

Woodbury City Public Schools 2011-2012

Evergreen Avenue School
Jason Vivadelli, Principal
160 N. Evergreen Avenue
856-853-0125, ext. 142

Walnut Street School
Jeffrey Adams, Principal
60 Walnut Street
856-853-0126, ext. 447

West End Memorial School
Vincent Myers, Principal
215 Queen Street
856-853-0124, ext. 511

Board of Education/District Administrative Offices
25 N. Broad Street—856-853-0123—www.woodburysch.com
Joseph Jones, III—Superintendent of Schools (ext. 214)
Kara Huber—Business Administrator/Board Secretary (ext. 235)
Jeffrey Adams—Director of Special Services (ext. 440)
Jason Vivadelli—Supervisor of Curriculum and Instruction K-5 (ext. 142)
Donna Cohen—Supervisor of Curriculum and Instruction 6-12 (ext. 241)
Edward Murphy—Supervisor of Student Personnel Services K-12 (ext. 225)

Food Services — NutriServe
Stephanie McGuigan, Director of Food Service (ext. 210)

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District website:
www.woodburysch.com

Superintendent's Blog:
<http://woodburysch.blogspot.com>

**WOODBURY PUBLIC SCHOOL DISTRICT
OFFICE OF THE SUPERINTENDENT
25 N. BROAD STREET
WOODBURY, NJ 08096
(856) 853-0123, EXTENSION 230**

Joseph Jones, III
SUPERINTENDENT

Dear Parents and Guardians:

We welcome your children back for another important year of learning. We value the partnership between the school and home and look forward to working with you to accomplish the most for all the children who attend our schools.

The district will be implementing a revised Strategic Plan that was updated last school year by various committees comprised of parents, students, and school staff. This plan will continue to guide many of the larger projects that impact the schools in the district. You can find details regarding the complete Strategic Plan posted on the district's website.

One important aspect of our Strategic Plan is the fact that we strive to be a leader in "personalizing education." That means that we will work to know each of our students and understand his/her strengths and weaknesses. In concert with our families, we hope to craft a school year of experiences that will take each child to new educational heights.

Always feel free to contact your child's teacher, the school counselor, or the building principal. Everyone is here to help meet the individual needs of each of our students. Also, we will be reaching out to some of you throughout the year. The administrators across the district will make telephone calls to randomly selected families to inquire as to how the school year is progressing. We made nearly 300 of these telephone calls last year and enjoyed the chance to have impromptu conversations with so many of the parents and guardians of our children.

Have a great 2011-12 school year. Woodbury is a wonderful place to live, grow, and learn.

Sincerely,



Joseph Jones, III
Superintendent

Registration Requirements

A child who will be four years of age on or before October 1 of the entrance year will be able to enter the Pre-K program at the Evergreen Avenue School.

A child who will be five years of age on or before October 1 of the entrance year will be eligible to enter Kindergarten in September. A child must reach six years of age on or before October 1 of the entrance year to enter first grade in September. *Birth date will be the sole determining factor for admittance to Pre-K and Kindergarten.*

For Pre-K and kindergarten registration, a birth certificate or other legal evidence of age is required plus immunization as required by the state:

- Minimum of four doses DPT—one dose must have been administered on or after the fourth birthday;
- Minimum of three doses Oral Polio—one dose must be given on or after the fourth birthday;
- One dose of measles, rubella and mumps vaccines on or after the first birthday and one booster after the fourth birthday;
- Three doses—Hepatitis B;
- One dose—HIB (for Pre-K);
- Varicella vaccine (chicken pox).

All pupils transferring into New Jersey schools from out of state or out of country may need to be tested for T.B. with a Mantoux Tuberculin Test.

The school reserves the right to exercise its judgment in placing a child transferring into our district at the grade level where he/she will benefit most from our instructional program. All students transferring into Woodbury must have a transfer card from the sending district.

Parents of preschool children with special needs should contact Dr. Jeffrey Adams, Office of Special Services, 856-853-0123, ext. 447, for information concerning services offered by the Woodbury Public Schools.

School Schedules-Closing

A. SCHOOL HOURS

Regular:

Pre-K	9:00 A.M. to 11:30 A.M.	12:15 P.M. to 2:45 P.M.
Grades K-5	8:35 A.M. to 3:00 P.M.	

Children are not to come to school prior to 8:30 A.M. as supervision is not provided. The entrance bell will ring at 8:35 A.M. Plan for your child to arrive to school on time. Please do not send or leave students on the school grounds prior to 8:15 a.m., as supervision is not available. Continued tardiness will become a part of the attendance record of each child. Five (5) instances of tardiness will equal one (1) absence.

