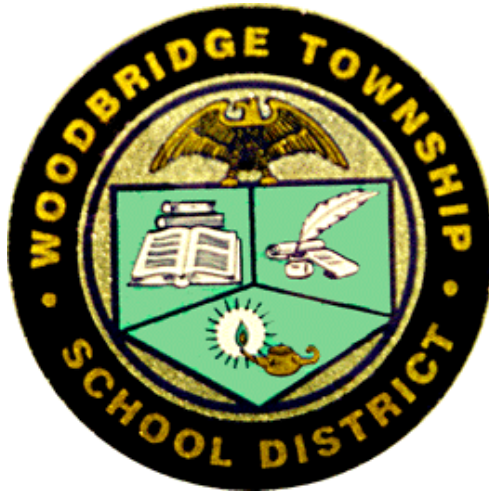


# **WOODBIDGE TOWNSHIP SCHOOL DISTRICT**



## **PARENT/STUDENT HANDBOOK FOR 2023-2024 SCHOOL YEAR**

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## **BOARD OF EDUCATION**

P. O. Box 428, School Street, Woodbridge 07095  
**732-750-3200**

<b>Board Members</b>
Daniel Harris, President
Susan Bourdin, Vice President
Marie Anderson
Frank Della Pietro III
Nazam Mohammed
Jenny Perez
Akshar “AJ” Sidana
Jonathan Triebwasser
Joseph Velez

## **ADMINISTRATIVE OFFICES**

**WOODBRIIDGE TOWNSHIP SCHOOL DISTRICT**  
P. O. Box 428, School Street, Woodbridge 07095  
<https://www.woodbridge.k12.nj.us/>

<b>Administration</b>	<b>Phone (732)</b>
Joseph Massimino, Ed.D., Superintendent of Schools <a href="mailto:superintendent@woodbridge.k12.nj.us">superintendent@woodbridge.k12.nj.us</a>	602-8550
Paul Postorino, Assistant Superintendent for Curriculum and Instruction <a href="mailto:curriculum@woodbridge.k12.nj.us">curriculum@woodbridge.k12.nj.us</a>	602-8487
Maria Gencarelli, Ed.D., Assistant Superintendent for Human Resources <a href="mailto:personnelservices@woodbridge.k12.nj.us">personnelservices@woodbridge.k12.nj.us</a>	602-8470
Julie Bair, Director of Special Services <a href="mailto:specialservices@woodbridge.k12.nj.us">specialservices@woodbridge.k12.nj.us</a>	602-8575
Kendell Ali, Director of Diversity, Equity, and Inclusion <a href="mailto:dei@woodbridge.k12.nj.us">dei@woodbridge.k12.nj.us</a>	602-8565
Brian Wolferman, Business Administrator/Board Secretary <a href="mailto:babs@woodbridge.k12.nj.us">babs@woodbridge.k12.nj.us</a>	602-8536

