



STUDENT HANDBOOK 2014-2015

Mountain Lakes Public Schools Wildwood Elementary School

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Mrs. Beth Azar, Principal
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This School Agenda Belongs to:

NAME: _____

ADDRESS: _____

CITY/TOWN: _____

STATE: _____ ZIP: _____ PHONE: _____

HOMEROOM NUMBER: _____

MISSION STATEMENT

The goals of the Wildwood Elementary School include providing the best education for our children in a clean and safe environment, meeting the needs of our families and promoting good communication among the school, home and the community of Mountain Lakes.

The Wildwood Elementary School provides new and important educational opportunities for the children of Mountain Lakes. The school places high expectations on students, staff, administration and parent collaboration. Programs and curriculum are based on a conviction that all students have great and sometimes unrealized potential. The school strives to prepare our students and help them to develop the skills and the self-confidence necessary to make the important transition to Briarcliff Middle School.

Wildwood students are encouraged to work at their highest level. Teachers, administrators and support staff are expected to keep current on educational advances and to initiate innovative, challenging, and stimulating classroom programs and activities.

Teachers and administrators analyze any and all issues to anticipate the future social and academic needs of our students. A strong curriculum in Language Arts, Social Studies, Mathematics, Science, Music, Art, World Languages, Introductory Computer Literacy, Library Information and Research skills and Physical Education are provided. In addition, co-curricular programs are provided.

To facilitate personal growth and decision-making skills, students are assisted, guided and challenged by their teachers to strive for continuous, positive growth. Students, teachers and parents are encouraged and expected to offer insights to increase the effectiveness of our school.

All members of the Wildwood Family are respected for their cultural background and diversity. At Wildwood, students, parents and staff are involved in a partnership which promotes the development of the total child. We seek to create a school environment that stimulates the love of learning in an atmosphere of dignity, worth and mutual respect.

ARRIVAL

Classes begin at 8:30 AM from Monday to Friday for all students in Kindergarten – 5th grade. Please do not arrive before 8:20 AM. The first bell will ring at 8:25 AM, and the late bell will sound at 8:35 AM. Any student

arriving after the late bell or when the classroom doors are closed ***must*** report to the main office before reporting to the homeroom.

Wildwood Early Morning Care Program with Mrs. Brown begins at 7:15 AM in Room 213. All other students (K-5) may arrive at school ***no earlier*** than 8:00 AM and proceed to the cafeteria. At 8:25 AM, all students in grades K-5 will then be dismissed to their classes.

DISMISSAL

Students in grades K-5 who ride the bus will be dismissed at 2:45 PM to begin loading their bus. Students who walk, bicycle, or are picked up by a parent(s) will be dismissed at 2:55 PM. Parents are reminded to only pick up children at the designated areas on the school map. Arrival and dismissal times at Wildwood School can be difficult due to traffic congestion; you and your child are encouraged to walk to and from school daily to help alleviate some of the congestion. Please remember balls and other sporting equipment should not be used during arrivals and dismissals.

Once students are dismissed at 2:55 PM, they are not to re-enter the building without the permission of a staff member of the school office. The only exceptions to this regulation are students attending the Kids Club Program or students in need of emergency assistance.

EARLY DISMISSAL

We encourage you to try to schedule your child's doctor and dental appointments outside of school hours. If this is not possible, you must come to the school office first to sign your child out. For your child's safety, the teacher will not release a child who has not brought in a note requesting early dismissal from a parent. Children leaving school early will be sent or called to the office where they will then be picked up. Instructional time is sacred; we ask that you please DO NOT go to your child's classroom.

SCHOOL CLOSINGS

12:45 PM Closings: On certain days during the school year (holidays, in-service days and during parent-teacher conferences, etc.), students will be dismissed at 12:45 PM. Please visit our website at www.mlschools.org for an updated calendar.

Early Closings: Severe storm emergencies may result in the early closing of school. Generally, an early closing would end the school day at 12:45 PM. Every attempt will be made to notify parents of this possibility prior to the

start of the day by utilizing our homeroom phone chain and the Alert System.

