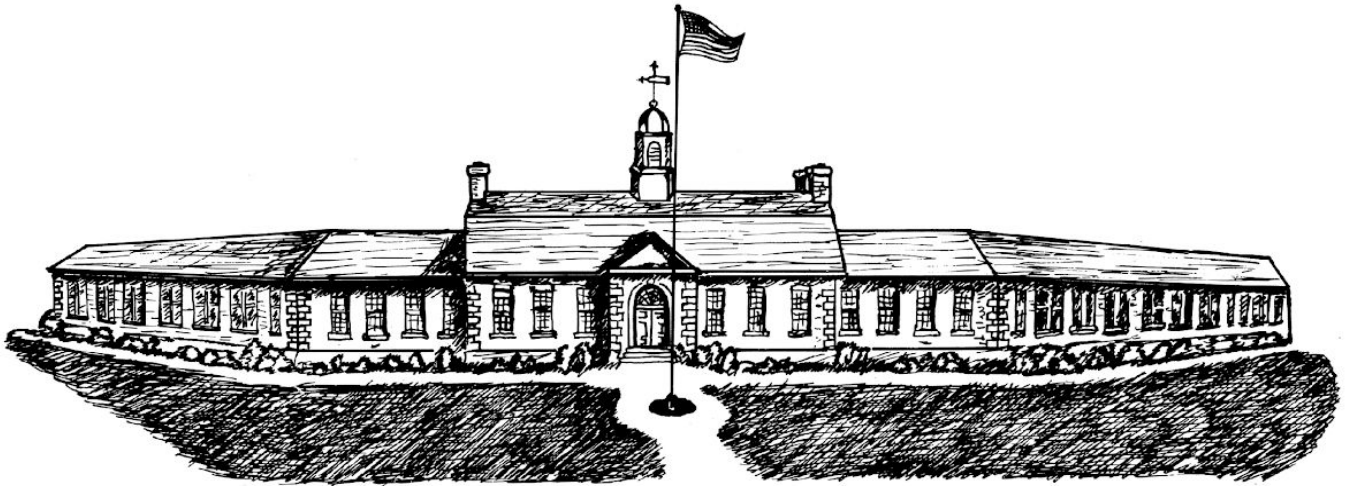


Wesley D. Tisdale

Elementary School



Ramsey, New Jersey

**ALL PROCEDURES SUBJECT TO CHANGE
WITHOUT NOTICE**

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Dear Parents,

It is my pleasure to welcome you to Tisdale School! The teachers and staff join me in saying that we are happy to have you as part of the Tisdale family. We are committed to providing every child with the best educational opportunity possible. We hope this will be a successful and exciting year for you and your child.

Within the pages of this handbook you will find useful information about our school including a discussion of our policies, structures, and services. Please remember to also utilize our school website by visiting <https://www.ramsey.k12.nj.us/Domain/12> to keep up to date on school events, happenings and information. Many of your questions have been anticipated and are discussed in some detail. Staff email addresses have also been listed for your convenience. We encourage you to keep in close contact with your child's teachers throughout the year.

As a member of the Tisdale learning community, we look forward to working with you and your child through a collaborative partnership. If I can be of assistance at any time, please do not hesitate to contact me.

Sincerely,

Gina G. Aliano
Principal

MISSION OF THE RAMSEY PUBLIC SCHOOLS

The mission of the Ramsey Public Schools is to develop successful individuals who will possess the knowledge, skills and values necessary to become self-fulfilled persons in a complex global society and to raise the level of expectation for all students through a challenging academic and co-curricular program conducted in a caring and intellectually stimulating environment.



VISION STATEMENT

The Wesley D. Tisdale School mission is to educate the mind, body, and spirit of each child in a caring and nurturing environment. Our goal is to share the joy of learning so that our children become eager, curious, life-long learners. We recognize that a love of learning is the foundation of success.

We provide a challenging curriculum that is matched to each child's needs and level of learning. Children master the basic skills and learn how to learn through a developmentally appropriate, interdisciplinary curriculum rich in literature and content. We help children become successful readers, mathematicians, communicators, problem solvers, and creative, critical thinkers. Children learn through the arts, creative expression, physical activity, and the exploration and stewardship of our natural world. Our high expectations encourage children to do their best work.

Our celebration of the wonders of life and of each other is at the heart of the Wesley D. Tisdale School. By creating a caring and supportive atmosphere, we can help our children develop confidence, take risks, share talents, and persevere while they learn. We guide each child to build positive relationships based on mutual respect and an appreciation of others. Honor, consideration, trust, and compassion are the hallmarks of our school.

Our faculty is dedicated to its own professional growth, keeps current with effective educational practices, and openly communicates with students, colleagues, and parents. We value families and consider parents as our partners, integral components of our school community. We celebrate our diversity and are committed to establishing and maintaining strong home and community connections.

The Wesley D. Tisdale School is a place where children and adults want to be each day. We proudly embrace each child, celebrate their possibilities, and are thankful for the opportunity to share their journeys.

OUR BELIEFS

At Tisdale School...

We believe each child has individual needs.

We believe each child shares in the responsibility for his/her learning.

We believe effective curriculum is developmentally appropriate, relevant, and challenging.

We believe that effective instruction is engaging.

We believe high expectations encourage children to do their best work.

