

Woodmere School Student Handbook



2026-2027

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September 2026

Dear Parents and Students,

In order to have a successful and positive year, it is important that you acquaint yourself with the Woodmere School Parent/Student Handbook. The handbook has been updated and will serve as a valuable resource to you throughout the year as it contains information regarding our procedures, routines, and school rules. Please discuss the contents of the handbook together so we are all on the same page. Review the policies and procedures carefully and return the attached agreement form after you and your child have signed it.

The administration and staff of Woodmere School are dedicated to enriching the learning experiences for all students in our community. We invite you to share your concerns with us as we are always looking to improve and grow.

There are so many new and exciting opportunities that await you and your child here at Woodmere School. On behalf of the Eatontown Board of Education, the administration, and the staff, we wish you the best of luck for a very successful school year.

“Life is a journey. There will always be another goal or challenge. Enjoy where you are on the way to where you’re going.”

Sincerely,

Woodmere School Staff

District Administration

Dr. Scott McCue	-Superintendent of Schools
Mr. Gregory Hillman	-Business Administrator
Ms. Nicole Viola	-Director of Special Services
Mr. Kenneth Dioguardi	-Director of Facilities
Mrs. Tara Micciulla	-Director of Education
Dr. Megan Okuniewicz	-Principal, Woodmere School
Mrs. Tiffany Boufford	-Principal, Meadowbrook School
Mrs. Angela Torres	-Principal, Vetter School
Mr. Kristoffer J. Brogna	-Principal, Memorial School

Eatontown District Vision Statement

Eatontown Public School's vision is to develop a community of lifelong learners where children have healthy self-esteem, respect and compassion for others, essential and technological knowledge, and the creative problem-solving skills needed to meet the challenge of successful citizenship in an ever-changing, multicultural, global society. It is the expectation of this school district that all pupils achieve the New Jersey Core Curriculum Content Standards and Common Core State Standards at all grade levels.

Woodmere School Mission Statement

The staff and faculty of Woodmere School will develop a community of life-long learners by providing a safe and nurturing environment in which children can learn and grow. We will provide instructional materials and strategies whereby children will gain essential knowledge and the skills to become problem solvers. Through character development and team building activities and continual positive support, we will prepare children to become successful citizens in a global, multi-cultural society.

Woodmere School Beliefs

1. All students can learn.
2. Students need to develop a deep understanding of essential knowledge and skills. They also need to produce quality work and develop the capacity to reason, solve problems, and apply what they have learned.
3. The goal of our education program is to prepare students to become contributing members of society, where education is the key to opportunity.
4. Each student is a valued individual with unique physical, social, emotional, and intellectual needs.

The commitment to continuous improvement is expected of all stakeholders (administrators, teachers, support staff, students, and parents) of the school system in order to achieve the goal of enabling all students to realize their potential in a rapidly changing, diverse, global society.

Woodmere School's Desired Results For Student Learning

1. Students will make a commitment to producing quality work through self-reflection.
2. Students will utilize multiple strategies for problem-solving in both school and life situations.
3. Students will develop critical thinking skills by gathering, organizing, and using information from a variety of sources, including technology, for the purpose of gaining and supporting information and justifying conclusions.
4. Students will demonstrate skills in the development of healthy self-esteem by respecting others, accepting constructive criticism, and working through interpersonal conflicts.

Responsive Classroom

Woodmere School is proud to implement Responsive Classroom. Responsive Classroom is an approach to learning that integrates social, emotional, and academic learning. Through daily morning meetings, a component of Responsive Classroom, students have the opportunity to connect with their classmates and forge bonds.

Arrival and Dismissal

Punctuality and attendance are important habits for a child to develop. Therefore, we recommend that, except in the case of illness, recognized religious holidays, and/or severe weather conditions, you support your child's attendance at school.

