

**WOODLAND COUNTRY DAY SCHOOL  
1216 Roadstown Road  
Bridgeton, New Jersey 08302**

September 2011

Dear Parents & Students:

The purpose of this handbook is to answer questions you might have concerning Woodland Country Day School. We have tried to make it as comprehensive as possible. Please do not hesitate to call the school if you have questions that are not addressed in this handbook. We believe that a child will experience strong success when the home and school work together. Clear communication is the key. We look forward to this partnership and sharing an exciting and rewarding year. We are thrilled to have you as part of our Woodland family as we eagerly enter our 52<sup>nd</sup> year of educational excellence.

Sincerely,

Cosmo F. Terrigno  
Head of School

**Telephone Service**

The listed number of the school is in the Bridgeton exchange:  
856-453-8499.

**ADMINISTRATION**

Cosmo F. Terrigno.....	Head of School
Paul Kuntz, Sr.....	Upper School Head
Beth Saunderlin.....	Preschool Director
Sherrill McHarness.....	Lower School Head
Charles Downs.....	CFO
Diane Reese.....	Director of Development
Jennifer Bifulco.....	Director of Admissions
Norma Martorana.....	Administrative Assistant
Dawn DeLuca.....	Director of Athletics

## GENERAL INFORMATION

### PHILOSOPHY

Woodland Country Day School is a community of students, faculty and parents working together to create the best possible environment for the intellectual, social, physical and moral growth of its students.

The academic expectations that we have established are challenging but realistic. At all levels, students are grounded in a solid foundation of basic skills. The development of strong study skills, which prepares students for a secondary education, is emphasized. Small classes encourage a close relationship between the students and faculty, and foster an environment of nurture and support.

Woodland offers a multi-faceted program, which helps young people reach their fullest potential. The academic and co-curricular programs help students to develop self-esteem, confidence, responsibility and leadership.

Enrollment is limited in numbers but diverse in character. The school welcomes students from all ethnic, cultural and religious backgrounds, reflecting a cross-section of the South Jersey communities, which the school serves.

Parental involvement is considered an essential element in the education process and is highly valued and encouraged by the school. The resulting sense of community and cooperation among parents, students and faculty provides strong support for the students as they encounter new ideas, skills and challenges.

### MISSION STATEMENT

**Woodland Country Day School is dedicated to educational excellence for its students in an environment that builds self-esteem, confidence and respect for others. Academics, Athletics and Aesthetics are watchwords for our program.**

## **BOARD OF TRUSTEES**

Woodland Country Day School is an independent, non-profit, educational institution serving pre-k-three through eighth grade. It is governed by a self-perpetuating Board of Trustees with each member serving a three-year term. This Board, through various committees, concerns itself with the school finances, capital needs, educational policy and long range planning. The Board employs the Head of the School and the staff to administer the school.

Dr. Michael Villani, President  
Mrs. Linda Macey, Vice President  
Mr. Brian Reese, Treasurer  
Mrs. Cynthia Richardson, Secretary

Mr. Gray Achee  
Mr. Nick Bidic  
Mrs. Kim Fralinger  
Mrs. Brenda Konyak  
Mrs. Maureen Manske  
Mrs. Judy Martin  
Mrs. Susan Milner  
Mr. Michael Morello  
Mrs. Jean Ritter  
Mrs. Carolyn King-Sammons  
Mrs. Abby Perlstein-O'Brien  
Mr. Matthew Ritter  
Mr. David Rain

## **FACULTY**

The most important component of a school is the faculty. It is the heart of the school. Woodland Country Day School's faculty endeavors not only to impart skills and concepts related to their subject matter, but also to see beyond a child's immediate cognitive needs to facilitate emotional and social development. A sign of a good independent school and Woodland Country Day School, in particular, is the individual attention children receive within a group setting. The teacher and parents must work in harmony if the interests and needs of the child are to be fulfilled.

Our teachers are happy to meet with parents to discuss a child's progress; however, this should be arranged by appointment only. The faculty has a busy, demanding day, and it is unfair and unprofessional to initiate a spontaneous conference without giving them time to prepare themselves. Furthermore, it is inappropriate to call a teacher at home. All faculty now have e-mail through Woodland's web site in order to facilitate communications – [www.wcdsnj.org](http://www.wcdsnj.org)

## **PARENTS' ASSOCIATION**

The Parents' Association provides vital support to the school. They organize fundraising projects and volunteer for various school functions and events. Projects, such as the Halloween Spooktacular, are all opportunities for parents to become involved in the school.

Room representatives, selected during the summer, are important for communication between home and school. During the school year, they are asked by the classroom teachers to help with class trips and special projects.

## **ANNUAL FUND**

Independent schools such as Woodland Country Day School rely on income from many different sources. Tuition's cover the bulk of the cost of your child's education at Woodland. However, relying solely on tuition for the many, many extras that children enjoy in independent education would make tuition out of reach for many families. Thus Woodland, as in many other similar institutions, must rely on the Development Committee of the Board of Trustees to create opportunities to raise additional income to support these extra programs. The Annual Fund is an ongoing, fundraising program that supplements the operating budget and provides for the many extras that give independent education a margin of excellence over many other schools. Library acquisitions, faculty development and additional instructional equipment benefit from a successful Annual Fund Drive. Although our Annual Giving goal is substantial, your participation is our first need. Any gift, from \$1.00 – up, is significant as it helps us to meet our goal of 100% participation of current families.

The Annual Fund “kicks off” in late fall and concludes the end of June.

## **PRE-SCHOOL & KINDERGARTEN (pgs. 4-8)**

One of the special features of the preschool (which is composed of grades PK3, PK4 and Kindergarten) is that it is part of the larger Woodland Country Day School community. This unique attribute gives a distinct positive flavor to the preschool. Listed below is information that we hope will help you become familiar with the preschool program.

## **BIRTHDAYS**

During the year we celebrate each child's birthday. Please see the lead teacher ahead of time to make arrangements. Toward the end of the year summer birthdays are celebrated. In order to avoid "hurt feelings" invitations for a party at home must be sent to ALL children if they are to be distributed at school. When sending in treats and favors for your child's special day, please limit your count to one per child and teacher. Please remember to ask your child's teacher if there are any children who have food allergies, prior to sending in any treats.

## **DRESS**

Please dress your child in play clothes and sturdy shoes with rubber soles – sneakers are great. Sandals are not permitted, as these shoes are dangerous. Shorts are fine for warm weather. Dresses are sweet, but on gym days we like slacks, sweat pants and sneakers. **If your child wears belts or bib overalls, please make sure your child is able to take them off by himself/herself for his/her bathroom needs.** Students in Kindergarten are required to adhere to the Woodland uniform guidelines found in this publication.

## **FIELD TRIPS**

Field trips enrich our studies and are an important part of our curriculum. Permission slips must be signed and returned before the child is permitted to go on the trip. If possible, we like room parents to accompany us on our field trips. We ask that younger siblings not accompany us, as insurance is not provided and it is your child's special day with his or her class. We will transport children by bus for a nominal fee.

## **HOLIDAYS AND SPECIAL EVENTS**

Holidays are celebrated or recognized throughout the year. Details for each holiday or special event will be sent home ahead of time. Due to the schedule, individual classroom celebrations may not always coincide with the rest of the school. When sending in treats and favors, (no candy) for your child's special day, please limit your count to one item per child and teacher. Please remember to adhere to food allergy guidelines.

## **HOURS**

As with the entire Woodland community, PK3 and PK4 and Kindergarten begin their day at 8:30 AM. Dismissal is at 3:00. We ask that parents be prompt dropping off and in picking up their children.