We believe in celebrating the wonders around us and each other.

We believe in fostering consideration, trust, compassion, and an appreciation of others.

We believe great teachers facilitate a child's learning.

We believe families are partners and integral components of our school community.

We believe in celebrating our diversity as a school community.

We believe that everyone in our school is valued and respected.

Staff Directory

Principal	Mrs. Gina G. Aliano	galiano@ramsey.k12.nj.us
Secretary	Mrs. Lisa M. Lellos	llellos@ramsey.k12.nj.us
Assistant	Mrs. Jennifer Carberry	jcarberry@ramsey.k12.nj.us
Preschool	Ms. Jeanne Sullivan	jsullivan@ramsey.k12.nj.us
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LLD 2	Mrs. Meghan Royce	melias@ramsey.k12.nj.us
LLD 3	Ms. Valentina Castaldo	vcastaldo@ramsey.k12.nj.us
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3	Ms. Kathleen Larkin	klarkin@ramsey.k12.nj.us
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Art	Mrs. Maria Camina	mcamina@ramsey.k12.nj.us
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Media Specialist	Mrs. Krysta Cedola	kcedola@ramsey.k12.nj.us
Physical Ed	Ms. Amanda Ruta	aruta@ramsey.k12.nj.us
ELL	Ms. Amanda Borzilleri	aborzilleri@ramsey.k12.nj.us
Special Ed AS	Mrs. Debra Grimshaw	dgrimshaw@ramsey.k12.nj.us
	Mrs. Megan Scotto	mscotto@ramsey.k12.nj.us
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	Ms. Danielle Remy	dremy@ramsey.k12.nj.us
Speech	Mrs. Hillary Parra	hparra@ramsey.k12.nj.us
	Mrs. Carol Salvatore	csalvatore@ramsey.k12.nj.us
MD/K-3	Mrs. Dale Schneider	dschneider@ramsey.k12.nj.us

Nurse	Mrs. Beverly vandenBerg	bvandenber@ramsey.k12.nj.us
Health Aide	Mrs. Doris Kriso	dkriso@ramsey.k12.nj.us
Soc. Worker Anti-Bullying Specialist	Mrs. Lisa Moment	lmoment@ramsey.k12.nj.us
Psychologist Anti-Bullying Specialist	Mrs. Allison Spoto	aspoto@ramsey.k12.nj.us
LDTC	Mrs. Janelle Feather	jfeather@ramsey.k12.nj.us
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PT	Ms. Patricia Bailey	pbailey@ramsey.k12.nj.us
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	Ms. Lauren Decker	ldecker@ramsey.k12.nj.us
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	Mrs. Kate Pritchard	kpritchard@ramsey.k12.nj.us
	Mr. Christian Roca	croca@ramsey.k12.nj.us
	Ms. Larissa Spellman	lspellman@ramsey.k12.nj.us
	Mrs. Susan Turk	sturk@ramsey.k12.nj.us
	Mrs. Cecilia Zreik	czreik@ramsey.k12.nj.us
Playground Aides:	Mrs. Michelle Alcaro	Mrs. Danielle Reid
	Mrs. Rosa Germano	Mrs. Mary Schiazza
	Mrs. Toni Graziano	Mrs. Linda Taradash
	Ms. Elizabeth Montouro	Mrs. Silvia Zingaro
Custodians:	Mr. Jean Trevil	Mr. Kevin Muschko
	Mr. Jamar Arrington	Mr. Junor White

Absences 201-785-2347

Attendance: New in 20-21- Parents must call their child out if they are missing an in person or remote day. Teachers will take attendance on in-person days and remotely to account for students as well.

If your child will be out on remote or in person days call the school. The school has a voicemail system available for accepting notifications regarding students' absences. The voicemail will enable you to notify the school of your child's absences **prior to 8:30 AM** or the evening before. The voicemail number is **(201) 785-2347**. If calling after 8:30 AM, call the main office at **(201) 785-2336**. When you call please give the student's name, teacher's name, and reason for the absence. If a parent forgets to call, the school will call the home to confirm the reason for the student's absence.

All students in grades K-8 are expected to attend school regularly. Students exceeding 20 days absent will be considered excessively absent, and may be subject to grade retention.

Exempt Absences

Absences for religious holidays (State recognized) are excused.

Arrival & Dismissal

We kindly ask that everyone wear a mask at arrival and dismissal to practice safe social distancing protocols.

IMPORTANT: Health Screening Forms: *Partner with us in keeping everyone healthy at Tisdale School.* Parents must complete a [print health screening form](#) for their child to hand in at line-up daily. We will monitor for submission of health screening forms upon student entrance to the building. Parents will be called for students who arrive without forms for verification. ***Please assist us in getting students into classes as quickly and efficiently as possible by doing your part and completing this form daily.***

The different options for arrival and dismissal are drop-off/ pick-up lane, walker with adult, and bus. Here is a guideline to utilizing our drop-off and pick-up lane for the 20-21 school year. Please be sure to carefully review as there have been changes due to the construction.

ARRIVAL

Supervision at arrival begins at 8:15 AM - Children will not be permitted in the building or on the grass to line up before that time. In an effort to support proper social distancing- the following staggered schedule has been set-up to minimize the flow of traffic into the building.

