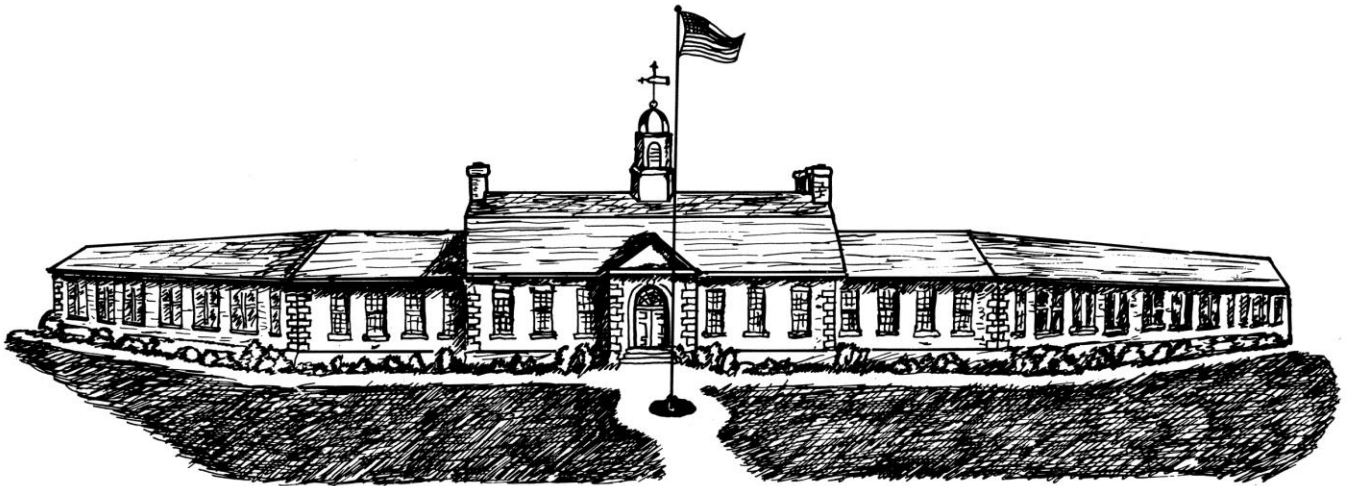


*Wesley D. Tisdale*

*Elementary School*



*Ramsey, New Jersey*

*Parent/Student Handbook*

# **ALL PROCEDURES SUBJECT TO CHANGE WITHOUT NOTICE**

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## MISSION OF THE RAMSEY PUBLIC SCHOOLS

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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.

A Ramsey Student Will...

1. Have a strong background in essential content knowledge. Be thoughtful about and productive with content.
2. Be able to think critically: ask good questions, process and analyze information, use logic and evidence, make connections, and reflect.
3. Be able to solve complex, subject-based and interdisciplinary, open-ended problems.
4. Be able to conduct research, analyze and validate information, draw conclusions and produce an argument based on analytical reasoning and evidence.
5. Be able to use information and communication technology (ICT) and other digital media and applications to support learning.
6. Be creative and innovative, generate new ideas, see new relationships, develop original products and processes, identify trends and forecast possibilities.
7. Be able to communicate and collaborate effectively.
8. Be an independent, self-directed learner who can adapt to change and take action based on intrinsic motivation.
9. Demonstrate global competency - the knowledge and skills to succeed in a global environment.
10. Exhibit character and demonstrate social responsibility and active citizenship.

## **VISION STATEMENT**

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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**

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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 good 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.



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 <http://www.ramsey.k12.nj.us/Page/3715> 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