Teachers are not required to be in rooms until 8:10. **Please do not drop your child off before that time, as the doors in the preschool building do not open until 8:15.** If you need to arrive early, take your child to early morning drop-off located in Mrs. Bateman's room in the building across from the gymnasium.

**If you arrive late or pick up your child other than the stated time, you must sign your child out in the office.**

## **NEW PARENT ORIENTATION**

The New Student and Parent Orientation is held before the opening of school. Your child will visit the classroom and meet his or her teacher and be assigned his or her cubby/locker. This is an excellent time for parents to bring in smocks, extra clothing and whatever else has been requested by your child's teacher.

## **NEWSLETTER AND NOTICES**

At the beginning of each month a preschool newsletter will be sent home listing events and activities. Please use it as your guide to keep up with what your child is doing in the classroom. If there is anything you wish to contribute toward the planned activities – your time, ideas, etc., please let the lead teacher know.

## **PARENT PARTICIPATION**

We strongly believe communication and the fostering of a partnership between home and school is essential for the growth of the child. Please feel free to be a part of your child's class. We need volunteers for field trips, parties, etc. If you wish to observe in the morning, please make arrangements with the lead teacher. However, we must warn you that you will probably be put to work! - reading, story time, "easel patrol," singing or playing a game.

## **PARENT/SCHOOL COMMUNICATION**

If your child experiences any upset or anxiety, please let us know. Likewise – we like to rejoice with our children – i.e., new sibling, new home, etc. Keep us posted. Communication is the key to a successful educational experience!

## **REPORTS AND CONFERENCES**

Conferences are scheduled for November and February. However, you may schedule an appointment with the lead teacher at any time. Please refrain from “catching” the teacher outside the classroom during school hours. If you have a question or concern, please call the school and leave a message and the teacher will get back to you within 24 business hours.

## **ROOM PARENTS**

Each class will have at least two room parents who will be in contact with you throughout the year about special events, parties, trips, etc.

## **SCHOOL SUPPLIES**

All children should have their own book bag, which should be at least 12x18 and labeled with his or her name. Each child should have in it a clearly marked plastic bag containing a change of clothes including underwear and socks. Children will need a lunchbox and a blanket, sleeping bag or beach towel. **All items need to be clearly marked with the child’s name.**

## **SHOW AND TELL**

We like to use this time as an educational time. If possible, please send in show and tells that tie in with the topic of the week. Nature treasurers are especially wonderful. Show and tells should be a size that easily fits in your child’s book bag.

We discourage children from bringing in toys on a daily basis. If there is a “security” item that the child is attached to please speak to the teacher. Toys of violence such as guns, swords, etc., are unacceptable at all times.

## **SNACK AND LUNCH**

The school provides a mid-morning snack for PK3 and PK4. On the information card please notify the school of any allergies your child might have.

Both classes encourage good health, nutrition and good manners. Please do not send in candy, soda or anything packaged in glass in your child’s lunch or for parties. Lunch is available for purchase. Menus are sent home on a monthly basis. Please direct questions concerning lunch purchases to Mrs. Martorana.

## **TRANSPORTATION**

**FOR SAFETY AND SECURITY REASONS, PARENTS NEED TO NOTIFY THE SCHOOL OFFICE OF ANY TRANSPORTATION CHANGES BY SENDING IN A WRITTEN NOTE.**

### **CARPOOL – DROP OFF IN THE MORNING**

An adult must walk children who are brought to school by car to the classroom. If your child is to be picked up by another adult, please notify the lead teacher in advance. Parents dropping their children off before 8:30 may park in the visitors' parking lot, which is located, near the road or "the loop" near the main building. Please do not park on the driveway near the visitor's parking area because this creates a safety hazard for our children. Drop offs after 8:30 may park on the inner circle. If you are using the gravel driveway, please park off to the side so others may pass. The gravel driveway may **only** be used to drop off in the AM.

Parents dropping off their child at 8:30 should say their good-byes promptly and leave the classroom. If parents wish to visit, they should do so outside the building. The teacher(s) have activities planned at that time and it is not a time for visiting in the room.

### **CARPOOL – PICK UP IN THE AFTERNOON**

During pick up, please wait in line behind the other cars that are waiting for pickup. No one is to use the side access road for afternoon pickup for safety reasons. DO NOT allow your child to walk down to meet you. Have him or her wait at the pick up point until you drive through.

### **General Safety Guidelines:**

In order to prevent possible accidents, **DO NOT** double park or pass any other vehicle. Under no circumstances should you back up or leave through the entrance. To prevent safety blind spots or traffic jams, please park only in the areas designated as Visitor or Parent Parking. If you park in the Visitor's Area, you may walk down the walkway and accompany your child to or from your vehicle, but they are NOT to leave your vehicle or the pick up point without an adult.

### **BUS**

A few of our preschool children travel by bus. Arrangements for the bus can be made through the business office. Your child will be assigned a "bus buddy" by the bus driver. The "bus buddy", often a sibling or eighth grader will accompany your child directly to the classroom.

**Thank you for reading this and abiding by the above regulations. All are for the safety of our children.**

## **LOWER/UPPER SCHOOL GENERAL INFORMATION**

### **ABSENCES**

Parents are asked to notify the school if their child is absent by calling Mrs. Martorana, the school secretary, between 8:15 and 9:00 AM on the day of the absence.

If a student is absent for three consecutive days due to an illness, a note informing the school should be sent in from the parent or doctor. If the student has contracted a contagious illness, i.e. strep throat, pink eye, chicken pox, etc., a doctor's note allowing the child to return to classes must be sent in. **If a child comes into school with a known illness or fever, the parents will be notified and asked to pick him/her up.**

Special requests for non-medical absences must be approved by the Head of School. Vacations at WCDS are generous and parents are asked not to abuse the vacation schedule by pulling children out before vacations or returning after school resumes. Please make every effort to schedule a doctor's appointment before or after school or during vacations.

If in the event a student is chronically absent from school and the accumulative total exceeds 20 days it will be required for the parent to obtain a medical excuse for the extended absences or written authorization from the Head of School. This child's progress will be reviewed carefully to make sure he/she has successfully completed the course of study. There is a possibility of retention in cases such as these. **Decisions concerning retention are at the sole discretion of the Head of School.**

**Lateness – An upper school student who is late 15 times will serve a detention. In the event a lower school student is late 15 times, the parents will be required to meet with Mrs. McHarness. There are no exceptions to these policies.**

**A student must have a note from home to be dismissed early from school. Students must be picked up and signed out in the main office. We believe that a student who arrives late or leaves early due to an illness should not participate in any athletic or social activity that day, including concerts and dances.**

## **HOMEWORK DURING AN ILLNESS**

Students are expected to make up all assignments missed during an absence within a reasonable amount of time, usually one day for each day absent. Students should check with individual teachers concerning the missed assignments. Parents can make arrangements for assignments and books during an illness by calling the school office. For long-term absences, special arrangements should be made with the student's advisor or classroom teacher in the lower school. **Upper school homework may be checked daily on the website. Parents are also encouraged to see that students are using their planners.**

## **ADVISOR SYSTEM**

At Woodland all teachers are advisors to the students. However, in the upper school, students are assigned one teacher with whom he or she can discuss concerns. The advisor also oversees the student's personal and academic progress. The students meet with their advisor each week during one period that is set-aside specifically for this purpose.

