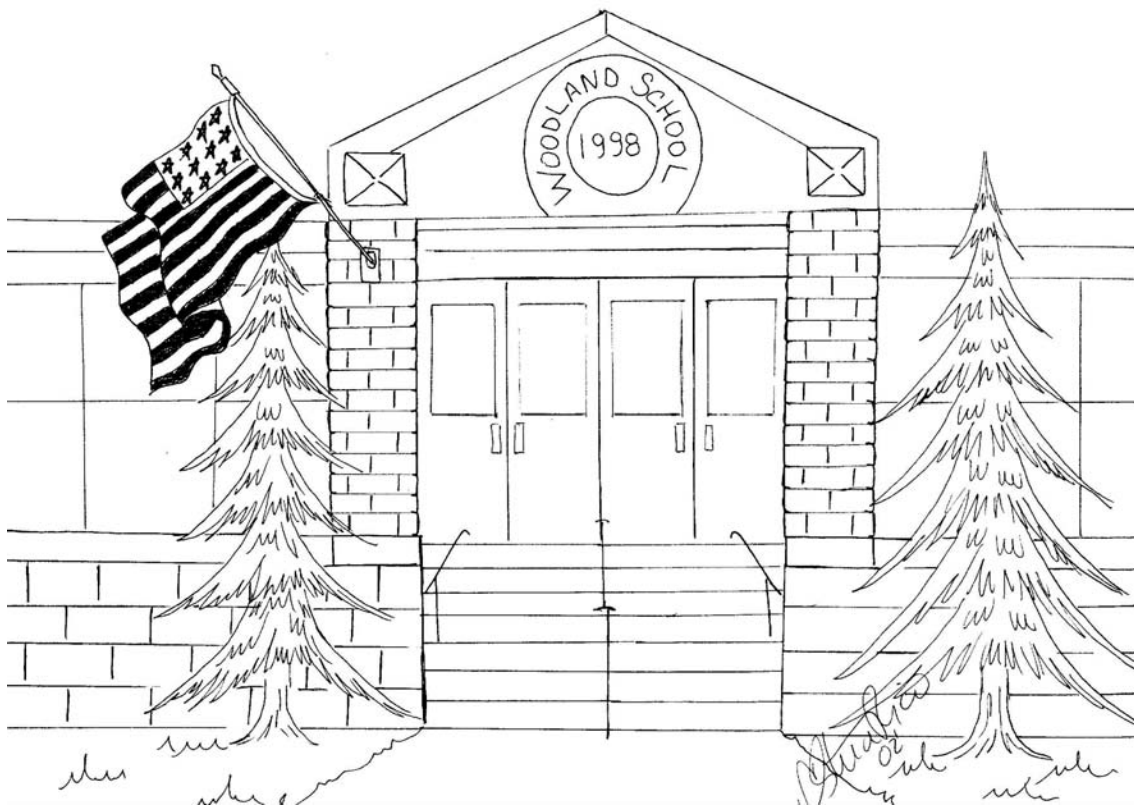


Woodland School
Student-Parent Handbook
2009 – 2010



CHARACTER
COUNTS!SM



Welcome

Welcome to a new year at Woodland School. We truly believe that Woodland School, with its skilled and caring staff, wonderful children and supportive parents is a magnificent example of a true community of learning. We all have the same mission and vision: to provide our children a safe, nurturing environment that promotes a life-long love of learning, a feeling of self-esteem, and an understanding of responsible living. We believe that every child has a right to a quality education, that high academic standards must be set, and that every child can and will succeed in ways that reflect his or her own aptitudes and interests.

The Woodland School *Student-Parent Handbook* is carefully created to provide you with important school information. Topics include:

- Great start ideas
- School schedule, ½ day details, Snow day details
- Attendance, medication, Parent-Teacher Conferences safety, and dismissal information
- Homework guidelines
- The Pillars of Character are T.R.R.F.C.C. (Terrific!)
- Lunch and Recess Schedule
- Home and school cooperation, PTO

Be sure to read the 2009-2010 Woodland School Calendar posted on the district website. (www.warrentboe.org) Each month you will receive an e-blast reminding you of the upcoming month.

This is going to be a marvelous year at Woodland School. We are all very enthusiastic and have set the highest expectations for our students and ourselves.

