

Woodside Avenue Elementary School Handbook



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Principal's Welcome

Dear WAS Families & Community Members,



I could not be more proud to be your principal and am looking forward to supporting each and every Woodside student and working with their dedicated families while teaming with the talented teachers and staff who work tirelessly to make Woodside the incredible place that it is.

If you are a new family to our school, it is my pleasure to officially welcome you to Woodside. I know that our established families will reach out to our new families to reassure them that their journey here will be met with success for their child. I know that we will have plenty of time to get to know each other as we partner this school year, but I thought that it might be helpful to provide you with a bit of information about me before then. The most important thing you should know about me is that teaching and learning are at the heart of everything that I do. As a teacher in the District, I have learned that there is nothing more rewarding than supporting children as they learn to navigate their world. Teaching children to ask questions, guiding them towards building problem solving skills, and reveling in the moments where they create their own understanding are the most rewarding experiences an educator could imagine. As the former Director of Curriculum and Instruction for the District, I have had the experience of working with our team to ensure that our curriculum supports each of our learners and that high quality instruction is the standard in our classrooms. As the principal of Woodside, I am continually in awe at the level of dedication that our teachers and staff demonstrate each day as they welcome your children into their school family. I look forward to continuing to support this unparalleled talent, your teachers, in the new school year.

I encourage you to utilize this handbook and become familiar with our expectations, routines, and the many reasons we have to be so proud of our school. Information is subject to change but we will alert you to any changes if they are made. We welcome your involvement and participation at WAS!

Questions, comments, concerns? It is always recommended to speak directly to your child's teacher to discuss issues or ask questions. They typically have the most information, since they are with the children all day. However, I am also always here to support your children and family and ensure a successful school experience.

Warm regards,

Mrs. Jameson

Mission Statement

Woodside Avenue School is nestled among the trees in suburban Franklin Lakes, NJ. Its warm, inviting appearance reflects the supportive, team approach espoused by its highly committed professional staff. Woodside serves a school community of approximately 280 students grades K-5. Once within its walls, one immediately senses the commitment to providing a positive learning environment for its students; one in which individual differences are paramount in the development of age-appropriate activities, and in which students develop the tools to become self-sufficient, life-long learners. A highly skilled staff utilizes the most effective teaching strategies to accomplish these goals.

At the heart of the school is the omnipresent sense of doing what is best for all children. Preparing our students for the future is something we address daily. Looking at individual growth and improvement, developing hands-on tasks, developing and communicating the assessment process, providing on-going staff development, and fostering students' emotional and social development are concepts that enrich our district and school.

Woodside Avenue School is a great place to learn and grow.

Imagine. Explore. Together We Will Soar!

Student Code of Conduct/Bus Behavior Expectations

Please click the link to access the [Student Code of Conduct](#) for the District which includes Bus Behavior Expectations.

Calendar

[District Calendar](#)

[WAS PTA/School Calendar](#)

Bell Schedule (Emergency Closings)

Arrival:

K-5 Students, 8:45am

Dismissal:

K-5 Students, 3:15pm

Delayed Opening Arrival Times (120 minute delay):

K-5, 10:45am

Minimum Day Dismissal Times:

K-5, 1:00pm (Car Line Dismissal Begins at 12:45)

BOE Policies for Student Handbook

To access these and any board policies, click this [Policy Link](#).

Discipline

District Administration follows the Student Code of Conduct when discipline is necessary. Consequences are determined by the level of the infraction. Please refer to the Student Code of Conduct for specific details: [Student Code of Conduct](#)

Attendance Policy

Attendance is a student's presence in school and in the classroom to which he or she is assigned at the times scheduled for instruction or other school activities.



A parent or adult student shall provide advance notice to the school prior to the student being absent from school. In accordance with N.J.S.A. 18A:36-25.6, if a student is determined to be absent from school without valid excuse, and if the reason for the student's absence is unknown to school personnel, the Principal or designee shall immediately attempt to contact the student's parent to notify the parent of the absence and determine the reason for the absence

An "excused absence" is a student's absence from school for a full day or a portion of a day for the observance of a religious holiday pursuant to N.J.S.A. 18A:36-14, or for other reasons as approved by the Commissioner of Education as follows:

1. Observance of a religious holiday as approved by the Commissioner of Education;
2. Take Our Children to Work Day
3. Any other absence approved by the Commissioner of Education

Notice to School of a Student's Absence

A parent/guardian is requested to report an absence in Genesis or call the school office before 9 a.m. of the morning of the student's absence at the elementary school level. Make up work may be requested at that time.