Snow days/Delayed Openings: At times, due to ice/snow, it will be necessary for the school district to declare a snow day or delayed opening. Parents will be notified via the ALERT NOW Communication System. In addition, school closings or delays, will be announced on 101.5 FM, on Cablevision Channel 12 New Jersey, the district website, and parents can also call 973-334-8280 for a recorded announcement related to closings and delays. At Wildwood School, the delayed opening start time is 10:30 AM for all students.

ATTENDANCE

Regular attendance is essential to a student's success in school. Excessive absenteeism can create a genuine hardship for a student, and is regarded as a very serious problem.

The following list of circumstances is the only recognized excuse(s) for school absence: 1) personal illness; 2) family illness; 3) death in the family; and/or 4) observance of religious holidays. When a student is going to be absent, parents are asked to call the school by 8:30 AM. While it may be necessary at times for families to take vacations during the school year, every effort should be made to plan trips during the existing vacation schedule.

TARDINESS

We realize that there will be instances when your child may be tardy, but please avoid this whenever possible. Excessive tardiness interrupts not only your child's instructional time, but that of his/her classmates. A note should accompany your child to explain the reason for the tardiness.

STUDENT INFORMATION CARDS

During the first week of school, your child's teacher will be sending home student information and emergency cards for you to complete. It is extremely important to have information returned promptly and correctly. A record of this information is kept in the school and nurse's office in the event you need to be contacted. Please make sure all telephone numbers and addresses are accurate and clearly written. Remember to include the names and telephone numbers of the persons who could be contacted in case you

cannot be reached. These records must be kept up to date, so please contact the school immediately if your contact information changes.

COMMUNICATION

The School continually strives to improve communication between the school and home. At the beginning of each month, the Home and School Association publishes its bulletin online. Wildwood School distributes monthly activity calendars and annually forms a Parent Advisory Council representing each grade level, which meets several times a year. The Advisory Council is formed early in the fall and its membership is randomly selected by our homeroom mothers.

ACCIDENTS

If your child is seriously injured at school, we will make every effort to make him/her comfortable and then contact you immediately. Of course, if necessary, an ambulance will be summoned by our school nurse or principal. If you cannot be reached, we will attempt to contact the emergency number that you listed on your child's information and emergency cards. Minor accidents and injuries will be treated promptly and the school nurse will notify parents, when necessary.

MEDICATION

In instances when students must take medication, including over the counter medication, during school hours, a physician's order is required. Permission from the parent for the school nurse to dispense the medication to the child is also a requirement. The medication must be brought to the nurse's office in its ***original bottle labeled by the pharmacist***. The label must denote the name of the medication, dosage, and time of administration. A child may not keep medication with him/her in the classroom.

ILL CHILDREN

If your child becomes ill at school, our nurse and office staff will do all we can to make your child comfortable. If your child's illness appears to be of a serious nature, you will be contacted immediately. Please remember, we cannot keep seriously and contagious children at school. However, if the illness is minor and passes in a short period of time, your child will most likely return to class.

SCHOOL DRESS CODE

Students are encouraged to dress properly in comfortable, clean clothing at all times, which reflects appropriate dress according to weather conditions. We feel our students will generally conduct themselves in a manner similar to the way in which they are dressed and groomed. Any type of dress, which proves to be disruptive to the educational process, will not be permitted. Please make sure shirts and "tops" with "sayings" printed on them are in "good taste" and appropriate for our elementary school environment. Attire that contains inappropriate language, advocates the use of tobacco, alcohol or illicit drugs, or could be reasonably interpreted as offensive towards a particular protected class are prohibited. Students must be reminded to wear sneakers for Physical Education class and when playing on the playground equipment.

SCHOOL INSURANCE

School Insurance is available to all our families. During the first week of school, a packet will be sent home. The cost of this insurance is small compared to the potential cost of medical care. The purchase of this school insurance is optional.

