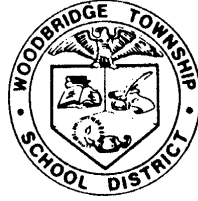


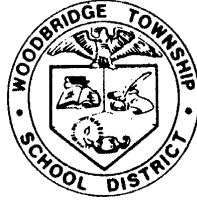
# WOODBIDGE TOWNSHIP SCHOOL DISTRICT



## PARENT/STUDENT HANDBOOK

**2011-2012 SCHOOL YEAR**





**WOODBRIDGE TOWNSHIP BOARD OF EDUCATION**  
 P. O. Box 428, School Street, Woodbridge 07095  
**732-750-3200**

<b>Board Members</b>
Brian F. Small, President
Ezio Tamburello, Vice President
Frank DellaPietro III
John Golden
Judy Leidner
Lawrence G. Miloscia
Brian Molnar
Monica Michelle Smith
Jonathan Triebwasser

**WOODBRIDGE TOWNSHIP SCHOOL DISTRICT**  
 Administrative Offices  
 P. O. Box 428, School Street, Woodbridge 07095

<b>Administration</b>	<b>Phone (732)</b>
Dr. John A. Crowe, Superintendent of Schools	602-8550
Lois Rotella, Assistant Superintendent for Curriculum and Instruction	602-8487
Joanne Shafer, Director of Personnel Services	602-8470
Julie Bair, Director of Special Services	602-8575
Dennis DeMarino, Business Administrator/Board Secretary	602-8536

## WOODBRIIDGE TOWNSHIP SCHOOLS

<b>ELEMENTARY SCHOOLS</b>	<b>Principal</b>	<b>Phone (732)</b>
Mawbey Street School # 1 275 Mawbey St., Woodbridge 07095	Barbara Balog	602-8401
Avenel Street School # 4/5 230 Avenel St., Avenel 07001	Dara Kurlander	602-8504
Port Reading School # 9 77 Turner St., Port Reading 07064	John Bader	602-8409
Ross Street School #11 110 Ross St., Woodbridge 07095	Kimberly Hahn	602-8511
Ford Avenue School #14 186 Ford Ave., Fords 08863	Cathie Bedosky	417-5414
Indiana Avenue School #18 256 Indiana Ave., Iselin 08830	Dr. Samuel Fancera	602-8518
Menlo Park Terrace School #19 19 Maryknoll Rd., Menlo Park 08837	Sharon McGreevey	417-5419
Claremont Avenue School #20 90 Claremont Ave., Colonia 07067	Joseph Massimino	499-6547
Oak Ridge Heights School #21 720 Inman Ave., Colonia 07067	Joseph D'Orsi	499-6553
Lynn Crest School #22 98 Ira Ave., Colonia 07067	Scott Osborne	499-6558
Woodbine Avenue School #23 89 Woodbine Ave., Avenel 07001	Dr. Maria Pereira	602-8523
Kennedy Park School #24 150 Goodrich St., Iselin 08830	Jill Osborne-Hodes	602-8424
Lafayette Estates School #25 500 Ford Ave., Fords 08863	Stephanie West	417-5425
Robert Mascenik School #26 300 Benjamin Ave., Iselin 08830	Sharon Strack	602-8526
Pennsylvania Avenue School #27 80 Pennsylvania Ave., Colonia 07067	Denise O'Donaghue-Smith	499-6566
Matthew Jago School #28 99 Central Ave., Sewaren 07077	Robert Patten	602-8428
<b>MIDDLE SCHOOLS</b>	<b>Principal / Vice Principal</b>	<b>Phone (732)</b>
Avenel Middle School 85 Woodbine Ave., Avenel 07001	Gary Kuzniak, Principal Judith Dudash, Vice Principal	396-7020
Colonia Middle School 100 Delaware Ave., Colonia 07067	Cynthia Lagunovich, Principal Rita Saylor, Vice Principal	396-7000
Fords Middle School 100 Fanning St., Fords 08863	Glenn Lottmann, Principal Douglas Sealander, Vice Principal	417-5400
Iselin Middle School 900 Woodruff St., Iselin 08830	Jared Rumage, Principal Kelly Cilento, Vice Principal	602-8450
Woodbridge Middle School 525 Barron Ave., Woodbridge 07095	Robert McLaughlin, Principal Kevin Harris, Vice Principal	602-8690
<b>HIGH SCHOOLS</b>	<b>Principal / Vice Principals</b>	<b>Phone (732)</b>
Colonia High School 180 East St., Colonia 07067	Dr. Robert Zega, Principal Patricia Fitzgerald, Vice Principal Joseph Short, Vice Principal	499-6500
John F. Kennedy Memorial High School 200 Washington Ave., Iselin 08830	Michael Cilento, Principal Steven Caroscio, Vice Principal Sherry Wandras, Vice Principal	602-8650
Woodbridge High School 25 Samuel Lupo Pl., Woodbridge 07095	Arthur Lee Warren, Principal Kenneth Pace, Vice Principal Martin Scarano, Vice Principal	602-8600

