WOOD-RIDGE INTERMEDIATE SCHOOL

151 FIRST STREET
WOOD-RIDGE, NJ 07075
201-933-6777
Wood-ridgeschools.org

STUDENT HANDBOOK 2023-2024

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WOOD-RIDGE PUBLIC SCHOOLS MISSION ...

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 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.

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 Student Learning 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 conductive to learning and teaching.

SIX PILLARS WE ALL STRIVE TO PRACTICE AT WRIS AND IN LIFE... CHARACTER COUNTS!

Trustworthiness

Be honest • Don't deceive, cheat, or steal • Be reliable — do what you say you'll do • Have the courage to do the right thing • Build a good reputation • Be loyal — stand by your family, friends, and country

Respect

Treat others with respect; follow the Golden Rule • Be tolerant and accepting of differences • Use good manners, not bad language • Be considerate of the feelings of others • Don't threaten, hit or hurt anyone • Deal peacefully with anger, insults, and disagreements

Responsibility

Do what you are supposed to do • Plan ahead • Persevere: keep on trying! • Always do your best • Use self-control • Be self-disciplined • Think before you act — consider the consequences • Be accountable for your words, actions, and attitudes • Set a good example for others

Fairness

Play by the rules • Take turns and share • Be open-minded; listen to others • Don't take advantage of others • Don't blame others carelessly • Treat all people fairly

Caring

Be kind • Be compassionate and show you care • Express gratitude • Forgive others • Help people in need

Citizenship

Do your share to make your school and community better • Cooperate • Get involved in community affairs • Stay informed; vote • Be a good neighbor • Obey laws and rules • Respect authority • Protect the environment • Volunteer

WOOD-RIDGE INTERMEDIATE SCHOOL STAFF

	Keith Lisa, Principal	KLisa@wood-ridgeschools.org	Ext. 5624	
Main Office	Danila Gregory, Administrative Assistant	DGregory@wooridgeschools.org		
CST Office	Cora Bautista, LDTC	CBautista@wood-ridgeschools.org	Ext. 5625	
	Gabriele Diaby, School Psychologist	GDiaby@wood-ridgeschools.org	201-820- 4990	
Guidance Office	Kimberly Palomino, 4 th & 5 th Grade Counselor/ Anti-Bullying Specialist	KPalomino@wood-ridgeschools.org	Ext. 2469	
Guidance Office	Joseph LaBelle, 6 th Grade Counselor/ Anti-Bullying Specialist	JLaBelle@wood-ridgeschools.org	Ext. 2409	
	Maria Monda, RN	MMonda@wood-ridgeschools.org		
Health Office	Joanne Dudsak, RN	JDudsak@wood-ridgeschools.org	Ext. 4976	
	Rita May	RMay@wood-ridgeschools.org	Room 101	
	Laura Johnson	LJohnson@wood-ridgeschools.org	Room 102	
Fourth Grade	Robert Eng	REng@wood-ridgeschools.org	Room 103	
	Teresa Sculco	TAllegretta-Sculco@wood-ridgeschools.org	Room 104	
	Raquel Ciliotta	RCiliotta@wood-ridgeschools.org	Room 201	
Fifth Grade	Adam Michalowicz	AMichalowicz@wood-ridgeschools.org	Room 203	
	Dawn Caicedo	DCaicedo@wood-ridgeschools.org	Room 204	
	Monique Koernig	MKoernig@wood-ridgeschools.org	Room 212	
Sixth Grade	Natalie Soto	NSoto@wood-ridgeschools.org	Room 217	
	Emma-Rose Melde	EMelde@wood-ridgeschools.org	Room 219	
	Jaime Oppido	JOppido@wood-ridgeschools.org	Room 220	

Special Education	Laurie Lanfranchi	LLanfranchi@wood-ridgeschools.org	Grade 4
	Elizabeth Lezajski	ELezajski@wood-ridgeschools.org	Grade 4/5
	Michele Palmieri	MPalmieri@wood-ridgeschools.org	Grade 5
	Betty Carroll	BCarroll@wood-ridgeschools.org	Grade 6
Physical Education	Melanie Rose-Rella	MRose-Rella@wood-ridgeschools.org	Gymnasium
Art/S.T.E.A.M.	Larisa Tsvetkova	LTsvetkova@wood-ridgeschool.org	Art/Room 210
Music	Grant Sippel	GSippel@wood-ridgeschools.org	Music/Roo m 211
Speech	Linette Perez	LPerez@wood-ridgeschools.org	Speech Room
World Language/ESL	Natalia Lorenzo	NLorenzo@wood-ridgeschools.org	Media/ Room 215
Reading Specialist	Amy Hamerling	AHamerling@wood-ridgeschools.org	
Math Interventionist	Marissa Romoff	MRomoff@wood-ridgeschools.org	
Paraprofessionals	Suzanne Anderson	Melissa Aviles	
	Theresa DiMase	Dana Gardella	
	Rosemarie Mele		
Custodians	Nugent Martin	Dervish Allaj	

ATTENDANCE

ATTENDANCE POLICY ... (Board Policy #5200/5410)

We recognize that school attendance is essential for maximum academic growth and emotional/ social development. To this end, the school maintains that students need to attend school on a consistent basis. *Consistency* is the key word. If a student is legitimately ill, we encourage that student to remain home and possibly see a physician. There are limitations to the number of absences allowable. Students must attend a minimum of 160 days to be considered to have successfully completed the instructional program requirements for promotion. Excused absences are for reasons such as illness with doctor's note, religious holidays, death in the family, or other absences due to emergency reasons. <u>Parents are</u> expected to call or email the main office to notify the school when a child will be absent.