3rd grade arrive close to 8:15 AM

2nd grade arrive close to 8:20 AM

1st grade arrive close to 8:25 AM

Pre-K and K arrive close to 8:30 AM *Note: preschool lines up at the gym every day

**Siblings may arrive together at one of the times listed above that works best.*

Outdoor Line-Up Days- Children should utilize the car line or be walked by an adult to the yellow crosswalk near the gym entrance. Staff supervision will be available to guide students across the crosswalk to the grass area behind the fence and in front of the softball field for line-up. Cones will be lined up with teacher names. Students will line up keeping a safe distance between them and wait for the entry bell. NO ADULTS are permitted past the crosswalk area leading to the grass.

Indoor Line-up Days- (A **green diamond** is posted at the entrances for indoor days)

Children enter the building through the gym doors, front entrance or the entrance near Island Park Ave. Upon entering the building they must follow the directional arrows on the floors for the flow of traffic and proceed to their classroom to stand on a colored dot outside of their classroom. Supervision will be present at each door to greet children as they arrive.

On Indoor Line-up Days Students enter the building as follows:

All Preschool enter Parking Lot Entrance near gym

All K enter closest to Island Park Ave.

All Grade 1 enter door closest to Island Park Ave.

All Grade 2 enter Main Entrance

All Grade 3 enter Gym Parking Lot Entrance

Please use the following entrances for indoor arrival days:

Pre-k and 1st grade enter near Island Park Avenue.

K and 3rd grade enters through the gym door entrance.

2nd grade enters through the front entrance.

IMPORTANT:

Please note that due to security/safety reasons, parents are not permitted to wait with students on the grass on outdoor line-up days. Students will be in excellent care under the guidance of our staff who will be available to provide support to any children struggling with the transition or separation from a parent.

DISMISSAL

All parents must submit a dismissal form via the dismissal survey that is distributed prior to school's start. This allows the office and teacher to know a child's daily dismissal plan.

STUDENTS WILL BE DISMISSED AS FOLLOWS:

Please note the schedule below follows a minimum day to support our hybrid schedule. Should we revert to a full day schedule, new dismissal times will be sent out consistent with our regular bell schedule.

All Preschool	Exit Gym Doors at 1:00 PM
All K	Exit Door closest to Island Park Avenue at 11:25-11:30 and 3:25 to 3:30
All Grade 1	Exit Door closest to Island Park Avenue. at 11:30 AM and 3:30 PM
All Grade 2	Exit Main Entrance at 11:30 AM and 3:30 PM
All Grade 3	Exit Parking Lot Exit at 11:30 AM and 3:30 PM

Drop-Off & Pick-Up Lane- [Select this link for guidelines.](#)

Tisdale School has a “Drop-Off Lane” for parents who do not wish to park and exit their car at arrival. If utilizing this lane, children should learn how to exit their vehicle from the back-seat, passenger side of the vehicle. Children should not exit vehicles from the driver’s side since the parking lot becomes congested at arrival and this causes a serious safety hazard. Staff members will be stationed outside to assist with the drop-off lane from 8:15-8:30 AM. However, parents should make every effort to have children prepared to exit the vehicle once they are in the drop-off zone area to assist with the flow of traffic. Parents should not exit their vehicles to assist on the drop-off lane, but are welcome to do so if they elect to park and walk to an entrance instead. The drop-off lane is designated strictly for parents who do not wish to exit their vehicles and have children who are willing to exit the vehicle on their own.

If you choose to use our pick up lane you **can wait in line in your car** until you arrive at our designated “pick up” area where the children can safely load into the car. *As parents wait on line, please do not block parking spaces for individuals trying to secure a parking spot in front of the school.* This is especially convenient during inclement weather or for parents with younger children. Students in all grade levels may be picked up using this lane. I especially encourage all carpools to use the pick-up lane.

Parents who use the pick-up lane are given a large number to display in the front window of their car. The plastic numbered tags hang directly on your center mirror. When the number is read by one of the dismissal aides or teachers, your child/carpool is called to exit the school building. Pick-up lane students are dismissed directly to their car at the parking lot crosswalk from the side of the building. Staff members assist our students in exiting the building and entering cars and two custodians are assisting with traffic flow each day.

Parents who received numbered tags last year may use the same tags. *Parents who need to pick up a new tag may do so by emailing jcarberry@ramsey.k12.nj.us for an appointment.*

*** Please note that the privilege of the pick-up lane will be revoked should a parent choose not to abide by provided guidelines.**

A school dismissal form will be provided to parents on the Portal to indicate their dismissal preference. **All changes to your child's procedure must be submitted in writing to the office throughout the year.**

Pre-K to grade 3 students are only dismissed to a parent/guardian (unless the student rides the bus or is utilizing the pick-up lane.) We cannot release a child to anyone who is not listed on the dismissal form or under a child's emergency contact list unless we have written permission. A bus monitor escorts all K-3 students to the bus location. For parents who are coming by car, we ask that you set a proper example to the children by following the parking regulations and rules of safety. Children will be present in the pick-up areas so please use extreme caution during pick up time.

Crossing guards are positioned at the corners of N. Island Ave. and Tisdale School, Main St. and Island Ave., and Madison and Franklin Turnpike. Crossing guards are on duty from 30 minutes before school to 30 minutes after dismissal.