**WOODBIDGE TOWNSHIP SCHOOL DISTRICT  
STUDENT CALENDAR  
2011-2012 SCHOOL YEAR**

**\* REVISED 7/21/11**

July 2011							No School
S	M	T	W	T	F	S	
					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 2011							No School
S	M	T	W	T	F	S	
	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 2011							(17)
S	M	T	W	T	F	S	
				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 2011							(20)
S	M	T	W	T	F	S	
						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 2011							(15)
S	M	T	W	T	F	S	
		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 2011							(17)
S	M	T	W	T	F	S	
				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	

**Sep-2011**  
6 First Day of School  
29&30 Rosh Hashanah

**Oct-2011**  
10 Employee Inservices  
(No School for Students)

**Nov-2011**  
7-11 Fall Recess  
24&25 Thanksgiving Recess

**Dec-2011**  
26-30 Winter Recess

**Jan-2012**  
16 M.L.King's Birthday

**Feb-2012**  
17&20 Presidents' Birthdays

**Apr-2012**  
6-13 Spring Recess

**May-2012**  
28 Memorial Day

**Jun-2012**  
21 Last Day of School

January 2012							(21)
S	M	T	W	T	F	S	
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 2012							(19)
S	M	T	W	T	F	S	
			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 2012							(22)
S	M	T	W	T	F	S	
				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 2012							(15)
S	M	T	W	T	F	S	
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 2012							(22)
S	M	T	W	T	F	S	
		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 2012							(15)
S	M	T	W	T	F	S	
					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	

-  Holidays/Schools Closed
-  Early Dismissal - All Students  
(Minimum of 4 hours instruction)
-  Non-School Day / Students  
Work Day / Employees
-  Kindergarten Registration for  
2012-2013 School Year  
(If necessary, Kg.Reg.make-up dates  
will be Feb.21&22)
-  Early Dismissal/High School Students  
Finals - January 27,30  
HSPA Testing - March 6,7,8
-  Early Dismissal/Middle School Students  
NJASK Testing - April 30, May 1, 2, 3
-  Early Dismissal/Elem.School Students  
Parent-Teacher Conferences - Oct.18-21  
(Day Conferences - Oct 19&21  
Evening Conferences - Oct 18&20)  
NJASK Testing (Grades 3-5) - May 7,8,9,10

Scheduled Instructional Day: 180

3 Storm Days have been built in. Unused storm days will be used to extend Spring Recess and/or Memorial Day recess.

Any additional inclement weather days will be made up during other vacation times at the discretion of the Board of Education.

Adopted: 1/20/11

Revised: 7/21/11

# THE SCHOOL DAY IN WOODBRIDGE

## REGULAR START AND DISMISSAL TIMES

Elementary Schools	Grades 1-5	8:55 a.m. – 3:30 p.m.
	Kindergarten a.m.	8:55 a.m. – 11:35 a.m.
	Kindergarten p.m.	12:55 p.m. – 3:30 p.m.
	Preschool Disabled a.m.	8:55 a.m. – 11:35 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

Elementary Schools	Grades 1-5	10:55 a.m. – 3:30 p.m.
	Kindergarten a.m.	10:55 a.m. – 1:30 p.m.
	Kindergarten p.m.	12:55 p.m. – 3:30 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)

Elementary Schools	Grades 1-5	8:55 a.m. – 1:10 p.m.
	Kindergarten a.m.	8:55 a.m. – 11:35 a.m.
	Kindergarten p.m.	10:30 a.m. – 1:10 p.m.
	Preschool Disabled a.m.	8:55 a.m. – 11:35 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

Elementary Schools	Grades 1-5	8:55 a.m. – 1:10 p.m.
	Kindergarten a.m.	8:55 a.m. – 11:35 a.m.
	Kindergarten p.m.	CANCELLED
	Preschool Disabled a.m.	8:55 a.m. – 11:35 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.
	P.M. Session	CANCELLED

To review **BOARD POLICIES AND REGULATIONS** online, click on the following links:

For **POLICIES**: <http://www.woodbridge.k12.nj.us/Administration/policies.htm>

For **REGULATIONS**: <http://www.woodbridge.k12.nj.us/Administration/regulations.htm>

**2NDFLOOR® New Jersey's Youth 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! 2NDFLOOR expects extremely high call volumes on Friday and Saturday nights so please, hold on until you are connected to a 2NDFLOOR counselor or try us again during the week. You can also try the 2NDFLOOR's link to their Resource Page on their Website.

**Remember, if you have an emergency, always dial 911.**

**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 #104, Equal Opportunity/Non-Discrimination/Sexual Harassment, on the school district's Website.