## Staff Directory

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<b>Principal</b>	Mrs. Gina G. Aliano	<a href="mailto:galiano@ramsey.k12.nj.us">galiano@ramsey.k12.nj.us</a>
<b>Secretary</b>	Mrs. Patricia Schwarz	<a href="mailto:pschwarz@ramsey.k12.nj.us">pschwarz@ramsey.k12.nj.us</a>
<b>Assistant</b>	Mrs. Jennifer Carberry	<a href="mailto:jcarberry@ramsey.k12.nj.us">jcarberry@ramsey.k12.nj.us</a>
<b>Preschool</b>	Ms. Jeanne Sullivan	<a href="mailto:jsullivan@ramsey.k12.nj.us">jsullivan@ramsey.k12.nj.us</a>
<b>LLD K-1</b>	Ms. Meghan Elias	<a href="mailto:melias@ramsey.k12.nj.us">melias@ramsey.k12.nj.us</a>
<b>LLD 2/3</b>	Mrs. Ashley Turitz	<a href="mailto:aturitz@ramsey.k12.nj.us">aturitz@ramsey.k12.nj.us</a>
<b>K</b>	Mrs. Christina Browning	<a href="mailto:cbrowning@ramsey.k12.nj.us">cbrowning@ramsey.k12.nj.us</a>
<b>K</b>	Mrs. Laura Nagy	<a href="mailto:lnagy@ramsey.k12.nj.us">lnagy@ramsey.k12.nj.us</a>
<b>K</b>	Mrs. Jessica Smith	<a href="mailto:jsmith@ramsey.k12.nj.us">jsmith@ramsey.k12.nj.us</a>
<b>1</b>	Ms. Anna Andrews	<a href="mailto:aandrews@ramsey.k12.nj.us">aandrews@ramsey.k12.nj.us</a>
<b>1</b>	Mrs. Lauren Klaus	<a href="mailto:lklaus@ramsey.k12.nj.us">lklaus@ramsey.k12.nj.us</a>
<b>1</b>	Ms. Danielle Schepis (C. Bartley)	<a href="mailto:dschepis@ramsey.k12.nj.us">dschepis@ramsey.k12.nj.us</a>
<b>1</b>	Mrs. Meg Smith	<a href="mailto:msmith@ramsey.k12.nj.us">msmith@ramsey.k12.nj.us</a>
<b>2</b>	Mrs. Maureen Clewley	<a href="mailto:mclewley@ramsey.k12.nj.us">mclewley@ramsey.k12.nj.us</a>
<b>2</b>	Mrs. Jennifer Crawford	<a href="mailto:jcrawford@ramsey.k12.nj.us">jcrawford@ramsey.k12.nj.us</a>
<b>2</b>	Mrs. Pat Ebeling	<a href="mailto:pebeling@ramsey.k12.nj.us">pebeling@ramsey.k12.nj.us</a>
<b>2</b>	Mrs. Laura Murphy	<a href="mailto:lmurphy@ramsey.k12.nj.us">lmurphy@ramsey.k12.nj.us</a>
<b>2</b>	Mrs. Carol Tedeschi	<a href="mailto:ctedeschi@ramsey.k12.nj.us">ctedeschi@ramsey.k12.nj.us</a>
<b>3</b>	Mrs. Debra Dunne	<a href="mailto:ddunne@ramsey.k12.nj.us">ddunne@ramsey.k12.nj.us</a>
<b>3</b>	Ms. Robin Klein	<a href="mailto:rklein@ramsey.k12.nj.us">rklein@ramsey.k12.nj.us</a>
<b>3</b>	Mrs. Beth Papaz	<a href="mailto:bpapaz@ramsey.k12.nj.us">bpapaz@ramsey.k12.nj.us</a>
<b>3</b>	Mr. Daniel Royce	<a href="mailto:droyce@ramsey.k12.nj.us">droyce@ramsey.k12.nj.us</a>
<b>3</b>	Mrs. Traci Tabulov Co-teacher	<a href="mailto:ttabulov@ramsey.k12.nj.us">ttabulov@ramsey.k12.nj.us</a>
<b>3</b>	Ms. Brooke Yellen Co-teacher	<a href="mailto:byellen@ramsey.k12.nj.us">byellen@ramsey.k12.nj.us</a>
<b>Art</b>	Ms. Michele Megna (M. Camina)	<a href="mailto:mmegna@ramsey.k12.nj.us">mmegna@ramsey.k12.nj.us</a>
<b>Music</b>	Ms. Nancy Quinn	<a href="mailto:nquinn@ramsey.k12.nj.us">nquinn@ramsey.k12.nj.us</a>
<b>Physical Ed</b>	Mr. Jeremy Maritt	<a href="mailto:jmaritt@ramsey.k12.nj.us">jmaritt@ramsey.k12.nj.us</a>
<b>ELL</b>	Ms. Amanda Borzilleri	<a href="mailto:aborzilleri@ramsey.k12.nj.us">aborzilleri@ramsey.k12.nj.us</a>
<b>ELL Aide</b>	TBD	
<b>Spec. Ed/SGI/BSI</b>	Mrs. Patricia Zachmann	<a href="mailto:pzachmann@ramsey.k12.nj.us">pzachmann@ramsey.k12.nj.us</a>