Upon dismissal, students are asked to leave the premises immediately unless they participate in an after school activity. If you or your designee picks up your child(ren) after school, remember that students must be picked up in a timely manner.

Students who have completed their work are excused at the 3:00 P.M. bell. Students needing special help, making up work, working on projects or being kept for disciplinary reasons will be dismissed by 4:00 P.M. No child will be kept after 3:25 P.M. unless the parent is notified. (City crossing guards are scheduled to be on duty until 4:00 P.M.)

Early Dismissal Days— Lunch is Served

Grades K-5 8:35 A.M. - 12:45 P.M.

B. DISMISSAL

As per district policy 8601, pupil supervision after school dismissal, all parents have the option of requesting that their child not be released to walk home after dismissal unless the pupil is released to the parent(s), or legal guardian(s) or escort(s) designated by the parent(s) or legal guardian(s). Furthermore, all Kindergarten, 1st and 2nd graders should be picked up by their parent(s) or legal guardian(s) or escort(s) on a daily basis unless other arrangements have been made through the principal's office. As a result, the following guidelines will be adhered to in order to address this policy.

All parents will complete a "Student Dismissal Information Form" at the beginning of the school year as will all incoming transfer students throughout the year. This will document the students who can walk home on their own and those that should not be released without parent(s), guardian(s) or escort(s). The principal's office will maintain these original documents and will provide each teacher with a comprehensive list of their respective students with regards to their dismissal disposition.

At dismissal time, 3:00 p.m., each teacher will be responsible for seeing children out of the building and off the school grounds. Once a majority of the students have been dismissed/picked up, the remaining students will be brought to the main office by their teacher or teacher designee.

If a student consistently is not picked up from school in a timely fashion on a regular basis, the building Principal has the right to schedule a meeting with that child's parent(s) or guardian(s) to address this issue and develop an alternative plan.

C. ATTENDANCE

New Jersey state law requires that a child be punctual and in daily attendance. Elementary students are expected to be present for at least 160 days.

When a child is absent, he/she must bring a note from home on the day he/she returns to school indicating the student's name, date, days of absence, reason for absence and parent/guardian signature. A doctor's note is requested following absence in excess of three (3) consecutive days. The following procedures for attendance will be used throughout the district for undocumented absences:

- 4 or more absences—letter to parent;
- 8 or more absences—letter to parent requesting a parent conference;
- 12 or more absences—letter to parent/home visit. Notification of possible court summons;
- 15 or more absences—case referred to District Attendance Officer; court summons issued.

D. ABSENTEE CALL-IN POLICY

In the interest of the children's safety, the following procedure should be followed:

If a child is going to be absent from school, the parent/guardian must telephone the school prior to 9:00 A.M. each day the child is absent and provide:

- Child's name
- School/Teacher's Name
- Grade
- Reason for absence

Failure to report a child's absence to school will result in the school calling the phone number supplied by the parent/guardian to follow up on the absence. If no contact is made, the student will be marked truant.

E. SCHOOL CLOSING—CANCELLATIONS/DELAYS

In the event of heavy snows necessitating the cancellation of school, announcements of closings will be made on Channel 13 and over radio station KYW between the hours of 6:10 and 7:30 A.M. Each school will be identified by a number and that number, rather than the name of the school, will be announced over the air. A notice will also be posted on the district website at www.woodburysch.com and a phone blast to district families will be conducted.

The number assigned to the Woodbury Public Schools is 806. The radio and TV stations will group consecutive numbers in their announcements. For example, if all schools with the numbers 801, 802, 803, 804, 805, 806, 807, 808, 809, 810 are closed, the announcer will say schools numbered 801 to 810 inclusive are closed. You should understand that our number, 806, is included in this announcement and school will be closed.

On mornings when early travel is hazardous but the forecast is good for most of the day, we may follow a delayed opening schedule. When you listen to the radio station—KYW 1060 AM—for **#806**, listen carefully to note an announcement for delayed opening or for a cancelled day. If Woodbury is on a delayed opening, we will open one hour late with all elementary students reporting to their schools by 9:35 A.M.

Lunches will be served on days of delayed opening.

F. SCHOOL CLOSING—EMERGENCY

Each elementary school has developed a phone call procedure for notifying parents in the event of an emergency evacuation or emergency closing of school during the school day. In the case of an emergency closing, the following procedures will go into effect:

1. An announcement of the school closing will be made on public radio stations which announce regular school closings. Woodbury's number is 806.
2. A phone blast will be sent to all families to notify parents of a school closing.