Parents can help the advisor/advisee relationship by encouraging their children to seek out their advisor when a need arises. Parents should not hesitate to contact the advisor if they have a concern or question. Remember that communication is the key to success. Parents are able to contact the school via phone, note or email.

## **ATHLETICS**

Sports, including interscholastic competition, become part of a student's athletic program in the upper school. Students in grades four through eight can participate in either the interscholastic or intramural sports program. All students participate in intramurals as part of the Blue and White teams' competition, which culminates on Field Day.

## **BOOK, ACTIVITY AND TECHNOLOGY FEES**

In addition to the tuition, the school charges an activity and technology fee for students. These fees cover assemblies, special events, all-school parties, most field trips, admissions fees, transportation to local museums and places of interest, and upper school Student Union activities and consumable workbooks. The technology fees help to offset the maintenance of our computers. The book and activity fee does not cover overnight trips in the upper school, yearbook purchases or student fundraisers that are voluntary.

## **CODE OF CONDUCT**

The Code of Conduct is intended to support learning, to give all students a chance to do their best and to provide for the safety of all. We aspire to build a community where all behavior is guided by honesty, kindness and respect. If you are respectful of others and their property, serious about learning, and safety conscious, you will rarely break the rules.

### **BASIC EXPECTATIONS:**

1. **Respect for Others:** We expect you to show respect, tolerance and care for other people.
2. **Honesty:** We expect you to be truthful. All work turned in by you must be your own except when help is specifically allowed by the teacher. We expect you never to assist another person to be dishonest. Plagiarism will not be tolerated.
3. **Obedience:** We expect you politely to obey all reasonable requests and instructions given by adults working at the school.
4. **Respect for Property:** Everything at school belongs to someone. We expect you to respect all property and never damage it, vandalize it, or “borrow” it without permission of the owner.
5. **Safety:** The safety of all students is of utmost importance. We expect you never to engage in behavior that endangers you or any other person. You are never to stray from supervised areas. Fighting is, of course, prohibited, as is the use or possession of alcohol, tobacco, illegal substances, or weapons of any kind.

The above expectations are so fundamentally important that the consequences for failing to meet them could be severe, even involving suspension or expulsion.

## **UPPER SCHOOL – ONLY**

### **UPPER SCHOOL HONOR CODE**

The Woodland community places honesty as its highest value and believes that a community of trust must be maintained through the efforts of students, faculty, administrators, and parents.

All work that is to be done for a subject should be the work of only that student, unless the assignment is a group project or one on which collaboration (working with peers, family members, and other outside help) has been specifically required, suggested, or permitted by the teacher. This includes all exams, tests, quizzes, class work and homework. Students are not to communicate unannounced quizzes or tests or the contents of quizzes or tests to students in other sections. Copying another student’s homework is always an honor code violation.

In addition to academic matters, the honor code also applies to respect for personal property as well as honest verbal and written communications.

Students should act on any violation of the honor code that comes to their attention. Some suggestions of how to do so are noted below. Any violation of the honor code is a serious offense, and the school will respond accordingly.

We all recognize that being in this situation is very uncomfortable. The problem is that taking no action simply increases the likelihood that the violator will break the honor code again. Students need to do something, both to help the individual and to maintain the strength and trust of the community.

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**Suggested responses for students who witness others violating the honor code include:**

1. Confronting the individual as soon as you can, telling the student you saw what happened and asking the person to turn him/herself into the teacher most connected to the situation.
2. Reporting the student to a teacher yourself.
3. Letting your advisor know what has happened and seeking advice from her/him about the best thing to do in that particular situation.

The Discipline Committee is made up of several faculty members. The committee convenes when an incident has occurred that requires a consequence. The Discipline Committee determines the appropriate punishment with the approval of the Head of School. The committee is not a “court of appeals.”

**Some Specific Prohibitions: Chewing gum, wall ball, uniform violations, mp3 players during school hours, cell phones, snowball throwing, tackle football.**

Violations of our expectations may result in the following consequences:

Points are given for violation of any of the specific prohibitions listed above. Points are recorded by a member of the discipline committee. An accumulation of fifty points will result in a detention. Points are erased at the end of each semester with the exception of points earned the last 2 weeks of the first semester.

**A Merit** is given by a teacher for behavior that is beneficial to the school community. When five merits are earned by a student they are given the choice of a dress down certificate or erasing five demerits.

**A Detention** is assigned for offenses considered to be serious or for accumulation of 50 points. We are a community that values respect for others and scholarship. Such a community requires students to follow school rules and hand in work on time. If a student is not prompt with work or attendance or violates minor school rules, a detention is assigned. The goal of detentions is to eliminate any pattern of student misbehavior or doing work late. These cases will be decided by the Discipline Committee. Detention will be served after school from 3:00 to 4:30 only on Tuesday afternoons after the accumulation of 50 points. **There are no exceptions to this policy.** Students must be aware of their behavior and the rules that govern our school. The committee will decide the activity for the detention.

**Suspension** is reserved for the most serious offenses and is meant to be punitive. In general, suspension will be served out of school. Suspension may last from one to three school days and will be assigned by the Discipline Committee and the Head of School. If tests or quizzes are administered on days that coincide with the suspension, the student will not be permitted to take the tests / quizzes. Parents will be notified by telephone when suspension is assigned. **A child who is suspended will not be eligible for the National Junior Honor Society.**

## **DISCIPLINE**

Woodland attempts to prevent disciplinary problems by creating a positive atmosphere, which encourages kindness, honesty and respect for others. We ask that students conduct themselves with integrity – to be honest with themselves and with others – to practice self-discipline – to respect the rights and property of others – to be considerate, courteous and fair in their dealings with others – to recognize and respect the individual differences whether they be social, racial or religious in origin.

At the beginning of the year, teachers establish classroom expectations for behavior. All students are also made aware of the school rules and point system for demerits. Teachers handle most of the minor problems in the classroom. A demerit system is in place for students in grades four through eight. If a student accumulates fifty points then a detention is earned. In rare instances, a student might accumulate three detentions for the school year. In those instances, the parents will meet with the Head of School and discuss the likelihood of a suspension. This decision is at the sole discretion of the Head of School. **A child who is suspended will not be eligible for the National Junior Honor Society.** Flagrant disregard for the rights of others and disrespect for school rules may lead to a child being dismissed from Woodland. In matters of discipline, Lower school teachers confer with Mrs. McHarness and Mr. Kuntz meets with students when needed.

4<sup>th</sup> GRADE  
DEMERIT SYSTEM FOR 2011-2012 SCHOOL YEAR

**Code of Offenses:**

Late to class	5 pts
Off Task	5 pts
Horseplay (snowballs, tackle, etc.)	5 pts
Not following safety procedures	5 pts
Gum chewing or eating in classroom	5 pts
Hanging on basement pipes or any athletic equipment	5 pts
Running in buildings	5 pts
Out of uniform or sloppy or dirty appearance	1 warning/then 5 pts. per day
Unprepared for class	1 annual blanket warning per academic discipline then 5pts. per infraction
Disrupting class	1 annual blanket warning then 10 pts. per infraction
Invasion of "personal space"	10-20 pts
Destroying school or other people's property	20 pt minimum
Disrespect/Unkindness/Insubordination	20 pts
Inappropriate language/gesture	15-20 pts
Inflicting bodily harm to another	20-30 pts
Extreme disrespect to adult	15-30 pts
Lying	1st offense-detention
Cheating, stealing	1st offense-detention or suspension
Fighting	1 <sup>st</sup> offense-suspension
Forging Parent's Signature	1 <sup>st</sup> offense-suspension
Smoking, drinking, drugs, weapons	1 <sup>st</sup> offense-suspension and/or expulsion

**ACCUMULATION OF 50 POINTS = DETENTION**

There are no accommodations made for the time to serve detention. As a result, detention will be held only on the Tuesday afternoon immediately following the accumulation of 50 points. Students not serving detention in this matter will not be permitted to return to school until they have done so. Sherrill Sieber will notify parents when a 4th grade student has reached 25 points.