## SCHOOL LOCATIONS, PHONE NUMBERS, WEB ADDRESSES

<b>ELEMENTARY SCHOOLS</b>	<b>Principal /Vice Principal</b>	<b>(732)</b>	<b>School Website</b>
Mawbey Street School # 1 275 Mawbey St., Woodbridge 07095	Jamison Panko	602-8401	<a href="https://www.woodbridge.k12.nj.us/o/mawbey">https://www.woodbridge.k12.nj.us/o/mawbey</a>
Avenel Street School # 4/5 230 Avenel St., Avenel 07001	Mary Panko	602-8504	<a href="https://www.woodbridge.k12.nj.us/o/avenel">https://www.woodbridge.k12.nj.us/o/avenel</a>
Port Reading School # 9 77 Turner St., Port Reading 07064	Sarah DeRollo	602-8409	<a href="https://www.woodbridge.k12.nj.us/o/prs">https://www.woodbridge.k12.nj.us/o/prs</a>
Ross Street School #11 110 Ross St., Woodbridge 07095	Warren Rotella	602-8511	<a href="https://www.woodbridge.k12.nj.us/o/rossin/11">https://www.woodbridge.k12.nj.us/o/rossin/11</a>
Indiana Avenue School #18 256 Indiana Ave., Iselin 08830	Catherine Wehrle	602-8518	<a href="https://www.woodbridge.k12.nj.us/o/indiana">https://www.woodbridge.k12.nj.us/o/indiana</a>
Menlo Park Terrace School #19 19 Maryknoll Rd., Metuchen 08837	Margaret Truppa	596-4147	<a href="https://www.woodbridge.k12.nj.us/o/menlo">https://www.woodbridge.k12.nj.us/o/menlo</a>
Claremont Avenue School #20 90 Claremont Ave., Colonia 07067	Joanne Shafer	596-4153	<a href="https://www.woodbridge.k12.nj.us/o/claremont">https://www.woodbridge.k12.nj.us/o/claremont</a>
Oak Ridge Heights School #21 720 Inman Ave., Colonia 07067	Laura Calabrese	499-6553	<a href="https://www.woodbridge.k12.nj.us/o/orh">https://www.woodbridge.k12.nj.us/o/orh</a>
Lynn Crest School #22 98 Ira Ave., Colonia 07067	Matthew Connelly	499-6558	<a href="https://www.woodbridge.k12.nj.us/o/lc22">https://www.woodbridge.k12.nj.us/o/lc22</a>
Woodbine Avenue School #23 89 Woodbine Ave., Avenel 07001	Dr. Robert Zega	602-8523	<a href="https://www.woodbridge.k12.nj.us/o/woodbine">https://www.woodbridge.k12.nj.us/o/woodbine</a>
Kennedy Park School #24 150 Goodrich St., Iselin 08830	Pamela Kaminsky	568-5680	<a href="https://www.woodbridge.k12.nj.us/o/kps">https://www.woodbridge.k12.nj.us/o/kps</a>
Lafayette Estates School #25 500 Ford Ave., Fords 08863	Edward Braunsdorf, Principal Quienzell Bunch, VP	596-4143	<a href="https://www.woodbridge.k12.nj.us/o/lafayette25">https://www.woodbridge.k12.nj.us/o/lafayette25</a>
Robert Mascenik School #26 300 Benjamin Ave., Iselin 08830	Judith Martino	602-8526	<a href="https://www.woodbridge.k12.nj.us/o/rms">https://www.woodbridge.k12.nj.us/o/rms</a>
Pennsylvania Avenue School #27 80 Pennsylvania Ave., Colonia 07067	Robert Hugelmeyer	499-6566	<a href="https://www.woodbridge.k12.nj.us/o/pennave27">https://www.woodbridge.k12.nj.us/o/pennave27</a>
Matthew Jago School #28 99 Central Ave., Sewaren 07077	Thomas Perry	602-8428	<a href="https://www.woodbridge.k12.nj.us/o/matthewjago28">https://www.woodbridge.k12.nj.us/o/matthewjago28</a>
Oak Tree Road School #29 45 Wilus Way, Iselin 08830	Jill Osborne	602-8424	<a href="https://www.woodbridge.k12.nj.us/o/otr">https://www.woodbridge.k12.nj.us/o/otr</a>
<b>MIDDLE SCHOOLS</b>	<b>Principal /Vice Principal</b>	<b>(732)</b>	<b>School Website</b>
Avenel Middle School 85 Woodbine Ave., Avenel 07001	Thomas Leusen, Principal Corinne Smith, VP	596-4210	<a href="https://www.woodbridge.k12.nj.us/o/ams">https://www.woodbridge.k12.nj.us/o/ams</a>
Colonia Middle School 100 Delaware Ave., Colonia 07067	Joseph Short, Principal Alisha Davison, VP	396-7000	<a href="https://www.woodbridge.k12.nj.us/o/cms">https://www.woodbridge.k12.nj.us/o/cms</a>
Fords Middle School 100 Fanning St., Fords 08863	Jennifer Murphy, Principal Matthew Taber, VP	596-4200	<a href="https://www.woodbridge.k12.nj.us/o/ims">https://www.woodbridge.k12.nj.us/o/ims</a>
Iselin Middle School 900 Woodruff St., Iselin 08830	Kelly Cilento, Principal Douglas Sealander, VP	602-8450	<a href="https://www.woodbridge.k12.nj.us/o/fms">https://www.woodbridge.k12.nj.us/o/fms</a>
Woodbridge Middle School 525 Barron Ave., Woodbridge 07095	Dr. Kayla Lott, Principal Brian O'Halloran, VP	602-8690	<a href="https://www.woodbridge.k12.nj.us/o/wms">https://www.woodbridge.k12.nj.us/o/wms</a>
<b>HIGH SCHOOLS</b>	<b>Principal / Vice Principals</b>	<b>(732)</b>	<b>School Website</b>
Colonia High School 180 East Street Colonia 07067	Christopher Chiera, Principal Cynthia DiChiara, VP Abel Ramos, VP	726-7060	<a href="https://www.woodbridge.k12.nj.us/o/chs">https://www.woodbridge.k12.nj.us/o/chs</a>
JFK Memorial High School 200 Washington Avenue Iselin 08830	Dr. James Parry, Principal Steven Caroscio, VP Suzana Zeitz, VP	602-8650	<a href="https://www.woodbridge.k12.nj.us/o/jfk">https://www.woodbridge.k12.nj.us/o/jfk</a>
Woodbridge High School 25 Samuel Lupo Place Woodbridge 07095	Scott Osborne, Principal Lee Mosko, VP Tamiko Gourdine-Broadway, VP	602-8600	<a href="https://www.woodbridge.k12.nj.us/o/whs">https://www.woodbridge.k12.nj.us/o/whs</a>

## SUPERINTENDENT'S MESSAGE

August 30, 2023

Dear Parents and Guardians,

I hope this finds you and yours doing well. We are ready to begin the 2023-2024 school year in just a few short days! As we prepare to welcome our students and staff members back, there are a few items I would like to share with our school community.

All parents/guardians must complete the required forms for their children in the Parent Portal. Please read them carefully and feel free to discuss the policies and regulations with your students. Once this is complete, parents then have access to the lunch application form, which we encourage everyone to review as the guidelines for qualifying applicants have changed. Parents can access the Parent Portal by visiting our website at [www.woodbridge.k12.nj.us](http://www.woodbridge.k12.nj.us) and clicking on the [Genesis-Parent Access](#) tab. General information and time schedules for our elementary, middle, and high schools can be accessed on this site by clicking on the tab named *Our District*. All questions relating to the Parent Portal should be directed to the school principal. Parents can also view the chain of command for various topics by clicking [here](#).