School Daily Time Schedule (Grades 2 & 3)

8:10-8:25	Breakfast	
8:20	Arrival / Doors Open	
8:30	School Begins	*Delayed Opening starts at 10:00
8:30	Tardy / Late Pass Needed	*Parent must sign the student in
11:30	Lunch–Grade 2	
12:00	Lunch-Grade 3	
2:58	Dismissal	*One Session Day 12:50

Attendance

Each pupil is required to attend school regularly and on time. In each case of absence, *the student shall present to the teacher, on his/her return to school, a written excuse* from the parent or guardian. It should contain the child's name, grade, date(s) of absence, the reason for absence, and the signature of the parent or guardian. *All parents of students who will be absent must call the school before 8:30 a.m. to report the student's absence.* If the school does not receive such notice, the school nurse is obligated to call your home or work. *Please call (732) 542-3388 ext. 1 and press 1 to report a student's absence.* This line is available 24 hours a day. The message in the attendance line should include:

- Name of student
- Spelling of the last name
- Your relationship to the student
- Date of absence
- Reason for absence
- Date of return

If a parent wishes to pick up homework for an absent student, he/she can leave that request with the nurse when the student is called out, prior to 8:30 a.m. This gives the teacher time to gather the necessary books and materials throughout the day. The homework will be available in the Main Office of the school **after 3:10 p.m.**

Student academic progress can be “at risk” if excessive absences or tardiness occur. When such a determination is made, the parents will be formally notified of the school's concern and may be required to meet with the principal to discuss the consequences of a pattern of repeated absences. Every effort will be made to identify the difficulties and investigate the causes of the behavior and, where necessary, modify the educational program to meet the student's particular needs.

AM Drop-Off

If a parent is transporting their child(ren) to school, please use the drop-off lane, which is located **in the front of the building (NOT ON THE SIDE OF THE BUILDING)**. Drop-off times are between 8:20 a.m. and 8:30 a.m. Woodmere staff members will be present to supervise students. **The front of the school is designated as a fire and student drop zone. The side of the school is designated for busses to drop students. Parking is prohibited in these area during arrival and dismissal times. Should you need to park or walk your student up to a door, please park in the designated areas out of these zone areas.**

If your child(ren) arrives at school after 8:30 a.m., they are considered tardy. A parent/guardian **must accompany** them to the Main Office to sign them in. **Do not have them walk in alone.**

Your child will be given a pass to present to the teacher upon arrival at the classroom.

PM Pick-Up

If a parent is picking up their child(ren) from school, the pick-up location is in the front of the school, across from the flagpole for 3rd grade, and the side entrances (by the morning drop-off lane) for 2nd grade.

Parking will be available in the side parking lot.

A staff member will be present to release the child from school to his/her parent/guardian. Children will only be released to either their parents/guardians unless otherwise specified by the parent/guardian.

Parents wishing to pick up their child(ren) early from school should write a note and send it in with the child in the morning. The parent must report to the Main Office to sign out the child(ren).

Students going home sick must be signed out in the Main Office.

Identification will be required when signing out a child.

It is imperative that cars do not enter the bus drop-off area during the times that the buses may be dropping off or picking up children, approximately 15 minutes before school and 15 minutes before the end of the school day.

Parents who are changing/altering the way their child dismisses for the day must send in a note documenting with whom, where, and at what time pick-up will occur.

Bullying & Harassment

New Jersey's Anti-Bullying Bill of Rights Act was signed into law in 2011. As such, each school district is required to have an anti-bullying coordinator, specialist and school safety team. This team meets regularly to discuss school climate and review any cases of bullying. Below is a list of the district and school's anti-bullying team. More information regarding the anti-bullying legislation is available on the district's website.

Ms. Nicole Viola, District Anti-Bullying Coordinator
Mrs. Jana Phelps, School Anti-Bullying Specialist

nviola@eatontown.org
jphelps@eatontown.org

The Eatontown Public Schools Board of Education affirms its responsibility to ensure that all students in Eatontown Public Schools have equal educational opportunities free from limitations based on ethnic or racial background, religious beliefs, gender, economic and social condition, or national origin.

No one – including pupils, staff members, vendors, volunteers, or visitors – shall commit an act of harassment/discrimination of any kind against any member of the school community on any of the grounds prohibited by law.

