

**Woodland Park Public Schools**  
Memorial Middle School  
15 Memorial Drive, Woodland Park, NJ 07424

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Lisa Barreto  
*Principal*

Email: [lbarreto@wpschools.org](mailto:lbarreto@wpschools.org)

August 26, 2019

Dear Parents and Guardians,

Your child's schedule will be available to be viewed on Wednesday, August 28, 2019 through the district's Parent Portal and Student Portal. When logging into the portal, you will be prompted to answer two questions: Acceptable Use Policy and Photo Release. You will also be asked to acknowledge the **Student Discipline Code of Conduct**. Please be sure to review this document with your child as it contains many important topics.

Please be advised of the following information in regards to the school year:

**Daily Procedures:**

- 5<sup>th</sup> grade students are to report to the front of the building each morning and line up by their designated homeroom cone.
- 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade students are to report to the rear of the building to line up by their designated homeroom cone.
- Students should utilize the sidewalks only and should not be walking/playing on the grass in the front of the school.
- Please note that students are **NOT** permitted to bring any sporting equipment from home.
- The first bell rings promptly at 8:07AM.
- Homeroom/Period 1 begins promptly at 8:12AM.
- Students are considered late after 8:12AM. Please refer to the **Student Discipline Code of Conduct** for consequences for lateness.
- A full service breakfast is available beginning at 7:45AM.
- Students will be dismissed at 2:48PM.
- Students should not walk or play on the grass in the front of Memorial School.
- Students should exit the school property while adhering to all school rules.

**Please be advised that teachers and administrators will be on duty during these daily procedures to ensure a safe arrival and dismissal for our students.**

**Dress Code:**

- All students must adhere to the District's Dress Code Policy.
- Students are required to wear Woodland Park student IDs as part of new school procedures.

Please check the Memorial School website for any updated information. Should you have any questions, please contact the main office at 973-317-7752.

Sincerely,

*Mrs. Lisa Barreto*

Mrs. Lisa Barreto, M.Ed.

Principal

*Mr. Stephen Scholtz*

Mr. Stephen Scholtz, M.Ed.

Assistant Principal

