinka	First Grade	Room 11
D. Caicedo	Second Grade	Room 106
J. Hennessy	Second Grade	Room 107
B. Hogan	Second Grade	Room 108
S. Roig	Second Grade	Room 104
B. Campagna	Third Grade	Room 19
K. Diaz	Third Grade	Room 103
C. Rose	Third Grade	Room 105
R. Vercruysse	Third Grade	Room 17
G. Beresky	Fourth Grade	Room 16
K. Borrelli	Fourth Grade	Room 14
L. Johnson	Fourth Grade	Room 15
J. Pergolizzi	Fourth Grade	Room 3
R. Ciliotta	Fifth Grade	Room 18
M. Pesile	Fifth Grade	Room 2
J. Sanzari	Fifth Grade	Room 1
M. Romoff	BSI Math Teacher	Floater
T. Nass	Resource Program	Room 4
G. Panayoti	Resource Program	Room 4
TBD	Reading Specialist	Floater
Y. Aranda	Physical Education	A/P Room
M. Corzo	ESL/World Languages	Floater
J. Feinberg	Speech	Room 4A
C. Gottlieb	Guidance	Doyle/GRO
S. Lall	Technology	Media Center
TBD	Librarian	Media Center
D. Schweiger	Enrichment	Doyle/GRO
C. Sterba	Art	Floater
J. Strychnewicz	Vocal/Instrumental Music	Floater
C. Brown	Paraprofessional	
J. Carrie	Paraprofessional	
L. Mandeville	Paraprofessional	
L. Plaza	Paraprofessional	
F. Rella	Paraprofessional	
B. Scalone	Paraprofessional	
D. Stosic	Paraprofessional	
G. Whittaker	Paraprofessional	
M. Baker	Custodian (Day)	
J. Cangialosi	Custodian (Night)	
A. Perez	Custodian (Night)	
T. Wangyal	Custodian (Night)	

## **EDUCATIONAL GOALS AND OBJECTIVES (Board Policy #2610)**

The most important goal of the elementary school is to foster the academic, social, physical and emotional development of all students. To achieve this goal, our efforts are focused on:

- helping the students with learning techniques
- providing rich and varied educational experiences
- promoting good work and social habits
- providing opportunities to foster critical and creative thinking
- building the attitudes and values of good citizenship

### **INSTRUCTIONAL PROGRAM (Board Policy #2210)**

The program of education offered at Doyle Elementary School is designed to provide maximum learning opportunities for all students. In addition to the classroom instructional program, there are specialized programs in physical education, art, music, library, and technology, as well as a program in World Languages for children in grades K-5.

The school provides a variety of support services to increase student achievement:

- Remedial programs in the basic skills areas of reading, writing, and mathematics
- Resource program instruction for special education students speech/language instruction
- ESL services (English as a Second Language) for students with limited English proficiency

Further support is provided through an After-School Study Program at the 2<sup>nd</sup>- 5<sup>th</sup> grade levels, which focuses on reinforcement of Language Arts and mathematics.

To enrich the educational experiences of the students, the school offers a Gifted and Talented Art Program. This program provides specialized arts opportunities beyond the basic art curriculum for students in grades four and five who demonstrate ability in this area. An After-School Enrichment Program is provided for children in a variety of grade levels to further extend problem-solving and creative thinking skills. Courses are offered in areas such as drama, music, and technology.

### **TESTING PROGRAM (Board Policy #2622)**

#### **Kindergarten through Grade 2:**

Authentic assessment has been implemented to evaluate student progress on an ongoing basis. Teachers use a variety of instruments to assess learning, such as checklists, performance-based tasks, writing samples, anecdotal notes, and journals. Portfolios are compiled to document student growth in the areas of reading, writing, and mathematics. Student progress is reported through report cards and extended parent conferences.

#### **Grades 3, 4, and 5:**

Each spring students in grades three, four, and five are administered the state mandated New Jersey Assessment of Skills and Knowledge (NJ ASK). This standards-based assessment measures student learning in Language Arts and mathematics. Fourth graders are also tested in science on the NJ ASK4.

In the spring, second and fourth graders will participate in the In-View Testing, which serves as a measure of student aptitude in a variety of academic areas. These complementary assessments to NJASK help to determine student ability as compared with achievement.

## **REPORT CARDS (Board Policies #5420, #2624)**

Report cards are issued four times a year to students in grades one through five. For the 2009/2010 school year, report cards will be issued on the following dates and sent home with children. However, the February report cards will be distributed at the parent conferences.