Note: The ultimate responsibility for having a place to which students can go in the event of an emergency closing rests with the parents. Each child must have a home, neighbor, relative, etc., within walking distance where he/she can safely go if an emergency closing occurs.

An emergency school closing may be the result of severe winter weather (ice, snow), breakdown of the heating system, fire or other serious, unforeseen situation. In case of an emergency situation requiring a school to evacuate to another location, Evergreen Avenue School will utilize the facilities of the YMCA. West End School will utilize the facilities of the Central Baptist Church. Walnut Street School will utilize the facilities of the First Baptist Church.

Student Evaluation

A. PROGRESS REPORTS

Your child's progress during the year is of concern to you and the school. Kindergarten pupils will receive report cards in January and June. Report cards will be issued four times during the year for grades 1-5. Students in grades 3-5 will receive a letter grade for Science and Social Studies in marking periods 2 and 4 only. The report for the first marking period will consist of a report card and a scheduled parent-teacher conference at which time the progress of each child will be discussed with the parent. Report cards alone will be issued for the second, third and fourth marking periods. Additional parent-teacher conferences may be held as the need arises and may be initiated by the parent or the teacher.

Report cards for grades K-2 indicate the degree of mastery students have on certain developmental skills:

B = Beginning (Skill is at beginning stage)

D = Developing (Demonstrates use of skills with growing independence, assistance needed.)

S = Secure (Demonstrates use of skills with independence, consistency & confidence.)

Report cards for grades 3-5 will use the following progress indicators:

100-90	A	Shows superior achievement and excellent mastery of the subject
89-80	B	Shows high achievement and very good mastery of the subject
79-70	C	Shows average achievement and fair mastery of the subject
69-0	U	Shows below average achievement, barely meet minimum requirements

B. PROMOTION/RETENTION POLICY

Students in grades K-5 may be retained if they meet the criteria. This decision is made by the classroom teacher in consultation with the building principal.

Report card general comments will notify parents if a student is in danger of being retained on report cards issued during the third and fourth marking periods. In addition, a student may be retained if a student has not failed, but parent, teacher and the building principal agree that retention is in the best interest of the student.

C. TESTING

A comprehensive testing program has been developed to monitor student progress. The results of the tests are interpreted by the professional staff. During the elementary years, decisions are made regarding curriculum, student placement in special programs, and instructional grouping based, in part, on the objective data provided by the testing programs.

Developing Skills Checklist: All students registering for kindergarten are individually screened by a team composed of district personnel. The results provide information regarding the child's acquisition of skills and assist teachers planning instructional program.

DIBELS: Dynamic indicators of basic early literacy skills (grades K-1).

NJASK 3, 4, 5: State tests given to students in grades 3, 4 and 5 in the spring.

MAP Testing: Measures of Academic Progress (MAP) tests are state-aligned computerized adaptive assessments that provide accurate, useful information in literacy and mathematics.

Interventions

- A. BASIC SKILLS:** Instructional Assistants collaborate with classroom teachers to instruct a small group, whole group or individuals who need support in achieving the New Jersey core content curriculum standards (K-5). Additionally, a certified teacher is assigned in each building to work with students identified to be in need of greater assistance.
- B. INTERVENTION & REFERRAL SERVICES:** Team of professionals collaborate to address academic, behavioral, and emotional needs of students.

Literacy & Math Programs

A. LITERACY PROGRAM

Literacy is defined as reading, writing, speaking, listening and viewing. These skills are taught using, but not limited to, the adopted literacy series. The Houghton Mifflin Reading Series is used in all grades K-5.

B. MATHEMATICS PROGRAM

Math is an important part of everyday living. Not only is it important, but it can be challenging and fun. Searching for answers and finding solutions to problems are skills that are used every day and must be developed in every student. Math is taught using the "Everyday Math" program.

Enrichment

In addition to all other classroom activities, Woodbury students in grades 4-5 participate in a variety of enrichment programs designed to increase knowledge, enhance understanding, and address unique talents. Our program utilizes three strands of activities to address student needs.

1. The Core Program—All Students

All students in grades K-5 participate in school-wide enrichment activities including assemblies and specialized programs designed to extend and expand learning occurring in the regular classroom. In addition, programs individualized to the particular needs of grade levels and individual classrooms are also provided. These programs are arranged by our Elementary Gifted and Talented teacher who also acts as enrichment consultant to all elementary teachers.