<b>Spec. Ed/SGI/BSI</b>	Mrs. Deborah Grimshaw	<a href="mailto:dgrimshaw@ramsey.k12.nj.us">dgrimshaw@ramsey.k12.nj.us</a>	
<b>Spec. Ed/SGI/BSI</b>	Ms. Meg Gormley	<a href="mailto:mgormley@ramsey.k12.nj.us">mgormley@ramsey.k12.nj.us</a>	
<b>Speech</b>	Ms. Maureen Morrisey	<a href="mailto:mmorrissey@ramsey.k12.nj.us">mmorrissey@ramsey.k12.nj.us</a>	
<b>Speech</b>	Mrs. Carol Salvatore	<a href="mailto:csalvatore@ramsey.k12nj.us">csalvatore@ramsey.k12nj.us</a>	
<b>Basic Skills</b>	Mrs. Kathy Peterson	<a href="mailto:kpeterson@ramsey.k12.nj.us">kpeterson@ramsey.k12.nj.us</a>	
<b>Spec. Ed/SGI/BSI</b>	Mrs. Erica Romitelli	<a href="mailto:jsmith@ramsey.k12.nj.us">jsmith@ramsey.k12.nj.us</a>	
<b>Co-teacher/BSI</b>	Ms. Brooke Yellen	<a href="mailto:byellen@ramsey.k12.nj.us">byellen@ramsey.k12.nj.us</a>	
<b>Media Specialist</b>	Mrs. Krysta Cedola	<a href="mailto:kcedola@ramsey.k12.nj.us">kcedola@ramsey.k12.nj.us</a>	
<b>Nurse</b>	Mrs. Beverly vandenBerg	<a href="mailto:bvandenbergh@ramsey.k12.nj.us">bvandenbergh@ramsey.k12.nj.us</a>	
<b>Health Aide</b>	Mrs. Brenda Calabrese	<a href="mailto:bcalabrese@ramsey.k12.nj.us">bcalabrese@ramsey.k12.nj.us</a>	
<b>Enrichment</b>	Ms. Jennifer Borghoff	<a href="mailto:jborghoff@ramsey.k12.nj.us">jborghoff@ramsey.k12.nj.us</a>	
<b>Soc. Worker Anti-Bullying Specialist</b>	Mrs. Lisa Moment	<a href="mailto:lmoment@ramsey.k12.nj.us">lmoment@ramsey.k12.nj.us</a>	
<b>Psychologist Anti-Bullying Specialist</b>	Mrs. Lisa Murphy	<a href="mailto:lmurphy@ramsey.k12.nj.us">lmurphy@ramsey.k12.nj.us</a>	
<b>LDTTC</b>	Mrs. Janelle Feather	<a href="mailto:jfeather@ramsey.k12.nj.us">jfeather@ramsey.k12.nj.us</a>	
<b>Aides</b>	Mrs. Julie Andolena	<a href="mailto:jandolena@ramsey.k12.nj.us">jandolena@ramsey.k12.nj.us</a>	
	Ms. Samantha Ehlermann	<a href="mailto:sehlermann@ramsey.k12.nj.us">sehlermann@ramsey.k12.nj.us</a>	
	Mrs. Kathanne Hans	<a href="mailto:khans@ramsey.k12.nj.us">khans@ramsey.k12.nj.us</a>	
	Mrs. Christine Illes	<a href="mailto:cilles@ramsey.k12.nj.us">cilles@ramsey.k12.nj.us</a>	
	Mrs. Kate Pritchard	<a href="mailto:kpritchard@ramsey.k12.nj.us">kpritchard@ramsey.k12.nj.us</a>	
	Mrs. Suzanne Solleder	<a href="mailto:ssolleder@ramsey.k12.nj.us">ssolleder@ramsey.k12.nj.us</a>	
	Ms. Madelyn Messina	<a href="mailto:mmessina@ramsey.k12.nj.us">mmessina@ramsey.k12.nj.us</a>	
	Ms. Audrey Ascuitto- Morosco	<a href="mailto:aascuittomorosco@ramsey.k12.nj.us">aascuittomorosco@ramsey.k12.nj.us</a>	
	Mr. Michael Rizzo	<a href="mailto:mrizzo@ramsey.k12.nj.us">mrizzo@ramsey.k12.nj.us</a>	
	Mrs. Patricia Murphy	<a href="mailto:pmurphy@ramsey.k12.nj.us">pmurphy@ramsey.k12.nj.us</a>	
	<b><u>KDG WRAP</u></b>	Mrs. Kathy Booth	<a href="mailto:kbooth@ramsey.k12.nj.us">kbooth@ramsey.k12.nj.us</a>
		Mrs. Ann Riordan	<a href="mailto:ariordan@ramsey.k12.nj.us">ariordan@ramsey.k12.nj.us</a>
	<b>Playground</b>	Mrs. Patricia Colella	Mrs. Renie Levin
<b>Aides:</b>	Ms. Lisa Lellos	Mrs. Kathleen Spero	
	Mrs. Janelle Ivry	TBN	
<b>Custodians:</b>	Mr. Jean Trevil	Mr. Ramon Ramirez	
	Mr. Jamar Arrington	Mr. Junor White	

