

STUDENT/PARENT HANDBOOK 2023-2024 SCHOOL YEAR



Woodbine School District
801 Webster St.
Woodbine, NJ 08270
(609) 861-5174
Fax: (609) 861-7169
www.woodbineschool.com

“Where there’s Progress in the Making”

Carleena L. Supp
Superintendent

This Agenda Book Belongs to:

Name: _____

Homeroom

Teacher: _____ **Grade:** _____

DISTRICT INFORMATION

Board of Education

Gregory Hudgins	President
Alicia Larcombe	Vice President
Sandra Bader	Member
Rebekah Enright	Member
Janita Hutchinson	Member
Adelina Mitchell	Member
Melissa Rodriguez	Member
Miriam Vives-Rivera	Member
Wanda Young	Member
Darren Harris	Business Administrator/ Board Secretary
Carleena Supp	Superintendent

District Staff

Carleena Supp	Superintendent
Darren Harris	Business Administrator, Board Secretary
Celine Kaelble	Assistant Principal, Supervisor of Early Childhood, Anti-Bullying Coordinator
Nova Kane	Confidential Secretary
Brianna Gardner	Counselor/Anti-Bullying Specialist/ Affirmative Action Officer
Jennifer Crowell	Child Study Team
Jim Stebbins	Head Custodian

STAFF DIRECTORY

Administration

Carleena Supp	Superintendent
Darren Harris	Business Administrator, Board Secretary
Celine Kaelble	Assistant Principal, Supervisor of Early Childhood, Anti-Bullying Coordinator

Office and Support Staff

Nova Kane	Confidential Secretary
Brianna Gardner	School Counselor, Anti-Bullying Specialist, Affirmative Action Officer
Sara Halsey	Counselor
Erika Himstedt	School Nurse
Jennifer Mercado	Preschool Master Teacher

Child Study Team

Jennifer Crowell	Social Worker and Case Manager
Nicole Corson	School Psychologist

Teaching Staff

Courtney Hearon	Preschool
Bailey Howarth	Preschool
Brooke Lally	Preschool
Sarah Vandever	Preschool
Whitney Benedetto	Kindergarten
Melissa Carberry	Kindergarten
Judi DiBabbo	Elementary: Grade 1
Rachel Shanteau	Elementary: Grade 1
Allison Campbell	Elementary: Grade 2
Kelly Hinsley	Elementary: Grade 2
Brianne Seelman	Elementary: Grade 3
Pegge Bodenschatz	Elementary: Grade 4
Joseph Hinsley	Middle: Grades 5 & 6 - Math and Science
Declan McGuigan	Middle: Grades 5 & 6 - ELA and Social Studies
Stacey Egan	Middle: Grades 6, 7 & 8 - ELA
Maren Gandy	Middle: Grades 6, 7, & 8 - Math
Steven Schleckser	Middle: Grades 5, 7, & 8 - Science and Social Studies
Kelly McGay	Basic Skills
Shelly Chamlee	Basic Skills
Gregg Clayton	Special Education
Megan Gans	Special Education
Abbe Harris	Special Education
Tom Mozitis	Special Education
Marcella Stahler	Special Education
Mary Teresa Underwood	Special Education
Stephanie Davis	ESL
Jackie Merollo	Health and Physical Education
Robyn Nichols	STEAM, Art, Special Education, and Basic Skills
Todd Welcz	Music

Dear Students and Families:

We welcome you all back for the new school year! This handbook has been prepared to provide our students and their families with important information about Woodbine Elementary School. We hope that this information proves to be helpful as we move through the year. Parents/ Guardians may visit or contact our main office at any time to receive additional information.

To ensure a meaningful educational experience for our students and effective, efficient, and safe operation of the entire school district, certain procedures and protocols have been established. The Student/Parent Handbook has been designed to provide important information, which you are strongly encouraged to review and discuss with your child. In addition, please read and review the student code of conduct and the Harassment, Intimidation and Bullying Policy with your student(s). This handbook, the above mentioned documents, and other useful resources and information can be found on our district's website at <https://www.woodbineschool.com>.

It is extremely important that our students be present and active in their learning and growing. For this reason, one of our school focus areas is to improve attendance rates of students. ***Please note that student arrival time is 8:00 am for all students. Dismissal for students in grade K-8 is 2:25 pm.**

In our effort to strengthen communications between the school and families, every child will be receiving a **Thursday Blue Folder**, containing important handouts with classroom, school, district, and community information. Watch for the folder to come home on Thursday with your child throughout the school year. You will find the school calendar on our website, complete with school closings, early dismissals, and other important dates throughout the year. This has also been sent home to all families.