2. Pull-Out Program—Identified Gifted/Talented Students

Implementing activities developed from a wide variety of sources for small groups of students participating in a specialized program provided by our Elementary Gifted and Talented teacher. Program components provide opportunities for students to develop higher order critical thinking skills and problem solving skills.

Auxiliary Programs

The Woodbury Elementary Schools continue to provide excellent programs to support and enrich the instructional program.

A. ELEMENTARY ART

All students in grades K-5 receive art instruction with a trained Art Specialist. The focus of the program is to teach the students a basic awareness of art history, cultural awareness, familiarity with artists' techniques and materials and self-expression using a variety of different materials.

B. CLASSROOM COMPUTER STATIONS

The addition of classroom computer stations, as well as tech labs in the elementary schools, has made new services and opportunities available for all classroom students and teachers. Computer software programs provide multiple opportunities to enrich and extend learning in all areas of the curriculum. The availability of internet access opens a new world of learning experiences to our students.

C. C.O.W.s

All students in grades 1-5 will have the opportunity for C.O.W. (Computer on Wheels) to make visits right into the classroom. Classroom teachers will sign out the laptops in order to infuse technology through the regular curriculum. Each student logs on to a wireless laptop, and within minutes, the classroom is transformed into a computer lab. Students are exposed to software and internet-based resources that are used to create projects that are closely linked with the classroom study of literacy, math, science, and social studies topics in the curriculum.

D. MUSIC

Instrumental music instruction is available, free of charge, to students in grades 4 and 5. At the beginning of each school year, an assembly program is presented to provide parents and students with information concerning participation in the instrumental music program. Lessons are taught 1/2 hour per week in a small group situation. For those students interested, participation in the elementary band is available. The band performs at concerts and school functions throughout the year.

Classroom music instruction is provided for all students in grades K-5. Music class activities include singing, playing instruments, special musical units, and the basics of reading and writing music. Fourth and fifth grade students who enjoy singing may try out for the school choir which presents at least two programs each year.

E. PHYSICAL EDUCATION

Physical education classes will be conducted for all students in grades K-5 on a regularly scheduled basis.

Sneakers, are required for all students. On the days when they will be in physical education, students may elect to bring sneakers to school and change for physical education classes.

Students may be excused from physical education by a written parental request for one day. More than one day requires a doctor's note. Send all notes to the nurse's office.

F. TECHNOLOGY

Students in grades K-5 will receive technology instruction in the computer lab on a weekly basis. The focus will be on the creation of projects tied into the curriculum. Furthermore, students will also be exposed to the Spanish language and culture through the use of technology.

G. SUMMER READING PROGRAM

Each June, Summer Reading Lists are distributed to all Woodbury students. Please help your child maintain and enrich his/her reading over the summer months. Help them select books from their reading lists. A form has been included in the lists so that you can assist your child in recording the books read. This form should be returned to the teacher the first day of school in order to receive recognition. With your encouragement, your child can continue with his/her academic progress throughout the summer months.

H. ELEMENTARY SPEECH

Speech and language services are provided based on an Individualized Education Program (IEP) developed by the Speech-Language Pathologist in consultation with the child's parents.

The Speech-Language Pathologist provides the following school services:

1. Identifying pupils with communication problems by screening, survey, or referral
2. Assessing and diagnosing student communicative behaviors and needs
3. Providing remediation in individual and/or small group sessions
4. Periodic re-evaluation of student progress

I. FAMILY LIFE EDUCATION

This part of the health curriculum is designed to assist your child in understanding the facts and responsibilities of family life in our community. The program is not designed to substitute learning that takes place in the home but rather to supplement and strengthen the knowledge from the family.

In grade 5, the school nurse and the health/physical education teacher will teach topics appropriate for the fifth grade. Parents will be notified before the instructional sessions are scheduled.

Through procedures established by the Board of Education, a parent/guardian can present to the school principal a signed statement to excuse their child from any part of the family life education program that is in conflict with their conscience or sincerely held moral or religious belief.

The following outline provides an overview of the fifth grade family life education program:

I. Social Development

- Adolescence
- Independence

II. Emotional Development

- Personality
- Character

III. Physical Development

- Male, Female, Physical Differences
- Hormones, Physical Changes
- Menstruation
- Heredity

J. FAMILY NIGHTS

Family Nights are events offered throughout the school year that provide an opportunity to learn strategies to help your child succeed in school. This year's scheduled Family Nights are listed each month in the monthly calendar. Registration information will be sent home with your child three weeks prior to each event with more specific information, including start times and room locations. Be sure to sign up ahead of time so that your hosting teachers can be adequately prepared for the actual number of participants.