November 24, 2009  
February 11, 2010  
April 27, 2010  
June 18, 2010

A kindergarten report card is issued twice a year - at the end of the second marking period and at the end of the school year in June. The report card indicates the student's progress in the areas of Language Arts, mathematics, social and behavioral development, motor development, and readiness skills.

Students in grades 1 and 2 are assessed through developmental benchmarks in Language Arts, mathematics, and the content areas, as well as social skills and work habits.

### **Kindergarten – Grade 2:**

At the primary level (K-2), the report cards conform to the authentic assessment rating indicators, which measure student progress in terms of:

- S = Secure**            Is consistently comfortable in the use of the skill
- D = Developing**    Is progressing in the understanding of the skill
- E = Emerging**        Is demonstrating the early signs of skill development
- A = Anticipating**    Skill development is not yet evident

Students in grades 3-5 are graded in the major subject areas according to the following marking system:

A+ = 98 - 100	A = 93 - 97	A- = 90 - 92	Excellent
B+ = 87 - 89	B = 83 - 86	B- = 80 - 82	Above Average
C+ = 77 - 79	C = 73 - 76	C- = 70 - 72	Average
	D = 65 - 69		Below Average
	F = 64 or below		Failing

Plus and minus designations will not be used with D and F grades.

In other areas, student progress is assessed in terms of the following criteria:

- E    ...    Excellent
- G    ...    Good
- S    ...    Satisfactory
- N    ...    Needs Improvement
- U    ...    Unsatisfactory

If a student's performance is deficient, teachers will issue an Unsatisfactory Progress Report on or about the middle of each marking period. Parents are urged to contact the teacher upon receipt of this report to arrange for an individual conference. Grades encompass not only tests, but quizzes, class participation, attitude, focus, homework, and quality of class work.

## **POWER SCHOOL**

Power School will continue to be used throughout the year for parents to view grades, homework assignments, bulletins and any other information the administration and teachers will need to communicate to the Doyle School Community. Parents/Guardians of new students will receive an ID and password that will be used to access student information. The ID and password will be used every year and should be kept in a safe location. Current families will continue to use IDs and passwords that were given out this past year.

## **AWARDS (Board Policy #5440)**

**Straight A's**            In grades 3 through 5, students who earn "Straight A's" for the marking period in all academic subjects will receive a recognition certificate.  
\*Doyle Elementary School does not have an honor roll.

## **PARENT CONFERENCES (Board Policy #9280)**

Parents are encouraged to maintain a close relationship with their child's classroom teacher. The school has provided for parent/teacher conferences on the following dates:

January 26, 27, 28, 29      Afternoon conferences  
November 19, February 4    Evening conferences

In grades K-2, conferences will also be scheduled during the spring months. Parents should feel free to arrange additional conferences as needed. Through these conferences, teachers can gain insight into circumstances at home which invariably affect the emotional and academic development of children. Appointments can be arranged by calling the office (201-933-0440) or through a note to the child's classroom teacher.

Parents reporting to school for teacher conferences are asked to observe the established rules for school visitation, including signing in at the office before proceeding to the classroom.

## **HOMEWORK (Board Policy #2330)**

Homework is designed to reinforce the student's mastery of skills, extend his/her bank of knowledge, and assist in the development of good study habits.

Although it is difficult to set exact time limits for homework at each grade level, several guidelines should be considered:

1. Homework should be a task which enables the pupil to reinforce material already taught in the classroom.
2. Homework may include practice, review, or home reading to supplement understanding.

3. In grades 3,4, and 5, homework may be more complex and of longer duration.

It is important that the homework assignments be done by pupils and not by parents. Classroom teachers utilize the homework assignments to verify the child's ability to handle a particular level of material. Homework will also demonstrate to the teacher the skills obtained by the student. Parents may need to provide some assistance, however this assistance should be kept to a minimum. Children must have the opportunity to develop independent work and study habits, good listening skills, and the responsibility for learning.

**Beginning in September 2009, students may be allowed to return to the classroom after dismissal to retrieve any forgotten materials provided that the teacher is still in his/her classroom. Students and parents will NOT be able to enter the classroom on their own.**

### **HOURS OF SESSION/TARDINESS (Board Policies #8220, #5240)**

Students should arrive at school between 8:05-8:15am. We ask that parents **not** send or drop-off children **earlier than 8:05 am**, since there is no outdoor supervision prior to that time. On inclement weather days, students should not enter the building before 8:05am for the same reason.

