

STUDENT HANDBOOK 2019-2020

WOOD-RIDGE INTERMEDIATE SCHOOL

**Wood-Ridge Intermediate School
151 First Street
Wood-Ridge, NJ 07075
Phone ... 201-933-6777 ext. 5624
Fax ... 201-939-0259**

BOARD OF EDUCATION

Mr. Albert Nieves – President
Mr. Joseph Biamonte, Jr. – Vice President
Mr. Patrick Ambrosio
Mr. Richard Fallon
Mr. Christopher Garvin
Mr. Edmond Monti [Moonachie Liaison]
Mr. Michael Gross, Board Attorney

CENTRAL OFFICE ADMINISTRATION

Mr. Nicholas Cipriano, Superintendent
Dr. Sue DeNobile, Assistant Superintendent
Mrs. Jennie Murray, Business Administrator/ Board Secretary

INTERMEDIATE SCHOOL ADMINISTRATION

Mr. Keith Lisa, Principal

This Handbook belongs to ...

Name _____

Grade _____

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 conducive 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

<u>Staff Member</u>	<u>Title/Grade/Subject</u>	<u>Location</u>	<u>Email</u>
Keith Lisa	Principal	Main Office	KLisa@wood-ridgeschool.org
Karen Wlosek	Admin. Assistant	Main Office	KWlosek@wood-ridgeschools.org
Nidia Alvarez	School Psychologist	Guidance Office	NAlvarez@wood-ridgeschools.org
Meredith Miller	School Psychologist	Guidance Office	MMiller@wood-ridgeschools.org
Melanie Maida	Guidance Counselor	Guidance Office	MMaida@wood-ridgeschools.org
Maria Monda, RN	Nurse	Health Office	MMonda@wood-ridgeschools.org
Rita May	Fourth Grade	Room 101	RMay@wood-ridgeschools.org
Laura Johnson	Fourth Grade	Room 102	LJohnson@wood-ridgeschools.org
Marissa Romoff	Fourth Grade	Room 103	MRomoff@wood-ridgeschools.org
Courtney Barrows	Fourth Grade	Room 104	CBarrows@wood-ridgeschools.org
Raquel Ciliotta	Fifth Grade	Room 201	RCiliotta@wood-ridgeschools.org
Michele Palmieri	Fifth Grade	Room 202	MPalmieri@wood-ridgeschools.org
Jaime Oppido	Fifth Grade	Room 203	JOppido@wood-ridgeschools.org
KellyAnne Muscle	Fifth Grade	Room 204	KMuscle@wood-ridgeschools.org
Monique Koernig	Sixth Grade	Room 212	MKoernig@wood-ridgeschools.org
Kristin Borrelli	Sixth Grade	Room 217	KBorrelli@wood-ridgeschools.org
Kara Negro	Sixth Grade	Room 219	KNegro@wood-ridgeschools.org
Alicia Molta	Sixth Grade	Room 220	AMolta@wood-ridgeschools.org
Betty Carroll	ICS/Resource/RTI	Room 216	BCarroll@wood-ridgeschools.org
Amy Hamerling	RTI	210 (Art Room)	AHamerling@wood-ridgeschools.org
Laurie Lanfranchi	ICS/Resource/RTI	Room 218	LLanfranchi@wood-ridgeschools.org
Gabriela Panayoti	ICS/Resource/RTI	Media, 216, 218	GPanayoti@wood-ridgeschools.org
Kim Diaz	Media Specialist	Media Center	KDiaz@wood-ridgeschools.org
Melanie Rose-Rella	Physical Education	Gymnasium	MRose-Rella@wood-ridgeschools.org
Christopher Sterba	Art	Art Room	CSterba@wood-ridgeschools.org
Jessica Sterba	Music	Music Room	JSterba@wood-ridgeschools.org
Stephanie Pittaro	Speech	Conference Room	SPittaro@wood-ridgeschools.org
Kelly Manicone	ESL	TBD	KManicone@wood-ridgeschools.org
Melissa Aviles	Para-professional		
Theresa DiMase	Para-professional		
Dana Gardella	Para-professional		
Lisa Lorenzo	Para-professional		
Evan Villareale	Para-professional		

Wood-Ridge District Calendar 2019-2020

AUGUST/SEPTEMBER (18 days students/ 20 teachers)				
M	T	W	T	F
26	27	28	29	[30]
[2]	*3	*4	*5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

OCTOBER (22 days students/teachers)				
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	