We encourage our parents to be active participants in our district by regularly checking their grades & attendance in the Parent Portal, attending your child's Open House, learning about the PTO, and utilizing parent-teacher conferences. These are just a few opportunities that can facilitate effective and professional interactions with your child's teachers and administrators. Ultimately, we share the same goal of providing the best education possible for all of our students. We appreciate your partnership and continued support, best wishes for a safe and successful school year!

Sincerely,

A handwritten signature in blue ink that reads "Joseph Massimino". The signature is fluid and cursive, with the first name "Joseph" and last name "Massimino" clearly legible.

Joseph Massimino, Ed.D.  
Superintendent of Schools

## **VISION STATEMENT**

The Woodbridge Township School District seeks to engage the entire community in instructing and inspiring our students to be successful and significant beyond our classrooms.

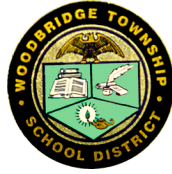
## **MISSION STATEMENT**

Our mission is to develop, through a technology infused curriculum, life-long learners who are responsible citizens prepared to make positive contributions to the global society. We are committed to engaging all members of the community in the process of providing a learning environment that fosters interdependence, embraces change and values diversity.

## **CORE BELIEFS**

1. Great teachers = continuously effective, engaging instruction = increased student achievement.
2. All children can learn, but learning takes effort.
3. Every lesson should be a positive learning experience for every child.
4. Every child deserves our best every day.
5. We are here to help children.
6. We need to give our children what they need.

## **DISTRICT GOALS 2023-2024**



1. The District will continue to improve the efficacy of intervention-based programs and the deployment of appropriate personnel to facilitate students meeting grade level benchmarks.
2. The District will develop and implement processes and programs that maximize the ability of school counselors and student assistance counselors to meet the social and emotional needs of students.
3. The District will continue to integrate safety measures within our schools, including but not limited to school security officers and additional security cameras, to support administrators, staff members, parents, and students in maintaining safe learning environments.



# STUDENT CALENDAR 2023-2024

## WOODBIDGE TOWNSHIP SCHOOL DISTRICT STUDENT CALENDAR 2023-2024

July 2023						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 2023						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2023						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2023						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2023						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2023						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Jul-23  
 3,4 Independence Day  
 Sep-23  
 1 Employee In-Service  
 4 Labor Day  
 5 First Day of School  
 Oct-23  
 9 No School Students  
 Employee In-Service  
 Nov-23  
 6-10 Fall Break  
 22 Early Dismissal ALL  
 23-24 Thanksgiving Recess  
 Dec-23  
 4-8 Early Dismissal-Elem. ONLY  
 22 Early Dismissal -ALL  
 25-29 Winter Break  
 Jan-24  
 1 New Year's Day  
 15 M.L. King's Birthday  
 \*30,31 Early Dismissal-HS ONLY  
 Feb-24  
 19 Presidents' Day  
 Mar-24  
 29 Early Dismissal - ALL  
 Apr-24  
 1-5 Spring Break  
 May-24  
 27 Memorial Day  
 Jun-24  
 4 Primary Election Day  
 12-17 Early Dismissal-Students ONLY  
 18 Last Day -Early Dismissal ALL

\*Revised 02/15/24

January 2024						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2024						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March 2024						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2024						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2024						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2024						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Schools Closed  
 Early Dismissal - ALL  
 Early Dismissal - ES Only  
 (ES Teachers Only In-Service)  
 Early Dismissal - ES Only  
 (Parent/Teacher Conferences)  
 Early Dismissal - HS Only  
 (HS Finals)  
 Early Dismissal-Students ONLY  
 Employee In-Service Day  
 Marking Period Ends  
 Inclement Weather Day

3 Inclement Weather Days Built In. Additional inclement weather days will be made up as follows: 4/3, 4/4, 4/3, 4/2 and 4/1.

All three (3) Inclement Weather Days have been used: 1/16, 1/19, and 2/13

Adopted: 2/16/23  
Revised 2/15/24

# START & DISMISSAL TIMES

## REGULAR START AND DISMISSAL TIMES

Elementary Schools	Grades K-5	8:55 a.m. – 3:30 p.m.
	Preschool Disabled Full Day	8:55 a.m. – 2:30 p.m.
	Preschool Disabled a.m.	8:55 a.m. – 11:30 a.m.
	Preschool Disabled p.m.	12:55 p.m. – 3:30 p.m.
Middle Schools	Grades 6-8	8:15 a.m. – 3:05 p.m.
High Schools	Grades 9-12	7:40 a.m. – 2:30 p.m.
Gifted and Talented	A.M. Session	9:30 a.m. – 11:15 a.m.
	P.M. Session	12:30 p.m. – 2:15 p.m.

