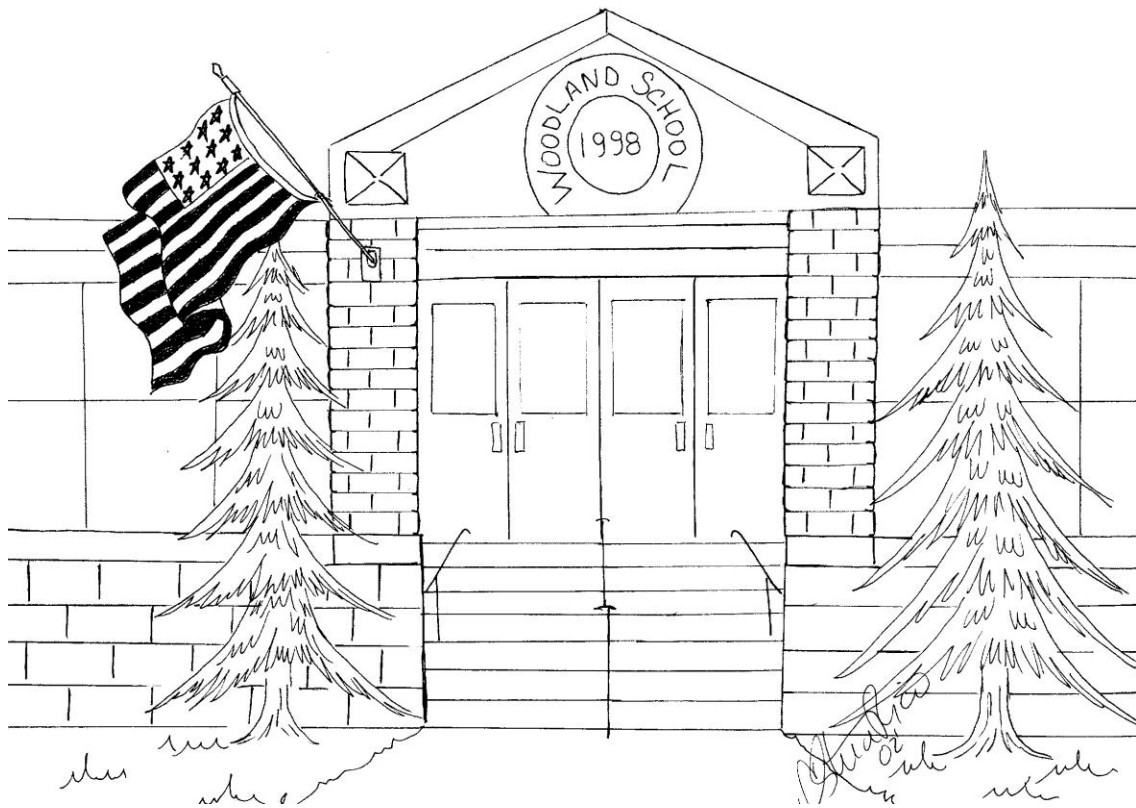


Woodland School Student-Parent Handbook 2011 -2012



*Be careful what you say, be careful what you
do, be kind to one another all day through.*



Welcome

Welcome to a new year at Woodland. With a highly skilled and caring staff, wonderful children, and supportive parents our school is a magnificent example of a true community of learning. We all have the same mission and vision: to provide our children a safe, positive, and nurturing atmosphere that promotes a lifelong 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 an outline of the rules, routines, procedures, and programs that guide us at Woodland School. Please use this as your primary source of information about the school and take time to read and discuss its contents with your child. Your cooperation, as always, will help us provide a rewarding and enriching educational experience. Also, please review the 2011 – 2012 Woodland School Calendar posted on the district website (www.warrentboe.org) and be sure to subscribe to our “e-blast” mailing list. This will ensure that you receive monthly newsletters, updates about important events, and up-to-date school related information.

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. We also realize the importance of working closely together and welcome your active participation in the education process. Together, we can, and will, create the best learning environment for your child.

Chris Huss, Ed.D.
Principal

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Warren Township Mission Statement



The mission of the Warren Township School District, in partnership with family and community, is to provide an environment where each child is valued and experiences the challenge and excitement of learning.