Chris Huss,
Principal



Get A Great Start to Make Your Child's Year a Success

How you start the school year can determine how well the rest of the year will go. Teachers, Counselors and parents say doing these things Helps ensure children get off to a great start:

- Review safety lessons – how to ride the bus safely; classroom and school rules for behavior.
- Provide the supplies. Let your child go with you to buy them. This will help him get excited about school.
- Put your child's name on things so they won't get lost.
- Set the scene for homework. Match the environment to your child's work style. Some children need quiet. Others are helped by a little sound-like classical music.
- Start your morning at night. Help your child choose the day's clothing. Pack lunch. Gather homework and sign school papers. Line up breakfast.
- Establish bedtime and homework routines. Pick a time that your child will do homework and go to bed. Then stick to it.
- Don't over schedule your child. Give him time to unwind after school – especially during the first few weeks of adjusting. Make sure he has free time to just play every day.
- Meet your child's teacher. How can you help her? Ask about homework. How can you help your child at home?
- Teach respect by showing respect. Say "please" and "thank you" to your child. Remind your children to be kind. Talk about the Six Pillars of Character.
- Be genuinely interested in your child's schoolwork. Ask about school every day. Ask him to teach you what he's learning.
- Say at least one positive thing to your child each day.
- Insist that your child try hard to be a good student. If school is important to you, it will be important to him.

The Pillars of Character are T.R.R.F.C.C.! (Terrific)



OUR SCHOOL DAY AND YEAR!

Our regular school day hours are:
Kindergarten through Fifth Grade -
8:40 AM – 3:20 PM

(Students may not be dropped off in the All Purpose Room before 8:30 AM)

Please carefully review our Woodland School calendar regarding our half-day schedule.

(On half-days, students dismiss at 1:20 PM. There IS school lunch on half-days and no recess.)

Our 1:20 dismissal days are as follows:
8:40 AM – 1:20 PM (WITH lunch)
November 2, 3 & 4
December 23
February 4

Delayed Openings

Our delayed opening hours are:
Kindergarten through Fifth Grade - 10:10 AM – 3:20 PM

(On delayed opening days, students should not be dropped off in the All Purpose Room before 10:00 AM.)

(Bus pickup will be one and one-half hours later than usual.)

On inclement weather days families will be called by the automated phone system. (Reverse 911) You may also wish to tune to WOR (710), WCTC (1450), or WERA (1590) for emergency broadcasts beginning at 6:00 AM.

In the event we need to close school early, the PTO phone chain will activate the calls. Please tune to WCTC or WERA for additional information.

ATTENDANCE NEWS FOR MOM, DADS & GUARDIANS

It is very important that children are present each day school is in session unless illness prevents attendance. Frequent absence lessens schoolwork interest and the possibility of maintaining a high standard of achievement. The Board of Education requires that children be in attendance for 80% of the school year in order to have successfully completed the instructional program. A waiver of these requirements may be granted for good cause by the Principal and the Intervention Referral and Services.

If your child is going to be absent, please call our nurse, Mrs. Stambaugh, at 908-753-5300 ext. 5503 between 3:20 PM and 9:00 AM. Kindly provide the nature and duration of illness, particularly in contagious situations so that other class families may be appropriately notified.

Should it become necessary to excuse a child early from school, please put this request in writing.

If your child is absent for two days, you are encouraged to obtain missed class and homework by calling the school office at 908-753-5300 ext.5501. Our office staff, Mrs. Gartner, or Mrs. Sordillo, will gladly relay this request to the classroom teacher and, if your call is placed before our school routine begins at 9:00 AM, work may be picked up at 3:20 PM the same day or may be sent home with a sibling, friend or neighbor.

MEDICATION

All medications, prescription or over-the-counter, require a signed physician's note, along with parent's/guardian's signature, to be administered while at school. Medication must be brought to school by a parent/guardian, it will be stored in the nurses office and administered by Mrs. Stambaugh, the school nurse. All medications must be in the original labeled container. Students may not transport medications to or from school at any time.

PARENT-TEACHER CONFERENCES

Parent-Teacher conferences will be held on November 2, 3 and 4. Children will follow a half-day schedule on these three days with a 1:20 PM. Conferences will be scheduled at our Back-To-School Night. October 1.

SAFETY

It is very important that everyone at Woodland School is kept safe at all times and there are a few things we can all do to guarantee this safety.

Visitors are required to enter our building through the front door. Please push the entry button on the right side wall of the main entrance and a staff member will buzz you in. Sign in at the main office and take a visitor's badge. All other entrances to the building are locked throughout the school day.

We will have two fire drills each month. In addition, two bus evacuation drills and a lock down drill will be scheduled during our school year.