Harassment is the behavior of a physical, verbal, and/or, psychological nature with the effect of causing harm or hurt. Harassing behaviors are all those behaviors that are unwelcome, unwanted, and uncomfortable in the view of the recipient. Harassment may be claimed by a third party. That is, individuals who are not directly involved in the behavior may experience a hostile environment. They shall have the same legal rights to act under this policy as those directly victimized.

Any member of the student body may file a formal grievance related to the provisions of this policy. The Affirmative Action Officer will receive all complaints and initiate a thorough investigation and will protect the rights of both the pupil making the complaint and the alleged harasser, including the right to receive confidential help and support. An immediate report of the allegation (i.e. grievance form) should be made to the Affirmative Action Officer.

The Eatontown Public Schools Board of Education has appointed Mr. Kristoffer J. Brogna, as the Affirmative Action Officer for the school district. Mr. Brogna can be contacted at 7 Grant Ave. Eatontown, N.J. 07724. 732-542-5013.

Discipline

School Behavior Expectations

Students are expected to demonstrate appropriate behavior throughout the day. The school behavior code states:

- Students will walk through the hallways in a safe, orderly, quiet fashion and remain to the right of the hall at all times.
- Students will treat their classmates and teachers with respect by using kind words and actions.
- Students will respect school property and the property of others.
- Students will strive to make good choices throughout the school day.

Infractions of expected behavior will result in disciplinary action. Disciplinary action may include:

- A conference between the student and the teacher.
- A conference between the student and the principal.
- A phone call from the teacher/principal to the parents.
- Loss of after-lunch (recess) playtime.
- Lunch detention in the Main Office.
- After-school detention (severe or repetitive behaviors)
- Out-of-school suspension (severe or repetitive behaviors)
- In-school suspension

Chart of Discipline

Behavior		Responses
1. Insubordination	5. Littering	First Offense: Verbal Reprimand Second Offense: School Lunch Detention Third Offense: After School/Central Detention/Removal from bus
2. Disruption	6. Non-cooperation	
3. Dress Code Violation	7. Failure to Wear Seatbelt on School Bus	
4. Recklessness	8. Disobedience	
1. Use of Force	7. Falsification	First Offense: School Lunch Detention Second Offense: After School/Central Detention Third Offense: In-School Suspension
2. Language Misuse towards a Staff Member	8. Cutting Detention	
3. Vandalism	9. Forgery	
4. Truancy	10. Misuse of Computer	
5. Cheating	11. Networks/Computers	
6. Gambling	12. Secret Membership	

1. Simple Assault 2. Theft/ Damage 3. Sexual Harassment 4. Extortion	5. Wrongful Entry 6. Fighting 7. Smoking 8. Bullying	First Offense: After School/Central Detention or In- School Suspension Second Offense: In-School Suspension or Out Of-school Suspension Third Offense: Out-of-School Suspension
1. Weapon Possession 2. Arson 3. Exploding Devices	4. Falsifying Alarm 5. Substance Abuse	First Offense: Out-of-School Suspension (1-5 days) Second Offense: Out-of-School Suspension (6-10 days) Third Offense: Alternate Placement/ Expulsion

Consequences

The type of consequence will be determined by such factors as the severity of the infraction, the frequency of the behavior, the student's attitude, and conduct. Disciplinary actions will be noted for each student who does not follow the stated rules. Parents will be notified if continued and/or willful misconduct occurs either by phone call, email, or written notice. All behaviors that include a consequence will be followed up by a Principal Behavior slip.

Appropriate grade level consequences may include, but are not limited to:

- Warning & reprimand
- Lunch/recess detention
- Notification of parent/guardian
- Meeting with the principal
- Exclusion from activities or trips
- After-school detention
- In-school suspension
- Out-of-school suspension

Lunch Conduct

All general school rules apply in addition to the following:

- Glass bottles are not permitted in the cafeteria.
- Students will walk at all times in the cafeteria.
- Students will remain in their seats unless called upon.
- Students will use their inside voice at all times.
- Students will not ask other students for food or money.
- Students will not play with or throw food.
- Students may lose their recess time for disciplinary reasons.
- Students are to follow the directions of the cafeteria staff.
- No cell phones are permitted- phones will be confiscated if a student is seen having one and it will be the responsibility of the parent to pick them up.