**AFTER CARE FOR ELEMENTARY STUDENTS:** An After Care program is in operation from 3:30 p.m. until 6:25 p.m. at the following schools for elementary school students: Mawbey Street School #1, Ross Street School #11, Claremont Avenue School #20, and Robert Mascenik School #26. The cost is \$10 per day, \$8 per day for the second or third child from the same family. Transportation is provided to the After Care location, if necessary. Contact 732-499-4808 for additional information.

**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.

The administration of the Woodbridge Township School District recognizes that there are occasions when children are unable to attend school. Recognized reasons for an absence are illness, death in the family, and observance of approved religious holidays. A listing of approved religious holidays can be viewed at <http://www.state.nj.us/education/genfo/holidays.htm>

The school will determine whether a student's absence is excused or unexcused. Parents/Guardians should contact the school regarding absences, whether for a single day or for an extended period of time. Upon returning to school, the student must provide a note from their parent/guardian.

Parents/Guardians are urged to review the district's policies and regulations regarding attendance as follows:

Policy #506	Pupil Attendance
Regulation #5050	Administrative Attendance Regulations for Middle Schools
Regulation #5060	Administrative Attendance Regulations for High Schools

**ATTENDANCE – HIGH SCHOOLS – Summary of Administrative Attendance Regulations**

1. Excessive Absences: Absences for any reason for more than:  
8 days in a semester course = No Credit  
6 days in Physical Education = No Credit  
2 days in Health = No Credit  
Those students who lose credits must remain in scheduled class(es).
2. Truancy: (Non-attendance at school for unacceptable reasons.)  
Students are still responsible for the completion of assignments missed during such absences; however, credit will not be granted for “make-up” work. The second reported instance of truancy or unexcused absence will result in no credit earned for each subject in which the student is enrolled. Students will not be removed from these classes.
3. Classroom Truancy or Class Cutting: (Non-attendance at a given class or classes without the school's knowledge and consent.)  
A total of two (2) instances of cutting in a course shall result in no credit earned for that course.
4. Class Tardiness: Two (2) lates = 3 days detention  
Four (4) lates = 1 day ACS  
Six (6) lates = 2 days ACS + Loss of Credit in that subject  
Health (quarter courses):  
2 lates = 1 cut = 2 detentions  
4 lates = 2 cuts = 3 days ACS + Loss of Credit
5. School Tardiness: (Statutes require attendance at school for the days and hours that schools are in session.)  
It is the responsibility of the parent/guardian to ensure that his/her child arrives to school on time, and the school's responsibility to monitor attendance. Parents must accompany their child to school when they are late to ensure the child's safety.  
4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> tardiness = 1 day detention.  
7<sup>th</sup>, 8<sup>th</sup>, and 9<sup>th</sup> tardiness = 2 days detention.  
10<sup>th</sup> and above tardiness = 1 day OSS plus parent conference.  
A student who is tardy and does not sign in, in accordance with established practice, will not be given credit for any classes he/she attends or misses that day.  
Note: If a student is tardy after 10:00 a.m., or leaves school early, he/she will not be permitted to participate in after-school activities/events without prior approval of the principal.
6. Absence and Other Tardiness: Class tardiness, classroom truancy, or cutting from homeroom, study hall, or an assigned lunchroom, will result in disciplinary action taken by the administration. This may include parental contact, detention, or suspension.
7. Notification of Loss of Credit: Parents/Guardians of affected students will be informed, in writing, by certified mail, that due to "excessive excused or unexcused absences" no credit has been earned in the course(s) in which their child is enrolled. If loss of credit occurs because of excessive excused or unexcused absences, an appeals procedure exists for parents/guardians, which must be made in writing, within five (5) school days after receipt of the notification. Such appeals are to be forwarded to the school principal.

A copy of the Board of Education's Regulation #5060, Administrative Attendance Regulations for High Schools, is available from the school office upon request, and on the school district's Website.

**BACKPACKS/BOOK BAGS:** Backpacks, book bags and fanny packs are efficient methods of transporting books and materials to and from school. School district policy requires that secondary school students place their bags in their lockers during the school day. Bags should not be oversized, nor should they have wheels. (See Board Policy #524, Student Dress Code.)

**BEFORE CARE:** A Before Care program is in operation through the Woodbridge YMCA from 7:00 am to bus pick-up. Transportation is available for Mawbey Street School #1 and Ross Street School #11. Children enrolled in other schools may participate if parents provide their own transportation. Contact the YMCA at 732-596-4170 for additional information.

**BOOKS:** Textbooks are the property of the Woodbridge Township School District. Books are NOT to be taken out of the country during family trips, etc.

**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-basis providing 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.

A late bus will be provided for secondary school students who remain after dismissal for participation in school-approved activities.

**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.

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.**

**CAFETERIA PROCEDURES:** Students may eat lunch in the school's designated area. **Glass containers/bottles are not permitted.** Free and reduced lunches are available for students who meet the criteria.

Elementary school students: Students may bring their own lunch or may purchase a hot or cold lunch through the school lunch program. Information is sent home with students on a monthly basis.