As per NJAC 6A:14-7.8 Truancy procedures should include an optional referral to Juvenile Family Crisis Intervention Unit for between 5 and 9 unexcused absences and a **MANDATORY** referral after 10 unexcused absences. (These do not need to be separated days.)

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.

ABSENCE ...

If a student is absent from school, he/she may <u>not attend</u> or participate in any after-school activity that is scheduled on the same day. A student not in school for a minimum of four [4] hours is considered absent.

ABSENCE FOR RELIGIOUS HOLIDAY ...

Students who expect to be absent or tardy to observe an approved religious holiday must submit their excuse to the office at least **one day in advance**.

REPORTING ABSENCES ... (201) 933-6777 EXT. 5624 (MAIN OFFICE)

Parents are responsible for early notification on the day when a child will be absent. It is requested that parents call or email (<u>DGregory@wood-ridgeschools.org</u>) the school main office before 8:30 AM. If no call is received, the school will call the home for verification. Students who are truant, or whose whereabouts cannot be determined, will be reported to the Wood-Ridge Police.

MAKE UP WORK DUE TO ABSENCE

Students are responsible for making up work/assessments, as required by the teacher for all absences, both excused and unexcused. Arrangements for the timeframe of makeup assignments should be made by the teacher when the student returns to school from his/her absence(s) in order to receive credit for that work. The period of time for makeups will be determined by the teacher, keeping in mind the needs of the student and the amount of work to be made up. For each Cumulative absence, the student is permitted a minimum of two days in which missed work may be completed. Long term assignments, depending upon the circumstances of the assignment and of the nature and duration of the absence(s) may be due the day the student returns to school. No missed assignments will be excused except at the discretion of the teacher of record. Missing work during this make up period may be entered into the Gradebook as missing and any missing work after the period has ended will be entered as a zero.

PLANNING FAMILY VACATIONS ON SCHOOL DAYS ...

The school district strongly discourages student absences for the purpose of family vacations. Please schedule your vacation on days when school is closed. In the event vacation time is taken when school is in session, students will be responsible for making up assignments, tests, etc. upon return to school. **Assignments will not be provided to students in advance.**

TARDINESS TO SCHOOL ... (Board Policies #8220, #5240)

Students entering the school after 8:10 AM are considered tardy to school. If a student is tardy for school, a note of explanation or a phone call from the parent to explain the lateness is required. Justifiable reasons for lateness may include a medical or dental appointment which cannot be scheduled outside of the school day, a medical disability, or family emergency. A student must be in school for a minimum of four [4] hours, in order to officially be recorded as "present" for daily attendance. In addition, a total number of 3 non-justifiable tardies without consequence are allowable per marking period. Students who accrue additional non-justifiable tardies beyond three will be subject to one detention per tardy. See "Detention During/After School" section on page 9/10 for details regarding detention.

AWARDS

Honor Roll - In grades 4-6, at the end of each marking period when report cards have been finalized, students are eligible to receive an honor roll certificate based upon the four final grades in the areas of English Language Arts, Mathematics, Social Studies, and Science according to the following criteria:

Achievement Level	<u>Criteria</u>
High Honors	Four A's (A-, A, A+)
Honors	Two or More A's (A-, A, A+) and no more than Two B's (B or B+ only)

In addition, at the end of the school year, students who have received a High Honors Certificate for all four marking periods will receive an additional commendation letter recognizing their achievement.

BELLS, DROP-OFFS, PICK-UPS, PARKING

PEGAMA P GEGGGOAY AND GEGGGOAY PELATER OPENING					
REGU	LAR SESSION	ONE SESSION		DELAYED OPENING	
PERIOD	TIME	PERIOD	TIME	STAFF	9:45 AM
HR	8:10 - 8:15	HR	8:10 - 8:14	STUDENTS	S 10:00 AM
1	8:18 - 9:03	1	8:17 - 8:45		
2	9:06 - 9:51	2	8:48 - 9:16	PERIOD	TIME
3	9:55 - 10:40	3	9:19 - 9:47	HR	10:00 - 10:03
4	10:44 - 11:29	4	9:50 -10:18	1	10:06 - 10:33
5	11:33 - 12:18	5	10:21 -10:49	4	10:37 - 11:16
6	12:22 - 1:07	6	10:52 - 11:20	5	11:20 - 11:59
7	1:11 - 1:56	7	11:23 - 11:51	6	12:03 - 12:42
8	1:59 – 2:44	8	11:54 - 12:22	2	12:46 - 1:13
HR	2:47 - 2:50	HR	12:25 - 12:28	3	1:16 - 1:43
				7	1:46 - 2:13
* DISMISSA	AL 2:50PM	* DISMISSA	AL 12:28PM	8	2:16 - 2:43
				HR	2:46 - 2:50
					A
				* DISMISS	AL 2:50PM
		* NOTE ORDER OF PERIODS			

Entry/Exit Doors & Bells: The regular session homeroom bell will sound at 8:15 AM. The regular session afternoon dismissal bell will be at 2:50 PM. In the morning, students will enter school through the following doors as per their grade level. See Drop-Off Zones information below.