## Absences 201-785-2347

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The school has a telephone answering machine available for accepting notifications regarding students' absences. The answering machine will enable you to notify the school of your child's absences **prior to 9:00 AM** or the evening before. The answering machine number is **(201) 785-2347**. If calling after 9:00 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. No more than 20 absences may be accumulated during the school year. This provides amply for normal illness and emergencies. Students exceeding 20 days absent will be considered excessively absent, and may be subject to grade retention.

## Exempt Absences

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Absences for religious holidays (State recognized) are excused.

## Entry & Dismissal

Children are to enter the building through the gym doors or the front entrance by utilizing the drop-off lane or parking with a parent and walking to one of the entrances when supervision is available beginning at 8:20 a.m. After entering the building, children will proceed to the rear playground on outside line-up days or report outside their classroom on inclement weather days. If there is an indoor line-up a green circle will be posted outside the entrances to the building. During the first week of school, we will have signs indicating the teacher's names for the line-up and staff members will be stationed throughout the building and on the blacktop to assist the students. In the event of rain on the first day, all students will go directly to their classrooms

All Preschool Exit Gym Doors

All K Exit Main Entrance

All Grade 3 Exit Parking lot Exit

All Grade 1 Exit Door closest to Island Park Ave.

All Grade 2 Exit Main Entrance

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 3:00. 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.

## Assemblies

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Assemblies are planned periodically as special events on the school calendar. 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

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The Ramsey Community School provides before and after school care for children in kindergarten through 5th grade. The program is held in Tisdale School. For information about the program contact Jeanne Macko, Program Director at 201-327-2025 or the Tisdale web site.

## Bicycles

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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

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Dear Parents/Guardians:

We are pleased to inform you that our Food Service Department is now offering **MealpayPlus**, a state-of-the-art online prepayment service for children's meals. Our district has made a progressive leap toward providing convenience to our parents and staff members through the use of this system.

As you may already be aware, this system allows parents to either go online to **[www.mealpayplus.com](http://www.mealpayplus.com)**

## Cancellation of School

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In case of an emergency, such as a snow closing, you will receive a call. Delayed entrance is 2 hours after normal entrance time. Tisdale School will start at 10:50 AM on those days. AM Kindergarten and BSI will be cancelled. 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**

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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**

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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.

## **Classroom Parties**

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Three major classroom parties will be held to celebrate Halloween, winter holidays, and Valentine's Day. Other special days may be celebrated at the classroom teacher's request. Treats may be brought in for student birthdays after the date and time are cleared with the classroom teacher. It is requested that birthday treats be modest in nature and compliant with healthy snack guidelines. Treats should be easy to serve. No candles, snacks required to be cut with a knife, balloons or party decorations are to be sent in to schools. Be sure to check any allergy concerns with your child's teacher. No child with a documented food allergy will be permitted to eat foods brought in by other children if there is a safety concern. Children with noted food allergies are welcome to provide healthy snacks to the classroom teacher for celebrations.

## **Code of Conduct**

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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 Pre-K-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.

### **Tisdale School Code of Conduct**

**I will do my best work.**  
**I will care for school property.**  
**I will respect others.**  
**I will treat others fairly**  
**I will not hurt anyone.**

## Communication

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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, Constant Contact and the Parent Portal. Should you not be receiving these electronic communications throughout the year, please contact the main office.

## Conferences

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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.

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

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In September, the Ramsey School District will include a tab on the District and school web sites [www.ramsey.k12.nj.us](http://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.