5<sup>th</sup> - 8<sup>th</sup> GRADE  
DEMERIT SYSTEM FOR 2011-2012 SCHOOL YEAR

**Code of Offenses:**

Late to class	5 pts
Failure to do weekly job	5 pts
Off Task	5 pts
Horseplay (such as snowballs, tackle, etc.)	5 pts
Not following safety procedures	5 pts
Gum chewing or eating in classroom	5 pts

Hanging on basement pipes or any athletic equipment	5 pts
Running in buildings	5 pts
Grooming (such as hair, nails, etc.)	5 pts per day
Out of uniform or sloppy or dirty appearance	1 warning/then 10 pts. per day
Unprepared for class	1 annual blanket warning per academic discipline then 5pts. per infraction
Disrupting class	1 annual blanket warning then 10 pts. per infraction
Unsupervised area	10 pt. minimum
Invasion of "personal space"	10-20 pts
Destroying school or other people's property	20 pt minimum
Disrespect/Unkindness/Insubordination	20 pts
Inappropriate language/gesture	15-20 pts
Inflicting bodily harm to another	20-30 pts and/or detention
Extreme disrespect to adult	1 <sup>st</sup> offense-detention
Lying	1 <sup>st</sup> offense-detention
Cheating, stealing	1 <sup>st</sup> offense-detention or suspension
Fighting-Physical Altercation	1 <sup>st</sup> offense-suspension
Forging Parent's Signature	1 <sup>st</sup> offense-suspension
Smoking, drinking, drugs, weapons	Suspension and/or expulsion
Threatening another individual	Suspension and/or expulsion
Technology Offenses	Administrative Review--Punishment as per our AUP

### **ACCUMULATION OF 50 POINTS = DETENTION**

There are no accommodations made for the time to serve detention. As a result, detention will be held only on the Tuesday afternoon immediately following the accumulation of 50 points. Students not serving detention in this matter will not be permitted to return to school until they have done so. Parents will be notified by their child's advisor when he/she has reached 25 points. The Discipline Committee reserves the right to adjust the prescribed punishment for repeat violators.

**Discipline Committee:** Miss Cossaboon, Mr.Kuntz, Mrs. Kuntz, Sr. Roman, Mr. Fuerst

### **DRESS CODE**

The Dress Code and Uniform policy at Woodland allows children to come to school without the pressure of being dressed in the latest style or outfit. All clothing should fit and not be baggy. If parents or students have questions about the type or style of clothing, such as slacks and shoes, they should contact their division heads. The Head of School will be the final arbiter in all discussions concerning the dress code and appropriateness of a particular outfit.

**Hats** - Hats are never permitted to be worn in the school building.

**Sweaters** – If the student desires to wear a sweater, it must be one within the uniform code. Hooded sweaters and sweatshirts are not permitted.

**Haircut** – The student’s haircut must be even. Hair must not be multicolored. The color must be natural and acceptable to the administration. Hair must not be excessively long (i.e., touching eye brows, touching jacket collar or touching the middle of the ear). Any trendy or faddish haircuts are not permitted. A student not properly groomed will receive detention, and if the situation is not immediately correctable, he may be sent home.

**Earrings** – Are never permitted on school property for young men. Excessive chains of gold or other materials are not permitted. Earrings for young ladies must be of conservative nature for safety reasons.

**Shoes** – All shoes, whether for young men or girls, must be able to hold a shine. Shoes that look like sneakers or bowling shoes are not acceptable. They must be of a dress nature. Shoes for young ladies cannot have more than a one-inch heel. Wedges are preferred.

**Blazers** – Seventh and eighth grade boys are required to wear navy blazers with logos and girls are required to wear navy sweaters with logos. Please note that blazers and sweaters are required from November 1<sup>st</sup> until March 31<sup>st</sup> only. Blazers and sweaters are optional for fifth and sixth grade students.

**General policy** – The administration is the final arbiter in all matters of interpreting the dress code and enforcing its application. The administration may modify the dress code at any time.

**SCHOOL UNIFORM INFORMATION**  
**Available throughout the year.**

**BOYS K-4<sup>TH</sup> GRADES**

<u>PRODUCT</u>	<u>COLOR</u>	<u>LOGO</u>
Boys Blazer (optional)	Deep Navy	Yes
Boy Elastic Waist Chino Pant	Khaki	No
Boy Reinforced Knee Chino Pant	Khaki	No

Boy-Men Blend Plt. Chino Pant	Khaki	No
Boy-Men Corduroy Pant	Khaki	No
Boy-Men Plain Front Chino Pant	Khaki	No
Easy-care Chino Shorts	Khaki	No
Coed Drifter Cardigan	Classic Navy	Yes
Coed Drifter Crewneck	Classic Navy	Yes
Coed Drifter V-Neck	Classic Navy	Yes
Coed Drifter Vest	Classic Navy	Yes
Boy-Men Oxford (LS/SS)	French Blue	Yes
“ “	White	Yes
Coed Interlock Polo (LS/SS)	Classic Navy	Yes
“ “	Evergreen	Yes
“ “	White	Yes
“ “	Maize	Yes
“ “	Red	Yes
Coed Turtleneck	Classic Navy	Yes
“ “	Evergreen	Yes
“ “	White	Yes
“ “	Maize	Yes
“ “	Red	Yes
Crew Socks	Sand	No
“ “	Navy	No
“ “	Black	No
Shoes	Black or Brown	

Belts are mandatory for pants and should match the student’s shoes.

### **GIRLS K-4<sup>TH</sup> GRADES**

<u>PRODUCT</u>	<u>COLOR</u>	<u>LOGO</u>
Coed Drifter Cardigan	Classic Navy	Yes
Coed Drifter Crewneck	Classic Navy	Yes
Coed Drifter V-Neck	Classic Navy	Yes
Coed Drifter Vest	Classic Navy	Yes
Fine Gauge Crew	Classic Navy	Yes
Fine Gauge Cardigan	Classic Navy	Yes
Iron Free Peter Pan Knit	White	No
Coed Interlock Polo (LS/SS)	Classic Navy	Yes
“ “	Evergreen	Yes
“ “	White	Yes
“ “	Maize	Yes
“ “	Red	Yes
Coed Turtleneck	Classic Navy	Yes
“ “	Evergreen	Yes
“ “	White	Yes
“ “	Maize	Yes
“ “	Red	Yes
Girl Elastic Waist Chino Pant*	Khaki	No
Girl-Wm Corduroy Pant*	Khaki	No
Girl-Wm Plain Front Chino Pant*	Khaki	No
Girl-Wm Pleated Chino Pant*	Khaki	No
Girl Jumper	Hunter-Classic	
	Navy Plaid	No
Stretchy Bike Shorts	Classic Navy	No
Tights	Classic Navy	No
Knee Socks	Classic Navy	No
Padded Headbands	Hunter/Classic Navy	
	Plaid	No
Shoes	Black/Navy/Brown	