Playground Conduct

All general school rules apply in addition to the following:

- Students will walk to the playground.
- Students will use playground equipment properly.
- Students will line up in an orderly manner when recess ends and quietly enter the building.
- Students may be assigned lunch or after-school detention for misbehavior.
- Chronic misbehavior by a student may result in their loss of class trip(s) and/or field day.
- Students are to follow the directions of the supervising staff.
- During indoor recess, students should report to their designated assignments and follow the rules.
- “Inside voices” should be used during indoor recess.

Special Events

Assemblies

The PTA sponsors programs for our students that support the curriculum and the arts. Additionally, various grade levels sponsor performances throughout the year. We expect students to be well-mannered during these assemblies and follow the guidelines listed below:

- Students will remain quiet and remain in their own space during the assembly.
- Students will maintain eye contact with the presenter(s).
- Students will be permitted to use the restroom only in case of emergencies.
- Students will show respect to the presenter(s) by applauding appropriately.

Birthday Celebrations

Birthday celebrations are valued here at Woodmere Elementary School. Students and their families interested in celebrating birthdays in school are asked to review the following guidelines and adhere to them fully. As you look forward to planning your child's school celebration, please keep in mind the following:

- Celebrations should be limited to a 10-minute time frame which will be designated by the teacher. Due to the limited time frame, parents are encouraged to drop off any food items along with a healthy food choice **in advance** so that the Nurse can review the ingredients. All food must be store-bought and include an ingredients label. **Please contact the classroom teacher prior to the celebration day so that they can schedule accordingly.**
- Goodie bags that have candy, balloon bouquets, and other party-related items **are not allowed** in school. All party food should be consumed in the classroom, and nothing should be taken home from the event.
- The students' parents or families will need to contact the classroom teacher to arrange a date and time for the birthday celebrations. Birthday celebrations are for students only.
- Invitations for a birthday party outside of Woodmere **cannot** be distributed in the school or classroom **unless the whole class is invited.**
- Foods of minimal nutritional value are not allowed to be served, sold, or given away during school hours.
- Under the current COVID guidelines, all food items being distributed during a classroom birthday celebration must be store-bought items with an ingredient list.

Suggested Activities or Food Items for Birthday Treats

As you are aware, it is difficult to ensure the safety of children with food allergies when various types of foods are sent to school. Providing healthy classroom celebrations demonstrates a school commitment to providing healthy behaviors. Please remember that all items must be "store-bought" and contain an ingredient label. Home-baked goods are not permitted. If there is no healthy treat, **individually wrapped items** will not be distributed. The following list includes "non-food alternatives" to celebrate birthdays. If it is important for you and your child to have a food item as a treat, the list also includes "healthy food alternatives."

- Donating a book to the classroom library
- Providing a sticker or pencil to classmates
- Healthy snacks, such as fruit
- Graham Crackers
- Angel Food Cake
- Pretzels
- Frozen fruit bars
- Fresh fruit assortment
- Vegetable platters
- Low-fat pudding/yogurt-Gogurt
- Cereal Bars

Field Trips

Field trips are scheduled by teachers to provide a means of enriching and enhancing the school curriculum. In order for a child to participate in a class trip, parents/guardians must sign and return a permission slip giving approval. While away from school on such trips, students are expected to observe the highest standards of conduct and to dress appropriately.

Students may be excluded from field trips if:

- General school behavior throughout the year is poor.
- The child would present a clear and present danger to him/herself and/or others.
- Accumulation of poor grades and missing assignments.

Notice of the possibility of exclusion from a trip will be given to allow a student the opportunity to improve his/her daily behavior. An exception to this notice may be made if a serious incident occurs just prior to or during the field trip.

In order to provide a well-supervised class trip, parent chaperones **may** be needed to assist the teacher(s) and school staff. Priority of chaperones will be given to students with medical needs. The teacher will have the final say on who attends the trip and how many chaperones are needed.