In keeping with the Mission Statement of the Warren School District, our goal is the education of each child to the maximum limit of his/her individual capacity and talents. We seek to instill in each student a motivation and desire for learning, a sense of personal identity and self-understanding, and the capacity to apply knowledge in solving life's problems. We will emphasize the ability to communicate effectively and a fundamental respect for other people, for rules, and for social values.

Our purpose is to provide a solid foundation in the fundamental skills with emphasis on the application of the skills in making sound judgments, in developing rational thought processes and toward self-directed learning. We shall seek to provide as broad and enriched a total program as facilities, talent, and resources permit.

Furthermore, we recognize that school programs are planned around patterns of human growth and development during the years between childhood and adolescence. Education is seen as a process. The interests of students, skill development and utilization of knowledge are integrated through instructional grade level units.



OUR SCHOOL DAY!

Arrival and Dismissal

Our regular school day hours are: 8:40 AM – 3:20 PM

Staff members will be available to supervise children in the APR beginning at 8:30 AM. At the end of the school day, all students are dismissed to their assigned bus unless alternate plans have been arranged with the front office staff.

Early Dismissal

Our early dismissal hours are: 8:40 AM – 1:20 PM

Please carefully review our Woodland School calendar regarding our scheduled early dismissal days. There IS school lunch on early dismissal days but no recess.

Delayed Openings

Our delayed opening hours are: 10:40 AM – 3:20 PM

On delayed opening days, staff will be available to supervise students in the APR at 10:30 AM. There IS school lunch and recess on delayed opening days.

Inclement Weather

In the event of inclement weather, school may dismiss early, begin later than usual, or close all together. If any of these changes to the schedule occur, families will be called by the automated phone system (Reverse 911). You may also wish to tune to television channels 2, 4, or 7, or radio stations WOR (710), WCTC (1450), or WERA (1590) for emergency broadcasts beginning at 6:00 AM. Parents also have the option of calling the school's main number or viewing the website to check for changes in the school schedule. In the event we need to close school early and the school day has already begun, the PTO phone chain will be activated.

It is important to discuss with your children what to do if they get home early and extenuating circumstances prevent an adult from being there.

Office Hours

The main office is open from 8:00 AM – 4:00 PM Monday - Friday

ATTENDANCE, DISMISSAL, AND HEALTH NEWS

It is very important that children are present each day school is in session unless illness prevents attendance. Frequent absence lessens interest in schoolwork 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 and Referral Services Committee.

If your child is going to be absent, please call our nurse, Mrs. Stambaugh, at 908-753-5300 ext. 5503 before 9:00 AM. Kindly provide the nature and duration of illness, particularly in contagious situations so that other families may be appropriately notified. If no call is received, the school nurse will call your home to verify an absence.

Tardiness

As with consistent attendance, punctuality is of the utmost importance. When pupils are late, they miss important morning announcements, do not participate in classroom routines, and lose the opportunity to organize themselves and transition smoothly into the school day. Please discourage tardiness in your home as much as possible. Pupils who are late to school must report to the office upon entering the building to retrieve a note of admittance to their classroom.

Early Pick-Up

To ensure pupils receive all the benefits Woodland School has to offer, we ask that you do not ask for pupils to be excused early unless an emergency makes early dismissal unavoidable. Should it become necessary to pick your child up from school earlier than the scheduled dismissal time, please put this request in writing.

Pick-Up

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.

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 which are 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.

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.

Health Services

A full-time certified school nurse is available to serve the health needs of the students. She is available for first aid and illness, as well as a resource for parents, students and faculty. Please call (908)753-5300 ext. 5503 anytime between 9:00 AM. and 3:00 PM with any questions or concerns you may have. In addition, the school nurse conducts yearly height and weight assessments, vision and hearing screenings, and scoliosis screenings for students over ten years old.

Illness

If your child has a communicable disease, please phone the nurse at (908)753-5300 ext. 5503 upon discovering the news. You may phone anytime – day or night - to leave a message. Any viral or bacterial infections such as Chicken Pox, Strep Throat, etc. are illnesses which have adverse effects on students with lower immunity to infections. Prompt notification ensures that needed information can be given to exposed students.

Notes for Physical Education

A parent note is required to excuse a child from physical education class. Physical education excuses for more than two days require a physician's note. If a student is excused from P.E., he/she may also be directed to remain indoors during lunch play.