## DAILY SCHEDULE

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<b>8:20</b>	<b>Supervision begins (Drop off is NOT permitted prior to 8:20)</b>
<b>8:50</b>	<b>Entrance: Preschool - Grade 3</b>
<b>8:55</b>	<b>Tardy Bell</b>
<b>11:20</b>	<b>A.M. Kindergarten and Preschool Dismissal</b>
<b>11:40-12:00</b>	<b>Grade 2 Lunch Period</b>
<b>12:05-12:25</b>	<b>Grade 3 Lunch Period</b>
<b>12:30-12:50</b>	<b>Grade 1 Lunch Period</b>
<b>12:20</b>	<b>P.M. Kindergarten and Preschool Entrance</b>
<b>12:25</b>	<b>Tardy Bell P.M. Kindergarten and Preschool</b>
<b>2:50</b>	<b>Kindergarten and Preschool Dismissal</b>
<b>3:00</b>	<b>Dismissal: Grade 1- 3</b>

## **LUNCH AND RECESS SCHEDULE**

<b>Lunch Period</b>	<b>Time</b>	<b>Lunch</b>	<b>Recess</b>
Grade 2 Lunch	11:40-12:25	11:40-12:00	12:05-12:25
Grade 3 Lunch	11:40-12:25	12:05-12:25	11:40-12:00
Grade 1 Lunch	12:30-1:15	12:30-12:50	12:50-1:15

***There will be a three-minute line up bell prior to the end of each recess period***

## **MINIMUM DAY SCHEDULE**

School hours for all students in grades 1 through 3 will be 8:50-12:50

Kindergarten and Preschool children will attend as follows:

A.M. Session 8:50-10:20

P.M. Session 11:10-12:40

Students should bring a snack to school on Minimum Days to be eaten in the classrooms.

Kindergarten BSI cancelled. Regular dismissal is 11:20.

## **EARLY DISMISSAL**

Grades 1-3	8:50-12:50
AM Kindergarten WRAP Students	8:50-11:20
PM Kindergarten/Pre-School/WRAP	<b>CANCELLED</b>
Kindergarten BSI	<b>CANCELLED</b>

## **Emergency Drills**

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.

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 friend or relative.
5. Physician's name and phone.
6. Medical alert information.

## Field Trips

---

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. Parents will receive notices of field trips well in advance of the scheduled trip date and will always be asked to sign field trip permission forms.

**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

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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.

See <http://www.ramsey.k12.nj.us/site/Default.aspx?PageID=104> for complete information.

## HIB- Harassment, Intimidation and Bullying

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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.

## Homework

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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 completely on all grade levels. It should be a joyful experience with a parent, sibling, friend or completely 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.

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## 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.

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## 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.

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## 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 [the forms tab on our district website](#).

## **Insurance**

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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 the responsibility for the administration or the settlement of claims.

## **Kindergarten**

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Children entering kindergarten are required to be five years old on or before October 1<sup>st</sup> for the school years 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**

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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 label all items whenever possible.

## **Make Up Work**

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If a student is ill, a parent can request make-up work for that student. The parent should call the school office before 9:00 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 3:00 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

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New Jersey State law prohibits 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 letter head 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 Student Services tab on our school website.](#)

## Menus

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The school menu is posted on the website each month and in our Backpack papers. Our Food Service Director can be reached at 201-785-2300 Extension 21600

## Newsletter – Tisdale Today

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A school newsletter, called Tisdale Today, containing items of interest to students and parents will be posted on the website prior to the PTO meeting each month. It will include monthly messages from the Principal, Media Specialist, PTO and other timely information. Classroom and individual notices and reminders may be sent home periodically or via Constant Contact which are school generated email messages.

## **Nurse**

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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 201-785-2344.

## **Parent Portal**

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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**

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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](mailto: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 visting the forms tab on our district website](#) to access the volunteer background check form.

When visiting our school as a volunteer, please sign-in and obtain a visitors' pass and proceed directly to the main office. 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

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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

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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 8:20-8:50. 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.