- The number of chaperones on a trip will be limited to the number needed and/or as required by the trip site. Parent chaperones assist in the supervision of our students while maintaining a small group learning atmosphere.
- Class trip chaperones are not permitted to bring siblings on the trip, as this would limit their ability to adequately supervise our students.
- Please be aware that parent chaperones are not permitted to drive children to or from a class trip. Students and chaperones must ride the bus that has been provided.
- If more chaperones volunteer than are needed, the classroom teacher will select the chaperones for the trip by lottery.

Bus Transportation & Safety

Free transportation is provided for those elementary children so designated by the Board of Education. **Children are only allowed to ride on their assigned bus.** In order to provide safe service, children are required to be orderly and seated when riding the bus.

Under the Motor Vehicle Laws of New Jersey, Chapter 175, Laws 1969 (b) states that: “The driver of a school bus shall be in full charge of the bus and pupils.” As such, the bus driver has the authority of a classroom teacher until the child leaves the bus. Students who are designated as walkers may not ride school buses to and from school. If your child is a bus rider and you need to pick him/her up at school, please notify the school in writing, and pick up your child in the office. Bus riders who need to be placed in the walker line for whatever reason **MUST** bring a note to school; otherwise, they will be sent on their regular bus. Please notify the office in advance of any permanent or temporary change in transportation for your child. If notification is not received, the student will follow their method of transportation on file. Notification must be by a note brought to school. No fax or email correspondence will be accepted.

Please observe the following guidelines and rules at all times.

- Be at your designated bus stop.
- Show respect for property, classmates, and bus drivers at all times.
- Wait for the bus to come to a complete stop before you enter the bus.
- After you board the bus, take your assigned seat.
- Fasten your seat belt securely and remain seated.
- Keep all parts of your body inside the bus.
- Eating and drinking are not permitted.
- Glass bottles or objects are not permitted. Never throw anything out the bus window.
- Loud talking, yelling, or obscene language is not permitted.
- Tampering or damaging the bus or any of its equipment is prohibited.
- Windows should not be lowered beyond two notches.
- Ride only on your designated school bus and leave only at your designated stop.
- Only bus pupils are permitted to ride a school bus to and from school.
- If you must cross the road after the bus stops, check traffic in both directions and then cross about 10 feet in front of the bus after the driver signals that it is all clear.
- If a student misses the bus home, the parent or designee will be contacted and required to make alternative arrangements for transportation home.
- Students are not permitted to take pictures and/or videos of other students.

As bus safety continues to be a priority, students must be seated and buckled. Movement of seats when the bus is driving will result in consequences. Please review the rules above about bus safety to ensure a smooth and enjoyable experience. Cameras will be reviewed frequently to make for a safe and friendly ride. **Any student that does not follow the above rules (whether it is a write up or bus review) will be given consequences. After 3 consequences, a student will be recommended for removal. At this point, it will be the parent/guardian responsibility to pick up and drop off the child to school.**

Support Services

Guidance

Woodmere School has a full-time student guidance counselor. The counselor serves the school community by being a resource for students, parents, and school staff. If you would like your child to speak with the counselor, please contact the counselor at 732-542-3388 ext. 4006. At times, the school counselor may find it necessary to speak with your child regarding a variety of issues or experiences during the course of the day.

I&RS (Intervention and Referral Services)

The school's guidance counselor also participates on the I&RS team. Each school has an I&RS team of educational professionals whose purpose is to provide assistance to regular education students. This assistance can relate to the full range of student learning, behavior, and health problems. The team meets regularly to assist staff with students who would benefit from these services. If you have any questions regarding these services, please contact the school counselor at 732-542-3388 ext. 4006.

Health Services

School Health Services are conducted by the school physician and/or the school nurse for the following purpose:

1. Care of emergency sickness;
2. Prevention and control of communicable diseases;
3. Communication of perceived health needs to pupils and parents and appropriate follow-up.

The school nurse is employed on a full-time basis. All children are weighed and measured during the school year. Vision and hearing tests are conducted as required by law. Any concerns noted are reported to parents.

You will be contacted should your child become ill or injured while at school and have to be sent home. Please make sure that an emergency telephone number is on file in the school office. All contagious diseases must be reported to the nurse as soon as diagnosed. Please notify the school immediately if your child has a communicable disease. In certain cases, a doctor's certificate may be required upon the child's return to school.