Each day at dismissal several adults are on duty in our parking lot to insure student safety. Our head custodian monitors bus and car traffic and several staff members monitor and assist students whose parents are using the pick-up lane.

Traffic is usually congested directly in front of the school and in our parking lot at 3:30. If you are picking up your child at dismissal time and all parking spaces are taken, please park along either Island Avenue or Island Park Avenue.

Please do not double park in the FIRE ZONE. Also, please do not double or triple park on Island Avenue.

The Ramsey Police will ticket your car if it is double/triple parked in front of the school. **Once our parking lot is filled, additional cars will not be permitted in the lot.** If you are using the pickup line and cannot get into the school parking lot, the Ramsey Police recommend circling the block.

Please join us in helping to keep everyone safe at arrival and dismissal at Tisdale School. Parents and students are typically welcome to congregate on the front lawn upon dismissal, but considering social distancing protocols, you are kindly asked to refrain from gathering in large groups at dismissal. All children must be carefully supervised by an adult at dismissal. Children should not be playing or bike riding near the car line or parking spaces, climbing trees, or standing/jumping on the school sign. Students are not permitted to play on the playground area in the back of the school upon dismissal since this presents a conflict with the after school program. It is extremely dangerous to leave students unsupervised at dismissal due to the congestion and traffic we experience during this time of day. All children designated to walk home independently should do so immediately after dismissal. Play dates should be arranged to take place off of school premises. Scooters, balls and other play equipment are not permitted at arrival or dismissal for safety reasons. Bike riders should also

walk bikes to and from the bike rack with adult supervision and refrain from riding on the walkways. Pets are not to be brought on school property as per district policy #7490- Animals on School Property.

Assemblies

All assemblies, if any, will be virtual in the 20-21 school year. Some typical assembly themes include athletics, cultural presentations, and professional performers. Special attention to etiquette and good citizenship is developed and reinforced.

Before & After School Care

The Ramsey Community School provides before and after school care for children in Kindergarten through 3rd grade. The program is held in Tisdale School. For information about the program contact AnnMarie Rawdon, Program Director, at 201-327-2025.

Bicycles

Students may ride their bikes to school with a parent signed permission slip. This permission slip may be obtained from the school office. Please remember that Ramsey requires the registration of all bicycles. When traveling to and from school students must obey all traffic regulations and wear a bicycle helmet. The school assumes no responsibility for bicycles. However, provisions have been made to safeguard bikes by requiring them to be properly parked and locked in the school bike racks. Bicycles are never to be ridden on school grounds.

Cafeteria

With our AM/PM or Fully Remote Schedules in 20-21 lunch service will NOT be provided except for students who qualify for free and reduced-price lunches.

For more information on our lunch program we typically offer when school is in regular session, visit: <https://www.ramsey.k12.nj.us/Page/512>

Cancellation of School

In case of an emergency, such as a snow closing, you will receive a call. Delayed entrance will be GOLD ONLY with an entrance of 12:30. If the weather deteriorates during the day, students

may be picked up and signed out from the main office. Children are never dismissed during the school hours to walk home alone.

Change of Address/Telephone

It is very important that every student maintain an up-to-date address and telephone number record. If you choose to update your contact information through the Parent Portal, please also notify the school office at 201-785-2336.

Character Education/SEL

Tisdale School conducts a yearlong integrated program that focuses on building character. The staff and students devote time to the development of specific character traits throughout the year which are highlighted at each monthly All School Sing and continued in the classrooms through literature, song, projects and discussions. These character traits are basic virtues that people across cultures, religions, and beliefs deem important to raising well rounded children and successful adults.

Students in PK-3 engage in classroom community activities that promote positive social and emotional learning through the RULER approach. For information on the RULER approach to SEL visit the [Yale Center for Emotional Intelligence](#).

Classroom Celebrations

Classroom celebrations are held at various times throughout the year as per the classroom teacher. Treats of any kind will not be permitted beginning September 2020. However, we understand the importance of celebrating birthdays in elementary school, so we have provided alternate classroom options for students. [Please see our 20-21 guidelines for safe birthday celebrations](#).

Holiday and Other Celebrations-

All classroom celebrations, PTO or other, will be under the advisement of the classroom teacher. New protocols will be put in place for these celebrations as needed in the 20-21 school year.

Code of Conduct

The students, staff, and parents of Tisdale School have worked to develop a Code of Conduct for the purpose of providing a framework of appropriate behavior for our PreK-3 students. At the beginning of the school year, classroom teachers discuss our Code of Conduct with their students and post a copy in their classroom. At appropriate times during the school year, teachers review the Code of Conduct with their students and will use it as a basis for Life Skills lessons. Our goal

is to assist students to understand and internalize the high expectations we hold for behavior and academic work. Please be sure to encourage your children to remember that this code of conduct applies to behavior in the hallway, cafeteria, playground, on school grounds at dismissal and during PTO sponsored functions. Please also refer to our full student discipline/code of conduct district policy # 5600 which can be located on our district website. In addition, our PK-3 Learning Remote Policy and Technology Policy was posted to the Parent Portal in September.

Tisdale School

Code of Conduct



I will do my best work.

Be responsible, independent, believe in yourself and others and be ready to learn.

I will care for school property.

Be proud of your school by keeping it clean, organized and beautiful.