## DELAYED OPENING SCHEDULE\*

<b>*No breakfast - all schools</b>		
Elementary Schools	Grades K-5	10:55 a.m. – 3:30 p.m.
	Preschool Disabled Full Day	10:55 a.m. – 2:30 p.m.
	Preschool Disabled a.m.	10:55 a.m. – 1:30 p.m.
	Preschool Disabled p.m.	12:55 p.m. – 3:30 p.m.
Middle Schools	Grades 6-8	10:15 a.m. – 3:05 p.m.
High Schools	Grades 9-12	9:40 a.m. – 2:30 p.m.
Gifted and Talented	A.M. Session	CANCELLED
	P.M. Session	CANCELLED

## SCHEDULED EARLY DISMISSAL TIMES (Scheduled 1/2 days)\*\*

<b>** Elementary – breakfast/ lunch in classrooms; Middle &amp; High Schools - breakfast/no lunch</b>		
Elementary Schools	Grades K-5	8:55 a.m. – 1:10 p.m.
	Preschool Disabled Full Day	8:55 a.m. – 1:10 p.m.
	Preschool Disabled a.m.	8:55 a.m. – 11:30 a.m.
	Preschool Disabled p.m.	10:30 a.m. – 1:10 p.m.
Middle Schools	Grades 6-8	8:15 a.m. – 12:45 p.m.
High Schools	Grades 9-12	7:40 a.m. – 12:10 p.m.
Gifted and Talented	A.M. Session	9:30 a.m. – 11:15 a.m.
	P.M. Session	CANCELLED

## UNSCHEDULED EARLY DISMISSAL SCHEDULE\*\*\*

<b>*** Elementary – breakfast/ lunch in classrooms; Middle &amp; High Schools - breakfast/no lunch</b>		
Elementary Schools	Grades K-5	8:55 a.m. – 1:10 p.m.
	Preschool Disabled Full Day	8:55 a.m. – 1:10 p.m.
	Preschool Disabled a.m.	8:55 a.m. – 11:30 a.m.
	Preschool Disabled p.m.	CANCELLED
Middle Schools	Grades 6-8	8:15 a.m. – 12:45 p.m.
High Schools	Grades 9-12	7:40 a.m. – 12:10 p.m.
Gifted and Talented	A.M. Session	9:30 a.m. – 11:15 a.m.

## **AFFIRMATIVE ACTION**

The Woodbridge Township School District is committed to providing all students opportunities and challenges suitable to their interest and talents, without regard to race, color, creed, physical condition, national origin, age or sex. Each building principal serves as the building level Affirmative Action Officer and is open and willing to hear any questions related to any perceived discrimination. If any student believes they have been discriminated against on the basis of race, color, creed, physical condition, national origin, age or sex, or has been the victim of sexual harassment, please contact the building principal as soon as possible. For additional information, refer to Policy #5145.4, Equal Opportunity, and Policy # 6121, Non-Discrimination/Affirmative Action.

## **ATTENDANCE – All Students**

In order to provide each student with the greatest opportunity to learn, and in compliance with the attendance laws of the State of New Jersey as set forth in N.J.S.A. 18A:38-25-26, the Woodbridge Township Board of Education accepts its responsibility in requiring students to regularly attend school.

Students will be marked present or absent in accordance with Policy #5113.

## **ATTENDANCE – Excused Absences**

Students may be asked to leave or not come into school if they test positive for COVID-19 or exhibit one or more of the symptoms of COVID-19. Students who miss school will be marked “unexcused” unless they are absent for one of the following reasons:

- ❖ Religious observance (N.J.A.C. 6A:32-8.3(h));
- ❖ A college visit (up to three (3) days per school year, only for students in grades 11 and 12);
- ❖ Take Our Children to Work Day” (pursuant to memo issued by the Commissioner to all districts on April 25, 2017) or other rule issued by the Commissioner;
- ❖ Participation in observance of Veterans Day (N.J.S.A. 8A:36-13.2) or district board of education membership activities (N.J.S.A. 18A:36-33); or
- ❖ The closure of a busing district that prevents a student from having transportation to the receiving school.

## **BOOKS / TECH DEVICES**

Textbooks and tech devices are the property of the Woodbridge Township School District. Students are responsible for care of District issued books and tech devices.

## **BUS TRANSPORTATION**

Bus transportation will be provided for students who live beyond state-determined distances from school. No other student may ride the bus – no exceptions. Non-Transported students CANNOT be given permission to ride a bus under ANY circumstances. Transported students may not take a bus other than the one to which they are assigned. If a parental emergency necessitates such a change, permission may be granted by the building principal on a day-by-day basis provided that:

1. A written parental request is submitted to the office during homeroom on the day of the needed change;
2. The reason for the request constitutes an emergency;
3. The request is verified by the office via a telephone call to the parent/guardian;
4. There is room on the bus that a student wishes to ride. The pick-up and drop-off times at specific bus stops will be forwarded to parents/guardians by the Transportation Department.

## **BUS TRANSPORTATION – Student Behavior**

Student conduct on school buses is a serious matter since it directly affects the welfare and safety of all the students on the bus, and the safety of all students is the first priority of the school district. Please review Regulation #3541.33, Transportation Safety, and Regulation #5131a, Student Conduct and Discipline.

The same rules of conduct that apply in school apply on the bus and at the bus stop, and students are mandated to exhibit proper behavior at all times while on a school bus. Once on the school bus, students must sit in the seats assigned to them by the driver and students must remain in their seats until they are dismissed.

Loud and raucous behavior is not permitted. There will be no standing, screaming, use of profanity, vandalism, throwing of objects, fighting, etc., on any school bus.

State law provides that students may be denied bus transportation for serious infractions committed on the bus or at the bus stop. If a student does not exhibit proper behavior and disciplinary actions are required, suspension of bus privileges for a period of time will be issued to the student. It will then become the responsibility of the parent/ guardian to transport the child to and from school for the duration of the suspension.