A. Medication

It is the policy of the school that in cases requiring special medication, the school must have:

1. A written order from a licensed physician containing: (a) child's name, (b) name of the prescription drug or name of the over the counter medication, (c) dosage, (d) time medication is to be administered, and (e) reason for medication.
2. A written statement from the parent/guardian requesting that the school nurse assist the pupil in taking his/her medication at the appropriate times as prescribed by the physician.
3. The school nurse assumes responsibility and maintenance of records of all medication given during school hours.
4. Medication must be in the original container, clearly marked, and hand-carried to the nurse by a parent/guardian.

5. Medication shall be administered as prescribed by the school nurse or parent/guardian. State law requires that only the school nurse or physician may administer medication. No other school personnel are permitted to administer medication.

B. Emergency Cards

Emergency cards are maintained in the school office and health cards are kept in the nurse's office. It is imperative that all changes of address, phone numbers, emergency contacts, allergies, etc., be kept current for the safety of the child.

C. Insurance

The school tries to provide a safe environment; however, accidents will sometimes occur. For a small yearly premium, a parent may enroll each child in an accident insurance plan. An application blank with complete information is sent home with each child early in the school year. Participation is voluntary.

Security

All exterior doors to the building are locked at all times, before, during, and after the school day. Visitors must ring the bell and enter through the main entrance doors into the vestibule.

Due to security measures, no person will be allowed in the school unless they have an appointment. If they have something to drop off or pick up, they will remain in the vestibule where they can hand it to the secretary. Please note that any parent that wants to speak with a teacher, staff member, and/or principal must have an appointment. A table with stickers will be located in the vestibule so that parents can drop off lunches and write the student's name on it.

Visitors & Volunteers

- As a safety precaution, in order to enter the building, all visitors must be “buzzed in” by the office staff and remain in the vestibule.
- All visitors and volunteers with an appointment are required to check in at the Main Office to receive a “Visitor’s Badge” before entering any area of the school.
- If a parent brings in homework, books, lunch, snacks, etc. to school, they must be dropped off in the vestibule. Our staff will arrange to get these materials to the child at an appropriate time.

Code Red

The Eatontown Board of Education has once again entered into an agreement with the Eatontown Borough to use its high-speed emergency notification system to notify you of important events concerning our schools, such as emergency closings and delayed openings. We believe you will find this service to be extremely helpful. We are asking you to update this information yearly. If

you do not, you will be deleted from the list. You may provide up to two telephone numbers to be called. Cell phones are especially useful in the event there is a power failure and you have a cordless phone. Please do not give numbers with extensions. Only one form per family needs to be filled out if your children are in the same school. If your children are in different schools, then you must fill out a form for each school. Forms are available in the school office.

Emergency Closings

Occasionally, inclement weather, loss of water, electricity, or some other emergency, may force the early closing of school. These unscheduled changes in school days are infrequent. However, it is vital that each family make arrangements to ensure that children know, specifically, what they are to do if an emergency forces the early closing of school. Please take time to discuss this with your child(ren.)

- Your cooperation in making plans with your children to deal with the possibility of an early dismissal will mean peace of mind for you and safety for your children.
- Announcements of the early closing of schools will be made on the radio/TV stations as listed below.
- In the event of a severe storm or other emergency that necessitates the closing of schools, a special announcement will be made between 6:45 a.m. and 8:00 a.m. over radio stations.
 - WJLK (AM Dial 1310 - FM 94.3)
 - WKXW (AM Dial 1260 - FM 101.5)
 - The Hawk (105.7)
 - WOBN (AM Dial 1160 – FM 92.7)
 - WHTG (1410 AM, FM – 106.3, 107.1, 99.7)
- Information is also provided on News 12 New Jersey.
- Telephone calls will be made through the Code Red system.

Other security guidelines include:

1. Vehicles should not pull up to the main entrance of the school. All vehicles must be parked, **even if you are simply dropping something off in the Main Office.**
2. Upon ringing the doorbell, the office staff will “buzz” the visitor in.
3. Once inside the vestibule, visitors will be prompted by the secretary. Parents will not visit classrooms during the day as it is a disruption to the learning process. If you are dropping off something for your child, the office staff will make sure it is received in a timely manner. Your cooperation is greatly appreciated.