Prompt arrival to school instills in children a sense of responsibility and importance regarding the educational process. The first bell rings at **8:15 am** for students to enter the building. Students are to report directly to their classrooms. At **8:20 am**, school officially begins; any student arriving **after** the 8:20 am bell is considered tardy.

**According to Board Policy, students who are tardy 15 times or more will receive a letter informing the parents of this issue. Students who exceed 20 days of absence are eligible for retention.**

Students will follow the lunch schedule designated below...

Grades 4,5	...	*10:54 am	11:37 am*
		-	
Grades 2,3	...	*11:42 am	12:25 pm*
		-	
Grades K,1	...	*12:30 pm	1:13 pm*
		-	

\* These times are subject to change depending on the grade level subject academic schedule.

Dismissal will take place at 2:55 pm, unless otherwise specified.

### **ONE-SESSION DAYS (Board Policy #8220)**

On one-session days, school hours will be from **8:15 am - 12:20 pm**, with no scheduled lunch period. Students should bring a healthy snack and a drink on these days.

### **EMERGENCY SCHOOL CLOSING (Board Policy #8220)**

Regular sessions of school are cancelled only in case of emergency. Heavy storms or serious weather conditions which might cause hazard are the principal reasons for emergency closing of schools. Notice is given as follows:

1. The Wood-Ridge fire siren will sound three blasts at 6:30 am and 6:45 am
2. Emergency closing will be made over radio stations WOR (710 AM), WINS (1010 AM), WCBS (880 AM), NEWS 12 NJ (television), and posted on the district website [www.wood-ridgeschools.org](http://www.wood-ridgeschools.org).
4. The district will contact parents through the **Global Connect** phone system. (The PTA has organized a phone chain for calling parents on emergency closing days. This contact will only be used if *Global Connect* fails).
5. In the event of an unanticipated early dismissal, the school will contact parents or emergency numbers provided for each child through the **Global Connect** system.

**Please do not call the police department for school closing information.**

In the event that weather conditions present hazards to travel to school, the Board of Education has authorized the Superintendent of Schools to cancel school for the full day or to delay the opening of schools until a time later in the morning when snow removal and reduced traffic will have improved conditions for travel. The Superintendent will notify the Wood-Ridge Police Department, school staff, and the PTA by way of **Global Connect**. When the decision is made to delay the opening of school, the faculty and clerical staff will report by 9:45 am and pupils will report by 10:00 am. Each school will be dismissed at its regular time.

#### **ATTENDANCE (Board Policy #5200)**

Regular attendance is required of all students. The elementary attendance policy adopted by the Board of Education states: *"During a 180-day school year, 160 days of attendance is the minimum accepted in order for a student to be considered to have successfully completed the instructional program requirements of the grade to which he/she is assigned."* Parents need to be aware that **absences are unexcused unless they are due to:** illness, state-approved religious holidays (for which a note is submitted in advance), death of a family member, court appearance, emergencies (as determined by the principal), and school-sponsored activities. After 15 days of accrued absences, a notification letter is sent to these parents. Upon receipt of this letter, parents are urged to contact the principal immediately. The policy also states that any elementary student who exceeds 20 days of absences is eligible for retention. A parent conference will be conducted at this time.

Parents are responsible for notifying the school before 9:00 am on the day of a child's absence. It is requested that parents contact the school. If no call is received, the school will initiate a call to the home to ascertain the location of the child and circumstances for absence.

**Family vacations should not be scheduled during school time and are considered unexcused absences. Work will not be provided to students in advance of any vacation. Missing schoolwork must be made up, in a timely manner, upon the child's return to school. For the continuity of learning it is important that students are present when school is in session.**

**\*Any child who is absent during the school day will not be permitted to participate in evening performances.**

On the day a child returns to school following an absence, a note must be presented to the teacher with an explanation as to the reason for the absence.

Early individual dismissals are discouraged unless an emergency arises. If early dismissal becomes necessary, a written note is required from the parent indicating the exact dismissal time and the person who will be picking up the child. A child dismissed early must be picked up at the office; he/she will not be allowed to walk home.