## **BOYS 5<sup>TH</sup>-8<sup>TH</sup> GRADES**

<u>PRODUCT</u>	<u>COLOR</u>	<u>LOGO</u>
Boys Blazer	Deep Navy	Yes <b>*optional grades 5&amp;6</b>
Boys Blazer	Deep Navy	Yes <b>*mandatory grades 7&amp;8</b>
Boy Elastic Waist Chino Pant	Khaki	No
Boy Reinforced Knee Chino Pant	Khaki	No
Boy-Men Blend Plt. Chino Pant	Khaki	No
Boy-Men Corduroy Pant	Khaki	No
Boy-Men Plain Front Chino Pant	Khaki	No
Easy-care Chino Shorts	Khaki	No
Boy-Men Oxford (LS/SS)	French Blue	Yes
“ “	White	Yes
Boy Stripe To-Be-Tied Tie	Classic Navy/ Dark Crimson	No
Boys Stripe Pre-Tied Tie	Classic Navy/ Dark Crimson	No
Coed Drifter Cardigan	Classic Navy	Yes
Coed Drifter Crewneck	Classic Navy	Yes
Coed Drifter V-Neck	Classic Navy	Yes
Coed Drifter Vest	Classic Navy	Yes
Crew Socks	Sand	No
“ “	Navy	No
“ “	Black	No
Shoes	Black or Brown	

Belts are mandatory and should match the student's shoes.

## **GIRLS 5<sup>TH</sup> – 8<sup>TH</sup> GRADES**

<u>PRODUCT</u>	<u>COLOR</u>	<u>LOGO</u>
Coed Drifter Cardigan	Classic Navy	Yes
Coed Drifter Crewneck	Classic Navy	Yes
Coed Drifter V-Neck	Classic Navy	Yes
Coed Drifter Vest	Classic Navy	Yes
Fine Gauge Crew	Classic Navy	Yes
Fine Gauge Cardigan	Classic Navy	Yes
Coed Interlock Polo (LS/SS)	Classic Navy	Yes
“ “	Evergreen	Yes
“ “	White	Yes
“ “	Maize	Yes
Coed Turtleneck	Classic Navy	Yes
“ “	Evergreen	Yes
“ “	White	Yes
“ “	Maize	Yes
Woven Concert Blouse		Yes
Girl Elastic Waist Chino Pant*	Khaki	No
Girl-Wm Corduroy Pant*	Khaki	No
Girl-Wm Plain Front Chino Pant*	Khaki	No
Girl-Wm Pleated Chino Pant*	Khaki	No
Girl-Wm A-Line Skirt	Hunter-Classic	
	Navy Plaid	No
Stretchy Bike Shorts	Classic Navy	No
Tights	Classic Navy	No
Knee Socks	Classic Navy	No

Padded Headbands	Hunter/Classic Navy	
	Plaid	No
Shoes	Black/Navy/Brown	

Belts are mandatory and should match the student's shoes.

\*Girls may wear pants from December 1<sup>st</sup> until March 1<sup>st</sup>.

### **BOYS AND GIRLS K-8<sup>TH</sup> GRADES P.E. UNIFORMS**

Any style sports wear in Lands' End catalog is acceptable, as long as it is cobalt blue or white.

All of the aforementioned clothing is available for purchase through: Lands' End catalog.

**ALL CLOTHING AND TIES MUST BE IN GOOD REPAIR. THERE ARE NO EXCEPTIONS TO THE DRESS CODE AS STATED.**

Boys may leave their blazers, sweaters and ties at school during the school week. However, on Friday, all clothing should be taken home. Girls may also do the same with their sweaters, but they also should take home all clothing on Friday. Articles left at school must be properly stored in the students' lockers.

The school gives several dress down days during the year. The students are expected to be neatly dressed and shorts must be mid-thigh length. **If a student comes to school inappropriately dressed, the parent will be called to bring a change of clothes – or a change of clothes will be procured from the uniform exchange.**

Clothing should be labeled in case it is misplaced.

If a student is unable to comply with the dress code temporarily for a legitimate reason, parents should notify the school as to the reason. The student should turn in a note to the Head of School or Division Heads. Students will be checked each morning by their homeroom teacher to insure compliance with the dress code and a note will be sent home if there are continuous uniform violations.

If parents have questions about the type or style of clothing their child may wear, such as slacks and shoes, they should contact the school.

Khaki shorts may be worn (by boys or girls) from May 1 until the end of the school year and when school begins until October 1<sup>st</sup>.

## **EARLY MORNING DROP OFF PROGRAM**

The school offers an early morning drop off program from 7:30 to 8:15. The children may be dropped off in the lower school building. Parents may sign up for the month, semester or on an occasional basis. Please call the office for more information. If your child arrives during this time, they must go to the program for supervision and security reasons. There is a nominal charge for this service.

## **EXTENDED DAY PROGRAM**

The school offers an Extended Day Program for students. When school is in session, the program runs from 3:00 until 6:00, Monday through Friday. **If your child is not picked up before 6:00, there will be a surcharge of \$25.00 per late pick-up.** Parents may sign up for the month, semester or on an occasional basis. Parents are asked to send in a note when children are to go to extended day. Please call the school office for more information.

## **FIELD DAY**

Field Day is held in early June and is the climax of a yearlong competition between the Blue and White teams. It consists of field events and individual competitions. Parents are welcome to attend and encouraged to help. It is the hallmark of our last marking period.

## **GRADING SYSTEM**

In an elementary school it is important for students to enjoy learning. It is hoped that students at Woodland are striving to do their best because they want to learn, therefore, grades are secondary. While grades are used in assessing a child's progress, they should not be the main motivating force behind a child's performance.

Students in grades K-8 receive report cards four times a year to keep parents apprised of a child's performance. Academic progress reports are sent home midway through each marking period or at the teacher's discretion to notify parents if a child has made significant progress or if the child does not seem to be working up to his/her potential. Please note that report cards will not be issued for accounts that are delinquent.

## **PRE SCHOOL**

The marking system for pre kindergarten and kindergarten is as follows:

- E – Exceeds grade level expectations
- S – Satisfactory – meets grade level expectations
- N – Needs improvement – below grade level expectations
- U – Unsatisfactory – far below grade level expectations
- I - Improving

Pre kindergarten reports are issued twice a year. Kindergarten report cards are issued four times a year.

## **LOWER SCHOOL**

Lower school reports, first through grade four, are issued four times during the school year. Children will receive grades in academic subjects based on expectations for their grade level as well as in social and emotional development, work habits and attitude. Please note that report cards will not be issued for accounts that are delinquent.

### Achievement

A+ - 98-100	Superior performance and work that is expected for the Head of School's List
A - 94-97	
A- - 90-93	
B+ - 87-89	Indicates better than average work on a consistent basis that is expected for Honor's List.
B - 83-86	
B- - 80-82	
C+ - 77-79	Indicates satisfactory work and meeting grade level expectations
C - 73-76	
C- - 70-72	
D+ - 67-69	Indicates below grade level expectations and danger of failing
D - 63-66	
D- - 60-62	
F - Below 60	Far below expectations – failing

### Proficiency Standards

- 1 – Outstanding
- 2 – Good, above average
- 3 – Adequate
- 4 – Needs improvement
- 5 – Unacceptable

## **UPPER SCHOOL**

Students in grades five through eight receive two sets of grades: Achievement and Effort.