K. SPECIAL EDUCATION

The Office of Special Education is responsible for identifying and providing programs for educationally handicapped pupils ages 3 through 21.

Evaluations are conducted by a learning disabilities teacher-consultant, social worker, psychologist, physician, and other professional, as needed, and individualized educational programs are developed. Placement of classified pupils is in the least restrictive appropriate environment—a regular class with resource center support, a self-contained special education class in Woodbury or another public school district, a private school, or homebound instruction. Individualized educational plans are updated annually, and re-evaluations are conducted every three years. Pupil records of learning disabled students are housed at the Office of Special Services and also in the principal's office of each school.

In addition to working with handicapped pupils, the Child Study Team assists regular classroom teachers with classroom concerns through a consultation process.

Non-Curricular Services

A. BREAKFAST PROGRAM

A supervised breakfast program is provided in each elementary school every day school is in session between 8:15 A.M. and 8:35 A.M. A free or reduced price breakfast is also available for eligible pupils.

Breakfast Prices:

Full Price	\$1.00
Reduced	\$.30

Applications are available for a free or reduced lunch program. Information about this program is available in the main office. Parents are encouraged to participate in this program by completing the necessary forms.

B. LUNCH PROGRAM

A supervised lunch program is provided in each elementary school. Free and reduced priced lunches are available for eligible pupils. Appropriate behavior will be expected in the lunchroom and on the playground. Disobedience, disruption or other misbehavior during the lunch hour will not be tolerated. No one is permitted to leave the school grounds during the lunch hour without a parent/guardian signing them out.

The lunch/recess period is 40 minutes long. During lunch/recess, students play outside or, in the case of inclement weather, are directed to an unoccupied classroom. They are supervised by aides during this time.

Lunch Prices:

Full Price	\$2.05
Reduced	\$.40

C. HEALTH SERVICES

I. Health Appraisals

- Height and Weight—PreK—5
- Vision—PreK, 2, 4
- Hearing—PreK, K, 1—4
- Scoliosis—Every other year after age 10
- Adolescence (grades 7—12)

II. Physical Examinations

Each student must provide proof of physical examination upon entry into the school district. This examination must be done no more than 365 days prior to entry and must state what, if any, modifications are required for full participation in the school program.

State law requires that the district Board of Education notify parents/guardians of the importance of obtaining subsequent examinations at least once during each of the student’s developmental stages:

- Early childhood (preschool — grade 3)
- Pre-adolescence (grades 4—6)

III. Return to School After Illness

Please do not send your child to school if he/she has had vomiting, diarrhea, or a fever over 100 during the previous 24 hours. Children can return to school as soon as treatment is started for some infections, such as impetigo, ringworm, head lice, and pink eye; and 24 hours after treatment is started for strep throat. Please call the school nurse and inquire, if in doubt.

IV. Medication at School

The school nurse or parent/guardian is the **ONLY** person permitted to administer medications in the schools. Any student who is required to take medication, including inhalers, during the school day must comply with the following school regulations:

- Written orders from a physician detailing the name of the drug, dosage, and the time interval medication is to be given.
- Written permission from the parent/guardian of the student requesting the school district comply with the physician's order is to be given.
- Medication **must be brought to school** by the parent/guardian in a container appropriately labeled by the pharmacy or physician and given to the school nurse.

Whenever possible, medication will be given at home; therefore, the private physician in cooperation with the parent will arrange the time of the administration of the medication. Medications include not only antibiotics and inhalers, but also over-the-counter drugs; for example, cough drops, cold tablets. If there are any questions regarding any medication your child will be taking, please call your child's school nurse.

V. First Aid

The school attempts to provide an environment in which the child will be safe from accidents. If an accident or sudden illness occurs, first aid will be administered. If further medical attention is needed, care and movement of the child will be the responsibility of the parent, except in 911 emergencies. School health services are not responsible for first aid treatment of injuries which occur while a child is not in school.

VI. School Insurance

The school district's insurance coverage is a full excess coverage policy, which means the carrier will pay those expenses not covered by any other medical insurance you have. Thus, you must submit all bills to your own insurance company first. The school policy will pick up the unpaid balance to the limits of the policy for "usual and reasonable" fees. If you do not have insurance, the school policy, after verification, will become primary and will pay all medical expenses that are "usual and reasonable". The policy will cover injuries (athletic and non-athletic) occurring during any school activity.