Students are required to ride the bus that is assigned by the Transportation Department. If a student is found riding a bus that was not assigned by the Transportation Department, the student will be suspended from riding the bus for two (2) weeks. Again, the parent/guardian of will be responsible for transporting the child to and from school during the suspension. Students must use safety belts while riding on a school bus.

## **CARE OF SCHOOL PROPERTY**

Students are responsible for the proper care of all electronic devices, books, supplies and materials. If a student damages any school property, the student will face disciplinary action and will be required to pay for the damage.

Students will be supplied textbooks and various other materials during the school year, which should be used with great care. Textbooks are to be covered. Fines will be assessed at the end of the school year for items that have been misused. Students who have outstanding fines, including unpaid lunch balances, may not be permitted to participate in school activities.

## **CHILD CARE FOR ELEMENTARY STUDENTS**

- **BEFORE-CARE:** 7:00 am – 8:55 am

Registration information may be accessed @ [YMCA Registration](#)

YMCA Before-Care is held at the following schools:

Mawbey Street School #1  
Avenel Street School #4/5  
Port Reading School #9  
Ross Street School #11  
Menlo Park Terrace School #19

Claremont Avenue School #20  
Lafayette Estates School #25  
Robert Mascenik School #26  
Matthew Jago School #29  
Oak Tree Road School #29

- **AFTER-CARE:** – 3:30 pm – 6:25 pm

The Woodbridge Township School District (WTSD) cost for elementary after-care program is \$10.00 per day, and \$8.00 per day for each additional child. Registration is based on a month-to-month arrangement and each child must be registered for no less than the same two days throughout the duration of the entire month. Transportation is provided to the After Care location, if necessary. Contact 732-499-4808 for additional information or visit our district webpage: [Aftercare Info](#)

The Woodbridge Township School District After-Care program is held at the following schools for all elementary students:

Mawbey Street School #1  
Ross Street School #11  
Indiana Avenue School #18  
Menlo Park Terrace School #19

Claremont Avenue School #20  
Robert Mascenik School #26  
Oak Tree Road School #29

The YMCA also offers after-care at the following schools:

Registration information may be accessed @ [YMCA Registration](#)

Avenel Street School #4/5  
Lafayette Estates School #25  
Matthew Jago School #28

## **CONFERENCE DAYS - Elementary Schools**

Evening Conferences: December 5 and 6, 2023  
Day Conferences: December 7 and 8, 2023

## **DRESS CODES**

**Administrative discipline for non-compliance of the school district's dress code policy will be enforced.**

Please refer to Policy #5132, Student Dress and Grooming.

## **ELECTRONIC DEVICES**

Equipment such as iPods, iPhones, cell phones, etc., are not permitted to be used on school grounds at any time during school hours, except during those times permitted by the school principal. These items will be confiscated and returned to parents/guardians only. Equipment needed for class projects should be checked in the office. The Woodbridge Township School District is not responsible for lost/stolen/damaged items that are not checked in at the school's main office.

District issued electronic device(s), may record and/or collect information concerning the students' activities or use of the device. The school district, however, shall not use any such capabilities in a manner that would violate the privacy rights of the students or any individual residing with the students.

## **EVENING ACTIVITIES**

All elementary and middle school students attending evening activities must be accompanied by a parent/guardian.

## **EXTRA HELP**

It is the shared responsibility of the teacher, parent and student to make arrangements when extra help is needed.

## EXTRACURRICULAR ACTIVITIES

There are a variety of clubs and activities available for students. Throughout the year there will be announcements as to the time and place of meetings. Students are strongly urged to participate in these activities since they can prove to be most beneficial to their total development.

## FAMILY EDUCATIONAL RIGHTS and PRIVACY ACT (FERPA)

FERPA affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the school principal [or appropriate official], clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that

FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. [Optional] Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

*[NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or eligible student of the records request unless it states in its annual notification that it intends to forward records on request.]*

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office / U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5901

## **FAMILY LIFE EDUCATION**

The New Jersey State Department of Education has mandated that Family Life Education be taught in all New Jersey schools. The State Department of Education defines Family Life Education as the study of human development, interpersonal relationships, responsible personal behavior, and family life.

Parents/Guardians who are interested in reviewing the curriculum or video used in the program may contact the Office of Curriculum and Instruction (732-602-8487) to arrange an appointment.

Parents/Guardians who are interested in reviewing any of the other educational resources used may contact the school nurse at their child's school.

Students may be excused from any portion of the course that is in conflict with a parent/guardian's beliefs.

Parents/Guardians should submit a signed statement designating the specific concepts that are in conflict with their sincerely held moral and religious beliefs. No penalties as to credit or graduation will result from a student's exemption from those portions of the course.

### **GRADING – ELEMENTARY STUDENTS (Grades K-1)**

Report cards will be distributed in marking periods 2, 3, and 4. Student performance will be shown on report cards using the following scale:

3	Consistently meets grade level expectations/standards
2	Occasionally meets grade level expectations/standards
1	Not yet meeting grade level expectations/standards

### **GRADING – ELEMENTARY STUDENTS – (Grades 2 – 5)**

Conversion of averaged component marks for classwork and assessments shall be done separately on the following scale:

A	=	90-100
B	=	80-89
C	=	70-79
D	=	60-69
F	=	Below 60

Report card marks shall be calculated by giving weight to major assessments and class work as follows:

1. The numerical average of all class work marks shall count as two-thirds ( $\frac{2}{3}$ ) of the report card mark.
2. The numerical average of all major assessment marks shall count as one-third ( $\frac{1}{3}$ ) of the report card mark.



