

**Woodbine School District**



**Parent/Student Handbook  
2022-2023**

**Woodbine Elementary School  
801 Webster Street  
Woodbine, NJ 08270**

**Carleena L. Supp  
Superintendent**

**This Agenda Book Belongs to:**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City/Town:** \_\_\_\_\_ **Zip Code** \_\_\_\_\_

**Phone:** \_\_\_\_\_

## Directory

Carleena L. Supp  
Joseph Giambri  
Darren Harris  
Celine Kaelble

Sarah Vandever  
Michelle De La Carrera  
Brooke Lally  
Courtney Hearon  
Melissa Berenato  
Whitney Benedetto  
Jasmine Murray  
Corey LaBov  
Christine Barry (Formento)  
Allison Campbell  
Kelly Magee  
Rachel Shanteau  
Margaret Bodenschatz  
Declan McGuigan  
Joseph Hinsley  
Tom Mozitis  
Steve Schleckser  
Stacey Egan  
Devon Biglin  
Anne Robson-Dice  
Jessica Pikolycky (Hartman)  
Mary-Teresa Smith  
Abbe Harris  
Jacklyn Merollo  
Todd Welcz  
Stephanie Davis  
Kelly, McGay  
Shelly Chamlee  
Erika Himstedt

### CHILD STUDY TEAM

Shawn Rebman  
Jennifer Crowley  
Nicole Corson

### SUPPORT STAFF

Monica Morales  
Nova Kane  
Nicole Continisio  
Sara Halsey

Superintendent  
Business Admin/Bd. Sec.  
Business Admin./Bd. Sec.  
Assistant Principal/Pre-School Supervisor

Pre-School Teacher  
Pre-School Teacher  
Pre-School Teacher  
Pre-School Teacher  
Kindergarten Teacher  
Kindergarten Teacher  
1<sup>st</sup> Grade Teacher  
1<sup>st</sup> Grade Teacher  
2<sup>nd</sup> Grade Teacher  
2<sup>nd</sup> Grade Teacher  
3<sup>rd</sup> Grade Teacher  
3<sup>rd</sup> Grade Teacher  
4<sup>th</sup> Grade Teacher  
4<sup>th</sup> Grade Teacher  
5<sup>th</sup> Grade Teacher  
6<sup>th</sup>-8<sup>th</sup> Grade Sp. Ed., Math, Social Studies  
6<sup>th</sup>-8<sup>th</sup> Grade Math, Social Studies, Science  
6<sup>th</sup>-8<sup>th</sup> Grade Language Arts  
6<sup>th</sup> – 8<sup>th</sup> Sp. Ed. ELA  
Cross Curriculum Studies  
Self Contained Sp. Ed. Teacher  
Multi Disabilities Teacher  
Multi Disabilities Teacher  
Physical Education/Health Teacher  
Music Teacher  
ELS Teacher/Science  
Basic Skills  
Basic Skills  
Nurse/Health Teacher

Special Education Director  
Social Worker/Case Manager  
School Psychologist

Confidential Secretary  
Confidential Secretary  
Guidance Counselor  
Guidance Counselor

Dear Parents/Guardians:

This handbook has been prepared to provide students, parents, and other community members with information about the structure and operation of the Woodbine Elementary School. We welcome you and hope that the information proves to be useful as you go through the school year. Parents may visit the school or come to the office at any time to receive additional information about the school.

In order for the Woodbine School District to operate effectively and to ensure that your child receives the best educational experience possible, certain rules and regulations have been established and must be followed. The Student-Parent Planner has been designed to provide you with important information, which you are strongly encouraged to review and discuss with your child. **\*Please note that our students and staff are working to improve attendance rates. It is extremely important that your child attend school every day and on time-\*****Arrival to School Time - 8:00 am.**

You will find the 2022-2023 school calendar, complete with school closings, early dismissals and other important dates throughout the year. In our effort to strengthen communications between the school and families, every child will be receiving a **Thursday Blue Folder**, designed to hold important papers and information. Watch for the folder to come home on Thursday with your child throughout the school year.

To assist working parents/guardians, the Latchkey day care program is available before and following the school day for a nominal fee. The program is available from 7:00am-8:00am and 2:30pm-5:30pm after school.

If you are interested in the Latchkey program, please call the front office (861-5174) for pre-registration. Family rates are available for more than one child in attendance.