The school district's insurance carrier is:

BMI
P.O. Box 511
Matawan, NJ 07747
Claim Inquiries:
1-800-445-3126

D. MISCELLANEOUS SERVICES

1. **Photographs:** Student photographs are taken at school each year. These pictures are available for parents to purchase. Details of this program will be furnished by each school.
2. **Parent-Teacher Organizations:** Parent-teacher groups are organized in each elementary school. Parents are encouraged to join and participate.
3. **Lost and Found:** A lost and found department is located in each school.
4. **Monthly Calendar:** School calendars, which include daily menus, one-session days, school closings, and other items of importance to parents, are sent home monthly.

GENERAL INFORMATION

A. 2NDFLOOR® New Jersey's Youth Helpline

The New Jersey Youth Helpline, 2NDFLOOR, is a toll-free, anonymous and confidential helpline available 24 hours a day to all New Jersey young people, ages 10 to 24. Youth can call 2NDFLOOR at 1-888-222-2228 to speak with professionals and trained volunteers who listen attentively, non-judgmentally and compassionately to issues and problems they are facing. Visit www.2NDFLOOR.org for more information and try the message board!

B. POLICY ON SUBSTANCES

The Woodbury Board of Education has a broad responsibility and commitment to all pupils, encouraging each to secure a proper education and to maintain good health. The Board believes the misuse of chemical substances (alcohol, drugs, narcotics, etc.) has a deleterious effect on health and the intellectual functioning of the pupil population.

The Woodbury Board of Education holds the opinion that substance abuse education awareness is the best deterrent to the use and abuse of chemical substances by students and directs (under the guidance of the Superintendent of Schools), appropriate professional staff members to carry out instruction for all students in grades K-5.

C. SAFETY

The safety of children is the concern of both the home and the school. We should be aware of the hazards our children are likely to meet and work together to build proper habits of safety.

- Children should walk directly home after school dismissal.
- Children must cross streets at established crossings and stay on sidewalks at all times.
- Children must not get out of automobiles in the middle of the street. Encourage them to get out at a curb and to cross the street only at corners.
- Children must be taught not to touch or play with strange animals at any time. Dogs should be kept from following children to school.
- Children must be taught the dangers of talking to or accepting rides from a stranger.
- All elementary schools have safety patrols to assist children. City crossing guards are stationed at dangerous intersections.
- Children must be taught bicycle safety. School rules concerning bicycles will be strictly enforced. Bicycles must be parked in racks and locked. Helmets must be worn as per state law. Children in grades 3-5 are permitted to use bicycles to and from school.
- Children are not permitted to use roller skates/blades and/or skateboards for the purpose of travel.

- Every child should be instructed by his/her parent as to where he/she is to go in case school should close early because of emergency and no one is home.
- Parents must provide the school with the current home telephone number, especially if unlisted. It is also necessary that the school have an emergency telephone number and the business telephone for working parents. It is the responsibility of the parents to notify the school when a number changes.
- Children must follow all playground safety rules.

D. PUPIL RECORDS

The Board of Education conforms in all respects to the requirements of state and federal law regarding gathering, maintaining, securing, disclosing and allowing access to pupil records.

E. MISCELLANEOUS POLICIES

- **Invitations:** In order to relieve embarrassment to any child in the classroom, parents should refrain from giving out party invitations at school.
- **Parent/Teacher Conferences:** Teachers are available for scheduled conferences from 3:00 to 3:25 P.M. daily, except Friday. Any parent requesting a conference with the child's teacher should schedule an appointment in advance. An appointment may be arranged by a written request sent with your child, contacting the school by telephone, or e-mailing the teacher directly. Your request should state the nature of the conference so that the teacher can be prepared to answer your questions and also check the schedule to see that he/she is free of other commitments. If you must cancel an appointment, please notify the school.
- **Parties:** Each school has an established policy on the number of classroom parties permitted each year. Children are discouraged from giving parties for teachers.
- **Religious Holidays:** If a child will be absent because of an officially approved holiday, he/she will be given an excused absence if written notification has been sent by the parent and approved by the school principal.
- **Supplies:** Many books, pencils, crayons and regular school supplies are furnished to pupils without cost. It is expected that reasonable care will be given to the school property. If books are lost, damaged, or destroyed, they are to be paid for by the parents.
- **Fines:**
 - Lost Book—New:
 - \$9.00 – Soft Cover
 - \$18.00 – Hard Cover
 - Lost Book—Used in Good Condition:
 - \$6.00—Soft Cover
 - \$12.00—Hard Cover
 - Lost Book—Used in Fair Condition:
 - \$4.00—Soft Cover
 - \$8.00—Hard Cover
 - Damaged books will be scaled according to severity of damage.
 - Calculator—\$30.00
- **Textbooks:** Textbooks must be covered by pupils. It is their responsibility to keep them covered during the entire school year. Uncovered books may not be taken home.
- **Visitors:** All visitors must report to the Main Office upon entrance to the building.
- **Cell Phones:** When present in the school building, all cell phones belonging to students must be turned off and put in his/her book bag. Visible cell phones will be confiscated and returned only