Secondary school students: The school cafeteria offers nutritional lunches at moderate prices.

To ensure that all students may have their lunch in a pleasant atmosphere, they must follow the rules established by the administration.

**CARE OF SCHOOL PROPERTY:** Students are responsible for the proper care of all 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.

**CHILD SAFETY TIPS:**

- Establish open communication with your child so they feel comfortable coming to you if there is a problem or something that causes them fear or concern.
- Never leave young children unattended in shopping carts, public restrooms, vehicles, etc.
- Teach young children to use the buddy system when shopping, or going to parties or dances. There is safety in numbers!
- Do not use items that have your child's name in plain sight, such as T-shirts, hats, school supplies, bicycle plates, etc. Doing so makes it easier for strangers to be on a first name basis with your child.
- Instruct your child that if he/she becomes lost, they should go to the nearest salesperson or a mother with children. Tell your children that under no circumstances are they to leave the store without you!
- Explain to your child that if he/she is left home alone, not to open the door for anyone, including sales and delivery people. Your child should always ask for permission from the person in charge before opening the door.
- Teach your child not to tell people who call that they are home alone.
- Teach your children that it is never okay to give out personal information to anyone on the phone or Internet.
- Teach your child not to accept gifts or treats from anyone without your consent. You should be wary of anyone who is overly interested in your child.
- Teach your child that adults should only ask other adults, not children, for help with adult problems, like assistance with directions, etc.
- Explain to your child that if he/she is confronted with something they do not understand or that makes them uncomfortable, he/she should ask you or another trusted adult about it as soon as possible.

*Source: Vanished Children's Alliance [www.vca.org](http://www.vca.org)*

**CONFERENCE DAYS / ELEMENTARY SCHOOLS**

Day Conferences: October 19 and 21, 2011  
Evening Conferences: October 18 and 20, 2011

**DETENTION:** Detention assignments are scheduled for minor disciplinary infractions, excessive tardiness to school without an excuse, and accumulated lateness to class, etc. Students assigned to detention report to a designated room and are supervised by a teacher or an administrator.

**DRESS CODES:** **Administrative discipline for non compliance of the school district's dress code policy will be administered.** Please refer to Policy #524, Student Dress Code, on the school district's Website.

**FORDS MIDDLE SCHOOL and WOODBRIDGE MIDDLE SCHOOL:**

Please refer to Policy #524-A, Standardized Dress Code for Fords Middle School, and #524-B, Standardized Dress Code for Woodbridge Middle School, on the school district's Website.

**ELECTRONIC DEVICES:** Equipment such as iPods, iPhones, cell phones, etc., are not permitted to be used on schools 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 is to be checked in the office. Refer to Policy #524, Student Dress Code, and Regulation #5270, Student Conduct and Discipline. The Woodbridge Township School District is not responsible for lost/stolen/damaged items that are not checked at the school's main office.

**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) NOTIFICATION OF RIGHTS FOR ELEMENTARY AND SECONDARY SCHOOLS:**

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.

Following is an outline of Family Life Education units and topics that are integrated into our school district's Health Education curriculum, the grade level at which each is taught, and an outline of the instructional materials, by grade level, used in the Family Life Education portion of the program. These materials have been used in the school district's Family Life Education program for a number of years.

Parents/Guardians who are interested in reviewing the curriculum or videotapes 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's/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.

**FAMILY LIFE EDUCATION** (continued)

Health Unit	Topics	K	1	2	3	4	5	6	7	8	9	10	11	12
The Family	Family Definition & Roles	x	x	x	x		x			x				x
	Family Benefits & Responsibilities, Pride	x	x	x	x	x	x			x				x
	Role Identification				x	x		x		x				
	Social Development - Friendship				x	x	x	x			x			x
	Family Function	x	x	x		x	x		x					x
	Heredity & Physical Development						x	x						x
	Masculinity & Femininity				x	x		x		x	x			x
	Adolescence & Independence							x		x				
	Family Disorganization (Separation, Divorce, etc.)					x		x						x
	Boy/Girl Relationships									x		x		x
	Engagement													x
	Marriage													x
	Patterns of Family Structure	x	x	x				x		x				
	Conception & Pregnancy							x	x	x	x	x		x
	Pre-Natal Care									x	x			x
	Stages of Labor									x				
	Family Planning											x		x
	Interruption of Pregnancy (Abortion)											x		x
	Parenting (Infant & Child Care)											x		
Child Abuse	x	x	x	x	x	x	x	x						
The Life Cycle							x							
Growth & Development	Female Reproductive System					x	x	x	x	x			x	
	Male Reproductive System						x	x	x	x			x	
	The Endocrine System						x		x	x			x	
	Body Systems Disorders						x	x	x		x		x	
Nutrition Education	Nutrition and Pregnancy									x				
Communicable Disease	AIDS and Sexually Transmitted Diseases				x	x	x	x	x	x	x		x	
Safety Education	Careful with Strangers	x	x	x	x									
	Baby Sitting Safety							x						
	Sexual Assault Prevention	x	x	x	x	x	x	x		x	x		x	
Science Units	Plant & Animal Growth	x	x		x		x	x	x			x		
	Plant & Animal Reproduction	x	x		x		x	x	x			x		
Mental Health	Self Awareness	x	x	x	x		x	x	x	x				
	Uniqueness	x	x	x	x		x	x	x					
	Emotions & Health	x	x	x	x	x	x	x	x					
	Awareness of Others		x	x	x	x	x	x	x	x	x			
	Group Identity		x	x	x		x			x	x			
	Physical & Emotional Growth	x	x	x	x	x	x	x	x	x	x		x	
	Success & Failure		x	x	x			x	x	x				
	Decision Making		x	x	x	x	x	x	x	x	x		x	
	Anxiety & Behavior					x	x	x	x					
	Self Concept & Behavior						x	x	x					
	Personality									x				
	Frustration		x	x	x					x				
	Basic Human Needs									x	x	x		
	Motivation										x	x		
	Study of Behavior									x	x	x		
Development Tasks of Adolescence								x	x		x			