Medication

The medication policy in Warren Township covers all medications, whether over-the-counter or prescription. "Medication" includes any pill, liquid, inhaler, cream, lotion, nose or eye drops. If your child must take any medicine or put anything on his/her skin, the school nurse must have a note signed by a physician, as well as a note from the parent before any medication may be administered. A form is available in the health office which may be used. If a form is not available, please have the child's physician write an order on a prescription blank giving permission to the school nurse to administer the medication during school hours. When the medication is brought to school, the parent can complete the balance of the form and the written order can be attached. Medication must be transported to and from school by a parent. No child is to carry any medication to school; no medication will be sent home with a child. For student safety, if a parent comes to the school to administer medication, the student will be called to the health office. No medication should be given to a student during school hours except through the health office. Please see Board Policy #5141.21 for additional information.

Allergies

The school nurse should be made aware of any and all food allergies as well as recommended treatment plans. It is also encouraged that parents / guardians provide homeroom moms with this information since everything is held confidential by the school. They are equally concerned about keeping students safe and will work with you when planning classroom celebrations. In addition, please be sure to provide the teacher with a sealed container of alternative snacks that will be available to your child at all times.

If you have any questions about health-related issues or concerns, please call Mrs. Stambaugh, School Nurse, at extension 5503.

SCHOOL SECURITY AND SAFETY

Security

Given the need for a secure building, as well as an environment that does not restrict the activities of our children, a security badge system is in place. All doors will be locked during the school day so that access from the outside cannot be achieved.

Please familiarize yourself with the following procedures:

1. 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.
2. Upon entering the building, visitors shall immediately go to the office and identify themselves.
3. Visitors who wish to proceed to areas other than the front office must sign in, confirm the location, and receive a visitor badge.
4. A visitor shall not interrupt the instructional program, speak to or disturb students, or distract teachers. A visitor who wishes to confer with the teacher must make arrangements via phone or email for a conference at a later date. (Policy #1250)
5. The visitor badge is to be worn and displayed at all times during the course of the visit.

“Visitor” means any person present in a school building or on their grounds on a school day during the hours school is in session other than those persons whose presence is required by their enrollment in the school or employment by the Board. This includes, but need not be limited to, parents or legal guardians, family members, district residents, educational researchers, faculty members employed by the Board but from a different location, youth advisors and members of the Board or committees thereof. (Policy #1250)

In conjunction with this system, staff members and children will be instructed to immediately report any non-staff member who is seen without a badge. In order that we might add a margin of security to the building, we ask that you cooperate with this system and give us your full support.

Please see Board Policy #1250 for additional information about school security and visitor procedures.

Safety Drills

We will have two safety drills each month to help prepare the students and staff for potential crisis situations. These drills will include at least one fire drill and one evacuation drill, bomb threat drill, or lockdown drill. Please remind your child that schools are extremely safe places and that these drills are only practice for a worst-case scenario.

HOMWORK 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.

1. 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.
2. Preparation assignments help students get ready for activities that will occur in the classroom.
3. 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?

Let your child know that 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 your 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 in the school, home, or local library).
- 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, 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 and teachers are not required to provide advanced work. We suggest your child read a book and/or keep a written journal of experiences. The time for make-up work is immediately following an absence.

1. Students absent for any reason must make up assignments, class work and tests within a reasonable length of time. *In most cases, a reasonable length of time shall be the same number of school days as the days missed.*
2. It is the responsibility of the student or parent/guardian to obtain makeup assignments.
3. The parent must notify the office by 8:30 a.m. on the second day of absence and indicate how the work is to arrive home. The office will notify the teacher and the work should be ready by 3:00 p.m. that same day. If the phone call comes after 8:30 a.m., the work will be ready by 3:00 p.m. the following day. If the child is absent on subsequent days, the work will automatically be available in the office by 3:00 p.m. until the child returns.
4. Students excused for concerts, competitions, etc., must make arrangements with the teacher to make up work missed prior to the absence from class.
5. If a student does not complete the work missed for absence from class within the prescribed length of time, he/she is subject to failure for that assignment.
6. If a student goes on vacation during the school year, it is at the classroom teacher's discretion if homework is to be completed before, during or after the vacation.