### Achievement

A+ - 98-100	Superior performance and work that is expected for the Head of School's List
A - 94-97	
A- - 90-93	
B+ - 87-89	Indicates better than average work on a consistent basis that is expected for Honor's List.
B - 83-86	
B- - 80-82	
C+ - 77-79	Indicates satisfactory work and meeting grade level expectations
C - 73-76	
D- - 70-72	
D+ - 67-69	Indicates below grade level expectations and danger of failing
D - 63-66	
D- - 60-62	
F - Below 60	Far below expectations – failing

### Effort

- 1 – Outstanding
- 2 – Good, above average
- 3 – Adequate
- 4 – Needs improvement
- 5 – Unacceptable

## **EFFORT MARKING SYSTEM – UPPER SCHOOL**

Effort grades are an important factor in determining a child's progress and whether that child is ready to move on to the next grade. It is important that a student puts forth his or her best effort. If a student is not performing up to his or her potential, the parent will be notified and together an appropriate plan will be developed to help the student. If the effort grade in the upper school continues to suffer, then it may become necessary to limit the child's participation in extracurricular and interscholastic activities following a discussion with the child, his/her advisor and the parents.

### **Criteria for a "1" in effort:**

The student completes all homework with care and turns it in on time  
The student is always on time for class and has all necessary materials

The student is enthusiastic about the subject, participates frequently, has a positive attitude and completes extra credit work when it is offered.

The student makes good use of class time to work on projects or to study.

The student is eager to improve and willing to correct work.

The student will seek extra help when necessary.

The student is cooperative, courteous and on task at all times.

*A student whose effort is outstanding will meet all of the above criteria at all times.*

**Criteria for a 2 in effort:**

The student does almost all homework with care and turns it in on time.

S/he is rarely late for class and almost never forgets necessary materials.

S/he participates frequently and positively in class.

S/he makes good use of class time to work on projects or to study.

S/he is cooperative and courteous and rarely strays from the task.

S/he is eager to improve and is usually willing to redo work or seek extra help when necessary.

**Criteria for a 3 in effort:**

The student's homework is often done carelessly or handed in late, or sometimes work is not handed in at all.

S/he often comes to class without necessary materials. S/he usually participates only when called on; s/he rarely does extra credit work.

S/he may waste time in class when s/he could be studying or working on projects.

S/he is sometimes disruptive in class or distracted from the work.

S/he does not often take advantage of opportunities to redo work or get extra help.

S/he sometimes performs poorly on simple quizzes because of poor preparation (i.e. open note quizzes).

**Criteria for a 4 in effort:**

The student's homework is usually done carelessly or handed in late, or often work is not handed in at all.

S/he often comes to class without necessary materials. S/he rarely participates; s/he does not do extra credit work.

S/he often wastes time in class when s/he could be studying or working on projects.

S/he is often disruptive in class or distracted from the work.

S/he rarely takes advantage of opportunities to redo work or get extra help.

S/he often performs poorly on simple quizzes because of poor preparation (i.e. open note quizzes).

**Criteria for a 5 in effort:**

The student rarely turns in homework assignments.

S/he is almost always unprepared for class - rarely has required materials.

S/he does not participate in class; when called on, s/he seldom knows the material. S/he never does extra credit work when it is offered.

S/he consistently wastes time in class.

S/he is often rude, distracted, or disruptive.

S/he never seeks extra help or works on improving his/her work.

S/he usually performs poorly on quizzes and tests due to poor preparation.

*A student with an effort grade of 5 will meet all of the above criteria at all times.*

**\*Please note that report cards will not be issued to students with delinquent accounts. Students with delinquent accounts will not be permitted to take exams.**

**GRADUATION REQUIREMENTS – EIGHTH GRADE**

Students must satisfy the following to be awarded a diploma from Woodland Country Day School:

1. All academic and co-curricular subjects must be passed for the year with a minimum grade of D- or 60%.
2. Graduating students must take at least one foreign language.
3. All bills and financial obligations must be met before the date of graduation.
4. Attendance must be consistent with school policy. The Head of School will make all decisions concerning excessive absences.
5. The school will administer this policy as it sees fit and make exceptions for those instances that warrant such consideration.

A student who fails a course for the year will be given a certificate of attendance in place of a diploma. Every effort will be made for graduation exercises for the eighth grade to be held on the front porch of Ivy Manor, however they maybe moved in door if necessitated by weather conditions. This decision is at the sole discretion of the Head of School.

**All students in grades kindergarten through seventh grade are required to attend this special day.**

## **HEALTH**

All parents need to fill out a medical and emergency form within 2 weeks of the start of school. If a student's health status should change, please notify the school. It is a state law that all shots must be up to date.

Occasionally, a child will need a prescribed medication during the school day. In order to assure the safe administration of all medications, the following procedures MUST be followed:

1. The parent must provide an original written notice for the administration of the medication, including the name of the medication, dosage, and the time it is to be taken.
2. Your physician must provide an original written order detailing the diagnosis or type of illness involved, name of the drug, dosage, time of administration, and possible side-effects.
3. The medication must be brought to the classroom teacher in the lower school or to the school secretary for the upper school students in the original container and be appropriately labeled by the physician or pharmacist.
4. Send in only the amount of medication, which will be taken in school.

If a child becomes ill while in school and is unable to continue with class, the school will notify the parents. In the case of a medical emergency at

school, the rescue squad will be summoned and the parents will be notified immediately.

## **HOMEROOM – UPPER SCHOOL**

Students are to report to homeroom for attendance and announcements by 8:25 AM. If they are late, the parent must sign-in the student in the office. Lower school attendance is taken at 8:30 AM.

## **HOMEWORK**

Homework is an important learning tool and is designed to reinforce taught skills and to enhance classroom instruction. Students are assigned homework beginning in kindergarten and it builds in frequency, duration and expectation as children progress through the grades. Listed below are guidelines for the amount of homework. Time spent on homework will vary from child to child. If a student is spending too much or too little time completing their homework assignments, please contact the classroom teacher or advisor.

Kindergarten	-	10 to 15 minutes	– (starting in October)
First Grade	-	15 to 20 minutes	
Second Grade	-	25 to 30 minutes	
Third Grade	-	30 to 40 minutes	
Fourth Grade	-	45 to 60 minutes	
Fifth Grade	-	1 to 1 ½ hours	
Sixth, Seventh and Eighth Grades	-	1 ½ to 2 hours	

Homework is the child's responsibility. Parents can help by providing a clean, quiet, well-lighted area to study – free from distractions and interruptions. Our lives are busy, and trips to the mall, store or to run errands hinder a child from doing their best on their homework. We ask that parents provide a consistent time for their children to do their homework. Parents may also help a child by reviewing before a test or quiz. We ask that parents **not** correct work. It is important for the teacher to ascertain in what areas your child is experiencing difficulty. **The school will not accept homework that is faxed in.** Students who have not completed their homework assignments will need to see the teacher to make arrangements for make-up work. In the lower school, generally the student will have an extra day to finish an incomplete assignment. If habitual, the student may be required to finish an assignment during recess.

## **HONOR ROLL**

The Honor Roll has been established to recognize students who have performed well over a consistent period of time. There are two honor rolls in fourth through eighth grades.

1. High Honors – An “A”- average or above for all academic subjects and no effort grade less than a “3” in any subject.
2. Honors – A “B” average or above for all academic subjects and no effort grade of less than a “3” in any subject.

Although graded with the same A-F scale, co-curricular achievement grades are not considered in honors qualifications. An effort grade of a “4” or “5” **in any course**, however, forfeits a student’s eligibility for honors status as well as membership in the National Junior Honor Society.

Final honors is determined by averaging all achievement grades and maintaining 3 or above in effort grades.