Make up work / homework will not be provided in advance for absence that counts toward truancy(i.e family vacation during a school day). Arrangements for any such make up work / homework will not be made until such time as the child returns to school.

Readmission to School After an Absence

A. A student returning from an absence of any length must present a written statement (or noted this information in Genesis), dated and signed by the parent/guardian, including the dates and reasons for the absence.

B. A student who has been absent by reason of having or being

suspected of having a communicable disease must be readmitted by the school nurse, who must be provided with written evidence of being free of communicable disease, in accordance with board policy. [Attendance Policy](#)

After Care and Before Care



The YMCA provides many programs to extend the day for Franklin Lakes K-5 Elementary Students. For more information or to register please click [here](#).

Dress Code

Students are expected to prepare themselves mentally and physically for the process of learning by coming to school well-nourished, rested, clean, and properly dressed and groomed.

Students are not permitted to dress in a manner that jeopardizes their health and safety or the health and safety of others.

Students are not permitted to dress in a manner that interferes with the educational process or causes disorder.

Electronics

Students are not permitted to use unauthorized electronic devices (i.e., cell phone, smartwatch) in school or on school grounds

between arrival and dismissal, including on school buses.

Unauthorized electronic devices must be concealed and turned off during the school day. The school is not responsible for missing electronic devices.

Students and Parents review and sign a 1:1 Parent/Guardian & Student Technology Handbook in Genesis prior to starting school. It is linked here for reference also: [1:1 Parent/Guardian & Student Technology Handbook](#)

The Board of Education has an [Internet Safety and Technology Policy](#).

Nurse's Notice

Welcome! My name is Noreen Carey. I am the School Nurse at Woodside Avenue School. I look forward to meeting all of you soon.

To follow is additional information about the role of the School Nurse and our Food Safety Procedures.

The School Nurse provides a variety of health services for children while they are at school. Among these services are:

- Monitoring immunization compliance
- Yearly screenings: height, blood pressure, weight, vision and hearing
- Classroom instruction on health topics
- Administration of medications
- Monitoring communicable diseases
- Development and implementation of Care Plans for children with health issues, and
- Care of children with injuries and illnesses that occur during the school day

With all of this in mind, I ask you to carefully review a few parent responsibilities of a school-aged child, so that together, we will promote a healthy and safe environment for your child/children.

Medical Records: The state law requires the district to “*exclude*” any child (from school) without proof of complete and up to date immunizations and a report of a physical exam. Please, at this time, scan your records or send a photo to me, as long as I can read it, to ncarey@franklinlakes.k12.nj.us Thank you!

Snacks and Lunch: We maintain NUT FREE and SESAME FREE (Hummus) classrooms. Children may have nuts/peanut butter, and hummus at lunch in the school Multipurpose Room at a separate table. Treats that are processed in facilities that process nuts are not safe for children with nut allergies, therefore they are not permitted. These items may inadvertently contain nuts and jeopardize student's health and safety.

Children with special needs, food allergies, medical conditions and allergies: Please make an appointment to see the nurse *before* school starts. There will be 3 days in the summer where the nurse will be available to meet with you. If a condition develops during the school year, call the nurse so we can be alerted and make any changes necessary for your child to have the proper care he/she will need while in school. This includes any new allergies and medications.



Medication: All medication, including over the counter medications (Tylenol, Advil, Tums, Cough Drops, Eye Drops) must have medical orders and permission from a parent/guardian before they may be administered at school. You must supply the medication in the original container.

Communicable Diseases: Although these are undesirable events, they are part of childhood. Prevention of the spread of these conditions is strongly dependent on the nurse knowing who has a condition. The following conditions are necessary for you to report: conjunctivitis, stomach viruses, strep throat, pertussis (whooping cough), and lice. If in doubt, let us know. *We keep all information confidential.*

Returning to school after an illness: Children must be fever free (without fever reducing medication), and have not vomited for 24 hours, before returning to school. If a child is being treated with medication for an infection, The general rule for returning to school is to be taking medication for 24 hours and to be fever and stomach illness free for 24 hours. Ask your doctor when your child may return to school, they will provide you with more detailed information.

Injuries and excuses from Physical Education and Recess: A physician's note is needed to be excused from gym class for injury or illness. Children with injuries, on crutches, with splints or stitches, asthma or allergies under current treatment must have a physician's note to be excused from class and recess *and* then another note to resume activity when they are healed or healthy.

Doctor Visits: If your child has a doctor's visit of any type during the school day, please use Genesis to report they will be late to school. In addition, please have the doctor's office supply you with a note. Notify the nurse of any medical changes. Early dismissals for appointments will require a note in Genesis, this will be outlined with dismissal procedures.