Please see Board Policy #6154 for additional information



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 student from fourth grade reads one particular quote related to a Pillar of Character. *For example: "Today is the first day of school and we salute Trustworthiness..."* Please consider reviewing these important elements of good character with your children each school day.

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 supposed 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) sends a message about your values.

DISCIPLINE AND STUDENT RESPONSIBILITIES

High Expectations

Although young, students at Woodland School are consistently taught, through the Six Pillars of Character, that they can help make their school a happy, safe place in which to learn. Each member of the staff understands and values the importance of having good character, not only as a student but as a responsible adult. Thus, we establish high expectations for all students, provide the support necessary to achieve those expectations, and recognize exemplary behavior on a daily basis. Students are continually asked to follow a variety of procedures and rules. More importantly, however, we encourage each individual to think of others and make good decisions based on the virtues instilled by the “Pillars”. Parents are also asked to consistently reinforce the values presented in school with their children at home.

Appropriate Consequences

Stan Davis, author of Schools Where Everyone Belongs: Practical Strategies to Reduce Bullying explains that schools reduce bullying through the “development and consistent enforcement of effective consequences for verbal and physical aggression which are predictable, inevitable, immediate, and escalating and based on uniform expectations for all. Consistent use of consequences will reduce bullying and are a necessary component of effective prevention. Inconsistent enforcement makes the problem worse. Effective consequences are small (so they can be used consistently), escalate with repeated aggression, and typically involve loss of unstructured times like recess, lunch with peers, or extracurricular activities.” Consequences should be commensurate with the student’s action, be perceived as a punishment to help student understand that what he/she did was wrong, and *be used as an opportunity to support the child in helping them understand how he/she can improve their behavior and respond to situations more appropriately in the future.*

Woodland School Code of Conduct:

- Try your hardest to demonstrate TRRFCC behaviors (Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship).
- Respect other individuals’ space, time, possessions, and ideas.
- Keep calm and seek ways to be helpful.
- Practice good listening skills and accept feedback from adults.
- Show respect for your school, the school’s property, and the buses.

In the event that a student exhibits inappropriate behavior and does not respond to efforts to help him or her make choices based on intrinsic motivation, an escalating series of consequences will be applied using the following chart as a guideline.

The following chart outlines the system that will be utilized during the school year.

Behavior	First Time	Second Time	Third Time
Teasing <ul style="list-style-type: none"> • Name calling • Insults • Any behavior that would hurt other's feelings or make them feel bad about themselves 	Reminder about behavior from school personnel Phone call home Discipline form and discussion	One inside recess Phone call home Discipline form and discussion	Three inside recesses Phone call home Discipline form and discussion
Inappropriate Physical Contact <ul style="list-style-type: none"> • Pushing • Slapping • Grabbing • Poking 	One indoor recess Phone call home Discipline form and discussion	Three inside recesses Phone call home Discipline form and discussion	Five inside recesses Phone call home Discipline form and discussion
Verbal Taunting <ul style="list-style-type: none"> • Racial name calling • Ethnic slurs • Sexual name calling 	Three inside recesses Phone call home Discipline form and discussion	Five inside recesses and/or after school detention Phone call home Discipline form and discussion	In School Suspension
Physical Contact with Clear Understanding of Actions and Intent to Hurt Another Individual <ul style="list-style-type: none"> • Punching • Kicking • Similar behavior that may injure others. 	Three inside recesses Phone call home Discipline form and discussion	Five inside recesses and/or after school detention Phone call home Discipline form and discussion	In School Suspension

Note:

This chart is a guide. The principal may, depending on the nature of the situation – especially with older students, move beyond a first offense consequence to appropriately respond to a situation. Students in grades 1 – 2 may receive one additional warning. Kindergarten teachers will use more immediate and brief consequences. When there is no direct observation by an adult of an incident reported by a child, the principal will have to use judgment in determining corrective action.

For more information, please reference Board of Education policy #5131.

Cafeteria Student Responsibilities:

1. Try your hardest to demonstrate TRRFCC behaviors (Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship).
2. Respect other individuals' space, time, possessions, and ideas.
3. Listen to and follow all directions given by the cafeteria supervisors.
4. Remain seated and raise your hand for assistance.
5. Keep your hands to yourself.
6. Use an inside voice and speak with peers at your lunch table.
7. Respect the cafeteria property and clean eating areas before leaving the cafeteria.