I will respect others.

*Treat others the way you wish to be treated.
Show empathy, be kind and follow the rules.*

I will think before I act.

*Do the right thing even when no one is watching.
Think about your words and actions.*

I will be a good citizen.

Be a good friend, help others, be honest, kind, generous and accepting.

Communication

In order to improve efficiency and data management, the district utilizes an electronic framework for communication. Various forms of communication are utilized throughout the year which include, but are not limited to, Realtime Notification emails and the Parent Portal. Should you not be receiving these electronic communications throughout the year, please contact the main office.

In the 20-21 School Year, PK-3 will also begin utilizing Schoology as a means for communicating information regarding daily classroom work for in person or remote learning.

Conferences

Parent-teacher conferences occur in November and in the spring. Parents will be assigned a specific appointment with the teachers of each of their children, regardless of the progress of the child. These conference times are very valuable to the overall education program. Conferences will likely be held virtually in the 20-21 school year as needed. More information will be sent out as conferences approach.

It is not necessary to wait for the regular conference time if a parent has a special concern. Parent conferences are encouraged and can be arranged at any time during the school year by contacting your child's teacher or the Main Office at 201-785-2336.

Critical Policies

In September, the Ramsey School District will include a tab on the District and school websites www.ramsey.k12.nj.us providing in-depth information regarding: our Code of Conduct and disciplinary actions for students; definitions and policies relative to harassment, intimidation, bullying and cyber-bullying; character education programs and activities in place in each school; parental learning opportunities; processes and procedures for reporting incidences of harassment, intimidation and bullying; Affirmative Action and other pertinent information regarding these issues.

AM/PM & MINIMUM DAY SCHEDULE-20-21

This schedule goes into effect November 30, 2020

School hours for all students in grades

Kindergarten through 3 will be 8:30-11:30 and 12:30-3:30

Preschool children 8:30-1:00

Teachers will be in touch in regards to a snack for their children.

EARLY DISMISSAL- In case of inclement weather or other school closures.

Grades Kindergarten-Grade 3 8:30-11:30

Preschool 8:30-11:30

All building schedules, including those for Delayed Openings and Early Dismissals can be found by clicking on the following link: [Ramsey School District Bell Schedule](#)

Emergency Drills

Drills have been revised for the 20-21 school year to support student and staff safety. Drills will be staggered to ensure minimal flow of traffic in the hallways. Two Emergency Drills are conducted each month. As mandated by state law, one fire drill and one emergency drill such as evacuation, bomb threat, lockdown, active shooter, system checks and general safety exercises. The students are instructed about the procedures for Emergency Drills. The school is prepared for a variety of emergency situations.

Emergency Information

All Emergency information should be updated in the Parent Portal. Each student is required to have updated information. It is also a good idea to alert the office that you have made changes in the Parent Portal. Please use the same FIRST contact name and number for all siblings in the portal so it properly links siblings.

1. Parent(s) or guardian(s) name(s).
2. Complete and up-to-date address.
3. Home phone, parent(s) work phone, and cell phone numbers.
4. Emergency phone number of a friend or relative.
5. Physician's name and phone.
6. Medical alert information.

Field Trips

Please note that if any field trips take place in the 20-21 school year they will be virtual. Typically, field trips within our city and to nearby points of interest are scheduled by various classroom teachers throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community. Should restrictions be lifted at any point in the 20-21 school year and it is deemed safe and appropriate to hold local field trips, parents will receive notice well in advance and will always be asked to sign a field trip permission form.

Please be advised that if a child requires medication while on a field trip that does not include a school nurse, no one other than the child's parent will be able to administer the medication.

Health Notes

1. Excuses for physical education and/or recess from parents will be honored for one day, after that a Doctor's note is required. A note excluding a child from physical education or recess automatically excuses them from both activities.
2. To avoid the potential of re-injury to the student along with the potential to injure other students, students with sutures or immobilizers will be excused from physical education and recess. They will be required to have a full medical clearance to return to physical education and recess after their sutures or immobilizers have been removed.
3. Medical procedures for the noted medical conditions as per the Ramsey School Doctor are as follows:
 - Conjunctivitis – excluded from school, to be readmitted after receiving medication for 24 hours and drainage free.
 - Pediculosis – excluded from school, may return after using the specific pediculosis shampoo and hair is nit free.
 - StrepThroat – excluded from school, may return after receiving medication for 24 hours and temperature free.
 - Other – excluded from school is illness causes vomiting, diarrhea or fever. May return after 24 hours if no symptoms and fever free.
 - Even when the above may no longer be present, parents are asked to have students remain home until they are completely symptom free.

See <https://www.ramsey.k12.nj.us/domain/524> for complete information on health services.

HIB - Harassment, Intimidation and Bullying

Should you wish to review district information regarding HIB, please visit our school website and select the Anti-Bullying tab. All questions regarding HIB should be directed to our Anti-Bullying specialists, Mrs. Allison Spoto, 201-785-2331, Mrs. Lisa Moment 201-785-2339 or the building Principal 201-785- 2336.

Homework

Homework is meant to be a **brief, independently** completed review of the day's work. No child should be struggling through homework to the point of frustration. If it takes your child longer than (10) minutes in First Grade, (15) minutes in Second Grade or (20) minutes in Third Grade, you should:

1. Tell your child that they do not need to finish their homework and that the teacher will support them the following day.
2. Inform the teacher that it was taking longer than the expected time. This will allow the teacher to plan for time spent with your child to review the skill and/or alter homework assignments given in the future.