Student work, including major assessments and classwork, shall receive a numerical mark of no less than 50, unless the teacher determines that little or no effort was made by the student, in which case a lower numerical mark may be recorded.

## **GRADING – SECONDARY STUDENTS – (Grades 6 – 12)**

Elements of Report Card Marks:

Report card marks shall be calculated as follows:

High Schools	The numerical average of all class work marks shall count as 50% of the report card mark. The numerical average of all major assessment marks shall count as 50% of the report card mark.
Middle Schools	The numerical average of all minor assessment marks shall count as two-thirds (2/3) of the report card mark. The numerical average of all major assessment marks shall count as one-third (1/3) of the report card mark.

The numerical average of the class work and major assessments for high schools and middle schools shall be averaged and applied to the scale below to determine the report card mark.

A+	=	98-100	C+	=	80-82
A	=	95-97	C	=	77-79
A-	=	92-94	C-	=	74-76
B+	=	89-91	D+	=	71-73
B	=	86-88	D	=	68-70
B-	=	83-85	D-	=	65-67
			F	=	64 and Below

## **HARASSMENT, INTIMIDATION and BULLYING (HIB)**

Parents and students are strongly encouraged to review the school district's Policy #5131.1, Harassment, Intimidation, and Bullying. Policy #5131.1 explains the required legal responsibilities which brings the WTSD into compliance with the new comprehensive Anti-Bullying law that took effect on September 1, 2011.

## **HOMEWORK**

Homework is regularly assigned to reinforce learning and the curriculum. Students are expected to complete all homework activities by the date assigned. Students who are absent from school have the responsibility to make up all homework assigned during their absence. If an absence is excused, students are permitted two days for each day absent to make up any missed work. In the event of an absence exceeding three days, parents may call the school for assignments. Students may need to schedule make up dates with their teacher for missed assignments and assessments.



## IMMUNIZATIONS

Any student not properly immunized will be excluded from school.

## INCLEMENT WEATHER CONSIDERATIONS

- **How is the Decision Made?** – The decision to open or close the schools in bad weather is based on a careful analysis of all relevant factors, such as:
  - **Information on road conditions from transportation staff and from the police.**
  - **Amount of snow and ice accumulated.**
  - **Whether precipitation is continuing.**
  - **Building conditions** (such as whether schools have electricity and heat).
  - **Parking lot conditions**
  - **Temperature and wind chill**
  - **Weather predictions**
  - **What other school districts are doing.**

**Who makes the decision?** – The Superintendent of Schools is responsible for the final decision, based on the above factors and recommendations from the school district’s Supervisors of Transportation and Buildings and Grounds, and the Police Department.

### **How is the Public Notified?**

- Parents and staff are notified via the **Thrillshare® Alert System**.
- **Parents are reminded NOT to contact the Police Department regarding school closings.**

Information is also available at:

- Woodbridge Township School District’s Web page
- TV35/36, News12, WCBS Channel 2, WNBC TV Channel 4, WABC TV Channel 7, and WPIX Channel 11

**When is the Decision Made?** – The Superintendent of Schools must make the decision to close the schools by 5:30 a.m. or earlier, so that the information is disseminated to parents and staff via Thrillshare, disseminated to radio and TV stations, and posted on the school district’s website.

**Will Schools Close If Conditions Worsen?** – Even if weather conditions worsen, the decision to close schools for the day cannot be reversed without endangering students. When the decision is made to open the schools, many parents rely on it and leave for work. If we then send students back home, many will return to unsupervised bus stops and empty houses. If conditions worsen during the school day, a decision to conduct an early dismissal will be considered.

## INTERNET USE POLICY

Students and Parents are required to complete the “Acceptable Internet Use Agreement” available on the [Genesis Parent Portal](#). Please refer to Policy #6142.10, Internet Safety and Technology, and Regulation #6142.10, Acceptable Internet Use. Please be advised that when using any district issued electronic device(s), said device(s) may record and/or collect information concerning the students’ activities or use of the device. The school district, however, shall not use any such capabilities in a manner that would violate the privacy rights of the students or any individual residing with the students. District issued electronic device(s) may record and/or collect information concerning the students’ activities or use of the device. The school district, however, shall not use any such capabilities in a manner that would violate the privacy rights of the students or any individual residing with the students.

## LUNCH APPLICATIONS

Children need healthy meals to learn. The Woodbridge Township School District offers healthy meals every school day. Free and reduced price lunches are available to eligible families. All parents/guardians are required to complete a lunch application form **annually**. Lunch application forms may be completed through the [Genesis Parent Portal](#) under the FORMS module.

## MEDICATION

For specifics regarding “medication,” parents/guardians and students should refer to Policy #5141.21, Administering Medications, and Regulations #5141.2, Use of Medications and #5141.21, Administering Medication.

## MILITARY RECRUITMENT-High School Juniors and Seniors

The school district is required by federal law to release the names, addresses and phone numbers of all students in Grades 11 and 12 to military recruiters, upon request by a United States Military Recruiter, unless the parent/guardian of a minor student or an adult student submits a written objection. This written objection must be received in the office of the Business Administrator/Board Secretary, Woodbridge Township School District, P. O. Box 428, School Street, Woodbridge, NJ 07095. A notice regarding this information, along with an objection form, is available online in the “Parent Pack” of your individual secondary school’s website.