(continued)

<b>FAMILY LIFE EDUCATION</b> (continued)														
Mental Health (cont.)	The Peer Group							X	X	X	X	X		
	Casual & Judgmental Thinking											X		
	Conscience & Behavior											X		
	Effective Communication		X	X	X	X		X	X	X	X			X
	Mental Defense Mechanisms												X	
	Value Development											X		X
	Components of Mental Health													X

<b>THE FAMILY</b>		
Abstinence: Deciding to Wait	Video	9
Dating Violence	Video	9
A Letter from Brian – American Red Cross	Video	9
Teen Awareness/Sexual Harassment	Video	9
Health: A Wellness Approach	Textbook	9, 11, 12
Understanding Health	Textbook	9, 11, 12
Your Bill of Rights	Discussion/Paper	9
How to Assert Yourself	Discussion/Paper	9
The Miracle of Life	Video	12
Prenatal Development	Video	12
Healthy Mother; Healthy Baby	Video	12
A Baby is Born	Pictures	12
Caring for Two: Baby and You	Pamphlet	12
Birth: The First Four Weeks	Video	12
Have a Healthy Baby	Video	12
Pregnancy: Mom and the Unborn Baby	Video	12
Drugs, Alcohol and Pregnancy: What You Should Know	Video	6, 7, 8
Innocent Addicts	Video	12
Alcohol: Crisis for the Unborn	Video	12
The Story of Eric	Video	12
The Becky Bell Story	Video	12
Baby by Cesarean	Video	12
Soft is the Heart of the Child	Video	12
Work of the Heart	Video	11
Teen Pregnancy	Video	6, 7, 8
STDs	Video	6, 7, 8
Sexual Harassment	Video	6, 7, 8
Puberty	Video	6, 7, 8
Child Abuse	Video	6, 7, 8
Birth Control	Video	6, 7, 8
AIDS	Video	6, 7, 8
Abusive Relationships	Video	6, 7, 8
Teen Sexuality	Video	6, 7, 8
STDs	Video	6, 7, 8
Abstinence First: Teen Birth Control Decisions	Video	6, 7, 8
Puberty: Bodies in Progress for Boys & Girls	Video	6, 7, 8
Kids to Kids: Talking about Puberty	Video	6, 7, 8

<b>MENTAL HEALTH</b>		
Innovations: Getting a Handle on Stress	Video	11
Amy and the Angel (Suicide)	Video	11
The Robert Bierer Story (Suicide)	Video	11
Ethical Choices	Video	11
Sexual Abstinence: Making the Right Choice	Video	11
Sex, Lies and the Truth (Abstinence)	Video	11
Straight Talk: A guide to Sexuality in the 90s	Video	11
Dare to be Different	Video	11

(continued)