Inclement Weather

Delayed Opening Procedures

1. *The delayed opening time for Woodmere School is 10:00 a.m.* Please do not send children to school earlier than necessary to meet the delayed opening time.
2. All students should report to their designated line-up area in the All-Purpose Room.
3. Lunch will be provided as usual.
4. *Parents are urged to tune to the following radio/TV stations if weather is inclement:*
 - WJLK (AM Dial 1310 - FM 94.3)
 - WKXW (AM Dial 1260 - FM 101.5)
 - The Hawk (105.7)
 - WOBN (AM Dial 1160 – FM 92.7)
 - News 12 New Jersey
 - WHTG (1410 AM, FM – 106.3, 107.1, 99.7)

www.cancellations.com; www.eatontown.org (District Web Page)
5. Telephone calls will be made through the Code Red system.
6. It is important to remember that our delayed opening is for 90 minutes. Therefore, you can expect that your child's bus will arrive approximately 90 minutes later than normal pickup time.
7. Schools will dismiss at the regular time.

School-wide Section

Dress Code

The following are excerpts from Policy 5511- Dress and Grooming:

“Pupils may not wear clothing or engage in grooming practices that present a health or safety hazard to the individual pupil or to others; materially interfere with school work, create disorder, or disrupt the educational program; cause excessive wear or damage to school property; or prevent the pupil from achieving his or her own educational objectives because of blocked vision or restricted movement.

The following items are **not permitted**:

- a. Flip-flops and open-toe shoes
- b. Sunglasses
- c. Hats, gloves, bandanas
- d. Halter tops, tube tops, strapless tops, bare midriff tops, spaghetti straps (grades 5th and up)
- e. Exposed undershirts, sleeveless “muscle” shirts
- f. Pajamas
- g. Short skirts/shorts – must be longer than fingertips when arms are at one's side
- h. Pants that hang below the waist

The Board of Education prohibits pupils from wearing, while on school property, any type of clothing, apparel, or accessory which indicates that the pupil has membership in, or affiliation

with, any gang associated with criminal activities. The local law enforcement agency will advise the Board, upon request, of gangs that are associated with criminal activities.

Students who do not dress according to the above policy will be given the opportunity to conform by either calling their parents for acceptable clothing or finding something else acceptable to wear in school. *If they do not comply, appropriate disciplinary measures will be taken.* The building principal shall determine whether the dress or grooming of pupils comes within these prohibitions.”

Homework

Homework is an extension of classroom instruction designed to expand and enrich the regular school day. It is assigned to provide practice, reinforce or apply newly acquired concepts, and learn necessary skills of independent study. Homework, like many aspects of the learning process, is a shared responsibility among the teachers, parents, and students. Parents can help by checking daily the child’s homework folder for assignments and notes from the teacher. Additionally,

- Homework assignments can be accessed via individual Google Classrooms set up by the teacher.
- Parents can help by providing a distraction-free environment.
- Avoid the temptation to do your child’s homework and produce an error-free product. This does not contribute to your child’s learning and, in fact, can give the teacher an inaccurate assessment of your child’s learning.
- If your child experiences difficulty in the homework assignment, it is suggested you inform the teacher as more instructional support may be necessary.
- It is expected that a student who is absent from school will make up missed work as required by his/her teacher.
- If an emergency arises and your child cannot complete an assignment, send a note to the classroom teacher and other arrangements can then be made.
- Teachers are not required to provide advanced work for students who will be absent from school because of family trips. Taking vacations while in school is not in keeping with district policy.

Approximate Homework Time Guide By Grade

Second Grade 20-30 Minutes

Third Grade 30-40 Minutes

Study time and designated independent reading time are not accounted for within the time guide.

Makeup Assignments

- Students who miss school because of vacation, which is not included in our school calendar, will be given their assignments when they return to school.
- The general rule for make-up assignments is one day for every day absent.