## **LIBRARY**

The library offers a variety of resources, including an on-line catalog and a wide selection of fiction and non-fiction books that students can borrow, reference books and files for in-house use, print and non-print materials for faculty use. Borrowers, or their parents, are responsible for returning all materials on time and in good condition. Renewals are not automatic. Lost or damaged books or DVDs must be replaced; there is a charge for cataloging as well as for replacement cost of the item in question. Library privileges are suspended until accounts are settled. Classes for grades PK3 - 3 are scheduled one period per week.

All students are welcome to use the library, both during scheduled class visits and independently, between the hours of 8:40 AM and 3:00 PM. Honor Society students may volunteer to serve as library assistants. Parent volunteers and visitors are also welcome. Please check with Mr. Terrigno to arrange your volunteer time.

Parents may purchase materials for the library collection in honor of birthdays, as memorials or as gifts. Special plates are inserted in these items. Please check with the librarian for suggestions / needs before making purchases for the library.

## **LOCKERS – UPPER SCHOOL**

Student lockers are the property of Woodland Country Day School and therefore are accessible to the school administration and faculty at all times. Locks are not permitted on lockers at any time. There are no exceptions to this rule.

## **LOST AND FOUND**

Lost and found clothing will be kept outside the science lab. Lost or misplaced books will be kept in the Head of School's office. Clothing not claimed after a reasonable amount of time is donated to a charity.

## **LUNCH**

There is a concern that lunches are not being eaten – thus there is a tremendous amount of waste. Please talk with your child to see if you are ordering too much, not enough, etc., and set limits in regard to buying snacks. **CANDY AND SODA ARE NOT PERMITTED. PLEASE – NO GLASS BOTTLES.**

Students may purchase snacks, etc. using their snack card. The snack card may be purchased from the business office. **This card is not to be used to purchase lunches.** Snack cards are for the student only and may not be shared with friends.

Lower schoolers are limited to the number of days to purchase snacks.

## **NATIONAL JUNIOR HONOR SOCIETY**

Students in grades seven and eight who have maintained an 85% average and no effort grade below 3 in mathematics, English, composition, history, science, foreign language, Latin, computer, music, art, physical education, in any marking period and performed required community service approved by the Honor Society advisor, are eligible for admission to the Gwenda M. Fenessy Chapter of the National Junior Honor Society. Students are selected by the faculty on the basis of citizenship, leadership, academics, honor, integrity and service.

**Students who have received a suspension will not be eligible for NJHS.**

## **NEWSLETTERS/NOTICES**

Wednesday is “notice” day. We try to send home notices via email on that day. A current email address should be provided to the school in an effort to partake in this program. Households with out computer access are always welcome to use our Library or Computer Lab for such purposes. Newsletters are published regularly during the school year.

## **OPEN HOUSE NIGHT**

In September, parents are invited to the school to meet with their child's teachers and learn about the program and curricula. A covered dish supper starts off the evening and allows for the parents to meet each other.

## **PARENT/SCHOOL COMMUNICATION**

A hallmark of a good independent school is open communication between parents and school. Woodland Country Day School makes every effort to communicate with parents concerning the progress of their children. If you have a question or concern about your child in the lower school, please contact the classroom teacher directly. If more information is needed please contact your division chair or the Head of School. In the upper school, contacting your child's teacher is the first step. Following the "chain of command" is important. If you have a general concern the advisor is the person to call. The Head of School is always available to answer questions, concerns or refer you to the proper person who can answer your question. It is best to call or email a teacher at the school and he or she will return your call within 24 hours.

## **PARENT CONFERENCES**

Parents may call the school any time a question or concern arises. However, two days have specifically been set-aside during the school year for the teachers and parents to discuss the child's progress. Prior to the conference date, the school will contact parents as to times for their conference. Upper school parents will meet with their child's advisor. The meeting with the advisor serves as an opportunity for parents to receive an overview of the child's progress. If parents have specific questions or concerns after meeting with the advisor, they should contact the individual teacher. Parents in the lower school will meet with the classroom teacher. Co-curricular teachers are also available for conferences.

Parents are asked to keep their conference appointments on assigned conference days. The rescheduling of conferences is a difficult task and will need to be done at the teacher's convenience.

## **PHYSICAL EDUCATION PROGRAM**

Physical education is an important part of the educational experience and development of any child. The physical education department endeavors to aid the maximum development of the student's mental, emotional and social competencies by building fitness, not only by developing neuromuscular skills, but also by instilling principles of good sportsmanship.

Students must have a note from a doctor or parent to be excused from athletics. They must also have the proper PE uniform to participate in instruction; otherwise they will sit and observe the class. PE uniforms need to be washed each week and labeled clearly with the students name.

Kindergarten through grade eight children wear the Woodland PE

uniform consisting of a plain white t-shirt (avoid writing), royal blue or white gym shorts, athletic socks and sneakers. During the fall and spring, students in grades five through eight can wear rubber-cleated sneakers. They should also have a royal blue sweat suit. Sweat suits are available through Lands' End. Any of the new Woodland logo merchandise, in royal blue and white is welcome. Uniforms for interscholastic competition and special equipment are issued to the students on a seasonal basis without charge. Any equipment purchased by the student remains the property of the student. Equipment lost or damaged will need to be replaced, at cost, by the student.

## **PROMOTION AND RETENTION**

In the upper school, promotion to the next grade is based on the student having successfully met the requirements for the previous grade level by passing all academic and co-curricular courses for the year with a minimum passing grade of D- or 60%. In the lower school, the division chair and Head of School will meet with parents to discuss whether the student is ready socially, emotionally and academically to move to the next grade level. In addition, the student must also attend school on a regular basis and all financial obligations must be met. Report cards and records will not be released if accounts are not current.

If a student fails to meet the necessary requirements to be promoted, there are certain options available. If a student fails one academic course for the year, work, deemed essential to the course, can be assigned to be completed over the summer months. A student failing two academic subjects must repeat that grade level.

Re-enrollment decisions are usually made each February or March by the administration. A decision to re-enroll a student and to subsequently forward a re-enrollment contract to the parents is based upon a student's academic record, effort, attitude and behavior over the previous year and upon the willingness of the parents to accept their responsibility in the partnership of education. On occasion re-enrollment contracts are held until a time (usually April, May or June) when an appropriate decision about placement can be made. Reenrollment contracts will not be issued on delinquent accounts. Parents should also understand that the school reserves the right not to offer a re-enrollment contract for a child if the parents have been uncooperative or if their actions have in any way undermined the effectiveness of our teachers. All parties – parents, as well as students must be mission appropriate for re-enrollment.

## **PUBLICATIONS**

There are several publications which students become involved with: *The Log* in grade eight and the "Everyday Events" publication. Classes also

enter various local and national writing contests. There is also a school newspaper as part of our Upper School Clubs Program.

## **COMMUNITY SERVICE**

In an effort to teach students' responsibility and pride in their surroundings, a work program is implemented. Each upper school class is responsible for helping to do chores around the school one day a week after lunch. Examples of such tasks are emptying the trash, wiping the lunch tables and cleaning whiteboards.

Community Service is also promoted throughout the school year in grades K-8. A major part of this is our annual Martin Luther King Jr. Day of Service.

## **SCHOOL CLOSING DUE TO INCLEMENT WEATHER OR EMERGENCY**

In the event that school is closed due to inclement weather or an emergency, parents should check our web site, listen for a call from Calling Post or watch channel 6 for an announcement. On rare occasions it may become necessary to close school during the day. It is important that parents be ready to receive a call from calling post for that announcement. We will make every effort to contact parents and notify you when school is closing early. We must have your work phone number and an emergency number. For bus riders, you should also make arrangements for a neighbor or someone else to watch your child if they come home early from school.