NOVEMBER (15 days students/teachers)				
M	T	W	T	F
				1
4	5	6	[7]	[8]
[11]	12	13	14	15
18	19	20	21	22
25	26	27	[28]	[29]

DECEMBER (15 days students/teachers)				
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]	[31]			

JANUARY (21 days students/teachers)				
M	T	W	T	F
		[1]	2	3
6	7	8	9	10
13	14	15	16	17
[20]	21	22	23	24
27	28	29	30	31

SEPTEMBER

- 8/29 New Teacher Orientation
- [30-2] Labor Day Holiday – (CLOSED)
- *3-4 Staff PD (Closed for Students)
- 5 First Day of School (Early Dismissal – Students Only) *PM–Staff PD
- 12 JR/SR HS Back-to-School Night
- 18 Doyle Back-to-School Night
- 25 WRIS Back-to-School Night

OCTOBER

- [14] Columbus Day (CLOSED)
- 17 Jr/Sr High School Open House

NOVEMBER

- 5 Election Day (Early Dismissal (Students & Staff))
- [7-8] NJEA Convention (CLOSED)
- [11] Veteran's Day (CLOSED)
- 11/13 1st Marking Period Ends (46 days)
- 21 HS Evening Parent Conferences
- 27 Early Dismissal (Students & Staff)
- [28-29] Thanksgiving (CLOSED)

DECEMBER

- 20 Early Dismissal (Students & Staff)
- [23-31] Winter Recess (CLOSED)

JANUARY

- [1] New Year's Day (CLOSED)
- [20] MLK Holiday (CLOSED)
- 21 Doyle Evening Parent Conferences
- 22 WRIS Evening Parent Conferences
- 23-28 Mid-terms/Parent Conferences - (Early Dismissal - Students Only)
- 28 2nd Marking Period Ends (43 days)

FEBRUARY

- [17] Presidents' Holiday (CLOSED)

MARCH

- *2 Staff PD (Closed for Students)

APRIL

- 4/3 3rd Marking Period Ends (46 days)
- 9 Early Dismissal (Students & Staff)
- [10] Good Friday Holiday (CLOSED)
- [13-17] Spring Break (CLOSED)

MAY

- 22 Early Dismissal (Students & Staff)
- [25] Memorial Day (CLOSED)

JUNE

- 11-18 Final Exams
- 11-12 Early Dismissal-HS Students Only
- 15-18 Early Dismissal - Students Only
- 19 Early Dismissal (Staff & Students)
- 19 Last Day of School
- 19 4th Marking Period Ends (48 days)
- 19 HS Graduation

TOTAL DAYS

- 180 Student Days (+3 emergency) = 183
- 183 Teacher Days (+3 emergency) = 186

* If emergency days are exhausted, school will be open with early dismissal days in the following order: 1/20/20, 2/17/19, spring break starting with 4/17/20 working back

STAFF PD	
* Full Days (no students):	9/3/19, 9/4/19, 3/2/20
EARLY DISMISSAL DAYS (STUDENTS ONLY):	9/5/19, 1/23-28/20, 6/15-19/20

KEY	
School Closed	[]
Early Dismissal	—
Staff PD	*

FEBRUARY (19 days students/teachers)				
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

MARCH (21 days students/22 teachers)				
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	31			

APRIL (16 days students/teachers)				
M	T	W	T	F
		1	2	3
6	7	8	9	[10]
[13]	[14]	[15]	[16]	[17]
20	21	22	23	24
27	28	29	30	

MAY (20 days students/teachers)				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
[25]	26	27	28	29

JUNE (15 days students/teachers)				
M	T	W	T	F
1	2	3	4	5
8	9	10	11 (HS)	12 (HS)
15	16	17	18	19
22	23	24	25	26
29	30			