Breakfast Program

A breakfast program is offered to all students. Free or reduced lunch qualifications will apply to breakfast in the same fashion it does for lunch. If you do not qualify for free or reduced, breakfast is available for purchase. Breakfast opens at 8:10 each morning.

Lunch Program

- Students may bring their lunch or purchase lunch at school. A hot lunch program is available daily.
- Menus are distributed monthly.
- Milk and snacks may be purchased separately.
- Children forgetting a lunch may charge it but are expected to pay for the charge the next day.
- Checks for lunches should be made out to the EATONTOWN BOARD OF EDUCATION.
- A Point of Sale (debit-type) program is available and information will be sent home at the beginning of the year.
- Free and reduced-price lunches are provided to those students who are eligible in accordance with federal guidelines. Applications are on the website.

The application requires only one (1) application per family.

Per district policy, the district allows students in the district to pay for lunch with cash, a check from their parent/guardian, or to charge a meal on the occasion when they may have lost or forgotten their lunch money. Please be aware that advance purchase meal tickets are sold by the food service department to minimize the amount of cash handled by the students.

Checks will be accepted for the payment of lunch tickets for a minimum of one week. Checks will not be accepted for a daily lunch ticket. In the event, a check is returned to the district from the bank for non-sufficient funds, the bank fee assessed to the district by the bank will be passed onto the parent/guardian, in addition to the amount of the check. This repayment must be in cash or money order. A second check will not be accepted. Repayment to the district must take place within five school days. Checks will no longer be accepted from the parent/guardian who has had a check returned from the bank for non-sufficient funds.

The following procedures will be followed in all school cafeterias regarding charging lunch.

1. On the first occasion, the student will be served the meal of his/her choice.
2. On the second and third occasions, the student will be served a sandwich, fruit, vegetable, and milk.
3. If charges have not been paid after the third charge, a letter will be mailed to the parent/guardian, followed by a phone call from the building principal.
4. Any future charges will only be allowed on a case-by-case basis as determined by the food service manager and the Principal.

Permission Slips

Parental permission slips are required for various activities during the year, including field trips, extracurricular activities, etc. A student will not be allowed to participate in these activities without a completed permission slip. If your child loses the slip, additional copies are available from the teacher or the office, or a handwritten note may be substituted.

Personal Items

Certain personal items are considered to be disruptive to the learning process. Some of these items include: cell phones, radios, iPods, handheld electronic games, trading cards, toys, etc. Articles of this nature are not permitted in school.

Cell phones **are not permitted** during the school day. If a student uses his phone during the school day, it will be confiscated. Cell phones must remain turned off in a student's book bag. Your cooperation is greatly appreciated.

Pupil Records

Parents/Guardian(s) have access to student records and may review them by appointment. They must request in writing to review their child's records. Student records on any student leaving our school, including grades, health records, achievement test scores, etc., will be sent to the new school upon request. Arrangements can sometimes be made for records to be copied and hand-carried. In order to facilitate a smooth transition, parents should request a transfer card from the Woodmere School secretary as soon as possible, or at least five days prior to the transfer.

Textbooks

Textbooks will be issued to each student at the beginning of the school year. Students are responsible for these materials and shall pay for any damage to textbooks (at a depreciated value set by the Superintendent), or for the total cost of any lost textbook or library book. All textbooks and library books are cataloged, therefore, if payment is made for a lost book, and the book is later found, the money will be refunded to the student.

Lost & Found

Students and parents may inquire about lost and found articles in the Main Office. This includes jewelry, books, wearing apparel, etc. Items not claimed in a reasonable amount of time will be donated to a local charity. Your child's name and room number should be on all outerwear, lunch boxes, book covers, etc.

Parent Teacher Association (PTA)

The Woodmere PTA will be part of the Eatontown PTA and is composed of volunteer parents and staff. The goal of the PTA is to enrich the academic and social environment of Woodmere School

and the district of Eatontown. Membership is open to all staff members and the parents or guardians of students attending any of the schools. Fundraisers and special events for the students are planned by the PTA and coordinated with the school's administration and teachers. All are encouraged to join and be involved in any way possible. Membership information is sent home with all students. Additional membership forms can be obtained in the school's office.