There should be nightly reading completed on all grade levels. It should be a joyful experience with a parent, sibling, friend or completed independently. If the child is reading to him/herself, the text should be on their independent level.

If you would like to enrich your child academically beyond the scope of the homework that is given, consider fostering their personal passions by making connections to what they are learning in school to what their outside interests are. Downtime and independent, self-directed play foster some of the most important learning a child will do. "Play is the most important form of research." ~Albert Einstein

No homework or classwork will be given for children who are absent for 1-2 days. Make up work will be given after the third day of school that is missed. The child will have ample time to complete this work. Additionally, no homework or school work will be given if you plan a trip which requires your child to be out for a length of time.

Home Instruction

Tutorial instruction is offered to children who are confined in their home or in the hospital for at least two consecutive weeks. The request for instruction should be made by the parent through the building principal. A doctor's note stating the problem with the expected length of convalescence should accompany the request.

Illness or Injury

In case of illness or injury the school nurse or a member of the school staff will care for a student temporarily. School personnel will render first aid treatment only. If emergency medical treatment is necessary the parents will be contacted. If parents are not available, the student will be taken to the emergency room at the hospital. Remember, an emergency telephone number where parents can be reached and the name and telephone number of the student's family doctor must be on file at the school.

Immunizations

Each child attending/enrolling must present documentation of immunizations or valid medical or religious exemption to vaccines. In order to allow a child to enter school, he/she must have at least one dose of each age-appropriate required vaccine.

State Law requires that every student who is admitted to public school must have evidence of a successful vaccination for diphtheria, tetanus, whooping cough and polio. Also required are a rubella/rubeola vaccination and a tuberculin skin test.

PLEASE NOTE: Children who have not submitted the required documentation will not be permitted to remain in school or may not be permitted to begin school as expected.

Information regarding immunizations can be found by visiting
<https://www.ramsey.k12.nj.us/domain/524>

Insurance

Accident insurance applications are offered at the beginning of each school year. It must be purchased at the time of offer or when entering the school during the year. Claim forms are available from the school nurse. The Ramsey Board of Education has approved the option of receiving this insurance but will not assume responsibility for the administration or the settlement of claims.

Kindergarten

Children entering kindergarten are required to be five years old on or before October 1st for the school year in which they are enrolling. Pre-registration takes place in December. Parents must bring birth certificates and immunization records in order to complete the enrollment.

Lost and Found

All clothing, lunch boxes, or toys that are found or left in the school are placed in the lost and found container (large gray plastic bin) in the rear of the cafeteria. Money, jewelry, or any other articles of value are turned into the office. Please do not allow your children to bring expensive items to school. The school is not responsible for items that are lost or stolen. We remind you to label all items whenever possible.

Make Up Work

If a student is ill, a parent can request make-up work for that student. The parent should call the school office before 8:30 AM to make this request. The teacher will then provide work that requires no new instruction. These assignments can be picked up at the main office at 3:30 P.M.

In accordance with the Board of Education policy, attending family vacations while school is in session is not an excused absence. However, if you notify your child's classroom teacher prior to the trip, he/she will send home with your child an appropriate book or books to read while you are away. The classroom teacher may also suggest a writing assignment that is based upon your child's grade such as keeping a diary of the trip, a photo journal, or an annotated scrapbook.

All class work that your child has missed during the week will be sent home upon the child's return to school. The classroom teacher will not send math, reading skill work, or other content work home prior to classroom teaching and exposure. If extra support or teaching is needed upon your child's return, classroom teachers will work out the details with you and your child for this assistance.

Medications

New Jersey State law prohibits the administration of any medication, including Tylenol, Advil, or any other "over the counter" medication without a doctor's order and a parents or guardians written consent.

- All over the counter medications must be supplied from home, and labeled with the student's name.
- Students may not carry any medication on their person for the purpose of self-administration. There are exceptions to that rule: i.e. Inhalers, and Epi-Pens for life threatening conditions such as asthma, bee stings, and/or food allergies. Inhalers and Epi-pens may only be carried by students who demonstrate appropriate knowledge of technique and administration.
- A doctor's order and parent's or guardian's written consent is necessary. Your physician must complete the Ramsey School District Medication Self-Administration Form or write on a prescription or office letterhead that your child is responsible, has been instructed in

the proper use of the inhaler or Epi-Pen, and may carry his/her inhaler or Epi-Pen with him/her at all times.

- Any medication administered in school must be in its original container, and labeled with the student's name.
- A fax will be accepted from the prescribing physician, and parent or guardian, if your child needs to take medication in school. It is the parent's responsibility to call the doctor to request a medication order.
- Any medication that is a "controlled substance" (ex. Ritalin, Adderall, Concerta) must be brought in by a parent or guardian. The number of pills must be verified with the school nurse.
- For additional information, please visit the Services tab on our school website.

Menus

During our AM/PM learning model, lunches will not be served. Exceptions will be made for students who qualify for free and reduced lunch. The school menu is posted on the website each month under the Chartwells tab. Our Food Service Director can be reached at 201-785-2300 Extension 21600.