Playground Student Responsibilities:

1. Try your hardest to demonstrate TRRFCC behaviors (Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship).
2. Respect other individuals' space, time, possessions, and ideas.
3. Listen to and follow directions the first time they are given.
4. Stay in assigned recess areas and use equipment properly.
5. Treat others in a positive manner and display good sportsmanship.
6. Keep your hands to yourself.
7. Decide against playing physically inappropriate games.

Dress Code

The Warren Township Board of Education recognizes that each pupil's mode of dress is the result of personal style and individual preferences. The Board will therefore not generally interfere with the rights of pupils and their parents/guardians to make decisions regarding their appearance, except when that choice negatively affects the educational programs, decorum, or goals of the district, or compromises student safety.

To this end, the following guidelines have been established:

- Footwear must be worn at all times. Footwear that is considered unsafe (included but not limited to: loose sandals, beach or shower type footwear, thin-heeled clogs, or roller shoes) is not permitted.
- Hats or other head coverings, except in the case of religious observance, may not be worn in the building. Exceptions can occur on specific school spirit days.
- Each student must dress in a manner that does not attract undue attention. Shorts and skirts should not be a distraction. Skirts/shorts must not be shorter than finger-tip length (when one's arms hang freely at the side, shorts must extend below the extended finger tips).
- Clothing must not be tight, revealing or suggestive. Midriff, tube tops, strapless dresses, backless sundresses, tank tops, halter tops, off the shoulder blouses/dresses, see-through articles, slashed clothing, sheer lace, and tight spandex type clothing may not be worn.
- No chains of any type are allowed.
- If necessary, school personnel will contact the parents of any pupil who is in violation of the dress and grooming policy and discuss appropriate steps. This may require bringing appropriate clothing to school.

Parents/guardians are asked to cooperate in helping the school district attain its objectives and foster pride and good taste in appearance by exercising positive guidance and authority. Please see Board Policy #5132 for additional information related to dress code.

ANTI-BULLYING

The Warren School District and Woodland School are committed to providing a safe and positive learning environment for all students. To this end, the district has adopted a Code of Conduct and policies specific to Harassment, Intimidation, and Bullying. Each school has an anti-bullying specialist and the district has assigned an anti-bullying coordinator. Information about the HIB policy and the Code of Conduct can be found on the District's website.

Woodland School Anti-Bullying Specialist:

Mrs. Diane Langworthy, Guidance Counselor

Contact Information:

Email: dlangworthy@warrentboe.org

Phone: 908-753-5300, Extension 5505

Warren Township School Anti-Bullying Coordinator:

Dr. Faye Brady, Director of Special Services

Contact Information:

Email: fbrady@warrentboe.org

Phone: 908-753-5300, Extension 5716

BUS SAFETY PROCEDURES

School buses are provided to transport students safely to and from school. Proper conduct while on, or waiting for, school busses is important. While waiting for the bus to arrive, students are to remain off the road until the bus stops and the doors of the bus open. Students may not cross the street or start toward the bus until this occurs. Students and parents are reminded that driving a school bus is a demanding and difficult job which requires full concentration. It is expected that students will cooperate with the bus driver. On each bus, the driver will review rules and regulations. Students who do not follow these rules will be referred to the office. This may result in the withdrawal of bus riding privileges in accordance with Board Policy #5131.

1. All children are to be seated in assigned seats when the bus is in motion.
2. No objects are to be thrown in or out of the bus.
3. Children may not put anything outside the window (including head, hands, etc.)
4. Loud noises and/or calling out are not permitted.
5. Directions given by the bus driver must be obeyed.
6. Fighting, pushing, or tripping is not permitted.
7. The property of others, (including personal property and the school bus itself) shall not be tampered with or destroyed.
8. Any behavior that places the safety of others in jeopardy is not to be permitted.
9. No articles that can cause a disruption or possible injury are to be brought on the bus.
10. Any behavior that the bus driver considers to be unsafe or disruptive is to be reported.

Parents, please help assure the safety of the children at the bus stops by insisting that they stand at a safe distance from the road, arrive at the bus at an appropriate time (not too early or too late), and keep play items, such as balls and Frisbees, away from the bus stop.