<b><u>FAMILY LIFE EDUCATION</u></b> (continued)		
<b>MENTAL HEALTH</b> (continued)		
Resisting Drug Related Peer Pressure	Video	11
Addiction: The Problems; the Solutions	Video	11
Masquerade: Unveiling Our Deadly Dance	Video	11
With Drugs and Alcohol	Video	6, 7, 8
A Letter from Brian (AIDS)	Video	11
Don't Forget Sherrie (AIDS)	Video	11
Against Her Will (Rape)	Video	11
The Portrait	Video	11
David's Story: A Teen Suicide	Video	11
Amy and the Angel	Video	11
For the Love of Nancy	Video	11
Health: A Guide to Wellness	Textbook	9, 11, 12
Attitude	Video	6, 7, 8
Stress	Video	6, 7, 8
The Teen Files: The Truth About Drugs	Video	6, 7, 8
Self-Esteem	Video	6, 7, 8
Peer Pressure	Video	6, 7, 8
<b>GROWTH AND DEVELOPMENT AND DISEASES</b>		
Reproductive Systems	Charts	9, 11, 12
Current Health Magazine	Magazine	9, 11, 12
A Letter from Brian	Video	9
Suzy's Story	Video	9
Health: A Guide to Wellness	Textbook	9, 11, 12
The Hearth: Gross Anatomy	Video	11
Young Hearts: What You Must Know About Cholesterol	Video	11
Community First Aid and Safety (CPR)	Video	11
Diet, Nutrition and Cancer	Video	11
American Red Cross – Community CPR	Video	11
American Red Cross – Adult CPR	Video	11
Cholesterol: What Can You Do?	Video	11
Eat To Your Heart's Content	Video	11
Eating Disorders	Video	6, 7, 8
Sports Medicine	Video	6, 7, 8
Nutrition and Diet	Video	6, 7, 8
Cancer	Video	6, 7, 8
The Teen Files: The Truth About Drugs	Video	6, 7, 8
The Teen Files: The Truth About Drinking	Video	6, 7, 8
Human Body in Action (Series 10)	Video	6, 7, 8
Boys Guide to Growing Up	Video	5 <sup>th</sup> Boys
Always Changing, About You	Video	5
It's a Change Thing	Video	4 <sup>th</sup> Girls
My New Body	Video	5 <sup>th</sup> Boys
Straight Talk	Video	5 <sup>th</sup> Girls
<b>SAFETY EDUCATION</b>		
Fast Lanes	Video	10
Street Smarts	Video	10
Safety Belts for Dummies or People	Video	10
Kids and Airbags	Video	10
Road Rage	Video	10
When Cars Attack	Video	10
Extreme Driving Quiz 2002	Video	10
Crash Science TLC	Video	10
Railroad Crossing	Video	10

(continued)

**FAMILY LIFE EDUCATION** (continued)

**SAFETY EDUCATION** (continued)

Out of Control Car Crashes	Video	10
Danger at the Wheel	Video	10
Drunk and Deadly	Video	10
New Jersey Department of Motor Vehicles	Driving Manual	10
Health: A Guide to Wellness	Textbook	9, 11, 12
Safety & First Aid	Video	9, 11, 12

**GUIDANCE (Secondary School Students):** Each secondary school student will be assigned to a guidance counselor. Counselors may meet with students individually and in groups throughout the school year. Guidance counselors are also available to students at the elementary level.

Students wishing to meet with a guidance counselor must notify the main office of the school to schedule an appointment.

**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 Guidance for assignments. Upon their return to school, students may need to schedule make up dates with their teacher for missed assignments and assessments.

**HONEYWELL INSTANT ALERT® SYSTEM:** *Instant Alert* is an essential tool for notification and communication which will eliminate the need for parent “call chains.” Within minutes of an emergency, school officials can use *Instant Alert* to deliver a single, clear message to our students’ parents and guardians through communication by telephone, cell phone, e-mail, pager and/or PDA, or any combination of these communication devices. *Instant Alert* can also be used to notify families of school closings due to inclement weather. It is also an equally effective way to keep families informed of everyday activities, such as event times and locations, and any schedule changes.

*Instant Alert* is Internet-based, which allows parents and guardians to maintain secure, password-protected online profiles. IF CONTACT INFORMATION CHANGES, parents can log into their profile at any time to update contact information. Maintaining the accuracy of your family’s profile will increase the ability of the school to keep you informed.

**In order to receive messages from the *Instant Alert* system, parent registration is required.**

Your online profile will enable you to:

- Input your personal contact information. If any information changes, remember to update your profile!
- Select which type of school information you would like to receive on each of your contact devices.
- Add contact information of other caretakers of your children, such as a grandparent or neighbor. Please inform all contacts that they have been added to the Honeywell call list.

**Note:** Messages listed under the heading of “SCHOOL CLOSINGS” will include school closings for a full day, notices of delayed openings, and unscheduled early dismissals.

Messages listed under the heading of “HIGH IMPORTANCE” will include messages regarding school evacuations, bomb threats, lockdowns, and any other emergency situation that occurs at individual schools.

If you do not have access to 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

Complete instructions for accessing the system and for creating your profile follow.

## Honeywell Instant Alert® for Schools Parent User Interface

---

Website URL: <https://instantalert.honeywell.com>

---

### Minimum Requirements

#### Register and create your account

1. Go to the Honeywell Instant Alert for Schools website listed above.
2. If you are not a staff member in the school, click on 'Parent' in the New User box.
3. If you are a staff member in the school, use the user name and password given to you by the school.
4. Complete the student information form. Click 'Submit.'
5. Complete the corresponding screen. Click 'Submit.'
6. After receiving the Confirmation message, click 'Proceed' to get started with Instant Alert.
7. *Note:* Remember your Login Name and Password so you may use it to update your profile.

#### View and check details about yourself and your family members

1. Upon successful login, click on 'My Family.'
2. Click on a parent name to view and edit parent details.
3. Click on a student name to view details about your children enrolled in this school.