This year, Woodbine Elementary School is continuing the **Positive Behavior Support System (PBSIS)** in our district. Working in partnership with families, we will continue to teach students the behaviors and skills that will result in creating a positive learning

environment that will increase opportunities for student learning. Please read and review our school code of conduct and the Harassment, Intimidation and Bullying Policy with your child/children.

The information contained in this handbook is also available on our district's website at <https://www.woodbineschool.com> At this site; you will find many useful resources, calendars, meeting notices and special events.

We encourage parents to be active participants in the educational process, both at home and at school. You are encouraged to participate formally, as a member of committees and or informally by volunteering, asking questions and or making suggestions as they arise. Our faculty and staff are always willing to hear and discuss your concerns.

I truly hope that you will find the 2022-2023 school year to be a most rewarding and enriching educational experience for you, your child and those who support our educational community.

Sincerely,  
Carleena L. Supp  
Superintendent

## WOODBINE FACTS

**Address:** Woodbine School District  
801 Webster St.  
Woodbine, NJ 08270  
**Telephone:** (609) 861-5174  
**Fax:** (609) 861-0723

**School Colors:** Blue and Gold  
**School Mascot:** Ram

## MAIN OFFICE

Monica Morales Confidential Secretary  
Nova Kane Confidential Secretary

The Woodbine Elementary School is open each day from 8:00 am to 2:30 pm. All visitors to the school, for any reason, are required to report to the office first and sign in at the front desk.

### “STUDENT 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!

## 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.

## SCHOOL HOURS

**The school day begins at 8:00 am and ends at 2:30 pm.**  
**\* School doors will open at 8:00 am**

Students will not be allowed to enter the school building **before 8:00 am** except during inclement weather. In this case, students will be allowed in the front foyer area.

\*8:00 am - Students go directly to Homeroom.

\* Breakfast is served in the Homeroom. **Free of Charge to all students.**

\*11:00 am – 12:30 pm - All Lunches are served within this time. **Free of Charge to all students.**

## LUNCH PROGRAM

**Time 11:00 – 12:30 per Homeroom Schedule.**

Woodbine School District food service, Nutri-Serve, offers healthy and nutritious breakfasts and lunches every school day. Menus are distributed in the Thursday Blue Folder. **Lunches are free of charge to all students. Parents/Guardians MUST complete and return the Household Information Survey for the 2022-2023 school year in order to take advantage of this program and for the school to remain eligible to receive these benefits. If you so choose, you may provide a packed lunch from home.**

## LATCHKEY PROGRAM

This is a before and after school program for working parents and guardians at a nominal fee. AM Hours 7:00-8:00 am, PM Hours 2:30-5:30 pm. Please register early at the front office (609-861-5174).

## LATENESS

Students should arrive to school at **8:00 am**. Morning announcements are made at 8:20 am. Students arriving after 8:20 am are tardy and will be reported as such. Students who are tardy **MUST** report to the office for attendance and lunch count purposes. Please note that chronic tardiness and/or truancy may result in violations in the Code of Conduct, parent conferences, and court action.

## CHANGE OF ADDRESS

It’s 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 with **48 hours notice**.

## EMERGENCY SCHOOL CLOSING

If adverse weather conditions cause a delayed opening, interruption or cancellation of school, notification of the closing will be given to the following televisions stations for announcement: School Website [www.woodbineschool.com](http://www.woodbineschool.com) and TV Channels 3, 6 & 10. Automated School Phone Message and/or Email alerts will be sent.

School closing announcements start as early as 6:00 am on TV and local radio stations and are frequently repeated. Parents should call the school after 7:30 am for information if they need clarification.

## STUDENT CODE OF CONDUCT

Woodbine Elementary School is designed to be a place where the opportunity to learn is provided for every student. Malicious damage to the building, grounds, or materials will be charged to the parents or guardian for payment. Our staff expects our students to use their time wisely to complete all assignments and do their very best at all times. Students must bring necessary materials and a positive attitude to class daily. Disciplinary referrals may be made by any staff member. Breaches of the Code of Conduct that cause general classroom or school disruption will result in disciplinary action.

Our school utilizes the **Positive Behavior Support System**, to reinforce the following 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 first regarding disciplinary concerns. More serious infractions will be referred to administration.

## GRADING SYSTEM

**A = 92-100**  
**C = 74- 82**  
**F = 64 – 0**

**B = 83-92**  
**D = 65-71**

## HONORS CERTIFICATES FOR SCHOLASTIC ACHIEVEMENT

The following lists will be prepared after each report card marking period to identify students in grades 3 – 8 who have earned high averages:

**Superintendent's List** – Student who has received all A's.

**Honor Roll** – Student who has received all A's and B's.

Children in grades PK – 3 will receive general certificates of achievement.