BUS DISCIPLINARY PROCEDURES

The bus ride to and from school is considered part of the school day. Bus discipline reports should be reported to the transportation department and the building principal. If given a choice, educators prefer to reason with students who exhibit inappropriate behaviors. In many cases that involve minor infractions, negative behaviors can be eliminated through the use of positive and constructive discussions with the student. In cases of disciplinary infractions that cannot be remedied with lower level counseling of the student (e.g., reflective questioning of the student concerning his/her behavior and how he/she can modify it) by a staff member, the building Principal shall employ the following disciplinary steps in accordance with Board Policy #5131 (as deemed appropriate for the age and grade level of the student involved):

Level One: Deprivation of outdoor play.

Level Two: In addition to Level One provisions, exclusion from one or more special classroom activities (e.g., a class party) and/or exclusion from one or more school-wide activities (e.g., assembly program).

Level Three: In addition to Level Two provisions, exclusion from class trips or school-sponsored after school activities.

Serious incidents which result in injury should be immediately reported to the principal and the school's transportation department (Extension 5603). Bus line problems should be reported to the adults on duty. In addition to the consequences above, bus privileges may be suspended for a period of time due to repeated problems.

PERSONAL COMMUNICATION DEVICES, PDAS, CELL PHONES, PERSONAL GAMING SYSTEMS, ETC.

Students are not permitted to bring or possess a remotely activated paging device on any school district property at any time, regardless of whether school is in session or other persons are present, except as allowed below. The bus ride to and from school is considered to be part of the school day.

Students are not permitted to use cellular telephones. This includes the use of text messaging, internet access, and camera features of the cell phone while school is in session. Cellular telephones or networkable devices must be turned off while the student is in the school building and may only be turned on after school has concluded for the day, or outside the building. The building Principal may confiscate cellular phones or networkable devices that are turned on in violation of this policy, and the student will be subject to appropriate disciplinary action.

Personal gaming systems (i.e. Nintendo DS) fall under the same guidelines as remote activating paging devices and cell phones due to the networkable capability of these systems. Students are encouraged to leave these devices at home because of they are expensive and cannot be taken out during the school day.

For more information, please see Board Policy # 3515.1

DRUG AND ALCOHOL POLICY

All district personnel shall be alert to signs of alcohol, drug, tobacco and steroid use by pupils and shall respond to those signs in accordance with procedures established by the superintendent of schools. Compliance with a drug-free standard of conduct at all school functions is mandatory for all students. Pupils suspected of being under the influence of drugs, alcohol, tobacco, or steroids will be identified, evaluated, and reported in accordance with the law. Assessment will be provided by individuals who are certified by the New Jersey State Board of Examiners as substance awareness coordinators or by individuals who are appropriately certified by the New Jersey Board of Examiners and trained in alcohol and other drug abuse prevention. A pupil who uses, possesses, or distributes drugs, alcohol, tobacco or steroids on school premises or while attending a school-sponsored activity will be subject to discipline that may include suspension or expulsion, and may be reported to appropriate law enforcement personnel. Pupils suspected of involvement with alcohol, drugs or steroids away from school premises will be offered appropriate treatment and remediation. Treatment services for students who are affected by alcohol or other drug use will be provided by individuals who are certified as substance awareness coordinators or who are otherwise appropriately trained in drug and alcohol prevention, intervention, and follow-up.

For more information see Board Policy 5131.6

PHOTOGRAPHS TAKEN BY PARENTS / STUDENTS AT SCHOOL EVENTS

The District does not endorse or assume liability for the distribution of photographs to other parents or students. Parents or students who distribute or post online photographs take full responsibility for their distribution.

PARENT-TEACHER CONFERENCES

Parent-Teacher conferences will be held on November 7, 8, and 9. Children will follow an early dismissal schedule on these three days with a 1:20 PM departure time. Conferences will be scheduled at our Back-To-School Night - Wednesday, September 21.

REPORT CARD DISTRIBUTION DATES

Grades K-3: December 17
April 1
June 22 (or day before last day of school)

Grades 4&5: November 23
February 9
April 29
June 22 (or day before last day of school)

**NUTRITION POLICY
LOCAL WELLNESS/NUTRITION
(Board Policy #3542.1)**

Please refer to the Local Wellness / Nutrition Policy for detailed information about the district nutrition policy. The nutrition and wellness guidelines for parents planning birthday parties, special celebrations, etc. that follow are provided for your convenience to better understand how the policy will be implemented in the district's four elementary schools.