FIRE DRILLS

Fire drills are necessary for the safety of our students and staff. Our students will be taught the proper procedures to follow during a fire drill, as well as the importance of these drills. Fire drills will be held once a month with specific information and instructions posted in each classroom. Additionally, a security drill will be conducted once a month as well.

SCHOOL VOLUNTEERS

Wildwood School depends on and welcomes parent volunteers. Parent volunteers play an active role as homeroom mothers and fathers, library volunteers, Advisory Council Members, Field trip Chaperones and in many other ways that support our school. If you are interested in volunteering your services or time, please contact the Home and School Association chairpersons, your child's classroom teacher or the main office. Your interest and involvement is always welcomed and appreciated.

HOME AND SCHOOL ASSOCIATION

All families currently enrolled in the Mountain Lakes School System are automatically members of the H&SA. As members, you are expected to pay

annual dues which are collected by the current Membership chairperson. The Wildwood chairperson is the H&SA Representative for the school year. Home and School Meetings are announced in the Home and School Bulletin. Babysitting information is also included.

HOMEROOM PARENTS

Homeroom parents are randomly selected by the Wildwood Chairperson from the volunteer slips that are returned in September. Homeroom Parents are responsible for activating the phone chain, organizing class parties, contributing to the "Teacher Appreciation Luncheon" in May and helping with the Field Day lunch and/or activities.

PARENT-TEACHER CONFERENCE

Communication is an essential part of the educational program. We feel it is very important for parent to keep in close contact with their child's teacher concerning his/her progress. All parents will be schedule for conferences in November. Later, additional conferences may be requested by your child's teacher. Parent Conference are encouraged and may, of course, be arranged at any time during the school year.

REPORT CARDS

Report Cards will be available at the close of approximately each ten-week grading period through the online Parent Portal. Our report cards contain both academic and social and emotional developmental information relating to your child's progress at Wildwood. Attendance information will also appear on the report card.

HOMEWORK

Homework can be an important part of the academic experience. It is an extension of the learning that takes place in school. Homework can provide practice and drill that reinforces classroom learning and can provide opportunities for independent study, research and creative thinking. Parents can help their children by arranging a quiet, comfortable place for the students to work and by seeing that assignments are completed. If questions arise concerning homework assignments, do not hesitate to contact your child's teacher.

SCHOOL DISCIPLINE

It is necessary that children learn to develop self-discipline in order to further their learning, as well as not impede the education of their classmates. We encourage you to discuss the importance of respectful behavior and a positive attitude with your child while he/she is at school. Fighting, disrespect towards others, obscene language, harassment, intimidation, bullying, or destruction of school property or other's property will not be tolerated. Students who continually fail to cooperate appropriately with the school standard will be sent to the Principal's Office and parents will be notified. A copy of the Board approved Code of Conduct will be included in the opening day paperwork. Please review this document with your child, sign and return to your child's teacher as soon as possible.

HOW TO HANDLE A PROBLEM

Parents who encounter a problem during the year or have a classroom concern are encouraged to follow these steps:

1. Discuss the concern with your child and your child's teacher. Determine appropriate action.
2. Allow your child's teacher the time needed to cooperatively resolve the concerns with your and your child.
3. Maintain follow-up contact/conferences with the teacher to avoid any reoccurrence of the problem.
4. At any time include the Principal in the process. Together, the parent, teacher and principal will work to solve the problem.

SAFETY-STUDENT PICKUP/DROP-OFF

The safety of our children is a concern to all of us. Please remember to drop off and pick up children by using the turn around driveway by the staff lot nearest the football field or at the front entrance. The main entrance turn-around is a "no parking zone." Remember, never double-park in the driveways, leave a car running unattended, call your child from across the roadway or park on Kenilworth Road. Students and parents are expected to cross only at our crossing guard station.

As always, my door is always open to you. Please contact me at any time at 973-334-3609 or bazar@mtlakes.org.