Woodbine Elementary School is continuing the **Positive Behavior Support System (PBSIS)** in our district. As a school community, we will continue to reinforce positive behaviors and skills, creating a thriving, positive learning environment, focused on the development and growth of the whole child.

We encourage family members to be active participants in the educational process, both at home and at school. Please consider becoming a member of our school committees, joining the PTA, or volunteering. Also, please contact us when ideas, questions, or issues arise. Our faculty and staff are always willing to hear and discuss your concerns.

I look forward to a successful, fun school year together - It's a Great Day to be a RAM!

Sincerely,
Carleena L. Supp
Superintendent

WOODBINE SCHOOL DISTRICT MISSION STATEMENT

The Woodbine Elementary School recognizes that each child is a unique individual; possessing talents, abilities, goals and dreams. We further recognize that each child can only be successful when we acknowledge all aspects of that child's life; addressing their needs, enhancing their intellect, developing character and integrity and uplifting their spirit. Finally, we recognize that individuals learn, grow, and achieve differently, and it is therefore critical that, as a district we provide a diversity of programs based on the New Jersey Student Learning Standards in order to build a foundation that prepares our students for college, the workplace and the community at large.

WOODBINE FACTS

Address: Woodbine School District
801 Webster St.
Woodbine, NJ 08270
Telephone: (609) 861-5174
Fax: (609) 861-7169

School Colors:
Blue and Gold
School Mascot:
Ram

SCHOOL MOTTO

"Today will be my day.
I am the best me there is.
I am kind. I am smart.
I am important.
I can do it. I know I can!"

MAIN OFFICE

Staff: Nova Kane - Confidential Secretary

The Woodbine Elementary School is open each day from 8:00 am to 3:30 pm. All visitors are required to report directly to the main office, through the front entrance, and sign in at the front desk.

SCHOOL HOURS

Arrival (all grades): 8:00 am

Dismissal (grades K-8): 2:25 pm **Dismissal (Preschool):** 2:15 pm

School doors will open at 8:00 am and students will report directly to homeroom.

***There will be no student supervision before 8:00 am and students will not be permitted to enter before this time.**

MEALS

*Breakfast will be provided by NutriServe free of charge to all students. Students will eat breakfast in their homerooms.

*Lunch will be provided by NutriServe free of charge to all students. Students will eat breakfast in the cafeteria during their scheduled lunch periods.

*Students may bring a packed lunch from home if they prefer to do so.

Although meals are provided at no cost, parents/guardians are still asked to complete and return the Household Information Form for the current school year.

LATCHKEY PROGRAM

To assist working parents/guardians, the Latchkey child care program is available before and after the school day for a nominal fee. The program is available in the morning from 7:00 am - 8:00 am and in the afternoon from 2:30 pm - 5:00 pm after school. If you are interested in the Latchkey program, please call the front office (609) 861-5174 for pre-registration. Family rates are available for more than one child in attendance.

LATENESS

Students should arrive at school at **8:00 am**. Homeroom will take place from 8:00 am - 8:20 am and morning announcements will occur during this time. Students arriving after 8:20 am are considered tardy and should enter through the main office for attendance and lunch count. Please note that chronic tardiness/absence or truancy may result in violations in the Code of Conduct, parent conferences, and/or court action.

CHANGE OF ADDRESS/CONTACT INFORMATION

It is imperative to notify the school when there is a change of address or phone number to keep communications open for any major emergency that may arise. If you are moving out of the Woodbine District, our office will prepare your transfer to assist with the process.

EMERGENCY SCHOOL CLOSING/DELAYED OPENING

In the case of inclement weather conditions or other emergency situations, a delayed opening or cancellation of school may be necessary. All families will be notified through the school all-call system. Information will also be available on our school website, www.woodbineschool.com, and Facebook page. School closing announcements may start as early as 5:30 am.

STUDENT CODE OF CONDUCT

Woodbine Elementary School is designed to be a place where the opportunity to learn is provided for every student. The student code of conduct has been developed to ensure that we are providing a safe, secure, and comfortable environment where all students can successfully learn and grow as individuals. Disciplinary office referrals may be made by any staff member in an instance where a student is in breach of the code of conduct that causes continued classroom or school disruption, which may result in disciplinary action.

