WOODRUFF SCHOOL

STUDENT HANDBOOK



2026-2027

Upper Deerfield Board of Education

Superintendent: Dr. Peter L. Koza
Business Administrator: Dr. Frank Badessa**/**
Assistant Business Administrator: Michael Twardowski

Board President: Mr. Joseph Lee

Board Members:

Mrs. Angelica Wilden	Mrs. Kristen Guidry	Mrs. Sheetal Patel
Mrs. Gina DeMasse	Mrs. Krystal Bennett	Mr. Paul Chinnici

Woodruff School Staff

Main Office Staff

Principal: Mr. Harold Hill, III
Secretary: Mrs. Tania Del Valle
Secretary: Mrs. Victoria Wheatley

Guidance Office Staff

Counselor: Ms. Francesca Cavallaro

School Nurse

School Nurse: Brittany Orzechowski

UPPER DEERFIELD TOWNSHIP SCHOOL DISTRICT

VISION STATEMENT

The Upper Deerfield Township School District envisions a district that will prepare students to be contributing citizens both within their school community and in the communities that represent the world in which they will live. To accomplish this, Upper Deerfield Township will maintain a staff of professionals dedicated to the New Jersey Core Curriculum Content Standards and the New Jersey Standards for Professional Development.

The diverse student population in Upper Deerfield Township School District has created a need for multi-faceted approach to learning. This will be an approach that encourages continued collegial interaction, enhances both student and adult learning through current educational research, offers a safe and supportive environment, and strengthens the role of parents and community members in the school setting while continuing to develop a district dedicated to the belief that life-long learning is a vital part of the educational process and will be the shared responsibility of our total school community.

STUDENT GUIDELINES

WOODRUFF SCHOOL

2026-2027

TO STUDENTS: The following material should be read carefully. It contains the general rules and procedures for conduct within the Woodruff School. **DO NOT ASSUME THAT THE MATERIAL ENCLOSED IS THE SAME AS LAST YEAR. CHANGES ARE MADE EACH YEAR AND IT IS YOUR RESPONSIBILITY TO KNOW THEM.**

TO PARENTS: Please read the following information with your child. You are encouraged to ask him/her questions to be sure that he/she understands all the points covered. If you have any questions, please call the Office at 455-2267 ext. 3201. School discipline is a shared responsibility. We must all develop a positive approach to student behavior and feel a sense of personal responsibility for its improvement.

PARENTS: WHEN YOU COME TO THE WOODRUFF SCHOOL DURING THE SCHOOL DAY – Please remember that we have a security system in place. It is necessary to enter the building at the office/gym entrance. Press the buzzer and once admitted, everyone must report directly to the office before going anywhere else in the building.

PLEASE TEAR OFF THE BOTTOM PART OF THIS FORM AND HAVE YOUR CHILD RETURN IT TO HIS/HER HOMEROOM TEACHER.

_____

I the parent/guardian of _____ have read and gone over the attached material with my child and we both feel that we understand the rules, procedures, and consequences related to improper behavior.

Signatures:

Parent/Guardian _____

Student _____

Grade _____ Homeroom _____

STUDENT GUIDELINES

HUMAN RIGHTS

Please note that the primary purpose of everyone (students and staff) is to offer each student the best opportunity possible for an education. The following rights apply to all persons -- students and staff -- and to the entire school day, including travel to and from school:

1. The right to develop ones own personality (so long as it does not interfere with the rights of others) without disrespectful criticism or pressure from cliques.
2. Freedom from physical and mental abuse such as name-calling, intimidation, or harassment.
3. Freedom from being set apart or mocked because of race, sex, religion, physical strength, size, features, friendship groups, age, culture, handicap, financial status, clothing, or classroom performance, etc.
4. The right of privacy and freedom from being harassed in the classroom; the right to be treated respectfully.
5. The right to an education, which means that teachers should be free to teach and students should be free to learn without being interrupted by inconsiderate or unruly students.
6. The right to have personal and school property respected is a part of human rights. Our school community should be a safe place for property as well as people.

The above rights are basic to the operation of our school. In order to be able to guarantee the above rights for everyone, the information that follows in this booklet will apply to all students.

PLEDGE TO THE FLAG

As mandated by state law, a part of the start for each school day will include the pledge to the flag of the United States of America.

Non Discrimination Statement

The Upper Deerfield Twp. School district is committed to the principle of equal opportunity in education and employment. The district does not discriminate against individuals on the basis of race, color, sex, sexual orientation, gender identity, religion, disability, age, veteran status, ancestry, or national or ethnic origin in the administration of its educational policies, admissions policies, employment policies, and other district-administered programs and activities. Inquiries and/or complaints should be sent to The Board Office at 856.455.2267, Ext. 3201.

DISCIPLINE

The Upper Deerfield Board of Education recognizes the need for discipline in all of its schools. In order for learning to take place, students must be in attendance; their behavior must be respectful of the rights, property and well being of others and must help to preserve the positive atmosphere required for teaching and learning.