Tisdale Today

An electronic school newsletter, called Tisdale Today, containing items of interest to students and parents will be posted on the website monthly and emailed to parents. Classroom and individual notices and reminders may be sent home periodically or via Realtime Notification which are school generated email messages.

Nurse

The nurse is responsible for the maintenance of health records, routine health checks, parental contact concerning health problems, care of minor injuries, and vision and hearing screening. Please be sure to contact the nurse if your child has any unusual health problems. Please call the school nurse if your child is absent from school due to a communicable disease. Precautions may be taken to protect other children. The nurse's office is open daily during school hours. All student allergies must be reported to the nurse prior to the start of school so that proper consideration is given to situations when food is served. The nurse can be contacted at 201-785-2337 or by fax 201-785-2344.

Parent Portal

All parents will be provided with a username and password to access our Parent Portal. The portal allows parents to update emergency contact information, student data and access marking period report cards.

Parent Volunteers

Please note that we will not be having volunteers in our school for the 20-21 school year until further notice.

Should restrictions be lifted at any point the following pertains to volunteering: Tisdale School considers its parent volunteers as a very special resource. Parents are encouraged to help in the library, school store and many other activities. Please contact the PTO if you have the time or skills you can share to make our school a better place for students to learn and grow.
tisdalepto@ramsey.k12.nj.us Please visit [the PTO link on our homepage for more information.](#)

Specific categories of volunteers are required to complete a district background check through the National Center for Safety Initiatives. The PTO will notify you of this requirement. However, any parent can complete this process by visiting <https://www.ramsey.k12.nj.us/Page/324> to access the volunteer background check form.

When visiting our school as a volunteer, please go directly to the main office to sign-in and obtain a visitors' pass. Please refrain from visiting other classrooms during your visit since this causes an unexpected disruption to instruction.

Please note that younger siblings are not permitted to accompany Parent Volunteers during school hours or for classroom events or activities unless otherwise specified by the PTO or classroom teacher.

Pets

As per district policy # 7490 pet animals are not permitted on school district grounds, except by the express permission of the Building Principal. Without such permission, a pet owner who brings or permits his/her animal on school grounds has committed an act of trespass. If an animal is found running at large on school grounds, its owner will be deemed to have permitted the animal to enter school property.

Drop-Off/Pick Up Lane

Please refer to the drop-off and pick-up lane information sent at the start of the school year for specific details. Tisdale School has a **“Drop-Off Lane”** for parents who do not wish to park and exit their car at arrival. If utilizing this lane, children should learn how to exit their vehicle from the back-seat passenger side of the vehicle. Children should not exit vehicles from the driver's side since the parking lot becomes congested at arrival and this causes a serious safety hazard.

Staff members will be stationed outside to assist with the drop-off lane from 8:20-8:45. However, parents should make every effort to have children prepared to exit the vehicle once they are in the drop-off zone area to assist with the flow of traffic.

Parents should not exit their vehicles to assist on the drop-off lane, but are welcome to do so if they elect to park and walk to an entrance instead. The drop-off lane is designated strictly for parents who do not wish to exit their vehicles and have children who are willing to exit the vehicle on their own.

Tisdale School has a “**Pick Up Lane**” for parents who do not wish to park and exit their car to pick up their child/carpool.

If you choose to use our pick up lane you **can wait in line in your car** until you arrive at our designated “pick up” area where the children will be assisted into the car. This is especially convenient during inclement weather or for parents with younger children. Students in all grade levels may be picked up using this lane. I especially encourage all carpools to use the pick-up lane.

Parking Procedures

Proper drop off and pick up procedures are a major concern for the safety of our children.

- When dropping off students at the parking lane in front of the side entrance, students must exit the car from the passenger side only.
- Park along either Island Avenue or Island Park Avenue, if all parking spots are taken in the parking lot.
- Please do not double park in the FIRE ZONE.
- Do not double or triple park on Island Avenue. The Ramsey Police will ticket your car if it is double/triple parked in front of the school.
- If you are using the pickup line and cannot get into the school parking lot, the Ramsey Police recommend circling the block.

Drop-off Lane - Pull into the parking lot, drop-off students, proceed out of the parking lot.

Dismissal Pick Up Lane – Wait on line, proceed slowly to the yellow crosswalk in front of the gym entrance, pick up students and proceed out of the parking lot.

Pictures

Individual student pictures will be taken in September. Within six weeks of the photography session the pictures will be available for purchase. A 3rd grade class picture will be taken in early spring and will be available for purchase in early May.

Playground Supervision

All playground areas have been closed for large groups until further notice. When re-opened on a full day schedule, adult supervision is provided on the playground during regularly scheduled lunch-time recess periods as well as other times throughout the day. Tackle football, rock throwing, snowball throwing, play fighting and all other rough play are not permitted. Misuse or destruction of playground equipment will not be tolerated.

The playground is not supervised after school and the students are expected to leave for home immediately following dismissal.

P.T.O.

The Tisdale PTO (Parent Teacher Organization) is a vital component of our school. All parents are urged to become members and to actively participate. Meetings are scheduled monthly during the year and they are announced several weeks in advance. They are also posted on the website.