Extra set of clothing: *Please* send a complete set of clothing for your Kindergarten child to be kept in their cubby. Spills and accidents are easily calmed when children can change into their own clothing. A gallon zip-lock bag with their name clearly marked on it is all we need.

Thank you, I look forward to meeting all of you soon!

Sincerely,
Noreen P. Carey, RN, MPH, NJ-CSN
School Nurse- Woodside Avenue School



Arrival and Dismissal Procedures

Click [here](#) for our Arrival and Dismissal Procedures or visit our Website under the “About Our School” tab.

Lunch

Students enjoy a daily lunch and recess period. Students may bring their own lunch from home or they may choose to purchase lunch by pre-ordering and signing up for these services through our PTA. Lunch is not available for daily purchase at the school so families should plan ahead to determine which options work best for their child. Children should come to school with a refillable water bottle each day as our school is equipped with water filling stations.

The Franklin Lakes Board of Education believes that children need access to healthful foods and opportunities to be physically active in order to grow, learn, and thrive, and that good health fosters student attendance and education. The Board of Education has a [Local Wellness/Nutrition Policy](#).

Children go outside to play and remain inside for recess only in the case of extreme weather situations. Please plan to dress your child for the weather and send your children to school wearing safe footwear and appropriate rain and/or snow gear, including a hooded jacket and gloves, when necessary.

School Supply Lists

Click [Here](#) to access 26-27 Supply Lists for K-5

Board Policies

All Board of Education Policies can be accessed from our School Website by selecting District Info from the menu at the top of the page and then selecting Bylaws and Policies for the Board of Education.

Student Expectations

The Board of Education expects students to conduct themselves in keeping with their level of maturity, with a proper regard for the rights and welfare of other students, for school personnel, for the educational purpose underlying all school activities, and for the care of school facilities and equipment. Students are required to conform to the code of student conduct; respect the person, property and rights of others; obey constituted authority and respond to those who hold that authority.

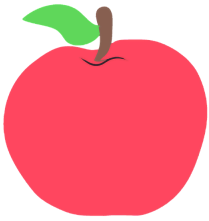
The Board of Education believes that standards of student behavior must be set cooperatively by interaction among the students, parents/guardians, staff and community, producing an atmosphere that encourages students to grow in self discipline. Such an atmosphere must include respect for self and others, as well as for district and community property. The Board of Education has a [Conduct/Discipline Regulation](#) with regards to student expectations.

Students are expected to bring all necessary items with them to school each day. Accountability and responsibility go hand in hand. Practicing these skills in elementary school is developmentally appropriate and prepares our students to be lifelong learners. Students are not encouraged to call home for forgotten items. They will only be able to call home if they have forgotten their lunch, instrument, or need to clarify their dismissal procedure for the day. Students will not call home for other forgotten items, including homework, projects, folders, books, etc. This also means that we will not accept these items if they are dropped off in the vestibule by a parent or guardian.

Elementary school is a great time to make mistakes and learn, they can bring it the next day and it will all be okay!

Top 10 Parent Tips

1. Attend Back-to-School Night and Parent-Teacher Conferences
2. Visit the school grounds and school website
3. Support homework expectations with a routine at home
4. Support organizational skills at home
5. Send your child to school ready to learn after a good night's sleep and nutritious breakfast
6. Communicate directly with your child's teacher if you have a question or concern
7. Be familiar with disciplinary policies
8. Get involved through the PTA
9. Take attendance seriously
10. Make time to talk to your child about school



School and Class Parties/Birthday Celebrations

Our schools work with the PTA to host classroom parties for our students throughout the school year. Our class parents support the organization of these classroom celebrations by providing an activity and a snack for the occasion. Information about school wide celebrations will be communicated to all families through our eblast system. If you are not receiving email messages and text messages from our automated system, please contact the school's main office.

Birthdays are such a special part of a child's life and celebrating with their classmates is no exception. We would like the focus of your child's birthday to be on the fun, not the food. On your child's special day they will be able to choose from a variety of FUN options for the whole class to enjoy such as: leading our daily movement, free time,

play a class game, dance party, etc. Please note, there will not be any food consumed during this special time.

Goodie Bags are not permitted to be distributed at school for any celebrations or at any time.

Volunteering Opportunities

Our schools maintain active PTAs that depend on volunteers. After joining the PTA, you can access all pertinent information on opportunities to volunteer through Memberhub, their information portal. You can also contact the PTA President of your school to learn more about supporting our schools.