### **HEALTH PROCEDURES (Board Policy #5310)**

The health and welfare of the students is our prime concern as is their success in school. **Therefore, in order to minimize disruption to the student and loss of instruction, it is recommended that parents make doctor appointments after school hours.** To assist us in our efforts to provide a healthy environment and to minimize the spread of infectious diseases, please be sure to follow the guidelines below:

- Please notify the school if your child is absent.
- Parents are requested to report all communicable diseases (chicken pox, measles, German measles, mumps, meningitis, strep throat, etc.) to the school nurse. The nurse will then advise the parent of a re-admission date to school according to local Board of Health regulations.
- Students exhibiting symptoms of vomiting, nausea, red or itchy eyes, runny nose, cough, sneezing, headache, drowsiness, chills, listlessness or other signs of the common cold should be kept home.
- Students exhibiting skin rashes, sores on the skin should not be sent to school. Any child with a skin rash must be excluded from school unless a doctor's note is provided.
- If your child has had fever or vomiting, he/she should be symptom free (without the aid of Tylenol or any medication) for at least 24 hours before returning to school.
- If a medication for a communicable disease has been prescribed for your child (Pink Eye, Strep Throat) he/she should have taken the medication for 24 hours before returning to school. For example, if the prescription reads "three times a day", your child should have received all three doses before returning to school.
- The Wood-Ridge school policy requires that children suspected of having conjunctivitis ("pink eye") be excluded from school and evaluated by a physician. Upon return to school, a written doctor's note including diagnosis and treatment must be submitted to the school nurse.
- Any student absent *five* school days in succession must present a note from the family physician that contains a diagnosis. The note is then sent to the Nurse's Office and recorded on the student's Individual Health Record.
- Gym excuses for one week or more must be in writing by a physician with the diagnosis and date for resuming all physical education activities. Gym excuses for three days or less will be honored with a note from the parent.
- Please remember to update emergency phone numbers throughout the year.

### **HEALTH SERVICES (Board Policy #5310)**

The school nurse plays an important role in our health program. She provides the following health services to elementary students:

- Annual Screening - Grades K through 5
  - a. height and weight
  - b. vision

- c. audio
- Special Services
- a. color perception (grades K and 4)
  - b. audio and visual survey (remedial students)
  - c. scoliosis screening (every other year starting at ten years old)

**Note: In the event the school nurse is absent and we are unable to obtain a substitute nurse, the nurse from the other school will visit our school periodically throughout the school day to administer medication as required.**

### **EMERGENCIES (Board Policy #5330)**

The school nurse will provide emergency treatment. Illnesses and injuries occurring during school hours will be cared for on that day only. Thereafter, parents will provide the care and treatment. Students complaining of illness or injury will immediately be sent to the Nurse's Office. In addition, students will be checked by the nurse when staff members notice the following visual signs: rashes, red eyes, open wounds, bruises, swelling, casts, elastic bandages.

If a student must be sent home due to illness, the nurse will telephone the parent or person designated on the emergency card to make arrangements for the pupil to be transported. A parent or person designated on the emergency card will be called if a pupil requires more than first aid. If they cannot be reached, the pupil's physician will be called. Parents will be notified of all puncture wounds.

All head injuries may be possible concussions. Therefore, students with head injuries will be monitored and if necessary, sent home for observation.

### **MEDICATION (Board Policy #5330)**

The school nurse is *not* permitted to diagnose (rashes, red eyes, fractured or dislocated bones, etc.) or *prescribe* treatment. The administration of medication to students shall be done only in exceptional circumstances where the child's health may be jeopardized without it.

Students requiring medication at school must have a written statement from their health care provider which identifies the type, dosage, and purpose of the medication. In addition, a written statement from the parents, which gives permission to administer medication prescribed by the family physician, is required by the school.

All medications are kept and administered in the Nurse's Office. One possible exception would be asthma inhalers, which may be carried by the student with physician and parent permission and a written release of liability. When parents send in medication, the child is to bring it to the nurse. If the nurse is not in the building, the medication is to be brought to the Main Office.

Medication must be sent in the original prescription bottle. Parents can ask their pharmacist to divide the prescription in half and fill two properly labeled bottles, one for home and one for school. The label must include: child's name, name of medication, dosage, and time to be given. Students are not permitted to bring over-the-counter medication to school (i.e., aspirin, cough drops).

A parent (or person designated by the parent) is permitted to administer medication to

his/her child during school hours. When the school nurse is not in the building, parents are to report to the Main Office, where the type and purpose of the medication will be recorded.