In an effort to limit disciplinary incidents, our school utilizes the **Positive Behavior Support In Schools (PBSIS)**

Program to reinforce the following 6 pillars of character:

- **CARING:** I will be sensitive to the beliefs, ideas, feelings and experience of others.
- **CITIZENSHIP:** I will take pride and be a role model in my country, my town and my school.
- **FAIRNESS:** I will treat others equally regardless of their ideas, opinions or moral standards.
- **RESPECT:** I will be considerate of the feelings and property of others and treat them without bias of judgment.
- **RESPONSIBILITY:** I will act in a mature manner and be prepared for any consequences both positive and negative.
- **TRUSTWORTHINESS:** I will be reliable, honest and dependable.

These character traits will be supported by our school wide expectations, which are as follows:

- 1. Be Respectful**
- 2. Be Responsible**
- 3. Be Positive**
- 4. Be Kind**
- 5. Be Excellent**

Faculty members have the responsibility for classroom/pupil management. Please contact teachers directly regarding classroom behavioral concerns. More serious infractions will be referred to administration.

GRADING SYSTEM

Students in grades K-2 utilize a standards-based grading system. This allows teachers and students to focus on the skills necessary to meet grade-level standards.

Students in grades 3-8 receive percentage grades in each content area. The grade breakdown is as follows:

- A = 92 – 100**
- B = 83 – 92**
- C = 74 – 82**
- D = 65 – 71**
- F = 64 – 0**

Parents/Guardians are welcomed and encouraged to contact classroom teachers regarding their student's progress throughout the school year.

STUDENT RECOGNITION

Academic Recognition: All students in grades 3-8 will be eligible for academic recognition each marking period. Students must receive a high proficiency rating in all major subject areas to be considered for academic recognition. Recognition is as follows:

- WES Scholars: Students earning all As and Bs on their marking period report card**
- WES Super Scholars: Students earning all As on their marking period report card**

RAM Recognition: Students who exhibit the characteristics of Woodbine Rams by being **Ready, Able, and Motivated** will be chosen by staff to receive RAM Recognition at the end of each marking period.

HARASSMENT, INTIMIDATION, AND BULLYING POLICY

A safe, secure, and positive school environment is necessary for students to learn and grow academically, socially, and emotionally. Harassment, intimidation, bullying, or any disruptive, violent behavior will not be tolerated. These types of behavior disrupt a student's ability to learn. School administrators, faculty, staff, and volunteers are expected to model and enforce appropriate behavior and respect. In addition, all staff are obligated to report any instances of harassment, intimidation or bullying. These instances will be investigated in accordance with the New Jersey Anti-Bullying Bill of Rights and our board policy. To review our Harassment, Intimidation, and Bullying policy, please go to <http://www.woodbineschool.com>. Copies of the Harassment, Intimidation and Bullying Policy are also available, upon request in the main office. For any questions or assistance with HIB, please contact our Anti-Bullying Specialist, Ms. Brianna Gardner, at bgardner@woodbine.capemayschools.com or (609) 861-5174.

USE OF TECHNOLOGY

All students will have access to district devices and internet for school use. These resources should be used appropriately to enhance student learning. All expectations for technology use by staff and students are outlined in

the district's **Technology Acceptable Use Policy**. Any student in violation of this policy may lose privileges and/or access to devices.

WALKING DISTRICT

Woodbine Elementary School is a “walking” school district for students in K-8. No busing is provided during the school year. All parents will be required to arrange necessary transportation to school. Students in grades K-8 may walk to and from school with permission from their parents/guardian. Parents/Guardians should complete the Walker’s Permission Slip and return it to school for this purpose. Crossing guards are provided by the borough of Woodbine to assist with student safety.

STUDENT USE OF BICYCLES

The Woodbine School District permits the use of bicycles by students in accordance with the rules of the district and by the New Jersey State Police School Safety Patrol bicycle safety code. Students are encouraged to lock their bicycles to the bike rack located at the gym entrance of the school. The Board of Education and School District does not assume responsibility for bicycles, helmets, or any personal property that is lost, stolen, or damaged.

The following requirements shall be followed:

- a. **In accordance with New Jersey State Law, Helmets are required to be worn by all students riding their bikes to and from school.**
- b. Bicycles must be parked in the bicycle rack in the rear of the school.
- c. Bicycles parked in the rack will remain there during the day.
- d. Bicycles are not to be ridden across the playground.

AFTER-SCHOOL ASSISTANCE AND ACTIVITIES

Students may stay after school periodically for extra help, completion of assignments, guidance, and/or school clubs or activities. Parents should have direct communication with staff members to coordinate these activities. Students may be asked to bring home written notification of activities as well. Please be sure to contact staff directly with questions or needs.