Students are responsible to the school for their conduct from the time they leave home until the time they return home from school. Students are expected to conduct themselves in accordance with the rules and regulations of the school. Disrespect for, or defiance of teachers, insubordination, smoking in school or on school grounds, possession of fireworks or explosive devices, unauthorized lighting or possession of lighted materials, fighting, using profanity, cutting class, leaving the building, using electronic devices in school, and/or repeated discipline referrals, are serious violations of school rules. Consequences have been established by the Board of Education for violations of the Student Code of Conduct. The Student Code of Conduct defines the operating principles that help to govern students' behaviors. The Code of Conduct sets the standards of how everyone in the building is expected to interact with one another.

In order to develop the self-discipline necessary for learning and living, students have a right to know what is acceptable in the way of behavior. **For this reason, both the parents and the students should read all of the material relating to discipline. School discipline is a shared responsibility.** We must all develop a positive approach to student behavior and feel a sense of personal responsibility for its improvement. The Board along with parent involvement developed the current discipline program. This program calls for progressively harder penalties with repeated infractions. The more often a student is in trouble, the more serious the penalty. The most common infractions of the discipline code relate to the following areas:

1. Lateness to class, etc.
2. Overt display of affection
3. Cutting class, leaving class without permission
4. Failure to follow school dress code
5. General misconduct, disruptive behavior, excessive noise
6. Being in an unauthorized area without a pass (halls, lavatories, etc.)
7. Destruction or defacing of property (school or individual)
8. Failure to report to office, leaving office without permission
9. Insubordination - defiance of authority, disrespect
10. Incitement – (inciting other students to fight, argue, disruption of academic setting)
11. Truancy, leaving school without permission
12. Stealing
13. Smoking, possession of cigarettes, etc.
14. Verbal assault, obscene or abusive language
15. Fighting
16. Possession of fireworks, arson/bomb threats, weapons, etc.
17. Assault and battery
18. Threat to teacher (verbal or written)
19. Disruptive behavior during in-school suspension or detention
20. Drugs/Alcohol (possession and/or use)
21. Unauthorized use of a cellular device

22. Failure to report to detention
23. Buying and selling merchandise (candy, pencils, clothing, food, etc.)
24. Violation of district technology acceptable use policy (i.e. inappropriate apps, websites, etc.)

The points listed above are not the only problems included in the discipline code but are merely a list of the most common issues related to student discipline.

The following guidelines, in effect throughout the school day, both within the building and on school property, are listed for students' self-direction in meeting the standards of the Code of Conduct.

1. Classroom Behavior

Students are expected to:

- Arrive to class on time;
- Be prepared for class;
- Maintain appropriate classroom behavior;
- Pay attention to and follow directions;
- Show respect for teachers, fellow students and property.

2. Hall Behavior

Students are expected to:

- Have a **signed pass** when in the hallways during a class period;
- Students are not to loiter in the halls at any time;
- Students are not to run in the halls;
- Students are not to engage in loud conversations, yelling, or dangerous play in the hallways that disruptive the educational environment.

3. Dangerous and Destructive Items

The following items are considered dangerous or destructive and may not be brought to school. Possession and/or use of any of these items are cause for suspension and/or referral to the police:

- Cigarettes or other tobacco products;
- Matches or cigarette lighters;
- Drugs, alcohol or other controlled substances;
- Spray paint;
- Fireworks;
- Guns, pellet guns, knives or any other type of weapon.

4. Disruptive Items

Use of the following items are not permitted in school:

- Cell phones, electronic devices (electronic games; laser lights, etc.);
- Novelty devices or inappropriate toys.
- Any device that is deemed by Administration as a disruption to the educational process.

5. Vandalism

- Students who are found destroying, damaging or defacing school property will be expected to pay for the damages and face disciplinary action. A police report can, and will be filed if deemed to be warranted. This may result in further action from the court system.

Assemblies	Bathroom
• Use a polite and quiet voice • Sit still • Remain quiet • Applaud only when appropriate • Keep hands, feet, and objects to yourself	• Use a polite and quiet voice • Get back to class within 5 minutes • Wash and dry your hands • Report problems to your teacher • Keep area clean and graffiti free
Cafeteria	**Classroom**
• Use a polite and quiet voice • Follow directions first time given • Sit and remain in assigned area • Keep hands, feet, and objects to yourself • Wait your turn in line	• Use a polite and quiet voice • Follow directions first time given • Raise your hand to speak • Be alert and prepared • Use time wisely to complete tasks
Computer Room	**Guidance Office**
• Use a polite and quiet voice • Use equipment as directed by teacher • Move slowly around equipment • Visit only approved websites • Log off when finished	• Use a polite and quiet voice • Knock and pause before entering • Respect the privacy of others • Wait your turn • Always have a pass

Gymnasium	Hallway
• Use a polite and quiet voice • Enter/Exit in an orderly manner • Follow directions first time given • Be alert and prepared • Use equipment safely and properly	• Use a polite and quiet voice • Stop only in front of your locker • Keep hands, feet, and objects to yourself • Walk at all times on right side • Allow locker neighbors access
Locker Room	**Main Office**
• Use a polite and quiet voice • Lock up your belongings • Respect the privacy of others • Keep locker room clean • Dress in time given	• Use a polite and quiet voice • Enter silently • Wait your turn in line • Stay in front of the counter • Always have a pass
Media Center	**Nurse's Office**
• Use a polite and quiet voice • Visit only approved websites • Walk at all times on right side • Pass through silently • Always have a pass	• Use a polite and quiet voice • Wait your turn in line • Respect the privacy of others • Bring doctor's note when absent • Always have a pass

RESIDENCY: All students attending the schools of Upper Deerfield Township must reside within the township. If you suspect that a student does not reside in the township, please call the Board of Education at (856) 455-2267 ext. 2206.