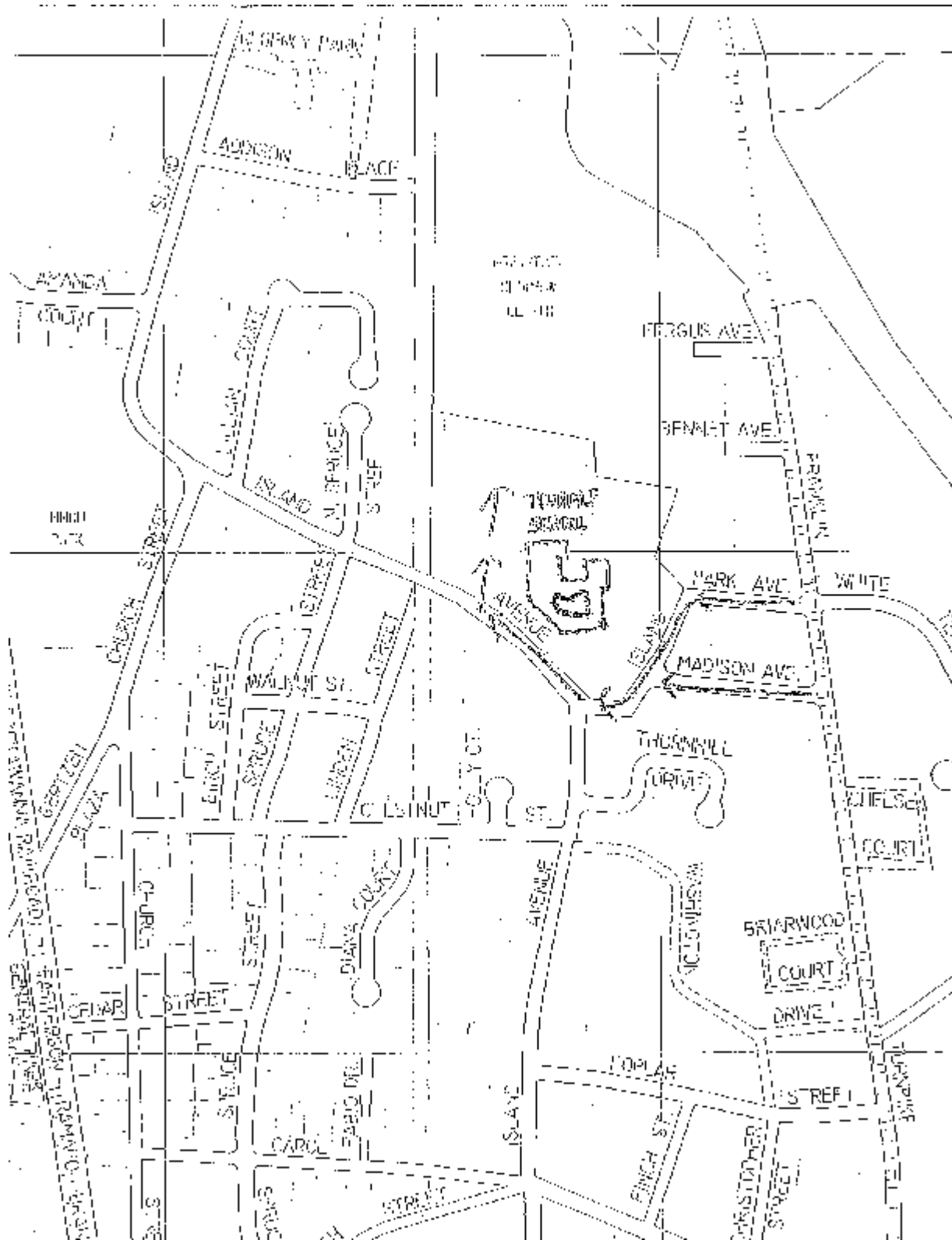
If you choose to use our pick up lane you **can wait in line in your car** until you arrive at our designated “pick up” area where the children will be assisted into the car. This is especially convenient during inclement weather or for parents with younger children. Students in all grade levels may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

## Parking Procedures

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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, the 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.



## **Pictures**

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

## **Playground Supervision**

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School aides supervise the playground beginning at 8:20 a.m. Other supervised playtime include afternoon recesses. Adult supervision is provided on the playground during regularly scheduled lunch- time recess periods. Students are to remain on the play field or blacktop play area during outdoor recess. When the fields are muddy that area will be off-limits. Tackle football, skateboarding, piggyback riding, rock throwing, snowball throwing 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.**

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The Tisdale PTO (Parent Teacher Organization) is 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**

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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, etc. are permitted.

## Registration

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To register your child in the Wesley D. Tisdale School, please go to our website [www.ramsey.k12.nj.us](http://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

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Report cards are issued through the Parent Portal four 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.

## Rules for General Behavior/HIB

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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.

## **Tardiness**

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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 **8:55 A.M.** is considered tardy.

## **Telephone**

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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**

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All visitors to our school **MUST** use the main entrance to the school building. Upon entering, please sign-in and obtain a visitor's pass.

After signing in, please proceed directly to the main office. All items such as birthday treats, lunches, backpacks, homework, etc. must be brought directly to the main office 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**

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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**

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Please consult our website for up to date and detailed information about our school.  
<http://www.ramsey.k12.nj.us/Domain/417>

## **Twitter**

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Get an inside glimpse to school activities and events by following us @TisdaleSchool