Stay Connected

Visit our [Website](#)

Follow us on Instagram @waswolves

BOE Policies for Student Handbook

<u>Number</u>	<u>Title</u>
2000	PROGRAM
2110 M	Philosophy of Education/District Mission Statement
2260 M	Affirmative Action for School and Classroom Practices
2330	Homework
2340	Field Trips
2361 M	Acceptable Use of Computer Networks/Computers and Resources
2363	Student Use of Privately-Owned Technology
2412 M	Home Instruction Due to Health Condition
2415.20 M	Every Student Succeeds Act Complaints
2417 M	Student Intervention and Referral Services
2431 M	Athletic Competition
2431.3	Heat Participation Policy for Student-Athlete Safety
2431.4 M	Prevention and Treatment of Sports-Related Concussions and Head Injuries
2431.8M	Varsity Letters for Interscholastic Extracurricular Activities
2435	NJSIAA Random Testing for Interscholastic Athletes

2436	Activity Participation Fee Program
2464 M	Gifted & Talented Program
2622 M	Student Assessment
2624	Grading System
5000	STUDENTS
5111 M	Eligibility of Resident/Nonresident Students
5112	Entrance Age
5117	Interdistrict Public School Choice
5200 M	Attendance
5230	Late Arrival and Early Dismissal
5240	Tardiness
5250	Excusal from Class or Program
5300 M	Automatic External Defibrillator(s) (AEDS)
5310 M	Health Services
5320	Immunization
5330 M	Administration of Medication
5331 M	Management of Life - Threatening Allergies In Schools
5332 M	Do Not Resuscitate Orders
5335 M	Treatment of Asthma
5337	Service Animals
5338 M	Diabetes Management
5339 M	Screening for Dyslexia
5350 M	Student Suicide Prevention
5410 M	Promotion and Retention
5420 M	Reporting Student Progress
5430	Class Rank
5440	Honoring Student Achievement
5450	Athletic Awards
5460 M	High School Graduation
5500 M	Expectations for Student Conduct
5511	Dress and Grooming
5512 M **	Harassment, Intimidation, and Bullying **
5513 M	Care of School Property
5514	Student Use of Vehicles on School Grounds
5516 M	Use of Electronic Communication and Recording Devices
5517	School District Issued Student Identification Cards
5519 M	Dating Violence at School
5520	Disorder and Demonstration
5530 M	Substance Abuse
5533 M	Student Smoking
5541 M	Anti-Hazing
5561 M	Use of Physical Restraint and Seclusion Techniques for Students with Disabilities
5570	Sportsmanship
5600 M	Student Discipline/Code of Conduct

5610 M	Suspension
5611 M	Removal of Students for Firearms Offenses
5612 M	Assaults on District Board of Education Members or Employees
5613 M	Removal of Students for Assaults with Weapons Offenses
5615	Suspected Gang Activity
5620 M	Expulsion
5700	Student Rights
5701	Plagiarism
5710	Student Grievance
5721	Independent Publications
5750 M	Equal Educational Opportunity
5751 M	Sexual Harassment of Students
5752 M	Marital Status and Pregnancy
5755 M	Equity in Educational Programs and Services
5770	Student Right of Privacy
5810	Student Participation in School Governance
5820	Student Government
5830	Student Fund Raising
5841	Secret Societies
5842	Equal Access of Student Organizations
5843	Latchkey Program
7000	PROPERTY
7424	Bed Bugs
7441	Electronic Surveillance in School Buildings and on School Grounds
7446	School Security Program
7461	District Sustainability Policy
7481	Unmanned Aircraft Systems (UAS also known as Drones)
7523	School District Provided Technology Devices to Students
7610	Vandalism
8000	OPERATIONS
8330 M	Student Records
8441 M	Care of Injured and Ill Persons
8454	Management of Pediculosis
8505 M	Local Wellness Policy/Nutrient Standards for Meals and Other Foods
8506 M	School Lunch Program Biosecurity Plan
8540	School Nutrition Programs
8550 M	Unpaid Meal Charges/Outstanding Foods Service Charges
8601 M	Student Supervision After School Dismissal
8613	Waiver of Student Transportation
8820	Opening Exercises/Ceremonies

9000	COMMUNITY
9120 M	Public Relations Program
9130	Public Complaints & Grievances
9150	School Visitors
9180	School Volunteers
9181	Volunteer Athletic Coaches & Co-Curricular Activity Advisors/Assistants
9200	Cooperation Between Parents and School
9210	Parent Organizations
9230	Parental Responsibilities
9240	Rights of Parents
9242	Use of Electronic Signatures
9260	Parental Liability for Vandalism
9280	Parent Conferences