ACTIVITIES

Students will have various opportunities to get involved in after-school clubs and activities. Information regarding clubs and activities will be included in morning announcements and sent home in blue folders. Activities include, but are not limited to, Homework Club, Art Club, STEAM club, and Student Council. We welcome any ideas for school clubs/activities based on student interests.

The Woodbine Borough Recreation Department offers additional activities and sports teams.

FIELD TRIPS

Throughout the school year, students will have the opportunity to participate in field trips. Details of each field trip and permission forms will be provided by the teacher as they are planned.

SCHOOL DISMISSAL

Students in grades K-8 will be dismissed each regular school day at 2:25 pm. Students will exit through Door 10, the back gym door. Parents should wait at that door for their child to be dismissed. Students with walker permission will exit school and should walk directly home. **Once dismissed from school, there is no supervision for students. The Cape May County Library is not affiliated with the school and will not provide supervision to students after school.**

PERMISSION TO LEAVE SCHOOL

Parents/Guardians wishing to pick up their students early from school should notify the main office through phone or written notification. Parents/Guardians should also notify teachers. Parents/Guardians should report to the main office to sign out their student(s). If you wish to have someone other than the parent/guardian pick up your student, this person must be listed as a contact for the student in OnCourse or you must contact the main office directly.

STUDENT CELL PHONES

Students are permitted to bring their cell phones with them to school. All student cell phones should be left in the students’ backpacks or put away out of sight during the school day. Use of classroom phones or cell phones by students will only be permitted with permission from a staff member. Please refer to the student code of conduct for

issues with student cell phones as a classroom distraction or disruption. **In accordance with Board of Education policy and to ensure confidentiality of all staff and students, students are not permitted to record in the school building or on school property.**

AFFIRMATIVE ACTION

Under the regulations of Title IX and New Jersey Administrative Code 6:4, the Woodbine Board of Education does not discriminate against students or employees on the basis of sex, race, religion, handicapped condition, language spoken, or age. The Woodbine Board of Education provides equal opportunity with regard to:

- a. Access to and treatment in extracurricular programs;
- b. Treatment under regulations and policies governing student benefits, services, conduct, and dress;
- c. Access to employment in educational agencies and;
- d. Terms, conditions, and benefits of such employment.

The Affirmative Action//Title IX designee's contact information is:

Ms. Brianna Gardner
Woodbine Elementary School
801 Webster St.
Woodbine, NJ 08270
(609) 861-5174

SCHOOL NURSE

Students who become ill during the day shall be screened by the school nurse. If it is necessary for the student to go home, the nurse will inform the parent and the student will be released from school. Please contact our school nurse with any medical questions or concerns you have for your student. School Nurse – Ms. Erika Himstedt, BSN, CSN

MEDICATION PROCEDURES

NJ State Law regarding medication at school has **three** requirements:

1. Must have written orders from a licensed medical provider.
2. Medication must be in the original container labeled by the pharmacy.
3. An adult must bring the medication to school along with a written request from parent/guardian.

Medication may **ONLY** be handed to the school nurse. No other staff will accept medications. All medications are to be kept in the nurse's office. Students are never to carry medications, including Advil, Motrin, and Tylenol, in their book bags, pocketbooks, or on their person. A student may carry life-saving medications, such as asthma inhalers and insulin. Documentation from the physician and parent should be submitted to the school in these instances.

PARENT TEACHER ORGANIZATION

The Woodbine Parent Teacher Organization is in place to promote the welfare and well-being of our students, as well as create a closer relationship between the home and school. We need the support of **ALL** parents and teachers if we are to achieve these goals. We encourage any and all parents/guardians and staff to volunteer in any way. Please contact the main office for more information.

WOODBINE SCHOOL DISTRICT BOARD OF EDUCATION

The Woodbine Board of Education is dedicated to upholding and enforcing all laws, rules and regulations of the State Board of Education as well as court orders pertaining to schools. Their responsibilities include, but are not limited to Policy Development, Adopting Curriculum, Assessment Oversight and Appraisal, and Communication with the Community.

Our board of education has 9 members which are elected residents of the Borough of Woodbine.

Gregory Hudgins, President
Alicia Larcombe, Vice President
Sandra Bader
Rebekah Enright
Janita Hutchinson
Adelina Mitchell
Melissa Rodriguez
Miriam Vives-Rivera
Wanda Young