### **IMMUNIZATION (Board Policy #5320)**

State law mandates that no student may attend school who is not in compliance with immunization regulations. It will be necessary for the school to exclude any child whose immunizations are not up-to-date. The required immunizations are as follows:

DPT	...	series of 4, <i>with one dose after age 4</i>
Polio	...	series of 3, <i>with one dose after age 4</i>
MMR	...	given on or after the first birthday
<i>Measles</i>	...	second measles containing vaccine
<i>Mumps</i>		
<i>Rubella</i>		
Hepatitis B	...	3 doses of Hepatitis B vaccine or any vaccine containing Hepatitis B virus
Varicella	...	given on or after the child's first birthday... for all children born after 1/1/98 who have not already contracted the natural disease
Lead Screening	...	recommended

Parents must present written physician's notification when additional immunization precautions have been taken. This will enable the nurse to keep the records complete and to have accurate information for the annual state report.

All students entering kindergarten, transferring from another district, or participating in intramural sports, must have a history **and** a physical.

It is recommended that students in grades 3, 6, 9, and 11 have a physical examination by their own physician.

### **VALUABLES AT SCHOOL**

The school is not responsible for students' personal property. Therefore, personal property of any significant value should not be brought to school. This includes substantial quantities of money, radios, CD's, computer games, jewelry, cell phones/camera phones, MP3 players, ipods and collectibles. If a valuable item is brought to school with teacher permission, it should be secured in the principal's office until the end of the day.

### **CELL PHONES**

Parents/Guardians are discouraged to send cell phones with elementary students. If there is need to contact any parents, the school office phone will be available for use. If the student needs to bring a phone because the child walks home or has an after school activity, it is to remain in the student's back pack and must be turned off until they leave the building at the end of the school day.

### **SAFETY (Board Policy #7430)**

Safety is the concern of both home and school. While in school, children are helped to

acquire skills and attitudes that will promote the ideals of safe living for themselves and others. To ensure your child's safety, we would like to emphasize the following:

- Be sure your child knows the direct, safe route to and from school.
- Encourage your child to go directly to and from school without stopping to play.
- Be certain that your child knows that he/she must never talk to strangers or stop to talk to unknown people in cars.
- Teach your child to walk on the sidewalk and to cross the street only at designated crosswalks.
- Emphasize the importance of following directions and obeying school rules.
- The School Safety Patrol is on duty to assist your child in entering and leaving the building safely. The children are expected to follow the directives of the patrol leaders.
- All visitors (including parents/guardians) must enter and exit the school building through the front doors only. Everyone must report to school office, sign in and receive a visitor's badge. This holds true when dropping off birthday treats, forgotten lunches, etc. and we will make sure that the items are sent to the proper student.

### **DRESS CODE (Board Policy #5511)**

Students are expected to be neat and well-groomed at all times. School attire should conform to the standards established by the Wood-Ridge Board of Education Policies and Procedures. In accordance with these standards, students may wear slacks, jeans, dresses, skirts, etc. Backless shoes, or those having improper support, are not acceptable for safety reasons (e.g. flip flops). Sneakers with wheels (Heelys), hats, tube tops, halter tops, mid-drift tops, beachwear and undershirts are not appropriate for school. Shorts, skorts, and skirts should be finger-tip length or no more than two inches above the knee.

On very warm or hot days at the discretion of the principal, the school dress code may be relaxed. On days such as this, tank tops and shorts (not **short** shorts) may be worn. During these times student clothing should continue to reflect a respect for self and the school environment. A parent can communicate a high regard for learning by helping children make good choices in the selection of school clothes. If a student comes to school wearing unacceptable garments as per Board Policy, the parent will be called and advised to bring the student appropriate clothing.

### **SCHOOL LUNCH PROGRAM (Board Policy #8540)**

Students may bring their own lunch from home or purchase lunch in school. The school lunch program is federally subsidized; therefore, prices for food are substantially reduced. Notices are sent home on a monthly basis regarding the purchase of school lunches for the following weeks. The menu can be accessed on the Wood-Ridge website.

**Due to state regulations, if a student forgets his/her lunch, fast foods are not permitted. The lunch director will provide an appropriate lunch if a parent cannot be contacted. Payment to the lunch director will expected the following day.**

In the summer mailing, parents will receive an application for free or reduced meals, which is to be completed and returned as soon as possible. (Eligibility guidelines and instructions are included with the application). Within 10 working days after the receipt of an application, the school will make an eligibility determination and notify parents in writing of

the decision.

**DISCIPLINE – BULLYING/HARRASSMENT (Board Policies #5512, #5600, #8465, #8467)**

In order to maintain a safe and pleasant environment in the school, the lunchroom and on the playground, students are expected to demonstrate appropriate respect, behavior, and self-control. Bullying and harassing behaviors will not be tolerated, in accordance with State law N.J.S.A 18A:37-15.