SCHOOL NURSES: During the course of the school year, the school nurse will be involved in health evaluations. If a student becomes hurt or ill in school, parents/guardians will be notified. **If the injury or illness requires immediate attention, the parent/guardian must pick up the child from school.**

Counseling is a major component of our disciplinary process. It is not a penalty for behavior but through counseling, a student will be offered the chance to change his/her behavior to avoid removal from the classroom or school.

Administrative disciplinary dispositions may include administrative detention, internal suspension, out-of-school suspension, and disciplinary hearings before the Superintendent of Schools and/or the Upper Deerfield Board of Education.

WARNINGS: Depending on the nature of the problem this is often, but not always, the first step in administrative discipline. This can take the form of a written or oral warning. Written warnings must be taken home, signed by the parent, and returned. If such notice is not returned to the office, student will be placed on the restricted list until receipt of said notice or at administrative discretion.

DETENTIONS: Detentions are penalty time periods assigned to students due to discipline problems. Either a teacher or the principal may assign them. If assigned by the teacher, the student will be staying with the teacher. Also this will increase parental involvement to help remedy a problem before it reaches the principal's office. Administrative detentions do become a part of the record and do count toward the restricted list. Detentions begin at the dismissal bell and end at 3:15 P.M. Students with detentions that have not been served may not attend special events such as dances or sporting events until the detention is served.

SUSPENSIONS: Suspensions are of two types, in school and out-of-school. In both cases, the student is not permitted to attend regular classes for a specific amount of time. In-school suspensions are for less serious problems. Students report to assigned locations in the school. They are to have work to do, and may also have work assigned. They are expected to work the entire time they are assigned to the in-school room. If they do not work or if they misbehave, they run the risk of getting a further penalty. Students who have not served their in-school suspension or are under out-of-school suspension are not permitted to attend/participate in any school events until that suspension has been completed. If work is missed due to suspension, it may be made up under the terms of an excused absence. With any out-of-school suspension, the parent must come in with the student when he/she returns to school for a meeting with the principal or have a verbal conference with building principal. **THE PARENT MUST CONTACT THE PRINCIPAL AND MAKE ARRANGEMENTS FOR THE MEETING, WHICH WILL INCLUDE THE STUDENT, BEFORE THE CHILD WILL BE PERMITTED TO RETURN TO SCHOOL. NOTE: During the time of an out of school suspension, the student is not permitted on school grounds for any reason.**
FIGHTING: The Woodruff School takes fighting very seriously and deals with it severely. When a fight takes place, the cause and severity will be a factor in assigning the penalty (length of suspension and/or formal legal complaint). At the time of the mandatory readmission conference, which follows a suspension, parents should review their child's prior record and discuss any formal or additional complaints that may have been signed. In a case

where a staff member is injured due to a fight, a complaint will be a part of the discipline process. In addition, counseling and peer mediation will be required for the involved students.

RESTRICTED LIST: Students who have been suspended out of school for disciplinary reasons or have exhibited exorbitant attendance or lateness issues will be placed on the restricted list. Students on the restricted list may, after 30 days, petition, in writing to the principal, to be removed from the restricted list. The student's record will be reviewed and, if no referrals have been given to the student, he/she will be removed from the list. A second placement on the restricted list will result in 45 days of restriction. Permanent restriction will result for a third placement.

REFERRALS: Students receiving administrative warnings, detentions, or suspensions will be given a written notice of such action to be taken home or mailed by the school.

PARENT INVOLVEMENT: Parents are asked to become involved in the discipline process. The school cannot do it alone and support/reinforcement from home is necessary. Call the Office at 455-2267 ext. 3201 and ask about getting more involved with your child's discipline program should you have any questions.

STUDENTS SAFETY/VIDEO SURVEILLANCE: To help insure student safety video cameras and monitors have been installed in our school as well as other buildings. Activities of building occupants will be monitored on film by this surveillance system, which will be routinely supervised by security and administrative personnel. This video may also be used as corroborative evidence in prosecuting illegal activities conducted in the school or on school property. Given that these films involve other students, these films are not subject to parental inspection.

SPECIAL PLACES

LOCKERS: Each student will be assigned a locker, possibly with a partner. Students are encouraged to keep their combination to themselves and to keep the locker locked at all times. This LOCKER IS ONLY ON LOAN from the school and is **subject to search without warning.** In addition to student safety and security, inspections are to insure that the lockers are neat and clean. Students will also be assigned a locker for physical education. Inappropriate items, when discovered, will be taken care of in accordance with school policy. With many lockers there may be a combination padlock that will be issued in order to provide security for the student's property. **Please note** that these locks are on loan and must be returned. A fee will be assessed for all locks that are damaged or not returned. NOTE: For safety reasons, **only school issued locks may be used**.