- 4th Grade Main Entrance on 1st Street (Use 1st drop off zone)
- **5th Grade** Cafeteria Entrance in back of the school on North Avenue (Use either drop off zone)
- 6th Grade Gymnasium Entrance in back of the school on 2nd Street (Use 2nd Street drop off zone)

All students entering the building will report directly to homeroom. There will be no congregating in the hallways, gymnasium, cafeteria, or other parts of the building. In addition, we ask that students have their masks on and maintain social distancing upon being dropped off or arriving on school property. Students who arrive after 8:15 AM are considered tardy and must enter through the main entrance as all other doors will be locked following the late bell. Students entering the parking lot entrance who are getting dropped off by a vehicle should be driven down 2nd Street and exit the vehicle at the corner of 2nd Street and North Avenue. No vehicles are to enter the school parking lot during the school day. At dismissal, students will exit by grade level from the same doors that they entered in the morning as indicated above.

Drop-Off Zones: There are two drop-off zones at WRIS which will be recommended for use by grade level of the student(s) being dropped off.

1st Street -

- 4th Grade students for entry into the main entrance.
- **5th Grade students** if necessary for entry into the back parking lot cafeteria entrance on North Avenue, 5th Graders will have to walk around the building into the parking lot and turn left to enter the cafeteria entrance.

2nd Street -

- **5th Grade students** for entrance into the cafeteria entrance on the left-hand side of parking lot toward North Avenue
- **6th Grade students** for entrance into the gymnasium entrance on the right-hand side of the parking lot.

Please note that North Avenue between 1st Street and Hillcrest Avenue will be closed during entry and dismissal times. Please drive through the drop-off zones at a slow rate of speed, pull all the way to the end of the zone, and leave the zone immediately after your child exits your car. The drop-off zone is not meant for parents to park their car and walk their children to the school doors.

Before-Care: Students participating in Before-Care will be permitted to enter the building via the cafeteria entrance in the parking lot beginning at 7:00 AM and will remain in the cafeteria supervised by the Before Care Staff up until 8:00 AM. Only students escorted by their parents will be allowed to enter the building prior to 8:00 AM and parents must sign in their child with the Before-Care Staff in order for their child to participate in Before-Care for the day. Drop off for before care is on North Avenue adjacent to the parking lot outside of the gates. A crossing guard will direct you.

Bicycle Transportation: Pupils who wish to bring their bicycle/scooter to school may do so and are asked to use the bicycle rack located in the parking lot outside of the gymnasium entrance. The school cannot monitor the bicycle rack. Therefore, it is recommended that all bicycles/scooters be locked up while not in use. Any pupil taking his/her bicycle/scooter must follow all borough regulations including the use of an approved helmet. Please note that in the case of rain, the school will not store bicycles or scooters within the building. Bicycles/scooters are not to be used during school hours.

Parking & Walking: Parents who wish to park their cars and walk their children to school should park on Hillcrest, North, 1st or 2nd Streets between Union Avenue and Main Avenue, so as to avoid adding to the congestion and traffic at the drop-off zones.

Parking Lot & Main Entrance at WRIS: The parking lot will be reserved for use during school hours for recess, staff parking, and/or other school functions. Parents are not permitted to park in the parking lot during school hours from 7:00 AM to 3:30 PM.

Drop Box: If any items need to be brought to students, they may be left in the drop box at the main entrance. The items need to be clearly labeled with the student's full name and you should ring the main office to announce the item has been placed in the bin. Note that visitors will not be allowed in the building during school hours without a previously scheduled appointment.

Early Dismissal ... Compelling circumstances might require that a pupil be dismissed before the end of the school day. However, four hours are required to be considered present for the day. No pupil will be permitted to leave the school before the end of the school day unless he/she is signed out by his/her parent or guardian or person [must be 18 years or older] authorized by the parent/guardian to act on his/her behalf.

CO-CURRICULAR ACTIVITIES

Activities/clubs outside of the school curriculum may be established to help foster students' academic as well as social needs. Such clubs/activities may include:

Arts - Fine Arts Arts - Service Club Band

Choir Math League Safety Patrol(6th Grade only)

STEM Student Council

Each student planning to participate in a co-curricular activity must maintain good academic standing, attendance, and behavioral conduct.

CODE OF CONDUCT - INFRACTIONS AND PENALTIES

All Infractions NOT Listed Will be at the Discretion of the Principal

OFFENSE	LEVEL 1 Parent Notification	LEVEL 2 Parent Notification	LEVEL 3 Parent Meeting w/Teacher	LEVEL 4 Parent Meeting w/teacher / principal	LEVEL 5 Parent Meeting w/teacher/ principal Police Contact
Late to School	See Tardiness to School section, page 4.				
Dress Code	Student must	1 central detention +	3 central detentions	1-2 day ISS +	
	change	Student must change	+ Student must	Student must change	
	clothing	clothing	change clothing	clothing	
Disruptive	Teacher	1 central detention	2 central detentions	3 central detentions /	
/Defiant	Detention			ISS	

Behavior					
Cell Phone/Ear	Teacher	1 central detention /	2 central detentions /	3 central detentions /	
Bud Violation	Detention /	Student must	Student must	ISS / Student must	
Use of Electronic	Student must	surrender device	surrender device	surrender device	
Device	surrender	(parent picks it up)	(parent picks it up)	(parent picks it up)	
	device	0.9227	1111111		
	(parent picks it up)				
Internet Violation	Teacher	1 central detention	2 central detentions	3 central detentions /	
	Detention			ISS / Possible loss of	
				Internet	
Cheating,		1 central detention +	ISS + "o" on	1 day ISS + "o" on	
Plagiarism,	Α	"o" on	assignment/test/quiz	assignment/test/quiz	
Academic		assignment/test/quiz	0 7		
Misconduct		nidae	School		
Food Fight		2 central detentions	3 central detentions	1-3 days ISS	
Insubordination	.10	1 central Detention	2 central detentions	1-3 days ISS	
toward	1/10			TO.	
Staff/Admin.					
Vandalism/Theft			4	1-3 days detention /	1-3 Days ISS
				Monetary	Monetary
				Repayment of Loss	Repayment of
Degragion /Lica			TA V A		Loss
Possession/Use of Contraband					1-3 days ISS
					Possible Drug Screen
(including vapes, tobacco products,			TST		Screen
& drugs					₹
Possession of					1-3 days ISS
Weapons					1 3 days 100
Fighting/Assault				1-3 days ISS	1-3 days ISS

ISS – In School Suspension OSS – Out of School Suspension ALL Discipline is subject to Administrative Discretion.