to parents or guardians.

- **Surveillance:** The Board of Education authorizes the use of electronic surveillance monitoring devices in school buildings and on school grounds. Therefore, all school buildings and school grounds within this school district may be monitored using such devices in accordance with Board Policy.

F. AFFIRMATIVE ACTION

Students are guaranteed affirmative action rights in instructional and co-curricular activities as provided under Federal and State law. Students shall not be discriminated against in regard to race, color, creed, religion, sex, or national origin. All related concerns should be directed to the building principal or the district's Affirmative Action Officer, Mr. Edward Murphy, 856-853-0123, ext. 225.

G. HARASSMENT/INTIMIDATION AND BULLYING

As per Board of Education Policy 5512.01, all acts of harassment, intimidation or bullying are prohibited. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe environment.

Any person with any information regarding actual and/or potential planned hazing and/or information regarding acts of harassment, intimidation or bullying of a pupil by any school employee or other pupils must report the information to the building principal directly or by phone or email. ***Reporting individuals are protected by law from any reprisals.***

H. WE-TIP (ANONYMOUS CRIME TIP-LINE)

Parents or students can make anonymous reports of crime on school grounds or in the Woodbury community, including acts of vandalism, to the We-Tip hotline by calling 1-800-78-CRIME/1-800-782-7463. The hotline is staffed 24 hours/365 days per year. All calls are anonymous and confidential..

I. DRESS CODE

The dress code applies during the school day; when students attend a school sponsored event on or off school grounds. The administrative staff may also modify the dress code for specific school sponsored events.

Contemporary fashions can change drastically on a seasonal basis. Nevertheless, the following remain examples of unacceptable student attire. Obviously, this is not an all-inclusive list.

- Students should wear SAFE, day-time appropriate clothing that is NOT excessively tight, sheer, short, low-cut, or revealing
- Clothing should NOT display suggestive, obscene, or inappropriate images or language
- There will be NO outerwear including hats/head coverings, gloves, or sunglasses
- Students CAN NOT wear skirts, dresses, or shorts with the length falling above the fingertips of an open hand with a fully extended arm
- Appropriate footwear will be worn at all times
- Appearance that continually disrupts the normal operation of the school will be subject to review and possible disciplinary action

J. Expectations for Student Behavior

Because of the desirability of dealing with children on an individual basis, hard-and-fast conduct codes are not always appropriate for elementary schools. However, children need, and are entitled to, guidelines and rules for their behavior.

The administration of the elementary schools is based on the theory that our students should be capable of conducting themselves in accordance with accepted standards.

The following offenses will result in faculty or administrative action:

- Disobedience, insolence or defiance,
- Abusive, offensive, or inappropriate language,
- Forgery of parent's signatures,
- Disorderly or disruptive behavior,
- Defacing school property, (Parents are liable for the cost of repair or replacement of damaged property),
- Leaving school without permission,
- Any other offense which, in the judgment of the school authorities, is harmful to the best interests of the school.

EVERY PARENT NEEDS TO BE A PARTNER

Evergreen—PTO	West End—PTA	Walnut—HSA
Norlyn Garlic, Co-President Iris Echevarria, Co-President Fatima Daily, Secretary Sharon Diggs, Treasurer	Christine Meagher, President Cindy Norton, Vice President Keara Shute, Secretary Tricia Bevelheimer, Treasurer	Nicole Bard, President Heather McCumber, Vice President Amy Stinsman-Butler, Treasurer Catherine George-Kaiser, Secretary

Please join your child's parent/school organization and support the great opportunities offered throughout the year!



2011 Periodic Update of the Strategic Plan: Personalizing Education

Presented for approval by the Woodbury Board of Education on:
March 23, 2011

BELIEFS

We believe that . . .