HALLS: Students are not to hang out in the halls. They are to go to their lockers and then proceed to classrooms or other assigned areas as quickly as possible. When students are in the halls during time when they are assigned to a class/room, it is their responsibility to be in possession of a proper pass. Because most of the time classes will be in session, students must be quiet and orderly while in the halls. Should students be found in the halls without a pass, they may be considered skipping classes and subject to disciplinary sanctions.

ASSEMBLIES: Students are expected to move quietly to and from assemblies. Most assemblies are held either in the Woodruff Cafeteria, Woodruff Gym, or the Moore School Auditorium. In all cases students must follow the direction of their teachers and once in the assembly hall, remain quiet and respectful - before, during and after the performance.

BUS: Students must recognize that the driver has the same authority on the bus as the teacher in the classroom. In order to make the ride safe for everyone, students will:

1. Follow the rules and regulations as stated/posted by the driver.
2. Ride only on their regularly assigned bus.
3. Bus stop changes will only be honored twice a year – by August 15 for transportation changes effective September through January, and again by January 15 for a change effective February through June. A child's bus stop must be consistent all five days of the week. For childcare purposes, one bus route must be consistent all five days of the week.
4. Students reported to the principal for infractions on the bus or at the bus stop will be subject to discipline. This may include warnings, removal from the bus for a short or extended period of time, detention, suspension, or permanent loss of bus privileges.

STARTING THE DAY: Upon entering the building, students go to their assigned areas and then their lockers before reporting to homeroom. Students who eat breakfast report directly to the cafeteria to eat their breakfast and remain there until 7:45.

BREAKFAST: All students are eligible and must sign up in advance for the meal. The meal will be served in the cafeteria each morning. Students must be on time and not later than 7:45 to get the meal. Accommodations will be made for late busses. Breakfast will not be served on early dismissal days or delayed opening days.

MORNING

1. **NO STUDENT SHOULD ARRIVE ON CAMPUS PRIOR TO 7:22 A.M.**
2. All students will report to homeroom at 7:45 a.m.
3. All students should be in homeroom for the flag salute.
4. Breakfast will be served in the cafeteria and/or homeroom beginning at 7:22. The meal will not be served on early dismissal or delayed opening days.

AFTERNOON

1. All students will be dismissed according to the schedule of the day (regular or half-day).
2. All students are encouraged to move quickly to their bus or toward home at the end of the day. Student safety is important and the supervision of the grounds and crossing the highway is limited; therefore, parents should encourage walking students to move quickly toward home at the end of the school day.
3. Because all students are at their lockers at the same time, waiting for friends is not encouraged.

CAFETERIA: During lunch seating is by homeroom and students are expected to sit in their assigned area.

Students are to:

1. Follow directions given by the aides. Discipline problems in the lunchroom may result in detentions, alternative lunch settings, etc.
2. Keep their table and floor areas clean.
3. Remain seated until they have finished eating, deposit all trash at once and place dishes, tray, etc. in the proper location.
4. Return to their seats after emptying their trays and depositing trash.
5. Students not finished eating within 5 minutes of dismissal should wait until the aide dismisses their table before emptying their trays.
6. Remain seated until dismissed by the aides.
7. ALL FOOD IS TO BE EATEN IN THE CAFETERIA.

8. In order that everyone will be able to enjoy their meal the following will be enforced:
    a. No unnecessary wandering around the room.
    b. No screaming or unusually loud talking.
    c. No throwing of food or popping milk cartons.
    d. No banging on tables.
    e. No moving from the assigned table due to safety concerns.
9. Glass containers are not permitted and should not be brought to school.
10. Students are permitted to visit the bathrooms as needed during the lunch period provided they receive permission from an aide or teacher who would be on duty in the cafeteria.

Meal bill arrears:

If money is owed for equivalent of five or more meals, a district shall:

Determine if the student is eligible for a free or reduced price meals.

Make at least two attempts to contact the student's parent or guardian and have them fill out an application for the school meal program.

Require a principal, or a person designed by the principal, to contact the parent or guardian to offer assistance with the application.

Determine if there are other issues in the household that have caused the child to have insufficient funds to purchase school meals and offer any other appropriate assistance.

If full payment is not met by the end of the 10 school days, then a notification will be sent to parent or guardian of any action to be taken by the school district in response to a student's bill being arrears.

LIBRARY: The library is for student use; however, it is expected that it will be used properly. When materials are borrowed, they should be returned within the allotted time. When materials are lost or not returned the student will be placed on the restricted list until proper restitution is made.