Healthy eating and an active lifestyle are essential for students to achieve their full academic potential, full physical and mental growth, and lifelong health and well-being. The school district shall help all students, staff members and parents by providing information about nutritious food choices and enjoyable physical activity choices that can last a lifetime. To that end, the entire Warren school community shall be encouraged to model healthy eating and an active lifestyle as a valuable part of one's daily routine.

School officials shall attempt to balance the following four (sometimes competing) priorities. In order to do that, please note that ALL FOOD ITEMS MUST BE DELIVERED TO THE MAIN OFFICE NO LATER THAN 10:00AM and will not be permitted if they do not adhere to the following:

1. Nutrition: To teach and model healthy eating and lifestyle habits.

- Foods of minimal nutritional value (FMNV) *as defined by the United States Department of Agriculture* are those foods contained in the following categories: soda water, water ices, chewing gum, hard candy, jellies and gums, marshmallow candies, fondant, licorice, spun candy and candy coated popcorn. FMNV shall not be served at any time in school, including parties and special celebrations, no exceptions.
- Board Policy #3542.1 (Local Wellness/Nutrition) addresses the fact that FMNV, as well as food and beverage items listing sugar as the first ingredient, and all forms of candy, are not to be served, sold or given out during school (except in very limited circumstances). In an attempt to find a reasonable compromise in these areas, the ban on foods/beverages w/ sugar as the first ingredient, and on candy, shall not be applied to birthday parties, special celebrations, etc. Please note that all FMNV (as defined above) are not permitted, ever.

2. Allergies: To protect the health of all students.

- Foods containing peanuts or peanut products will not be permitted to be served at school.
- The school nurse will inspect all food that will be brought into a classroom in which students with allergies are present.
- All foods brought into schools for parties or special celebrations must include an ingredient list.
- It is strongly recommended that parents supply an alternate food item for students with allergies.

3. Education: To create an educational balance.

- Excessive amount of time spent on —celebrationsll comes with an educational cost in the classroom (as do certain food excesses, such as too much sugar).
- Serving sizes should be in moderation such as mini-treats.
- Suggested treats: 100 Calorie packs; fruits/vegetables & dip; mini-cupcakes; pretzels; animal crackers; granola bars; string cheese; fruit snacks; pudding snacks – **MODERATION IS THE KEY!**

4. Climate: To maintain celebrations as a part of school culture.

- Celebrations in moderation can enhance student learning and build community.
- Crafts, games, or stories, in lieu of food at class parties or birthdays, should be considered.



Woodland School

Recess/Lunch Times 2010 - 2011

25 minutes for recess
5 minutes travel
25 minutes for lunch

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

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

**Second recess: First and Fourth grades
12:00 – 12:25**

**Second lunch: First and Fourth grades
12:30 – 12:55**

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

**Third lunch: Second and Fifth grades
1:00 – 1:25**

HOME AND SCHOOL

Together we can make good things happen

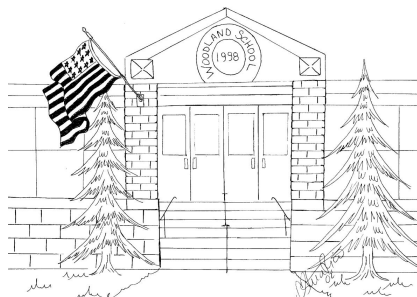
In Woodland School, staff members and students care for, respect, and trust one another. Our school is a just place where everyone is treated fairly. Morale is high and social and academic growths are continuous. Our teachers and other staff members truly care about every child. Together we all celebrate 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 the 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, higher grades, and elevated 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 2011 - 2012

Co-Presidents	Jacqui Mandelbaum	908-647-0685
	Lisa Brady	908-604-0635
Vice President	Mimi Morris	908-350-3105
Recording Secretary	Tracy Dario	908-279-7001
Corresponding Sect.	Cindy Percario	908-604-9491
Officer at Large	Cheryl Opell	908-251-5789
Officer at Large	Susan Reale	908-561-0949



Be sure to read *The Word at Woodland* every month on the school's web site. Each issue contains late breaking news from the school and an update of important events.