Teacher Detention: up to 15 minutes Central Detention: up to 45 minutes

Privileges Include but are not limited to: Class parties, Field trips, field day, co-curricular activities, assemblies/school events.

Point System: Detention = 1 point ISS = 3 points (each day) OSS = 5 points (each day) When a student reaches 10 points - he/she will lose privileges (see above) for 1 marking period, 10 weeks. When a student reaches 25 points - he/she will lose privileges (see above) for the rest of the school year.

Remediation: (must begin within 4 school days of loss of privileges)

A student will regain 2 points/week when no discipline infractions are incurred A student will regain 1 point/week for meeting with Guidance Counselor/Case Manager regarding his/her disciplinary issues.

Computer Use/Acceptable Use Policy (Board Policy #2361) / Acceptable Use of Computer Network/Computers and Resources Acceptable Use Agreement

In consideration of the Wood-Ridge School District providing student access to a computer interface to Internet services, both parent and student <u>must</u> sign off on a contract (*Acceptable Use Agreement*) agreeing to the terms and conditions for the use of the Internet in **RealTime**.

Computer technology is integrated into subject curriculums; students are encouraged to use computers as a regular component of their academic program. Student use of computer technology and the Internet is governed by compliance with the District's Acceptable Use Agreement. The Internet is an electronic communications network that provides vast, diverse and unique resources. With the growing wealth of information now available online, the Internet has become an effective and exciting tool in the classroom for research, communications and networking. As a learning resource, the Internet is similar to books, magazines, video, CD-ROMs and other information sources. Students who misuse the computers and/or Internet, e.g. attempting to access restricted sites, altering the computer settings, use of email during and after school hours, are subject to disciplinary action.

Wood-Ridge Intermediate School understands the popularity and usefulness of social networking to students who use these sites as a means of communicating with friends. Nonetheless, students must understand the public nature of these sites, and the responsibility and accountability that they, as site manager, must assume. They also must understand that their names and sites are linked with Wood-Ridge Intermediate School, and as a result, the school may monitor the content of these sites because of the impact this can have on school accountability, public image, and student safety.

You are asked to remember that you are representatives of Wood-Ridge Intermediate School. Please keep in mind that once you post something, it is available to anyone in the world. Any text or photo posted becomes the property of the site (regardless of how you limit access to your site) and are no longer within your control. Therefore, you should not post information, photos, or other items online that could embarrass you, your family, and your classmates.

Your pages are subject to review by administrators, teachers, technology supervisor and athletic department administrative staff. Understand that if information or pictures that are posted represent violations of the district and/or NCAA policies, you may face disciplinary action. In order for Wood-Ridge Intermediate School to provide a safe working environment for students, certain Internet restrictions have been put into place to help prevent harmful acts via the Internet against a student. Social networking, blogs, web mail, forums, message boards, auction sites or any other web site deemed unsafe by Wood-Ridge Intermediate School has been restricted. Changes to the Internet security and content filter may occur without warning or notice to students.

Using the School's network or equipment to create, access, download, store, send, or print materials that are illegal, offensive, harassing, intimidating, discriminatory, pornographic, or obscene is prohibited and will result in disciplinary action. These provisions are not intended to prohibit an authorized user from carrying out his/her assigned educational function.

Applicable Laws

- Computer and network use is also subject to New Jersey and federal laws and regulations. Suspected violations of applicable law are subject to investigation by the School and law enforcement officials. Among the applicable laws are:
- Federal Copyright Law: U.S. copyright law grants authors certain exclusive rights of
 reproduction, adaptation, distribution, performance, display, attribution, and integrity to their
 creations, including works of literature, photographs, music, software, film, and video. Violations
 of copyright laws include, but are not limited to, the making of unauthorized copies of any
 copyrighted material (such as commercial software, text, graphic images, audio, and video
 recordings) and distributing copyrighted materials over computer networks or through other
 means.
- Federal Wire Fraud Law: Federal law prohibits the use of interstate communications systems (phone, wire, radio, or television transmissions) to further an illegal scheme or to defraud.
- Federal Computer Fraud and Abuse Law: Federal law prohibits unauthorized access to, or modification of information in computers containing national defense, banking, or financial information.
- Federal and New Jersey Child Pornography Laws: Federal and state laws prohibit the creation, possession, or distribution of graphic depictions of minors engaged in sexual activity, including computer graphics. Computers storing such information can be seized as evidence.
- Pyramid Schemes/Chain Letters: It is a violation of the Federal Postal Lottery Statute to send chain letters which request sending money or something of value through the U.S. mail. Solicitations through electronic messaging are also illegal, if they require use of U.S. mail for sending money/something of value.
- *Defamation:* Someone may seek civil remedies if they can show that they were clearly identified as the subject of defamatory messages and suffered damages as a consequence. Truth is a defense against charges of defamation.
- Common law actions for invasion of privacy: Someone may seek civil remedies for invasion of privacy on several grounds.
- *Public disclosure of private facts:* The widespread disclosure of facts about a person, even when true, may be deemed harmful enough to justify a lawsuit.
- False light: A person wrongfully attributes views or characteristics to another person in ways that damage that person's reputation.
- *Wrongful intrusion:* The law often protects those areas of a person's life in which they can reasonably expect they will not be intruded upon.