## PARENT PORTAL - Genesis

Emergency forms and student report cards may be accessed via the Genesis Parent Portal. You may access the portal by downloading the **Woodbridge Township School App**, or visit your school’s individual website and click on the **Genesis Parent Portal** link or you can click directly on the following link:

**<http://parent.woodbridge.k12.nj.us/woodbridge/parents?gohome=true>**

It is recommended that you bookmark the URL or add it to your favorites. Your email address must be provided to your child's school. An account will be created for you by the school and instructions will be forwarded to you via email. **If you have questions regarding your Genesis Parent Portal, please contact your child's school for instructions.**

## PASSES

Students will not be permitted outside of classes during class time without a pass signed by a staff member.

## PERSONAL PROPERTY

**The Woodbridge Township School District IS NOT responsible for any items that are lost or stolen from school.** It is recommended that students refrain from bring expensive jewelry or other expensive, non-instructional personal items to school.

## **PHYSICAL EDUCATION**

In accordance with New Jersey law, all students must participate in physical education. In order to be excused, students must present a note, signed by a physician, to the physical education teacher and to the school nurse. This note should state the reason and the length of time the student is to be excused.

## **POLICIES/REGULATIONS**

All Policies and Regulations of the Woodbridge Township Board of Education are available for review on the school district's website. Students and Parents are responsible for reviewing and understanding all relevant Board Policies and Regulations. Parents and students are specifically directed to the Policies and Regulations listed below:

Policy	#1250	Visitors
Policy	#2224.1	Title IX – Sex Based Discrimination
Policy	#3510	Operation and Maintenance of Plant
Policy	#3517	Security and Electronic Surveillance
Policy	#3541.33	Transportation Safety
Policy	#3542.2	School Meal Program Arrears
Policy	#5113	Attendance, Absences and Excuses
Regulation	#5113a	Administrative Attendance Regulations for Middle Schools
Regulation	#5113b	Administrative Attendance Regulations for High Schools
Policy	#5125	Student Records
Policy	#5131	Conduct and Discipline
Regulation	#5131a	Student Conduct and Discipline
Policy	#5131.1	Harassment, Intimidation, and Bullying
Policy	#5131.6	Drugs, Alcohol, Steroids, Tobacco (Substance Abuse)
Policy	#5131.6b	Agreement w/Law Enforcement Related to Drug Free School Zone
Regulation	#5131.7	Drug Awareness and Abuse
Policy	#5131.7	Weapons and Dangerous Instruments
Regulation	#5131.7	Weapons and Other Dangerous Instruments
Policy	#5131.8	Random Alcohol & Other Drugs
Policy	#5132	Student Dress and Grooming
Regulation	#5141a	Control of Contagious Diseases
Policy	#5141.2	Illness
Regulation	#5141.2	Use of Medications
Policy	#5141.21	Administering Medications
Policy	#5141.3	Health Examinations and Immunizations
Policy	#5145.4	Equal Opportunity
Policy	#6121	Non-Discrimination/Affirmative Action
Policy	#6142.10	Internet Safety and Technology – Acceptable Internet Use
Regulation	#6142.10	Acceptable Internet Use
Policy	#6173.1	Remote Learning

## RELIGIOUS HOLIDAYS

Certain religious holidays permitting pupil absence from school, have been identified by the New Jersey State Department of Education. Although the school district appreciates and celebrates the wide diversity in Woodbridge Township, it would not be possible to recognize every religious or cultural holiday by closing school. Parents are encouraged to decide if they would like to keep their children home to celebrate holidays. If students miss school because they are celebrating a NJDOE religious holiday, it will be recorded as an excused absence. The student will be given a reasonable opportunity to make up any missed assignments, and there will be no academic penalty. A listing of approved religious holidays can be viewed **here**.

## REPORT CARDS

Accurate report card dates will be posted on the school district's website, [www.woodbridge.k12.nj.us](http://www.woodbridge.k12.nj.us). Report cards for grades 1 through 12 will be available through **Genesis Parent Portal** only. Refer to "Parent Access" instructions on page 20 in this handbook. Kindergarten progress reports will be distributed to students on the scheduled dates as posted on our website.

## SCHOOL COUNSELORS

Each school will be assigned a School Counselor. Counselors may meet with students individually and in groups throughout the school year. Students wishing to meet with a School Counselor must notify the main office of the school to schedule an appointment.

## SCHOOL MEALS

Students may eat lunch in the school's designated areas. **Glass containers/bottles are not permitted.** Hassle-free lunch payments may be made through PaySchools Central. Visit [www.payschoolscentral.com](http://www.payschoolscentral.com) for more information. Additional lunch information and menus may be accessed by visiting the district website at: <https://www.woodbridge.k12.nj.us/o/wtsd/page/cafeteria-food-services>

## SCHOOL NURSE

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 the child up from school.**

## THRILLSHARE NOTIFICATION SYSTEM

The *Thrillshare Notification System* is an essential tool for notification and communication between the Woodbridge Township School District and parent/guardians. Notifications of emergencies, school closings, and everyday activities will be sent to parents/guardians. The *Thrillshare Notification System* delivers a single, clear message via telephone, cell phone, e-mail; or any combination of these communication devices.