In the event of a nuclear emergency at Artificial Island Nuclear Generating Station, there are several steps, which must be followed. The first action will be in-place sheltering; this means that the students remain indoors to reduce or eliminate exposure. If the plant condition continues, long before the public is in danger, an evacuation will be ordered. Your child, registered by Woodland Country Day School, will be transferred, with adult supervision to Cumberland Regional High School in Upper Deerfield, where he/she will be registered and cared for until your arrival. A more detailed letter explaining this entire process is sent home at the beginning of the school year from the Cumberland County office of Emergency Management.

## **SCHOOL HOURS**

The day begins for lower and upper school students at 8:25 AM. **Any student arriving after 8:30 AM must be accompanied to the office by an adult and signed in.**

The day ends at 3:00 PM for all students.

Sports are held for grades four through eight in the fall and spring and five through eight in the winter. Practices are held after school usually three days a week from 3:00-4:15 PM. On game days, younger siblings who stay at school to watch the game must have parents pick them up to accompany them at 3:00 PM. The school will NOT be responsible for children who are left unattended while waiting for the game to begin. Parents must send in a note informing the school that the younger siblings are not to go home by regular transportation. Parents are responsible for transportation after practices and games. Schedules for the games are sent home before the season begins and may be found on our website. If a parent does not arrive, siblings will be placed in extended day to ensure their safety. Parents will be billed accordingly.

### **SPEECH PROGRAM**

In the spring of each year, students in kindergarten through grade four are eligible for speech therapy that is provided by the State of New Jersey. Parents will be contacted concerning the advisability of having a child evaluated for a speech difficulty. If your child needs therapy, the State will provide on-site therapy if so desired.

### **STUDENT UNION**

Student Union is the elected body in the upper school that plans and organizes student activities. Students in grades five through eight will have the opportunity to become involved in the Student Union in terms of holding office or serving on a committee. Dances, fundraisers, community service and a host of other activities are organized by the Student Union throughout the school year.

### **TELEPHONE & VALUABLES**

**a. Telephones** - No student at any time may use the school phone unless he/she has permission from an appropriate administrator or staff person. A public telephone is available for student use in the gymnasium area. If a student is conducting school business, then he/she may come to the Main Office only to use the school phones. Student use of cell phones and other messaging devices is not permitted during the school day without the permission of an administrator. Students choosing not to adhere to this rule will be disciplined accordingly.

**b. Cell phones and valuables** – No student, during the school day, may carry on his/her person or have in his/her possession cellular phone, mp3 player or any other such device. Common sense also dictates that any valuable items should not be brought to school and if brought should be left in a secure place until the end of the school

day. This policy does not apply to the 8<sup>th</sup> grade Privilege Program.  
***The school cannot be responsible for any missing items.***

## **TESTING**

Standardized tests are administered to students in the spring of each year. They are given to ascertain students' progress from year to year and to help the school evaluate and improve its program. The school administers the Educational Records Bureau Comprehensive Testing Program III to grades three through seven. Students in grades one and two take the Stanford tests. In kindergarten the students receive the Metropolitan Readiness Test.

## **TEXTBOOKS**

It is imperative that students respect their books. Students are responsible for covering and safely returning the books at the end of the school year. **Library books and textbooks that are lost, damaged or destroyed will be replaced at the expense of the parent.** Charges will be dictated by the cost to replace the book / text in new condition. Report cards will not be released until all accounts are paid in full.

## **TRANSPORTATION**

Woodland Country Day School provides transportation services for some of its students. There is an additional charge for this service. Pick-up and drop-off times and locations will be co-determined by the business manager and bussing company.

Parents of every student in kindergarten through grade eight (and prekindergarten if transportation is provided in your district for PK) must submit an application for transportation reimbursement regardless of the type of transportation intended. Requests for bus transportation are sent out in February and must be returned by March 1 to our main office.

If you move during the school year, it is important to immediately submit a transportation application in your new district. They will pay from the date the application arrives in their office.

**FOR SAFETY AND SECURITY REASONS THE SCHOOL OFFICE MUST BE NOTIFIED BY PARENTS OF ANY CHANGES REGARDING TRANSPORTATION. WITHOUT NOTIFICATION, CHILDREN WILL BE RETAINED AT SCHOOL OR SENT HOME BY THEIR NORMAL MEANS.**

We ask that parents be prompt in dropping their children off in the morning. Both lower and upper schools begin promptly at 8:30 and it is unfair to the children to have them start off on the wrong foot by being late.

We ask that the following procedures be observed for carpools:

### **Drop-off**

1. The entrance to the school is the driveway that leads to Ivy Manor.
2. Students may be dropped off in either of the two driveway areas.
3. Parents are asked to park in the visitors' parking area located on the lower driveway (on your left) as you enter the school.
4. Please do not park on the grass.
5. **PLEASE DO NOT PARK IN FACULTY PARKING SPACES.**
6. PLEASE DO NOT DRIVE DOWN TO THE MIDDLE SCHOOL AND DROP YOUR CHILD OFF AS THIS BLOCKS THE FACULTY GETTING IN AND IS DANGEROUS TO STUDENTS WALKING IN THE AREA.
7. PLEASE DO NOT BACK UP IN ANY DRIVEWAYS

### **Pick-Up**

1. Busses will leave by 3:10 P.M. from the area near the gazebo.
2. Parents may pull to the front of the school and pick up their child in the designated area. Please pull forward when doing so.
3. Remember to pick up and then keep moving so the line does not get too long. If your child is not ready, please circle around again so as to keep the traffic moving and to prevent vehicles from passing while students are loading and unloading.
4. Please be prompt in picking up your child. Students remaining after 3:10 will be placed in extended day at the cost of the parent.

### **BUS TRANSPORTATION**

Students who use bus transportation must understand that the bus driver is an extension of the school's authority and is entitled to the same standard of conduct, as any member of the school staff would be. Students who fail to comply with the request of the bus driver will be subject to disciplinary action, which may include detention for students in all grades or the suspension of bus riding privileges for a limited or unlimited time. The safety of the students is of the utmost concern to the bus drivers and students who jeopardize that safety will be reprimanded. The bus drivers are responsible for establishing rules on their individual buses. Generally, the rules are as follows:

### **BUS RULES**

1. It is important to be ready, ON TIME, for the bus. The driver will not wait.
2. Seat belts are required at all times.

3. Students must sit in the seat for the entire trip and never stand or change seats unless asked by the driver. The driver may assign a student or all students to take a particular seat or seats.
4. Students may not communicate with pedestrians or others outside the bus, throw objects in or outside the bus, spit, tease others, put arms, hands or other objects out windows, or cause similar disruptions.
5. No open food or chewing gum is allowed on the buses.

### **STATE TRANSPORTATION AID**

The policies and procedures for reimbursement are dictated by the state of New Jersey and are determined every year when the state budget is signed.

The cost of transportation is determined by your place of residence. If your child is in kindergarten through grade eight and you live within thirty miles of the school, you may be eligible for state transportation aid. The transportation form must be submitted to your local school district in order for you to receive aid. If you are a resident of Salem City, you are not eligible for aid because they do not bus their students.

If you apply for your child's admission after the March 15 deadline, this form must be returned to your local school district upon acceptance to WCDS. Failure to submit this form will forfeit any monies allowed for transportation aid. Late forms will be pro-rated from the date they are received by the local school district, so it is very important to get this form in as soon as possible.