Each year the PTO sponsors several fundraising and special events. With the help of all parents, these events can be very successful. These events also allow the PTO to fund many important activities at the school. [Please consult the website for PTO](#) meetings dates, a listing of officers, and a description of all committees.

Recess Policies

Weather permitting, students have a recess period each day. Decisions to have outside recess during cold weather depend upon the temperature and the wind chill factor. Students should always dress for outside recess. Only children with proper footwear, such as shoes with rubber soles that can be tied or fastened, will be permitted to participate in recess activities. Only students with medical excuses will be allowed to remain in the building during scheduled outside breaks.

Students will have supervised recess inside on days when bad weather prevents outside recess. Quiet games, talking with friends, drawing, bingo and PTO Winter Clubs for grades 2/3 are some activities students participate in on these days.

Safety protocols will be followed regarding the use of equipment in an effort to ensure all items used have been disinfected as appropriate.

Registration

To register your child in the Wesley D. Tisdale School, please go to our website www.ramsey.k12.nj.us to pre-register by selecting the Registration tab. The office will contact you to set up an appointment for registration.

All registrants must provide:

- A completed physical with up to date immunizations
- 3 proofs of residence and copy of lease/deed contract
- An original birth certificate

Report Cards

Report cards are issued through the Parent Portal three times during the school year for Grades 1-3. Preschool and kindergarten reports are issued twice yearly. Please carefully review your child's progress and contact the school at 201-785-2336 if you have any questions regarding grades.

Parent/teacher conferences are scheduled in the fall and spring. A parent may request a conference with their child's teacher at any time during the school year. Please call the school for an appointment if a conference is desired. Likewise, a teacher may sometimes find it necessary to request a special conference with a parent. Conferences will be virtual in the 20-21 school year.

General Behavior/HIB

The behavior expected from students at school is a combination of common courtesy and safety considerations. There are only a few special areas, which require the application of very specific rules. Please refer to the district's policy on Code of Conduct for specifics. The following types of conduct are never permissible:

1. Fighting
2. Defiance of school staff
3. The use of profanity
4. Refusal to prepare assignments or to participate in class
5. Possession of weapons or other dangerous objects
6. Vandalism
7. Harassment
8. Intimidation
9. Bullying - Should you wish to review district information regarding HIB, please visit our school website and select the Anti-Bullying Tab. All questions regarding HIB should be directed to our Anti-Bullying specialists, Dr. Lisa Murphy, 201-785-2331, Mrs. Lisa Moment 201-785-2339 or the building Principal 201-785-2336.

Safety Protocols

The following all support our goal to keeping the entire Tisdale learning community healthy:

- Masks must be worn on school property and in the school building. As appropriate, students will be given mask breaks as needed.
- Kid friendly visuals such as floor/wall decals and posters have been displayed generously throughout the building to guide the flow of traffic in the hallways, standing points, maximum capacity in restrooms, waiting areas and hand washing/personal hygiene tips and reminders.
- All classrooms and spaces have been equipped with kid safe hand sanitizers.
- Students are provided with individual supplies to avoid sharing in the classroom.
- Appropriate social distancing guidelines and measures have been instituted to allow for safe seating and movement in classrooms.
- Safety drills will continue to be practiced by individual classes to avoid gathering in larger groups but to ensure that all students understand procedures in the event of an emergency.
- Additional entry and exit points throughout the building will be utilized for arrival and dismissal to spread students out and abide by indoor social distancing guidelines.
- All visitors to the building are by appointment only and will be limited.
- No volunteers will be permitted in the classrooms in the 20-21 school year until further notice.
- Water fountains are not permitted for use and students are encouraged to bring their own, labeled water bottle.
- Curtain barriers have been purchased for the Health office to provide students feeling ill with their own private space to reduce the spread of germs. An isolation area is also available in a separate location in the health office for use as needed.

Social Media

Get an inside glimpse to school activities and events by following us [@TisdaleSchool](#) or joining our Tisdale School Facebook page. Individual teachers also have their own Twitter pages, so be sure to follow them as well.

Tardiness

Prompt arrival at school is expected of all students. Late arrival disrupts class and causes loss of instruction time. Any student who arrives at school after **8:50 A.M.** is considered tardy.

Telephone

The office telephone is a business phone and is not to be used by students, except in an emergency. Students are not allowed to use the phone to make personal arrangements (such as

requesting permission to go to another students' home after school). Parents are also requested not to ask the secretarial staff to make play date arrangements for their children.

Visitors to Our School

Visitors in the 20-21 school year will be by appointment only. All visitors to our school **MUST** use the main entrance to the school building and wear a mask. Upon entering, please proceed directly to the main office to sign in and obtain a visitor's pass. All items such as snacks, backpacks, homework, etc. are to be left on the blue shelves, which is located just inside the front door. Please place the item(s) on the shelf of your child's grade level and a staff member will deliver the items to your child's class.

All meetings with teachers or the Principal should be scheduled at a mutually convenient time for parents and staff members. Please contact your child's teacher or the main office to schedule an appointment.

Walking Students

Students who walk to school should come straight to school, remain on sidewalks at all times, and cross only at designated crosswalks. Remember the safety rules: walk with a friend and never accept a ride with a stranger. The school crossing guard will assist walking students at busy intersections.

Website

Please consult our website for up to date and detailed information about our school.
<https://www.ramsey.k12.nj.us/Domain/12>