Parents picking up children are asked to park in the visitors' parking area along the front of the school and in the parking lot on the high school side of the building. Please DO NOT leave your car by the curb (painted yellow) in front of the building. Children must be signed out at the desk in the All Purpose Room.

PLEASE CAREFULLY NOTE THE PRESENCE OF CHILDREN WHEN TRAVELING ON SCHOOL PROPERTY. KINDLY DO NOT DROP OFF OR PICK UP CHILDREN FROM THE BUS AREA AT ANY TIME, AS IT SERIOUSLY ENDANGERS OUR CHILDREN'S SAFETY. THANK YOU!

DISMISSAL

Dismissal is a time of day when it is important that all children are accounted for in appropriate bus lines. Children will be escorted to their bus lines by their teachers to be supervised daily by several Woodland staff members. Children may enjoy speaking with friends but must remain in bus lines until their bus has arrived. In keeping with our in-class behavioral expectations, children are expected to show respect for their schoolmates. Once on buses, children must "buckle up" and remain seated until the bus arrives at their stop. Children being dismissed, independent of teacher supervision, are expected to go directly to the All Purpose Room to await their ride home. **Children may not change buses for play dates.**

Homework Guidelines

Assigning homework serves various educational needs. It serves as an intellectual discipline, establishes study habits, eases time constraints on the amount of curricular material that can be covered in class, and supplements as well as reinforces work done in school. In addition, homework fosters student initiative, independence, and responsibility and brings home and school closer together.

What is Homework?

Homework is defined as out-of-class tasks assigned to students as an extension or elaboration of classroom work.

There are three types of homework:

- **Practice, Preparation, and Extension.**

Practice assignments reinforce newly acquired skills. For example, students who have just learned a new method of solving a mathematical problem should be given sample problems to complete on their own.

Preparation assignments help students get ready for activities that will occur in the classroom.

Extension assignments are frequently long-term continuing projects that parallel class work. Students must apply previous learning to complete these assignments.

Why is Homework Important?

Research in the last decade has begun to focus on the relationship between homework and student achievement, and has greatly strengthened the case for homework. Although there are mixed findings about whether homework actually increases students' academic achievement, many teachers and parents agree that homework develops students' initiative and responsibility and fulfills the expectations of students, parents, and the public.

How Can Parents Get Involved?

Show you think education and homework are important. Children are more eager to do homework if they know their parents care.

Set a regular time for homework. The best time is one that works for your child and your family.

- Pick a place to study that is fairly quiet and has lots of light.

- Help your child concentrate by turning off the TV and saying no to social telephone calls during homework time.
- Supply paper, books, pencils, and other things your child needs.
- Set a good example yourself by reading and writing. Your child learns what things are important by watching what you do.
- Read with your young child. This activity stimulates interest in reading and language and lays the foundation for your child to become a lifelong reader.
- Discuss school and learning activities.

How Much Time Should a Student Spend on Homework?

The following are “rules-of-thumb” guidelines for the amount of time homework assignments should take. Since students vary in their rate of working, parents should use discretion as to how much time should be allotted to an assignment. If your child consistently has a hard time finishing assignments, call or meet with his/her teacher to discuss the difficulty.

Reading is an important component of the complete education of every student. Therefore, reading to and with our child and encouraging him/her to read independently for pleasure should be a part of each night’s work.

The following time guidelines do not include independent reading unless specifically assigned.

Kindergarten	From time to time, simple assignments will be required.
Grade One	Approximately 15-20 minutes per night beginning in the first marking period.
Grade Two	Approximately 20-30 minutes per night beginning in the first marking period.
Grade Three	Approximately 30-45 minutes per night beginning in September.
Grade Four	Approximately 40-60 minutes per night beginning in September.
Grade Five	Approximately 50-75 minutes per night beginning in September.

Homework Principles:

- **Homework** will be assigned when it serves a purpose and reinforces learning.
- **Homework** will relate directly to class work.

- **Homework** assignments must be understood by the children.
- **Homework** may serve as an enrichment or supplementary experience if given on an individual or on a small group basis.
- **Homework** assignments will be given with careful consideration to the physical and emotional needs of students.
- **Homework** assignments must be planned in relationship to the supply of books, reference materials, etc. needed to complete the assignments (materials available either the schools, homes, or local libraries).
- **Homework** assignments give parents insight into the school curriculum and offer a greater opportunity for student learning to occur.

Teachers are encouraged to be sensitive and make allowances when scheduling tests and exams and assignments on religious holidays and days immediately following religious holidays.