The *Thrillshare Notification System* uses data from the [Genesis Parent Portal](#). Any person marked as Guardian 1 and Guardian 2 to a student will have their household phone number, cell phone number, and email address used.

**In order to ensure delivery of notifications, it is essential that parents/guardians verify and update their phone numbers through the [Genesis Parent Portal](#). For all email address updates please contact your child's school directly.**

If you do not have access to a mobile device or a computer, please visit one of the Woodbridge Township libraries to utilize the computers that are available for public use.

- **Fords Library**, 211 Ford Avenue, Fords 732-738-0250
- **Henry Inman Library**, 607 Inman Avenue, Colonia 732-382-5090
- **Iselin Library**, 1081 Green Street, Iselin 732-283-1200
- **Woodbridge Main Library**, George Frederick Plaza, Woodbridge 732-6324-4450

## **STUDENT BEHAVIOR/CONDUCT**

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. (See Policy #5131, Conduct and Discipline and Regulation #5131a, Student Conduct and Discipline.) 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.

### **Guidelines:**

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;

Not loiter in the halls at any time;

Not run in the halls;

Not engage in loud conversations, yelling, or dangerous play in the hallways.

## **STUDENT RESIDENCY HOTLINE**

All students attending the schools of Woodbridge Township must reside within the township. If you suspect that a student does not reside in the township, please call the **Student Residency Hotline at 732-726-2328**. Your call can be anonymous.

## **WATER**

Students are permitted to carry a water bottle throughout the school day. Students, who comply with the following guidelines, may consume water from the bottle during class periods.

1. Only clear plastic water bottles with screw-on tops may be carried.
2. Students may consume water during class, except while in science or art classes. Soda, ice tea, fruit juices or sports drinks, etc. may not be consumed at any time in classes.
3. In special area classes such as physical education, the teacher will designate an area for placement of the water bottles away from the activity taking place.

Inappropriate behavior by a student regarding the use of water bottles may result in the student's loss of this privilege and/or other consequences. All school water fountains will be turned off.

## **WEAPONS AND OTHER DANGEROUS INSTRUMENTS**

Board of Education Policy, #5131.7, Weapons and Dangerous Instruments, and Regulation #5131.7, Weapons and Other Dangerous Instruments, prohibits the possession or use of weapons. Any student who has a weapon in his/her possession or in his/her locker or any other storage facility will be immediately suspended from school and the police department notified. An expulsion hearing before the Board of Education is mandated by these policies.

## **WE TIP**

WeTip Inc. is offered to the Woodbridge Township School District by the New Jersey School Boards Association Insurance Group, the district's insurance carrier, at no charge. The hotline system is available 24 hours a day 365 days a year with 60 trained operators taking anonymous tips, and relaying that information immediately to school officials and local enforcement officers. This program provides the necessary tools to create a pro-active crime abatement program in our community.

Many students as well as adults are afraid to report a crime or an act of vandalism for the fear of being identified. This program will put that fear to rest.

### **How it works:**

- The informant calls the WeTip Hotline. All calls are anonymous--not just confidential. Confidential means that someone knows your name and promises not to tell, until they are subpoenaed. Anonymous means that nobody knows who you are and there is absolutely no way to find out. The Hotline has no taping, tracing or caller ID so they have no way of knowing who the caller is.
- The very first thing you hear is "This is the WeTip Crime Hotline, do not give your name or identify yourself in any way." If at any time the caller starts to identify him or herself, the operator will interrupt telling the caller "I have to disconnect this call, please call back and speak to another operator." The reason for this is that WeTip absolutely cannot know who is on the other end of the phone line, but they do want the information.
- Once the anonymity has been established, the operator takes the caller through a series of about 65 questions. These questions have been developed through the aid of law enforcement and the purpose is to elicit as much information as possible. Many times the caller actually has more information than they realize.
- The very last question asked is "If there is an arrest and conviction, are you interested in a reward?" If the answer is yes, the caller is issued a 3-part fictitious code name in addition to their tip number. This is how they will identify themselves later. Rewards are paid anonymously. The caller picks up their cash reward

in the city of their choice with nothing more than their 3-part code name. They have 30 days in which to pick up that cash reward.

**You can call this number 24 hours a day and report your concerns to WeTip**

**No one will ask your name. You will remain anonymous.**

**800 78-CRIME   800 47-DRUGS   800 47-ARSON   800 US-FRAUD**

**(800-782-7463)   (800-473-7847)   (800-472-7766)   (800-873-7283)**

If it saves one student from being bullied, one weapon from entering a school, or a piece of property from being damaged, it is worth the time and effort it will take the school district to implement it.

For further information about WeTip, go online at **www.WETIP.com**

## **2<sup>nd</sup> ® FLOOR NEW JERSEY HELPLINE**

The New Jersey Youth Helpline, 2NDFLOOR, is a toll-free, anonymous and confidential helpline available 24 hours a day, 7 days a week, 365 days a year to all New Jersey young people, ages 10 to 24. Youth can call 2NDFLOOR at 1-888-222-2228 to speak with professionals and trained volunteers who listen attentively, non-judgmentally and compassionately to issues and problems they are facing. Visit [www.2NDFLOOR.org](http://www.2NDFLOOR.org) for more information and try the message board! **Remember, if you have an emergency, always dial 911.**