#### Configure alert settings for yourself

1. Click on 'Alert Setup.'
  2. Click on the check boxes to select which alert type you would like to have sent to which device. Click on 'Save' when complete.
  3. If you would like to add another contact device, select the device type and enter the device details. Select the person to whom the device belongs and click on 'Add.'
  4. For e-mail, text messaging and pagers you may send yourself a test message. Click on 'Send Test Message' to send yourself a message.
- 

### Additional Functions

#### View History of Alerts

Click on 'Alert History' to view Alerts that have been sent to you. Use the calendar icons and 'Alert Type' list to filter the Alerts.

#### Identify key contacts for your children

1. Click on 'Other Contacts.'
  2. Click on 'Add New Contact' and complete the form.
  3. Click on the 'Pick Up Rights' check box if you wish to allow this person the right to pick up your child from school. This person's name will appear on a report for the school.
  4. Click on 'Save' when complete.
  5. If you would like this person to receive Alerts from the school, return to the 'Alert Setup' page to configure this person's alert settings.
- 

For Assistance: <https://instantalert.honeywell.com>

**CLICK ON THE HELP REQUEST LINK IN THE LOWER RIGHT  
HAND SIDE OF THE PAGE**

Be sure to set your e-mail spam filter to receive e-mail from Honeywell.com.

**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.** Careful consideration is given to the most dangerous roads in the district. Even if your street looks clear, travel elsewhere in the district may be dangerous. Also, consideration is given to the fact that some high school students drive to school.
- **Amount of snow and ice accumulated.**
- **Whether precipitation is continuing.**
- **Building conditions** (such as whether schools have electricity and heat).
- **Parking lot conditions.** Administrators discuss the conditions of the schools' parking lots and sidewalks with the maintenance and custodial staff members to determine if the sites are safe.
- **Temperature and wind chill.** Some of our students walk to school and some must wait outside for the bus.
- **Weather predictions.** The administration prefers not making a decision based on weather predictions, which are not always accurate, however, sometimes this is necessary.
- **What other school districts are doing.** Whether other local districts are opening or closing is also a consideration.

**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 Honeywell *Instant Alert*® System. (See additional information on pages 14 and 15.)

• **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, Cable News12 NJ and WNBC TV Channel 4
- WCTC (1450) AM radio, WINS (1010) AM radio, NJ101.5 FM radio

**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 the Honeywell *Instant Alert*® System, disseminated to radio and TV stations, and posted on the school district's Website. If the decision is made later than 5:30 a.m., some parents will have already left for work, leaving their children unsupervised.

**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.

**LAVATORY USE:** Student use of lavatories will be permitted during classes only in an emergency.

**LOCKERS (Secondary School Students):** Hall lockers will be assigned to secondary school students on opening day. Combination locks may be used on lockers. The school will keep the combination to all student lockers. The school has the right, responsibility and authority to open lockers.

**MARKING PERIODS – 2011-2012 School Year**

<u>Marking Period</u>	<u>Marking Period Dates</u>	<u>Report Card Dates</u>
1 <sup>st</sup>	Sept. 6 – Nov. 17	November 23, 2011
2 <sup>nd</sup>	Nov. 18 – Jan. 31	February 7, 2012
3 <sup>rd</sup>	Feb. 1 – April 5	April 20, 2012
4 <sup>th</sup>	Elementary Schools: Apr. 16 – June 21 Middle Schools: Apr. 16 – June 21 High Schools: Apr. 16 – June 14	Elementary Schools: June 21, 2012 Middle Schools: June 21, 2012 High Schools: Mailed home June 29, 2012

**MEDICATION:** For specifics regarding “medication,” parents/guardians and students should refer to Policy #510 and Regulation# 5100, Use of Medications, on the school district's Website.

**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 school’s Website.

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

**PERSONAL PROPERTY:** Students should NOT bring valuables, (such as iPods, cell phones and expensive jewelry) or large sums of money to school. If it is necessary to bring such items to school, they should be checked in at the school’s main office for safekeeping. **The Woodbridge Township School District IS NOT responsible for lost/stolen/damaged items not checked at the school’s main office.**

**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. Suitable gym attire is required for participation in gym classes.

Secondary school students will be assigned an individual gym locker.