- Each individual has inherent worth.
- Every individual desires to succeed.
- All people can learn.
- Individuals are responsible for the choices they make.
- Each person bears responsibility to work toward the common good of the community.
- The family is the primary influence in the development of the child.
- Shared moral values are essential for the well-being of the individual and the community.
- The strength of the community is directly related to the strength of its schools
- Diversity increases the opportunity for mutual respect and personal growth.
- High expectations and hard work drive individuals and organizations toward excellence.
- The education of the entire population is fundamental to the survival of democracy.
- Education is a responsibility shared by students, families, school and community.
- Education expands opportunities throughout life.

PARAMETERS

All decisions will be based strictly on what is best for students.

- We will always operate safe schools conducive to learning.
- We will not tolerate behavior that demeans the self-worth or dignity of any individual or group.
- No new program or service will be accepted unless it is consistent with the strategic plan, benefits clearly exceed cost, and provisions are made for staff development and program evaluation.
- No existing program or service will be retained unless it continues to have an optimum contribution towards the mission and benefits continue to justify the cost.
- Site-based decisions will always be consistent with the strategic plan.
- We will continuously improve communication between our staff, families, and community.
- We will hire and retain the best individuals available for the Woodbury community.
- We will identify and appropriately respond to ineffective performance by administrators, teachers, support staff and students.

MISSION

Building upon our history, diversity and beliefs, the mission of the Woodbury Public Schools,

a leader in personalizing education,

is to ensure each child becomes a responsible citizen who excels in his or her endeavors and meets life's challenges with courage, confidence and pride;

this is accomplished by utilizing proven instructional strategies and innovative methods by highly skilled and dedicated individuals in partnership with families, our city and the global community.

OBJECTIVES

- By 2013, each student will be proficient on state and local assessments and at least 50% of our students in each ethnic, gender and socioeconomic sub-group will achieve at the advanced proficiency level.
- At every level (PreK-5, 6-8, and 9-12), every student will create, implement and be accountable for a meaningful, personalized learning plan tailored to his or her interests and aspirations including post-secondary plans for high school students.
- All students will develop and consistently demonstrate the character traits of a responsible citizen.

STRATEGIES

- I. We will effectively utilize multiple sources of assessment data to improve instruction, close the achievement gap, and increase academic performance.
- II. We will identify, model, reinforce and measure character traits of responsible citizenship that are important to the Woodbury community.
- III. We will develop appropriate interventions at each level to address the social and emotional issues that compromise personal growth and interfere with the educational process.
- IV. We will develop a system to help each child create, implement and be accountable for his or her own meaningful personalized student learning plan.
- V. We will cultivate partnerships among our families, the local and global communities, and the schools to support educational achievement and enhance community perception.

Important Dates in 2011-2012

September 1-2	Faculty In-Service
September 5	Schools Closed--Labor Day
September 6	Student First Day
September 14	Back to School Night
October 6	1st Marking Period Progress Reports Issued
October 10	Columbus Day
November 7 & 9	Schools Closed--Faculty In-Service
November 8	Schools Closed--Election Day
November 10-11	Schools Closed--NJEA Convention
November 15	First Marking Period Ends
November 21-22	Early Dismissal--Parent Conferences
November 23	Schools Closed--Parent Conferences
November 24-25	Schools Closed--Thanksgiving Break
December 20	2nd Marking Period Progress Reports Issued
December 23	Early Dismissal
December 26-30	Schools Closed--Winter Break
January 2	Schools Closed--Winter Break
January 9	Early Dismissal--In-Service
January 16	Schools Closed--Martin Luther King, Jr. Day
February 1	2nd Marking Period Ends
February 8	Report Cards Issued
February 20	Schools Closed--President's Day
February 22	Early Dismissal--Parent Conferences
March 6	3rd Marking Period Progress Reports Issued
March 12	Early Dismissal--Faculty In-Service
April 5	3rd Marking Period Ends
April 6-13	Schools Closed--Spring Break
April 19	Report Cards Issued
May 16	4th Marking Period Progress Reports Issued
May 18	Early Dismissal - Faculty In-Service
May 28	Schools Closed--Memorial Day
June 5	Schools Closed--Primary Election
June 13-15	Early Dismissal
June 18	Early Dismissal--Student Last Day/Report Cards Issued
June 19	Schools Closed--Faculty In-Service

**Any emergency closings will be made up in the following manner: 1st day-4/13; 2nd day-4/12; 3rd day-4/11; 4th day-4/10*