Violation of any of the aforementioned policy, will result in disciplinary action.

Parents/guardians and students are <u>required</u> to read this agreement and sign off in RealTime. Signatures of the parent/guardian and student make this document a legally binding contract in consideration of which the Wood-Ridge Public School District provides the student access to a computer interface to Internet services.

It is understood that failure to sign this contract and abide by its stipulations will result in loss of privileges of use of any computer, network and Internet services provided by the Wood-Ridge Public School District, but will in no way release the student from his/her academic responsibilities.

DETENTION

Students, who are exceptionally uncooperative and/or unresponsive to teacher direction or school rules, might be assigned detention either during lunch or after school.

LUNCH/RECESS DETENTION

• Students will be expected to stay in either the classroom or main office during lunch and recess on the day requested by the Teacher/Principal. Parent will be contacted prior to detention by the classroom teacher or building principal. The student will be allowed to purchase or bring his/her lunch and then must remain in the assigned location of detention for the duration of the lunch/recess period.

AFTER SCHOOL DETENTION

• Students will be expected to stay after school on the day requested by the teacher or building principal. Parent(s) will be contacted prior to detention by the classroom teacher or building principal so that they may plan accordingly.

MISSED LUNCH/AFTER SCHOOL DETENTION

- If a detention is missed on the required day, it is the student's responsibility to provide the teacher on the next school day with a parental note explaining the emergency reason for the detention absence.
- All missed detentions must be made up on the next school day. All academic and disciplinary obligations have priority over any extracurricular activities, e.g. clubs.
- Any detentions missed for non-emergencies are subject to additional disciplinary procedures as laid out in the Student Code of Conduct Infractions and Penalties table.

DISCIPLINE/H.I.B.

BULLYING/INTIMIDATION/HARASSMENT ... (Board Policies #5512, #5600, #8465, #8467) In order to maintain a safe and orderly environment in the school, the lunchroom and on the playground, students are expected to demonstrate appropriate respect, behavior, and self-control. Bullying, intimidating, and harassing behaviors will not be tolerated, in accordance with State law N.J.S.A 18A:37-15.

The Intermediate School Anti-Bullying Specialist per grade level are indicated in the staff listing previously indicated and may be contacted for additional questions, concerns or to report an incident.

If a student creates a disruptive situation, parents will be contacted regarding the undesirable behavior. The student may be issued a disciplinary referral by the teacher or lunch supervisor which will be indicated in RealTime and followed up with a phone call and/or letter outlining the problematic circumstances and the resulting disciplinary action. See Code of Conduct section for details regarding disciplinary infractions and resulting actions.

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, hats, tube tops, halter tops, mid-drift tops, beachwear and undershirts are <u>not</u> 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.

The following dress code has been developed in consultation with staff members, parents, or legal guardians, and the pupils of this district.

General Rules

- 1. Pupils are expected to be clean and well groomed in their appearance.
- 2. Pupils are expected to avoid extremes in appearance that are so disruptive or distracting that the reaction of other pupils is beyond normal control.
- 3. Dress or grooming that jeopardizes the health or safety of the pupil or of other pupils or is injurious to school property will not be tolerated.

Prohibited Clothing and Articles

The following garments and articles are prohibited in school and at school-sponsored indoor events:

- 1. Extremely low-cut, tight-fitting clothing that defines one's body, reveals anatomical detail, transparent clothes, bare midriffs, clothing that exposes undergarments and suggestive clothing,
- 2. Skirts, dresses, and shorts that end higher than middle of the thigh,
- 3. Shirts in which the shoulders are not covered from the base of the neck to the edge of the shoulder or that expose the midriff.
- 4. Outdoor jackets, coats, or hats except when entering or leaving the building and when there is a defect in the heating system;
- 5. Bare feet, unsafe footwear, cleated shoes, no flip flops, athletic slides, shoes without soles or straps.
- 6. Patches and decorations that are offensive or obscene;
- 7. Any undergarments (top or bottom) that are exposed are prohibited. Undershirts (underwear) worn without an outer shirt;
- 8. In the classroom, clothing required for physical education classes;
- 9. Clothing that is soiled, torn, worn, or defaced;
- 10. Non-prescription sunglasses, glazed and tinted glasses, except as prescribed by the pupil's doctor;
- 11. Audio devices such as headphones, ear buds, or related audio accessories;
- 12. Clothing, apparel and/or accessories which indicate affiliation with any gang associated with criminal activity;
- 13. Clothing containing profanity or sexual references or innuendoes; displays of or references to alcohol, tobacco, weapons and/or illicit substances;
- 14. Clothing containing displays of or references to racial or ethnic violence; or bias in any form;

- 15. Hats, hoods, visors, headbands, bandanas, and other headgear;
- 16. Clothing worn specifically for religious purposes will be permitted after the religious tenet of faith is shared with the building principal.
- 17. No student is to wear heavy cologne or perfume that would cause health concerns to other students and/or staff.

BACKPACKS ...

Backpacks are necessary for the convenient transport of books and materials between home and school. However, for safety reasons and storage, backpacks cannot be carried during the course of the school day and must be stored in homeroom storage areas. Wheeled backpacks are acceptable at WRIS, however, they are not appropriate for the Jr/Sr High School.