TELEPHONE: Phone calls because of **ILLNESS MUST BE MADE ONLY FROM THE NURSE'S OFFICE AND UNDER THE NURSE'S DIRECTION. Any calls made using a cell phone may subject student to disciplinary action.**
IT IS THE POLICY OF THE BOARD OF EDUCATION THAT STUDENT CELL PHONES ARE NOT PERMITTED IN SCHOOL AND DESIGNATED SCHOOL ZONES. THEY ARE ONLY PERMITTED FOR AFTER SCHOOL USE AND AFTER SCHOOL EMERGENCIES. THE USE OF A CELL PHONE DURING SCHOOL HOURS, INCLUDING ON THE BUS TO AND FROM SCHOOL, AND DURING A SCHOOL FUNCTION IS NOT PERMITTED (see page 21, "Electronic Equipment"). IF A STUDENT USES A CELL PHONE OR OTHER ELECTRIC COMMUNICATON DEVICE DURING THE TIMES THAT ARE NOT PERMISSABLE, THE STUDENT WILL BE SUBJECT TO DISCIPLINARY ACTION.

STUDENT PARTICIPATION IN SPORTS AND SPECIAL EVENTS: Active student participation in sports and clubs is encouraged. Sign-up times are posted and well advertised and have deadlines that will be followed. It is the responsibility of those students interested in activities to inquire as to the procedure and deadlines for signing up. Whenever physicals are

necessary, they must be completed prior to any student participation. A list of most activities is included in the appendix.

DOCTOR'S NOTES: There are times when a student is removed from an activity for a medical reason. Unless the doctor's note states a specified length of time for removal from the activity, the student will not be able to return to the activity until another note is received from the doctor. Even though a child may want to be involved in an activity (a trip or gym) they may not until we have proof that the doctor who restricted them has now cleared them to resume normal activity. Notes need to be given to the nurse in a timely manner in order that the student misses as little participation as possible.

ATTENDANCE INFORMATION AND PROCEDURES

ATTENDANCE: Attendance is taken each morning during homeroom and for each class. **STATE RULING HAS CHANGED THE NUMBER OF ABSENCES THAT A STUDENT MAY HAVE PRIOR TO THE SCHOOL BEING REQUIRED TO TAKE LEGAL ACTION.**

Late Arrival - Students arriving after 7:45 must report to the office to sign in and get an admission slip. Parents bringing children late to school should come with them into the office and sign them in. Students who walk to school must have a note from their parent when they report late. Unexcused lateness's will lead to disciplinary action. In general, 5 unexcused latenesses will lead to a detention or possibly suspensions. In order for a student to receive breakfast, students must be in the cafeteria or the designated homeroom by 7:40. **There are no provisions for a late breakfast.** Lateness also results in the loss of instructional time.

NOTE: A security system is in place and it is necessary to ring the buzzer at the door near the main office to be admitted to the building.

Early Dismissal - Notes concerning early dismissal must be sent to the office for approval. Students leaving early must be signed out from the office. Parents signing out students should report to the office, sign out their child, and wait in the office for their child.

Missing From Class - Attendance is checked by the teacher in each class and compared with the Daily Bulletin.

Late to Class – A bell rings at the end of each class reminding both staff and students that the class period is over. As a general rule **three minutes** should be considered the normal passing time to the next class. Students who do not have an acceptable reason for being late may be subject to appropriate disciplinary action.

NOTES (Excuses): Parents are encouraged to call the Nurse at 455-2267 ext. 3205 concerning an absence. A written excuse should always come back to school with the student. When the cause of absence results in a restriction for physical education or any other program, a doctor's note is required and contact should be made with the nurse. All cases where medication and restriction are involved should involve the nurse.

HALL PASSES: Whenever a student leaves a classroom while a class is in session, he/she must have a pass. It is the obligation of the student to have a pass.

SPECIAL EVENTS: Students not in school the day of a special event, dance, or game, etc. may NOT attend that event. Any special circumstances MUST be worked out in advance with the office.

HOMEWORK: It is an important part of our school and **WILL** be a part of many classes. Parents are encouraged to email teachers for missing assignments.
Homework will **NOT** be sent home when a student misses school. You may email the teacher to check on any missing assignments and students are given appropriate time to make up homework due to illness, etc.

MAKING UP WORK: With an excused absence (which also includes a suspension) from school, students have one day for each day they are out to make up work.

EMERGENCY CLOSING: Should inclement weather or emergency situations occur which would result in the closing of schools, or if an adjustment needs to be made to the start of the day, that information will be sent via text message. You may also check the district website (www.udts.org). Please do not call the school, as the phone lines need to be open for school use.

NOTE: Attendance at special events is a privilege that comes with having a good discipline record. Students on the restricted list may not attend special events or participate in extracurricular activities. In all cases regular school rules apply along with any special rules that may go with the event. With most special events there are some additional rules that will add to the enjoyment and safety of all that attend.

SPECIAL EVENTS: Open House, Honor Society Induction, etc.

1. The public will enter and exit through the main entrances only.
2. Any student on the restricted list will not be permitted to attend the program.
3. School age children who do not attend the Woodruff School under the age of 18 will not be admitted without a parent.
4. Security will be maintained outside the building before, during and after the program.
5. Anyone creating a disturbance during a program will be asked to leave.
6. Students not in school the day of the event may not attend.
7. Unless otherwise stated, students here for a special event **must remain with their parent** and may not freely roam the building.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. See Appendix for complete information.