W-R INTERMEDIATE SCHOOL CALENDAR OF EVENTS 2019-2020

9/5	1st Day for Students (one session)
9/5 - 9/30	Star Renaissance Fall Testing Window
TBA	PTA Meeting/Teacher Reception
9/11	9/11 Memorial Event
9/17	Mad Science Demonstrations
9/20	School Spirit Day
9/25	Back to School Night
9/27	School Pictures
10/7 - 10/11	Week of Respect
10/14	Columbus Day - (school closed)
10/17	Bright Star Touring Theatre Anti-Bullying Presentation
10/21 - 10/25	School Violence Awareness Week
10/23	B.C. Prosecutor's Office Internet Safety Presentation (6 th Graders Only)
10/23 - 10/31	Red Ribbon Week
10/25	School Spirit Day
11/5	Election Day - (one session)
11/7 - 11/8	NJEA Convention - (school closed)
11/11	Veterans Day - (school closed)
11/13	1st Marking Period Ends
11/14	Prismatic Magic Company Presents Anti-Bullying Magic/Laser Show
11/22	School Spirit Day
11/27	One-Session Day Turkey Trot
11/28-11/29	Thanksgiving Recess - (school closed)
12/13	HS Band/Choir Holiday Tour Concert
12/19	Winter Concert (Parent/Guest Concert at 1:30 PM)
12/20	One-Session Day School Spirit Day
12/23-1/1	Holiday Recess - (school closed)
1/2 - 1/31	Star Renaissance Winter Testing Window
1/20	MLK Holiday (school closed)
1/22	Parent/Teacher Evening Conferences
1/23-1/28	One Session Days - Parent Teacher Conferences - PM
1/28	2nd Marking Period Ends
1/31	School Spirit Day
2/17	Presidents' Day Holiday - (school closed)
2/25	Bright Star Touring Theatre Presents - North by North, a Black History Month Presentation

2/28	School Spirit Day
3/2	School Closed – Staff Professional Development
3/13	6 th Grade Pie Day Contest
3/20	Welcome To New Jersey Assembly (4th Grade Only)
3/27	School Spirit Day
4/3	3rd Marking Period Ends
4/9	One-Session Day
4/10 – 4/17	Spring Recess - (school closed)
4/20 – 5/15	Star Renaissance Spring Testing Window
4/24	School Spirit Day
5/19 – 5/21	NJSLA- ELA Testing (All Grades)
5/22	One-Session Day Pick-A-Packet (Grade 5)
5/25	Memorial Day (school closed)
5/27 – 5/28	NJSLA- Math (All Grades)
5/29	School Spirit Day Pick-A-Packet (Grades 4 & 6)
6/2 – 6/3	NJSLA-Science (Grade 5 only)
6/4	Spring Concert (Parent/Guest Concert at 1:30 PM)
6/5	Field Day
6/9	Field Day Rain Date
6/15	Grade 3 Move Up Day Grade 5 End of Year Party
6/15 – 6/19	One Session Day (students)
6/16	Grade 4 End of Year Party
6/17	Student/Faculty Dodgeball Tournament Grade 6 End of Year Party
6/18	Grade 5 DARE Graduation Grade 6 Promotion Ceremony (6 PM – 7 PM)
6/19	4th Marking Period Ends School Spirit Day Last day of school Grade 6 Move Up Day Grade 6 Clap out

*** Please note that all event dates listed above are tentative and may be modified as necessary. For the most up to date information on all events, please view the school calendar located on the Intermediate School home page at <https://www.wood-ridgeschools.org/Domain/9>.**

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. **Parents are expected to call the office to notify the school when a child will be absent. A parental note must be submitted upon the child's return to school.**

As per NJAC 6A:14-7.8 Truancy procedures should include an optional referral to the 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 consecutive days.)

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.

ABSENCE ...

If a student is absent from school, he/she may not attend 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 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.

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,

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 8 for details regarding detention.

Bells, Drop-Offs, Pick-Ups, Parking...

Bell Schedules

REGULAR SESSION		ONE SESSION		DELAYED OPENING	
PERIOD		PERIOD		STAFF	9:45 AM
HR 8:10 – 8:15		HR 8:10 – 8:14		STUDENTS	10:00 AM
1 8:18 – 9:03		1 8:17 – 8:45		*NOTE ORDER OF PERIODS	
2 9:06 – 9:51		2 8:48 – 9:16		PERIOD	
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	
				8 2:16 – 2:43	
				HR 2:46 – 2:50	

Entry/Exit Doors & Bells: Students not participating in the Before Care program **will not be** permitted to enter the building prior to 7:55 AM. The homeroom bell will sound at 8:10AM. The afternoon dismissal bell will be at 2:50PM. In the morning, students will enter school either through the main entrance on 1st Street or through the Gymnasium entrance doors in the parking lot on 2nd Street. See Drop-Off Zones information below. Students who arrive after 8:10 AM while homeroom is still in session must enter through the main entrance and report directly to homeroom but will be marked tardy. Students arriving after homeroom ends at 8:15 AM will enter through the main entrance and report to the main office where they will be marked tardy and receive a late pass.

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 into the parking lot at the rear of the school.