## HARASSMENT, INTIMIDATION AND BULLYING POLICY

A safe and civil environment in school is necessary for students to learn and achieve high academic standards. 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 should be modeling appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying.

Harassment, intimidation or bullying means any gesture or written verbal or physical act that takes place on school property, at any school-sponsored function on the school bus as well as to and from school. To review our Bullying policy, go to <http://www.woodbineschool.com>. Copies of the Harassment, Intimidation and Bullying Policy are also available, upon request, at the front office.

## USE OF TECHNOLOGY

The district recognizes that the use of computers and distance learning technologies (including the Internet) offers diverse and unique resources to students and staff members. The operation of the district computer network relies upon, in part, the proper conduct of users-students and staff. Therefore, it is necessary for the students and staff to follow the guidelines of **The Technology Acceptable Use Policy**. If any user violates this policy, his/her privileges to use the district computers may be limited or suspended.

## BUS TRANSPORTATION

Woodbine Elementary School is a "walking" school district; no courtesy busing is provided during the school year. All parents will be required to arrange necessary transportation to school. The majority of our students walk to school. There are crossing guards to provide additional safety.

## AFTER SCHOOL ACTIVITIES

Students, who require help with school work, guidance, or who are staying for after school activities will receive phone communication or written notification sent home in advance. It is the student's responsibility to see that all communications between parent and teacher are delivered.

### ACTIVITIES

There are several after school activities for students at Woodbine Elementary School: Steam, Student Council, Homework Club, Art Club and other events coordinated by the teaching staff.

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

### FIELD TRIPS

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

## STUDENT USE OF BICYCLES

The Woodbine Board of Education will permit 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. The Board will not be responsible for bicycles which are lost, stolen, or damaged. The following must be adhered to:

**\* New Jersey State Law requires that Bicycle Helmets must be worn as the student rides to and from school.**

- a. Bicycles must be parked in the bicycle rack in the rear of the school.
- b. Bicycles parked in the rack will remain there during the day.
- c. Bicycles are not to be ridden across the playground.

### SCHOOL DISMISSAL

Visitors should wait at the appropriate door from which their child will exit. Early Arrival parents should avoid going to his/her child's classroom while instruction is in session – please wait until full dismissal at 2:30.

## PERMISSION TO LEAVE SCHOOL

Permission to leave school early can be granted upon receipt of a written request from parents or guardians. This notice allows the teacher and office to know in advance that the child will be leaving school early. The

parent and/or guardian must sign students out in the front office. Students must be picked up by a parent and/or guardian. If you wish to have someone else pick up your child, you must send a written note to the school office.

**\* Please be aware that a continued pattern of early dismissal results in a major loss of instructional time and may adversely affect your child's grades.**

## STUDENT CELL PHONES

Students are required to hand in their cell phones to the Homeroom teacher at the beginning of the school day. Cell phones will be returned by the Homeroom teacher at the end of the instructional day.

## 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:

Mrs. Nicole Continisio  
Woodbine Elementary School  
801 Webster St.  
Woodbine, NJ 08270  
(609) 861-5174 ext.167

## SCHOOL NURSE

Students who become ill during the day should report to the nurse's office after securing a pass from their classroom teacher. If it is necessary for the student to go home, the nurse will inform the parent and the student will be released from school.

Nurse – Ms. Erika Himstedt, BSN, CSN

## **MEDICATION POLICY:**

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

1. Must have written order from a private physician.
2. Medication must be in original container labeled by the pharmacy. An Adult must bring medication to school.
3. A written request from parent/guardian must accompany medication.

All medications are to be kept in the nurse's office. Students are never to carry medications in their book bags, pocketbooks, or on their person. Asthma inhalers are the only exception with a written consent by physician & parent/guardian.

## **PARENT TEACHER ORGANIZATION**

The Woodbine Elementary School District has a very active Parent Teacher Organization. The main objective of the organization is to promote the welfare and well-being of the children 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. It is our hope that you will join us as we present activities and fundraisers for the 2022-2023 school year.

## **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,

- \*Policy Development
- \*Adopting Curriculum
- \*Assessment Oversight and Appraisal
- \*Communication with the Community

and plans after consulting with those affected by them. It is a nine member board comprised of elected residents of the Borough of Woodbine, N.J.

The Woodbine Board of Education includes the following members:

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