ATHLETIC EVENTS: It should be noted that attendance at athletic events is restricted to **current Woodruff School students**, parents and guests of the visiting team.

1. Students on the restricted list are not permitted to attend.
2. Woodruff students in good standing may attend providing they show their current ID or event pass to the Athletic Director and/or security personnel upon admission.
3. **The attendance policy for home events is as follows:**

a. Guests of the visiting team.
   b. Current students of the Woodruff School who are in good standing.
   c. Any child or student below grade 6 or not a Woodruff Student must be in the company of their parent/guardian.

4. No admission to an event until 15 minutes prior to start time.

5. No admittance after half time of the final event (students).
6. Students leaving the building at any time during the event will not be able to re-enter.
7. Unacceptable language, behavior or conduct will be cause for removal from the event.
8. Security will be maintained at the discretion of the Athletic Director.
9. Students not in school the day of an event may not attend.

DANCE GUIDELINES: (Know these rules!)

1. Only students currently enrolled in the Woodruff School may attend.
2. Students on the restricted list the day of the dance may not attend.
3. No admission will be allowed 30 minutes after the start of the dance without prior approval from an administrator.
4. Students leaving the building will not be allowed to re-enter. Those leaving without being in the company of their parent may not attend the next scheduled dance.
5. Behavior - The same general guidelines apply to dances as to the regular school day. Consequences will include removal from the dance, restricted from future dances, and discipline in accordance with School Board Policy.
6. Students must be picked up no later than 15 minutes after the end of the dance.
7. Students not in school the day of the dance may not attend.

OTHER POINTS TO NOTE

BACKPACKS: Once students have entered the building they are to secure their backpacks in their lockers. When backpacks are being purchased the size of the locker should be considered. Large packs and/or cases on wheels may not fit in the lockers. Backpacks are not to be used during the day.

PARTIES/BIRTHDAY CELEBRATIONS, ETC.: Due to food allergies students are not permitted to bring in food with the exception of a school approved event or assignment. No cupcakes, cakes, balloons, etc. may be brought into school.

CHARACTER EDUCATION: All students will be getting character education as a part of many of their regular educational programs. The ideas or values that will be stressed include many of the following points.

- To pursue academic, artistic, and athletic excellence.
- Treat everyone with respect.
- Learn to appreciate the diversity of race, religion, and perspective we all bring together.
- Promote health, safety, and continued growth of one-self and others.
- Develop appropriate caring relationships with your friends, teachers, and staff members.
- Think before you act to learn from your actions.
- Ask questions when you are unsure.
- Be on time and prepared for all classes and school activities.
- Respect property of the school and others.

HARRASSMENT, INTIMIDATION & BULLYING:
The Board of Education prohibits acts of harassment, intimidation or bullying against any pupil. 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; and since pupils learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying.

For the purposes of this policy, "harassment, intimidation or bullying" means any gesture or written, verbal or physical act or any use of an electronic communication device directed at a student that takes place on school property, at any school-sponsored function or on a school bus and that:

A. Targets a student and which may affect his/her educational program;
B. Substantially disrupts, infringes or interferes with the orderly operation of the school or the rights of other students;
C. Creates a hostile educational environment for a student(s) by infringing and/or interfering with a student(s)' education;
D. Severely or pervasively causes physical or emotional harm to a student(s);
E. Is motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or,
F. By any other distinguishing characteristic; and
G. A reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of harm to his person or damage to his property; or
H. Has the effect of insulting or demeaning any pupil or group of pupils in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

For the purposes of this policy and as defined in NJSA 18A:37-15.1, an electronic communication device is, "A communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer or pager."

Acts of harassment, intimidation or bullying may also be a pupil or group of pupils exercising control over another pupil, in either isolated incidents (e.g., intimidation, harassment) or patterns of harassing or intimidating behavior (e.g., bullying).

Consequences for False Accusation

If an allegation of harassment, intimidation or bullying is brought forth and, during the investigation, is found to be false and purposeful with the intent of bringing disciplinary action against a student or other individual, action may be taken against the individual making said allegation. Furthermore, this statement is being provided to make it clear that such claims are taken seriously and fully investigated. Thereby it is necessary that all accusations made against individuals bear merit given the scope and magnitude of this law.

Consequences and appropriate remedial action for a pupil found to have falsely accused another as a means of harassment, intimidation or bullying range from positive behavioral interventions up to and including suspension or expulsion, as permitted under NJSA 18A:37-1, Discipline of Pupils.

When such conduct on the part of students is made known to the staff or administration, appropriate action will be taken. A report will be filed with the District 504/Affirmative Action officer. Inquiries and/or complaints should be sent to The Board Office, 856.455.2267, Ext. 3201.

STUDENT DRESS CODE: The Board of Education recognizes that a neat and appropriate appearance reflects positively on the individual student as well as on the school as a whole, and can contribute to educational success. Students are expected to come to school clean, neat, well groomed and appropriately dressed. It is the responsibility of both parents and students to ensure all clothing worn in Woodruff School is "modest and appropriate." Woodruff School affirms that acceptable standards for students are predicated on decency, neatness, cleanliness and safety. Dress for school must not distract from nor disrupt the educational process. Students and parents are also reminded that students attending Woodruff School do not have recess.