Drop-Off Zones: There are two drop-off zones at WRIS. One is on 1st Street and the other is on 2nd Street. Parents who live east of Hackensack Street or who will travel on Hackensack Street are encouraged to use the 1st Street Drop-Off Zone. 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 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 be locked up while not in use. Any pupil taking his/her bicycle must follow all borough regulations including the use of an approved helmet.

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.

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 met in the school office 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.

AWARDS ...

Straight A's - In grades 4-6, students who earn "Straight A's" for the marking period in Language Arts, Math, Social Studies, and Science will receive a recognition letter from the Principal. At the end of the school year, students who have received a commendation letter for all four marking periods will receive an additional commendation letter recognizing their achievement. Furthermore, students in grade 6, who have earned a commendation letter for each marking period will be recognized at the Grade 6 Promotion Ceremony.

CO-CURRICULAR ACTIVITIES ...

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

Pending Board of Education approval, WRIS may offer the following:

<i>Clubs/Activities</i>			
Art Club	Drama Club	Safety Patrol (6 th Grade Only)	Student Council
Choir	Journalism Club	STEM Club	Mad Science (Fee required)

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 **must** sign a contract (*Acceptable Use Agreement*) agreeing to the terms and conditions for the use of the Internet.

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/DVD 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 will result in disciplinary action.

Parents/guardians and students are required to read this agreement and sign. 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 DURING/AFTER SCHOOL ...

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

LUNCH DETENTION

- Students will be expected to stay in either the classroom or main office during lunch and/or recess on the day requested by the Teacher/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 one day 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 located on the following page.

DISCIPLINE – 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.

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 email/letter outlining the problematic circumstances and the resulting disciplinary action(s). Details regarding disciplinary actions may be found in the Student Code of Conduct Infractions and Penalties table located on the following page.

The Intermediate School Anti-Bullying Specialist is Mrs. Maida. Mrs. Maida may be contacted at mmaida@wood-ridgeschools.org or at 201-933-6777.

CODE OF CONDUCT - INFRACTIONS AND PENALTIES

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

OFFENSE	<u>Level 1</u>	<u>Level 2</u> <i>Parent Notification</i>	<u>Level 3</u> <i>Parent Meeting w/ teacher</i>	<u>Level 4</u> <i>Parent Meeting w/ teacher Possible Police Notification</i>	<u>Level 5</u> <i>Parent Meeting w/ teacher Police Notified</i>
Late to School	Lunch Detention	Failure to report = 2 Central Detentions	3+ unexcused. lates in 1 week = Saturday Detention		
Dress Code Violation		1 Central Detention + Student must change clothing	3 Central Detentions + Student must change clothing	ISS + Student must change clothing	2 Days ISS + Student must change clothing
Disruptive Behavior	Teacher Detention + Parent Notification	3 Central Detentions	ISS		3 days OSS
Defiant Behavior		3 Central Detentions	ISS/OSS	ISS/OSS	3 days OSS
Cell Phone/Ear Bud Violation Use of Electronic Device	Teacher Detention	3 Central Detentions	ISS/OSS Student must surrender phone (parent picks it up)	ISS/OSS Student must surrender phone (parent picks it up)	1-3 days OSS Student must surrender phone (parent picks it up)
Internet Violation				ISS Loss of internet 1 MP	2 Day ISS Permanent Loss of Internet
Cheating, Plagiarism, Academic Misconduct		3 Central Detentions + "0" on assignment/test/quiz	ISS+ "0" on assignment/test/quiz	2 Days ISS N/C for class	
Field Trip/Bus Disruption			ISS	2 Days ISS	
Cafeteria Disruption		3 central detentions	ISS	2 Days ISS	
Food Fight					5-10 Day OSS
Insubordination toward Staff/Admin.			2 Day ISS	5 Day OSS	5-10 Day OSS
Lab Safety Violation				1-5 Day OSS	5 Day OSS
Vandalism/Theft				1-3 Days ISS Monetary Repayment of Loss	1-5 Day OSS Monetary Repayment of Loss
Possession/Use of Contraband (including vapes, tobacco products, & drugs)					4-10 Day OSS Possible Drug Screen Possible expulsion
Possession of Weapons					10 Day OSS Possible expulsion
Fighting/Assault					5-10 Day OSS Possible expulsion

ALL Discipline is subject to Administrative Discretion.