If a student creates a disruptive situation, parents will be contacted regarding the undesirable behavior. The student may be written up by the teacher or lunch supervisor and issued a discipline referral form that outlines the problematic circumstances. If the situation continues, initial action will involve exclusion from participation in the lunch program for a specified period of time.

Suspensions will be for the following:

1. **Weapons** - may include, but will not be limited to hands, feet, knives, guns, chains, or any item that can potentially be used to inflict harm on another
2. **Vandalism** – defacing Board of Education property
3. **Hate/Bias Incidents** – committed against students or staff based on race, ethnicity, color, religion or sex

**SCHOOL PROPERTY (Board Policy #5513)**

Children are expected to demonstrate a respect for all school property. Texts and materials are supplied through the Board of Education. Fines are levied for loss or damage to school textbooks as follows:

New	...	Full price
Good	...	60% of full price
Fair	...	40% of full price
Poor	...	20% of full price

**CLASS PARTIES (Board Policy #5850)**

A child may celebrate his or her birthday in school providing it complies with the teacher's classroom policy regarding parties. Please check with your child's teacher in advance. The party may take place sometime during the last half hour of school; however the teacher will conduct the party during a time that is least disruptive to instruction. Refreshments should consist of a simple snack that can easily be served by the teacher. School birthday parties should be a brief acknowledgement of a child's special day. You may select to hold a more elaborate celebration outside of school. As an alternative, a child may celebrate his or her "half-birthday". For example, a July 15th birthday might be celebrated on January 15<sup>th</sup>, marking the half-year point. Please check with the teacher before making preparations. Utensils, napkins, plates and cups should accompany these snacks.

**USE OF OFFICE TELEPHONE**

The use of the office telephone by the students is restricted. Students may use the phone if it is determined that the call to be made is absolutely necessary or is an emergency. This policy is designed to **eliminate disruptions** for the following reasons:

- forgotten materials (library/text books, signed papers, instruments, sneakers)
- permission to go to another student's home after school (play dates)
- informing parents of student's arrival
- other incidental items

Please assist your child in developing responsible behavior. We request parental cooperation in this regard.

### **LOST AND FOUND**

Articles found at school are to be turned in at the Main Office. For grades K and 1, name tags are required on the children's clothing.

### **FIELD TRIPS (Board Policy #2340)**

Field trips can enrich the educational experiences of the students. Teachers will send home permission slips containing pertinent information regarding the trip. Parents must sign and return the permission slips in order for their child to participate in the activity. If a child requires the administration of medication during the trip, he/she must be accompanied by the parent or legal guardian who will administer the medication.

### **KINDERGARTEN ENTRANCE CRITERIA (Board Policy #5112)**

The Board of Education has established that a child shall be admitted to the kindergarten provided that he/she will have attained the age of five (5) years **before October 1<sup>st</sup>** of that school year; enter grade 1 provided that he/she will have attained the age of six (6) years **before October 1<sup>st</sup>** of that school year. Parents must furnish proof of immunization against communicable diseases and submit the results of a physical and dental examination (on the forms provided).

### **KINDERGARTEN REGISTRATION - March (Board Policy #5112)**

Kindergarten registration is scheduled during the months of February and April. Notices regarding dates and time of registration are sent home with school-age children, is posted on the district's website ([www.wood-ridgeschools.org](http://www.wood-ridgeschools.org)), and published in the *Wood-Ridge Independent* newspaper. Parents are advised to call Catherine E. Doyle School at (201) 933-0440 for a registration appointment and necessary forms. On registration day, the completed forms and the child are to be brought to the school, together with the child's original birth certificate and proof of residency. Students and parents will be welcomed by the principal and other faculty members, and children will be informally assessed for kindergarten readiness. Parents will be notified of recommended activities needed to strengthen student skills.

At the end of the school year, incoming kindergarten students will be invited to Kindergarten Orientation to participate in a classroom visitation and engage in a typical activity (approximately 45 minutes). This will allow children to gain insight into the culture of

kindergarten and facilitate their transition into their new school experience.

Please refer to the *Kindergarten Supplement* for additional information.

**\*We hope that this handbook will serve as a guide to help you and your child[ren] have a positive elementary school experience. If you require further assistance regarding any aspect of this booklet, please contact the Main Office at 201-933-0440.**