ELECTRONIC DEVICES ... (Board Policy #5516)

The school is not responsible for any lost, stolen or damaged cellphones, smart watches, or other electronic devices. These devices are not permitted to be powered on during school hours. School hours are defined as the school day, before-care, and includes field trips, after school clubs, activities, and detention. Additionally, laser pointers are prohibited from school grounds at all times. Any student using these devices during school hours will have the item confiscated, their parent/guardian will be contacted, and the device will only be returned to the parent. The student will also be subject to disciplinary measures as noted in "Student Code of Conduct - Infractions and Penalties".

Parents/Guardians are discouraged from sending cell phones with students. If there is a need to contact a parent, the school office phone will be available for use. If the student must bring a phone because the child walks home or has an after-school activity, it is to remain in the student's backpack and must be turned off until he/she leaves the building at the end of the school day.

EMERGENCY SCHOOL CLOSINGS ... (Board Policy #8220)

Regular sessions of school are canceled only in case of emergency. Heavy storms or serious weather conditions which may cause hazardous conditions are the primary reasons for emergency closing of schools. Notification will be given via phone call and will be posted on the district website: www.wood-ridgeschools.org.

Please Do Not Call the Police Department for School Closing Information.

When the decision is made to delay the opening of school, the faculty and staff will report to school at 9:45AM. Students will report by 10:00AM. All pupils will be dismissed at the regular time.

FIELD TRIPS/CLASS TRIPS/FIELD DAY ... (Board Policy #2340)

<u>Criteria for Student Participation</u> ... 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.

School trips are a privilege, not a right. In order to be eligible to participate in a school trip each student must demonstrate during the school year a sense of responsibility through their ability to follow school and classroom rules.

<u>Chaperones</u> ... Only Board approved chaperones are permitted. If interested in becoming a chaperone, contact Mrs. Karen Wlosek at the Board Office.

Behavior on Class Trips ... All rules of the school apply when on a class trip. If a student is in violation of school rules when on a class trip, disciplinary action will be taken when the student returns to school, and/or having the student taken home immediately from the trip at the parent's expense. See Student Code of Conduct Infractions and Penalties for further details.

If a student is in violation of local, state, or federal law when on a class trip, e.g. possession of a weapon or controlled dangerous substance, the police will be called by the school personnel in charge of the class trip. Disciplinary action will be taken by the school district in addition to legal action.

FIRE DRILLS / SCHOOL LOCKDOWN

A poster with directions for leaving the room is placed in a prominent place in each classroom. Each class using the room is instructed as to the regulations governing fire drills as well as the procedure for leaving the room and building. There will be two security drills (one fire drill and one additional security drill, e.g. Lockdown) each month starting in September. The students' attitude during these drills is most important. Complete silence should be maintained throughout the entire drill and all movement completed in the most orderly way possible. School lockdowns may be implemented for emergency, non-emergency or practice purpose. Students are to adhere to all requirements and directives during each drill. Failure to do so will result in disciplinary action at the administration's discretion.

GIFTED & TALENTED (Board Policy #2464)

Determination for eligibility in the G&T Program may include multiple measures including current course grades, district interim assessments such as LinkIT, standardized test results such as Start Strong, NJSLA, COGAT.

GRADING SYSTEM

<u>GRADE</u>			<u>GPA</u>	NUMERICAL RANGE
	A+	4	4.33	98 – 100
	A	64	4.00	93 - 97
	A- //	/=	3.67	90 - 92
	B+	/ =	3.33	87 - 89
	В		3.00	
	В-	V=	2.67	80 - 82
	C+	=	2.33	77 - 79
	C	=	2.00	73 - 76
	C-	=	1.67	70 - 72
	D	=	1.00	65 - 69
	F	=	0.00	0 - 64

Standard Based Grading Performance Level Key ... (Grades 4 & 5)

<u>Level</u> <u>Explanation of Achievement Level</u>

- 4 = Exceeds Stand Expectations
 - Consistently grasps, applies, and extends key concepts, processes and skills. Works beyond state benchmarks.
- 3 = Meets Standard Expectations

Grasps and applies key concepts, processes and skills. Meets stated benchmarks.

2 = Approaching Standard Expectations

Beginning to grasp and apply key concepts, processes and skills. Progressing towards stated benchmarks.

1 = Not Meeting Standard Expectations

Not grasping key concepts, processes and essential skills. Area of concern that requires support.

HEALTH PROCEDURES ... (Board Policy #5310)

The health and welfare of the students is our prime concern as is their success in school. <u>Therefore, in order to minimize disruption to the student and loss of instruction, it is recommended that parents make doctor appointments after school hours</u>. 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. The school nurse provides the following health services to elementary students:

Annual Screening - Grades K through 6

- height and weight
- vision
- hearing
- color perception (grades K and 4)
- audio and visual survey (remedial students)
- 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 another district school will visit our school periodically throughout the school day to administer medication as required.

CRUTCHES ...

Policy for use of crutches on school property

The Board has determined that the use of crutches on school property by a student untrained in their use poses a safety risk for both the student and other persons on school property, including fellow classmates. Thus, only a student trained in the use of crutches shall be permitted on school property.