**POLICIES/REGULATIONS:** All Policies and Regulations of the Woodbridge Township Board of Education are available for review on the school district’s Website. Parents and students are especially urged to review the following Policies and Regulations:

<http://www.woodbridge.k12.nj.us/Administration/policies.htm>

<http://www.woodbridge.k12.nj.us/Administration/regulations.htm>

Policy #104	Equal Opportunity/Non-Discrimination/Sexual Harassment
Regulation #1040	Equal Opportunity/Non-Discrimination/Sexual Harassment Complaint Procedure
Policy #197	Acceptable Internet Use
Regulation #1970	Acceptable Internet Use
Policy #197-2	Acceptable Use for Technology Resources
Policy #504	Control of Contagious Diseases
Regulation #5040	Control of Contagious Diseases
Policy #506	Pupil Attendance
Regulation #5050	Administrative Attendance Regulations for Middle Schools
Regulation #5060	Administrative Attendance Regulations for High Schools
Policy #510	Use of Medications
Regulation #5100	Use of Medications

(continued)

**POLICIES/REGULATIONS:** (continued)

Policy #516	Pupil Records
Policies #524	Student Dress Code
Policy #524A	Student Dress Code / Fords Middle School
Policy #524B	Student Dress Code / Woodbridge Middle School
Policy #526	Drug Awareness and Abuse
Regulation #5260	Drug Awareness and Abuse
Policy #527	Student Conduct and Discipline
Regulation #5270	Student Conduct and Discipline
Policy #571	Drug Free School Zones
Policy #582	Weapons and Other Dangerous Instruments
Policy #583	Firearm Possession

**RELIGIOUS HOLIDAYS:** Certain religious holidays permitting pupil absence from school, have been identified by the New Jersey State Department of Education. A listing of approved religious holidays can be viewed at <http://www.state.nj.us/education/genfo/holidays.htm>

**REPORT CARDS:** (See also “Marking Periods” for 2011-2012 report card distribution dates.)

Students will receive report cards four times per school year. Report cards must be taken home and returned to school with a parent’s/guardian’s signature. For details regarding dates of report card distribution, please review “Marking Periods” in this handbook, or check the school district’s Website.

For specifics regarding “grades,” parents/guardians and students should refer to the following Policy and Regulations: Policy #514 Reporting Pupil Progress; Regulations #5140 Elementary Marking Regulation; #5141 High School Marking Regulations; and #5142 Middle School Marking Regulations.

**Note to Elementary School Parents:** Please be reminded that, during the summer months, many students register for various activities and sport clubs throughout the township. Report cards are required for many of these registrations. Because all elementary schools are closed during the summer months, careful storage a student’s report card is important for participation in certain activities and sports club registrations.

**RESIDENCY:** 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 **Residency Hotline at 732-726-2328**. Your call can be anonymous.

**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 the child up from school.**

**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 #527 and Regulation #5270, 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.

(continued)

**STUDENT BEHAVIOR/CONDUCT:** (continued)

**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.

**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 Juvenile Bureau:

- 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 allowed in school:

- CD players/MP3 players, iPods, cell phones, electronic devices (electronic games; pagers, laser lights, etc.);
- Novelty devices or inappropriate toys.

**5. Vandalism**

- Students who are found destroying, damaging or defacing school property will be expected to pay for the damages and face disciplinary action.

**TELEPHONES:** A telephone is available for student use in emergency situations only. If a student wishes to use the telephone they must first obtain permission from the main office. Students **are not** permitted to make calls during class periods.

**STUDENTS ARE NOT PERMITTED TO USE CELL PHONES IN SCHOOL.**

**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.

**WEAPONS AND OTHER DANGEROUS INSTRUMENTS:** Board of Education Policy, #582 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  
(800-782-7463)**

**800 47-DRUGS  
(800-473-7847)**

**800 47-ARSON  
(800-472-7766)**

**800 US-FRAUD  
(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](http://www.WETIP.com)

## INDEX

	<i>Page</i>
<b>Board of Education</b>	<b>2</b>
<b>Administrative Offices</b>	<b>2</b>
<b>School Locations and Phone Numbers</b>	<b>3</b>
<b>Student Calendar – 2011-2012 School Year</b>	<b>4</b>
<b>The School Day in Woodbridge</b> (Arrival/Departure Times)	<b>5</b>
2 <sup>nd</sup> Floor® – New Jersey’s Youth Helpline	6
Affirmative Action	6
After Care for Elementary School Students	6
Attendance – All Students	6
Attendance – High Schools	7
Backpacks/Book Bags	7
Before Care for Elementary School Students	7
Books	8
Bus Transportation	8
Bus Transportation / Student Behavior	8
Cafeteria Procedures	8
Care of School Property	8
Child Safety Tips	9
Conference Days / Elementary Schools	9
Detention	9
Dress Code	9
Dress Codes / Fords and Woodbridge Middle Schools	9
Electronic Devices	9
Evening Activities	9
Extra Help	9
Extracurricular Activities	9
Family Educational Rights and Privacy Act (FERPA)	10
Family Life Education	10-14
Guidance / Secondary School Students	14
Homework	14
Honeywell <i>Instant Alert</i> ® System	14-15
Immunizations	16
Inclement Weather Considerations	16
Lavatory Use	16
Lockers	16
Marking Periods	17
Medication	17
Military Recruitment	17
Passes	17
Personal Property	17
Physical Education	17
Policies/Regulations	17-18
Religious Holidays	18
Report Cards	18
Residency	18
School Nurses	18
Student Behavior/Conduct	18-19
Telephones	19
Water	19
Weapons and Other Dangerous Instruments	20
WeTip	20