Teacher Detention: up to 15 minutes
Central Detention: up to 45 minutes
Saturday Detention: 8:30AM - 11:00AM

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

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

He/She will regain 2 points/week when no discipline infractions are incurred

He/She will regain 1 point/week for meeting with Guidance Counselor/Case Manager regarding his/her disciplinary issues.

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)

He/She will regain 2 points/week when no discipline infractions are incurred

He/She will regain 1 point/week for meeting with Guidance Counselor/Case Manager regarding his/her disciplinary issues.

ISS – **In School Suspension**
OSS – **Out of School Suspension**

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 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.

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 back pack and must be turned off until they leave 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. Notice is given as follows:

- Wood-Ridge Fire Siren will sound three [3] blasts at 6:30AM, and 6:45AM, Cable TV News 12 N.J.
- *Global Connect* will make automated phone calls to numbers correctly on file in the Student Information System (RealTime).
- District/PTA website: www.wood-ridgeschools.org
- News12NJ Cable; WCBS Radio; WOR Radio; Fox 5 NY

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 AND CLASS TRIPS ...

Criteria for Student Participation ...

(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.

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.

Chaperones Only Board approved chaperones are permitted. If interested in becoming a chaperone, contact Mrs. Danila Gregory 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.

GRADING SYSTEM...

<u>GRADE</u>		<u>GPA</u>	<u>NUMERICAL RANGE</u>
A+	=	4.33	98 - 100
A	=	4.00	93 - 97
A-	=	3.67	90 - 92
B+	=	3.33	87 - 89
B	=	3.00	83 - 86
B-	=	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

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

<u>LEVEL</u>		<u>EXPLANATION OF ACHIEVEMENT LEVEL</u>
4	=	<i>Exceeds Standard Expectations</i> Consistently grasps, applies, and extends key concepts, processes and skills. Works beyond stated benchmarks.
3	=	<i>Meets Standard Expectations</i> Grasps and applies key concepts, processes and skills. Meets stated benchmarks.
2	=	<i>Approaching Standard Expectations</i> Beginning to grasp and apply key concepts, processes and skills. Progressing towards stated benchmarks.
1	=	<i>Not Meeting Standard Expectations</i> 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. **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. The school nurse provides the following health services to elementary students:

Annual Screening - Grades K through 6

- height and weight
- vision
- hearing

Special Services

- 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 use 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 (meningitis vaccine) is REQUIRED upon entry into 6th grade.

Flu vaccine is REQUIRED 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 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.

HIGH PERFORMING CLASSES ...

(Board Policy #2464)

Determination for eligibility will include multiple measures of current course grades in the specified content area(s), district interim assessment (DIA) Performance (such as Renaissance STAR, NJSLA or other DIA utilized by the district), and 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 may be found online 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 made 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, a 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:

- Response to Intervention (RTI) - students below proficiency in math and/or ELA as determined by STAR Reading/Math scores, current grades, and/or the 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.

LAVATORIES ...

In order to enter lavatories, students must sign a have permission from a teacher and sign a bathroom log. 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 be 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. See Student Code of Conduct – Infractions and Penalties on page 9.

STATE TESTING PROGRAM ...

NJSLA ELA/Math – Grades 4, 5, 6

- ELA – May 19 – May 21
- Math – May 27 - May 28

NJSLA Science (Grade 5)

- June 2 – June 3

ONE SESSION DAYS ...

(Board Policy #8220)

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

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 23, 24, 27, 28 -- Afternoon conferences

January 22 -- Evening conferences

Conferences are set up by appointment only, through the main office. The office will initiate conference requests from Teachers by mail to parents.

Parents should feel free to arrange additional conferences as needed. Appointments can be arranged by calling the main office (201-933-6777).

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

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.

REALTIME...

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 2019-2020 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 and progress reports will be accessible on-line at www.wood-ridgeschools.org, by navigating to RealTime and logging in. In the interest of "Going Green", there will be no physical mailing of report cards.

First Marking Period

End of Marking Period 11/13/19

Second Marking Period

End of Marking Period 01/28/20

Third Marking Period

End of Marking Period 04/03/20

Fourth Marking Period

End of Marking Period 06/19/20

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.
- All visitors (including parents/guardians) must enter and exit the school building through the front doors only. Everyone must report to the school office, demonstrate ID, sign in, and receive a visitor's badge, if movement outside of the main office is necessary. 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. Please affix the name of your child to any items that you have dropped off that you would like given to him/her during the day.

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 the 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 ...

Must report to the Main Office and sign the "Visitor's Log". All Visitors must receive and wear a "Visitor's Badge" when moving through the 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.