Before a student on crutches shall enter upon school property, The Board requires a student obtain from an appropriate medical provider, DOUMENTATION OF THE FOLLOWING:

- 1. That the use of crutches has been authorized by a physician or appropriate medical provider or appropriate medical personnel
- 2. The diagnosis and the duration of authorized us of crutches
- 3. That the student received training in the use of crutches (CRUTCHES ARE NOT ALLOWED ON STAIRS)
- 4. That, if necessary, the student requires the use of the school elevator (if available)
- 5. Anticipated length of time the student will be excused from gym/recess

This document shall be kept in the office of the school nurse, with a copy in the main office. Only students who have submitted such a document shall be permitted on school property. Individuals visiting the district shall be exempt from policy.

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.

EPI-PEN...

- 1. Require each public and nonpublic school to maintain in a secure but unlocked and easily accessible location a supply of epinephrine auto-injectors that is prescribed under a standing protocol by a licensed physician or an advanced practice nurse and is accessible to the school nurse and trained designees for administration to a student having an anaphylactic reaction; and
- 2. Permit the school nurse or trained designee to administer epinephrine via a prefilled auto-injector mechanism to any student without a known history of anaphylaxis when the nurse or trained designee in good faith believes the student is having an anaphylactic reaction or any student whose parent has not: a) provided written authorization for the administration of epinephrine (N.J.S.A. 18A:40-12.5a); b) provided written orders from the physician or advanced practice nurse that the student requires epinephrine for anaphylaxis (N.J.S.A. 18A:40-12.5b)

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, with one dose after age 4

Polio ...series of 3, with one dose after age 4

MMR ... given on or after the first birthday

Measles ... second measles containing vaccine

Mumps

Rubella

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

- A TDAP booster along with Menactra (menningitis vaccine) is REQUIRED upon entry into 6th grade.
- Flu vaccine is REOUIRED for Pre-K.
- 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.

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 <u>must have a written statement from their health care provider</u> 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.

HIGH PERFORMING CLASSES ... (Board Policy #2464)

Determination for eligibility in Mathematics and/or English Language Arts in grades 5 or 6 only will include multiple measures of current course grades in the specified content area(s) including district interim assessments (DIA) such as LinkIT, standardized test results, such as Start Strong, NJSLA and/or other departmental placement assessment(s).

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 4-6, 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.

The assignment of homework extends the classroom instruction, and is designed to reinforce, practice, or apply skills and facts which have been taught in class. A homework assignment may be written work,

reading, conducting research, integration of technology or other activity which is related to classwork, or a combination of two or more of these.

- Teachers of academic subjects will assign homework for most nights of the school week.
- Teachers will check for completion of homework assignments and check the accuracy of written assignments.
- Teachers will provide feedback on students' performance on homework.
- Homework performance will be included in averaging marking period grades.

While the amount of time required for completion of the same assignment varies from student to student, the following guidelines are offered for homework by grade levels. The guidelines indicate what normally is expected - on occasion there will be variations from the time indicated...

HOMEWORK FOR ABSENTEES ...

In most cases homework for an absent child can be found in Google Classroom and/or RealTime. However, hard copy assignments that are not in those locations may be picked up by requesting homework for an absent child when calling in a student absent at the Main Office **before 8:30 am**. Due to teacher availability, requests for homework after 8:30 AM will not be honored and will not be available until the following school day. Hard copy homework/textbooks will be available for pick up in the school office between 3:00 pm to 3:30 pm on the day of the absence.

ILLNESS/INJURY...

If a student becomes ill during the day, he/she must secure a pass from the classroom teacher to go directly to the Nurse's Office. If the nurse is not present, the student should report immediately to the Main Office.

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

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.

In case of injury, the school nurse will provide emergency treatment. **All school injuries must be reported promptly.** 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.

INSTRUCTIONAL PROGRAM ...

The school provides a variety of support services designed to meet the individual needs of students, such as:

- Multi-tiered System of Supports (MTSS) students below proficiency in math and/or ELA as determined by LinkIT Reading/ Math scores, current grades, and/or the Start Strong / NJSLA Assessments.
- ESL (English as a Second Language) eligibility based on screening and evaluation by the ESL teacher.

- Resource Program Inclusion and Pullout Replacement eligibility based on evaluation by the child study team.
- Speech/language Services eligibility based on evaluation by the speech/language specialist.
- High Performing eligibility based on the district's policy. (See page 17)
- Gifted and Talented eligibility based on the district's policy. (See page 13)

LAVATORIES ...

In order to enter lavatories, students must have permission from a teacher via the use of E-Hall Pass. Use of the lavatory during a class period should be infrequent.

LUNCHROOM PROCEDURES ... (Board Policy #8540)

Our lunchroom program is federally subsidized, therefore, prices for food are substantially reduced. In the opening weeks of school, a notice will be sent home indicating current prices for meals. In addition, parents will receive an application for free or reduced meals, which is to be completed and returned immediately. 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.

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.

- All students are required to eat lunch in school.
- Students may bring their own lunch or they may purchase food in the lunchroom.
- A hot meal is provided daily, in addition to sandwiches, milk, juice, and dessert.
- The behavior of the students can either add to or detract from the lunchroom program. In order for the lunchroom to remain a pleasant, orderly, well-disciplined area in which to eat, the following rules have been established:
- Students must follow directions from lunchroom supervisors at all times.
- Students must leave their tables and surrounding area clean. All students at each table will be held responsible for the cleanliness of the table(s) at which they are present at any point during the lunch period.
- Students are to place all trash in the receptacles that have been provided.
- Students may not leave the lunchroom without authorized permission.
- No food of any kind may be taken from the lunchroom unless otherwise directed by Staff.
- Students reported for not maintaining or cleaning their areas as well as students considered disruptive or insubordinate during lunch will be subject to disciplinary action.

ONE SESSION DAYS ... (Board Policy #8220)

On one-session days, school hour will be from **8:10 am - 12:28 pm**, with no scheduled lunch period.