WOODRUFF SCHOOL STUDENT DRESS CODE GUIDELINES

1. Clothing with inappropriate, suggestive or derogatory pictures or phrases may not be worn.
2. Clothing must cover undergarments as well as the torso areas of the body (between the shoulders and the top of the legs, front and back). Pants are to be worn at the **waistline** with no undergarments and no part of the torso visible, including when students are seated. All tops must be high enough at the neckline to completely cover any cleavage. Any top with a neckline that might expose cleavage must be worn with a top with a higher neckline UNDERNEATH. **No tank tops or spaghetti strap tops are permitted**.






NO NO NO Yes (Hood down)

3. Shorts and skirts are to be respectable and modest length.
4. Pajamas are **NOT** acceptable for school attire.
5. Spandex and biker shorts are allowed **ONLY** if wore under shirts or dresses designed to cover all areas where undergarments are wore.
6. No headwear is to be worn in the building during the school day. This includes, but is not limited to: hat, bandana, scarf, earmuffs, sunglasses, or any other head covering, including hoods. (Exception: Any headwear worn for religious beliefs with the appropriate documentation)
7. Coats, jackets, or vests designed as outerwear are not to be worn during the school day, and must be secured in the lockers at the beginning of the school day
8. Students must wear suitable footwear at all times. No slippers, flip flops, soccer sandals, shower sandals and other types of footwear associated with these types of footwear are permitted. In order to protect the school's flooring, types of footwear with cleats or metal attachments are not permitted.



NO



NO



OK

9. Clothing with frayed edges or visible holes must have a layer of clothing under the frayed item.
10. Clothing that reveals excessively body parts must be covered up.
11. Any mode of dress which presents a safety hazard, health hazard, or distraction to others may not be worn. In addition, clothing promoting offensive or obscene material is prohibited. The determination of the appropriateness of any mode of dress is at the discretion of the school administration.

The dress code applies to all school-sponsored activities, including dances, field trips, and extracurricular activities, unless an explicit exemption has been granted by the school administration.

It is the responsibility of the individual students and their parents to understand and request clarification about the dress code. After the third day of school, it will be assumed that all students understand and will follow the dress code. Once a warning has been documented, students will be subjected to disciplinary action for repeated dress code violations.

SEARCH AND SEIZURE: The Board recognizes that the Fourth Amendment right to privacy applies to students and that students are therefore entitled to be free from unreasonable search and seizures by school officials. The Board also recognizes that the Legislature has specifically charged school officials with the duty of maintaining order, safety, and discipline. Therefore the individual student's rights must be weighed against the school's obligation to maintain order. The standard that shall guide the conduct of a school official in effecting a student search is that the school official MUST have reasonable grounds to believe that a student possesses evidence of illegal activity or activity that would interfere with school discipline and order.

In addition, all students are hereby INFORMED annually that all lockers ARE school property and that the LOCKERS WILL BE SUBJECTED TO REGULAR INSPECTION BY THE SCHOOL PRINCIPAL OR HIS/HER DESIGNEE. Students will also be reminded verbally of this at the start of the year. Their homeroom teacher will remind students at the time they are assigned a locker.

DRUGS/ALCOHOL/TOBACCO (possession and/or use): In keeping with our educational commitment to make students aware of the dangers involved with the use of the above, **we will do all that we can** to discourage and punish the bringing drugs, alcohol, or tobacco into the school. Of course, in cases where laws are being broken, the police will be notified.

ELECTRONIC EQUIPMENT: School Board policy 5129.7 (a copy of the policy is included in the appendix) states that students are **not** permitted to have communication equipment such as phones in our schools or on school grounds at any time. However, it is recognized that activities occur after school, and students may need to call home after the close of school

business. For this reason only, students will be permitted to bring cell phones into the school zone during school hours under the following guidelines:

1. All students' cell phones must be turned off once they have entered the school zone – this includes the bus and sidewalk.
2. Under no circumstances should students have their cell phones on inside the school zone.
3. Unauthorized activation and/or use of cell phones may result in confiscation and/or search of the cell phone as such action is a direct violation of school policy. In addition, this may also violate other students' and the staff's rights of privacy. The extent of the confiscation and/or search of the cell phone is dependent upon the circumstances present at that time and within the discretion of school authorities. Whether or not or when the cell phone is returned to the student or parent is also dependent upon the circumstances presented at the time of violation. If it is determined this use of the cell phone created a disturbance, unsafe situation, compromised the safety and/or privacy of students, staff, or other individuals, etc., the student will not be permitted to bring a phone to school and will be subject to remaining on the restricted list for the remainder of the year.

Remember: cell phones, like all other personal items brought by a student into a school zone, may be subject to search. The outcome of that search may result in school sanction and/or criminal investigation by the police. A cell phone or other electronic device found on students will be taken and submitted to the office. The phone will be returned to the student at the end of the day. A phone call home will be made advising the parents/ guardians of the policy and violation. A second office will result in the phone being submitted to the office and parents/guardians will be required to pick up the phone in the office. Subsequent offenses to the policy will result in progressive disciplinary action for the student and parents/ guardians will need to pick up the phone in the office. In addition, the student will lose the privilege of having a cell phone in his or her possession for any reason for the remainder of the school year.