Students may not always view homework as a pleasant experience, but if the assignment serves a good purpose and parents reinforce the completion of the tasks, students will benefit by gaining higher grades, better study habits, and a more positive attitude toward school and learning.

Make-up Work

The material covered in each class session is an integral part of the course. Each student is required to complete make-up assignments for all absences. Assignments, class work, and tests are to be made-up by the students within a reasonable length of time. It is expected that each student will be present for each of the 180 days that school is in session. **Removing students from school for vacations during school time is discouraged.** Teachers are not required to provide advance work. The regular time for make-up work is immediately following an absence.

On the **second consecutive day** of a child's absence, you are encouraged to obtain missed class and homework by calling the school office at 908-753-5300, ext. 5501. Our office staff, Mrs. Sordillo or Mrs. Gartner, will gladly relay this request to the classroom teacher and, if your call is placed before our school routine begins at 8:00 AM, work may be picked up at 3:30 PM in the school office. Work may also be sent home with a sibling, friend or neighbor.

The Six Pillars of Character are T.R.R.F.C.C. (Terrific!)



Good Character is necessary to successfully meet life's challenges. But it doesn't just happen. It's up to all of us to teach young people right from wrong.

Every day during morning announcements, a Woodland child from fourth grade reads one particular Pillar of Character coinciding with one of our six school days. Possibly you might consider reviewing these important elements of good character with your children each school day. Just check the Woodland calendar to identify the specific day. For example, today, the first day of school is day 1 and we salute **Trustworthiness**.

1. **Trustworthiness** – Be honest, don't deceive, cheat or steal. Do what you say you'll do and have the courage to do the right thing.
2. **Respect** – Treat others with respect, follow the Golden Rule, use good manners and be considerate of others.
3. **Responsibility** – Do what you're suppose to do, keep on trying, and do your best.
4. **Fairness** – Play by the rules, take turns and share, be open-minded and listen to others.
5. **Caring** – Be kind, show you care, and help people in need.
6. **Citizenship** – Do your part to improve our school and community, protect the environment and be a good neighbor.

Be a **T.E.A.M.** player.

Teach children that their character counts. Explain that their success and happiness depend on who they are inside, not on what they have or how they look. Teach them the difference between right and wrong.

Enforce the Six Pillars of Character. Reward good behavior (usually praise is enough) and discourage bad behavior by imposing fair, consistent consequences.

Advocate character. Continually encourage children to live up to the Six Pillars of Character. Don't be neutral about the importance of character.

Model good behavior. Everything you say and do (or neglect to) send a message about your values.



Woodland School

Recess/Lunch Times 2009 – 2010

25 minutes for recess
5 minutes travel
25 minutes for lunch

**First recess: Kindergarten and First grades
11:30 - 11:55**

**First lunch: Kindergarten and First grades
12:00 – 12:25**

**Second recess: Second and Third grades
12:00 – 12:25**

**Second lunch: Second and Third grades
12:30 – 12:55**

**Third recess: Fourth and Fifth grades
12:30 – 12:55**

**Third lunch: Fourth and fifth grades
1:00 – 1:20**

HOME AND SCHOOL

Together we can make good things happen

In Woodland School, staff members and students care for, respect, and trust one another. Our school is a just place where everyone is treated fairly. Morale is high and social and academic growths are continuous. Our teachers and other staff members truly care about every child. Together we all celebrate student achievement and learning.

Today more than ever, we are convinced that parents play a critical role in their children's school success. After all, you are your children's first teacher and your home is a most important learning place.

We sincerely believe that Woodland School is a family-friendly school. Research indicates that levels of student achievement are influenced and predicted by the extent to which a student's family encourages learning; sets high, yet attainable, expectations for achievement; and is involved in the child's education at school. Students whose parents are actively involved tend to have better attendance and higher grades and test scores. Student behavior improves as parent involvement increases, and more positive attitudes are exhibited when parents are involved. Generally speaking, the more extensive and meaningful the involvement of parents and other family members is, the higher the achievement of the student will be.

Woodland School PTO 2009-2010

President	Jacqui Mandelbaum	908-647-0685
Vice President	Christine Prinzivalli	908-222-7078
Treasurer	Rebecca Keenan	908-755-5587
Corresponding Sect.	Tracy Dario	908-279-7001
Corresponding Sect.	Susan Reale	908-561-0949



Be sure to read *The Word at Woodland* every **Monday** on the district web site. Each issue contains late breaking news from school.