PARENT CONFERENCES / BACK TO SCHOOL NIGHT ... (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:

Back to School Night – Tuesday, September 26, 2023 Evening Parent Conference – November 29, 2023 Afternoon Parent Conferences – January 23 – 26, 2024

Afternoon/Evening Conferences are set up by **appointments only**, **through the main office**. The office will initiate conference requests from Teachers by email to parents. Parents should feel free to arrange additional conferences as needed. Appointments can be arranged via email with the main office.

PARTIES (CLASSROOM PARTIES)

Classroom parties under the permission and direction of the classroom teacher may occur during the course of the school year. The nature of the party may vary by grade level and will be communicated in advance to parents. Due to the presence of allergies, any food products provided to the school must be stored bought and labeled with all ingredients. Further information on restricted ingredients may vary from classroom to classroom and may be provided by the teacher/nurse. Those students with allergies who are unable to consume the store-bought item may be allowed to bring in and consume their own food/snack. Procedures for dropping off any food related item may be viewed in the Drop Box area on page 6.

PHYSICAL EDUCATION...

The Physical Education program is designed to create and maintain physical and mental fitness, to develop a basic knowledge of skills, strategies, sportsmanship and personal cleanliness, to encourage growth through interaction with others in individual and team activities, and to develop leadership skills.

Attire – Policy 5132

Grades Pre-K – 6

- Attire must be appropriate for physical education activities and non-restrictive
- Footwear is limited to sneakers only
- Sweatshirts and sweatpants are acceptable, especially during the fall and spring, when students are outdoors
- Any ornamental accessories, jewelry (including earrings) are prohibited.

REAL TIME ...

RealTime will be used throughout the year for parents to view grades, update personal information, bulletins and any other information the administration and teachers will need to communicate to the Intermediate School Community. All Parents/Guardians of our students will receive an ID and password that will be used to access student information thru out their K-12 years. Please note that in the interest of conserving paper and going green, most communication will be by way of email and/or text messaging. It is highly recommended that you maintain the correct email and cell phone information in RealTime and select the option to receive email and text message communication.

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

Report cards are issued four times a year to students. For the 2022/2023 school year, report cards will be finalized on the following dates and made available via RealTime shortly after the end of the marking

periods indicated below. Individual student report cards are not mailed to the home.

REPORT CARD SCHEDULE ...

All report cards will be accessible on-line at <u>www.wood-ridgeschools.org</u>, click on RealTime and log in. There will be no mailings.

First Marking Period	End of Marking Period	11/15/23
Second Marking Period	End of Marking Period	01/26/23
Third Marking Period	End of Marking Period	04/12/24
Fourth Marking Period	End of Marking Period	06/21/24

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 <u>never talk to strangers</u> 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.

STATE TESTING PROGRAM

New Jersey Student Learning Assessment (NJSLA) - Grades 4, 5, & 6 - All dates will be posted on the school's public calendar

- ELA
- Math
- Science (Graded 5 only)

SUMMER SCHOOL / PROMOTION / RETENTION ...

See Board Policy #5410 for details regarding issues of promotion or retention which vary by grade level.

TELEPHONE ...

The office telephone, **BEFORE**, **DURING**, **AND AFTER SCHOOL**, may not be used by pupils for personal calls. Special permission may be granted for **emergencies**.

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)
- other incidental items

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

TEXTBOOKS ... BOOK FINES ... ISSUED SCHOOL MATERIALS ... (Board Policy #5513)

Textbooks must be covered **at all times**. Fines will be collected for lost books, or books damaged beyond normal wear. Fines are based upon the value of the book at time of issue. Fines for loss or damage are made according to the scale set for textbooks:

New ... full price

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

VALUABLES AT SCHOOL ...

The school is not responsible for students' personal property. **Personal property of any significant value should not be brought to school.** This includes substantial quantities of money, electronic devices, jewelry, and collectibles. If a valuable is brought to school with teacher permission, it should be secured in the principal's office until the end of the day.

VISITORS ...

For safety reasons, it is required that all visitors schedule an appointment in advance of their visit. All visitors must be met at the door and walked to their point of destination by a staff member. No visitor is permitted to walk freely in the school building.

Affirmative Action/Sexual Harassment (Policy 2260) ...

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

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

It shall be the policy of the Board of Education to maintain a learning and working environment that is free from sexual harassment. Inquiries regarding compliance may be directed to Affirmative Action Officer.

Pupil Grievance (Board Policy #5710)...

Individual students having grievances shall first discuss them with the subject matter teacher or counselor in an attempt to resolve the matter.

In the event the matter is not resolved, the student or his/her parents may request a meeting with the Coordinator of Student Services and the teachers previously consulted at the Jr/Sr High School or the Principal or designee at the Intermediate and elementary levels.

If a fair and equitable solution is not arrived at through the previous steps, the student or his/her parents may appeal to the Principal. If no solution is achieved at this level, the student must request his/her parents or their representative to present in writing, his/her request to the Superintendent of Schools and the Board of Education. The Board of Education will be the last recourse at the local level. Further appeals may be made by the parents or their representatives on behalf of the student to the County Superintendent of Schools and subsequently to the NJ Commissioner of Education.

During the processing of individual student grievances, it must be understood that the student involved

will conduct him/herself in accordance with the rules and regulations established by the Wood-Ridge School District, and the rules and regulations prescribed by the NJ Statutes. If the individual student fails to follow the prescribed rules, he/she will be subject to the disciplinary action of the school administration and the Board of Education.