Radios, iPads, electronic games, personal electronics etc. are discouraged in school. If the student brings them to school he/she does so at his/her own risk**. (Students are hereby warned that if they do bring any type of this equipment t school and it is lost, broken, or stolen they should not expect the administration to be involved with recovery or restitution)** and the equipment must not be used while in the building. The equipment must be secured in his/her locker upon entering the building. If equipment of this nature is in the student's possession during the day (after the late bell) it will be removed from the student and will be returned to the student at the day's end (first offense). Subsequent offenses to the policy will result in progressive disciplinary action for the student and the parent/guardian will need to pick up the equipment at the school office.

The following items are prohibited on campus and will be subject to disciplinary action at administrative discretion:

- **Gambling**
- **Selling candy, gum or other items**
- **Trading Collectibles**

POLICE INVOLVEMENT: Parents and students need to know that some student related problems involve violations of the law, going beyond the scope of the school. If a student is involved in drugs, alcohol, violence, or other infractions that require police involvement, the administration will take the necessary steps to resolve the problem. There may be times when

it is necessary for parents to go to the police barracks to get their child. It is also important for parents to note that in addition to charges being filed by the school, conditions may warrant police involvement at a parent's request.

EIGHTH-GRADE GRADUATION GUIDELINES

During graduation practice students are expected to remain attentive to the teachers and respect all students participating in the ceremony. Students are not permitted to chew gum or eat candy, use cell phones or other electronic devices, engage in horseplay, harass or intimidate other people, or violate any school disciplinary policy. Also, students must be in good standing academically and meet attendance requirements to participate in the graduation ceremony.

Listed below are the guidelines pertaining to the expected behavior during the graduation practices. This is a time for the students to receive their proper recognition, thus, we expect that they behave properly during practice as well as at the ceremony.

Consequences are as follows:

First Offense: Verbal reprimand and parent notification via telephone
Second Offense: Removal from practice and a letter sent home and call to home
Third Offense: Removal from practice and a parent conference with student
Fourth Offense: Removal from the ceremony, dance, and forfeiture of all tickets

ATTIRE: Inappropriate dress is grounds for removal from the Graduation ceremony and party. The School Dress Code is still in effect.

AS WAS DONE IN THE PAST: Each student will be provided a cap and gown for the graduation. **NOTHING SHOULD BE WORN OR DECORATED ON THE OUTSIDE OF YOUR GRADUATION GOWN OR CAP UNLESS IT IS SCHOOL-ISSUED**. Following the ceremony, students will attend the semi-formal dance, which will be held in the Woodruff Middle School Cafeteria. Students should wear semi-formal attire underneath the cap and gown. In the past, dresses have been long or knee length and sport coats, suits, shirt, and dress pants have all been acceptable.

PLEASE BE REMINDED that prior to graduation, any outstanding fines that your child may have accrued during the year, need to be paid. Please submit any monies due (cash or money order only) to the Woodruff School Main Office.

Annual Integrated Pest Management Notice For School Year 2026 -2027

Dear Parent, Guardian, or Staff Member:

This notice is being distributed to comply with the New Jersey School Integrated Pest Management Act. Upper Deerfield Township Board of Education has adopted an Integrated Pest Management (IPM) Policy and has implemented an IPM Plan to comply with this law. IPM is a holistic, preventive approach to managing pests that is explained further in the school's IPM Policy included with this notice.

All schools in New Jersey are required to have an Integrated Pest Management Coordinator (IPM Coordinator) to oversee all activities related to IPM and pesticide use at the school.

The IPM Coordinator for Upper Deerfield Township is:

Name of IPM Coordinator: Tyler Smith

Business Phone number: 856-455-2267

Business Address: 1385 Highway 77 Seabrook, NJ 08302

The IPM Coordinator maintains the pesticide product label, and the Material Safety Data Sheet (MSDS) (when one is available), of each pesticide product that may be used on school property. The label and the MSDS are available for review by a parent, guardian, staff member, or student attending the school. Also, the IPM Coordinator is available to parents, guardians, and staff members for information and to discuss comments about IPM activities and pesticide use at the school.
As part of a school pest management plan, the district may use pesticides to control pests. The United States Environmental Protection Agency (EPA) and the New Jersey Department of Environmental Protection (DEP) register pesticides to determine that the use of a pesticide in accordance with instructions printed on the label does not pose an unreasonable risk to human health and the environment. Nevertheless, the EPA and the DEP cannot guarantee that registered pesticides do not pose any risk to human health, thus unnecessary exposure to pesticides should be avoided. The EPA has issued the statement that where possible, persons who are potentially sensitive, such as pregnant women, infants and children, should avoid unnecessary pesticide exposure.

The following items must be included with this annual notice:

- A copy of the school or school district's IPM policy.
- The date, time and place of any meeting if one is to be held for the purpose of adopting or modifying the school integrated pest management policy or plan.

- A list of pesticides that are in use or that have been used in the past 12 months on school property.