

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 after 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. 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 250 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

K Students Modified Days, 1:00pm

Delayed Opening Arrival Times (90 minute delay):

K-5, 10:15am

Minimum Day Dismissal Times:

K-5, 1:00pm

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.

1. A student will be considered to have attended if he or she has been present at least four hours during the school day.

2. A kindergarten student will be considered to have attended school if he or she has been present for at least two and one half hours during the kindergarten session to which the student is assigned.

3. A student not present in school because of his or her participation in an approved school activity, such as a field trip, meeting, cooperative education assignment, or athletic competition will be considered to be in attendance.



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 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, 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](#)

and [Regulation](#) 5200 Attendance, [Board Policy](#) 5230 Late Arrivals and Early Dismissals, and [Regulation](#) 5240 Tardiness..

After Care, Before Care, and Kinder Krew

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](#).

Homework

The Board of Education maintains a [Homework/Makeup Work Policy](#).

The Board of Education maintains a [Homework/Makeup Work Regulation](#).

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. 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 written note, 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 22-23 Supply Lists for K-5](#)

Bridges Teachers will send a supply list directly to families in August.

Board Policies

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

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.

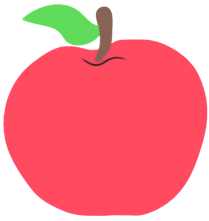
The Board of Education believes that standards of student behavior must be set cooperatively by interaction among the students, parents/guardians, staff and community, producing an atmosphere that encourages students to grow in self discipline. Such an atmosphere must include respect for self and others, 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, snacks, 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. This year, 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.

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.