

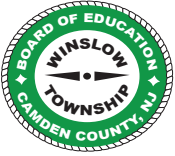
**WINSLOW TOWNSHIP
SCHOOL DISTRICT**

**Grades PK - 6
STUDENT HANDBOOK**



2015 - 2016

*Preparing Our Students For Tomorrow. . .
Today!*



WINSLOW TOWNSHIP BOARD OF EDUCATION
2015-2016 DISTRICT CALENDAR
 Emergency Closing Number: 572
 www.winslow-schools.com

JULY 2015					AUGUST 2015					SEPTEMBER 2015				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
		1	2	3	3	4	5	6	7	1	2	3	4	
6	7	8	9	10	10	11	12	13	14	7	8	9	10	11
13	14	15	16	17	17	18	19	20	21	14	15	16	17	18
20	21	22	23	24	24	25	26	27	28	21	22	23	24	25
27	28	29	30	31	31					28	29	30		

OCTOBER 2015					NOVEMBER 2015					DECEMBER 2015				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
			1	2	2	3	4	5	6	1	2	3	4	
5	6	7	8	9	9	10	11	12	13	7	8	9	10	11
12	13	14	15	16	16	17	18	19	20	14	15	16	17	18
19	20	21	22	23	23	24	25	26	27	21	22	23	24	25
26	27	28	29	30	30					28	29	30	31	

JANUARY 2016					FEBRUARY 2016					MARCH 2016				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
				1	1	2	3	4	5	1	2	3	4	
4	5	6	7	8	8	9	10	11	12	7	8	9	10	11
11	12	13	14	15	15	16	17	18	19	14	15	16	17	18
18	19	20	21	22	22	23	24	25	26	21	22	23	24	25
25	26	27	28	29	29					28	29	30	31	

APRIL 2016					MAY 2016					JUNE 2016				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
				1	2	3	4	5	6	1	2	3		
4	5	6	7	8	9	10	11	12	13	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20	13	14	15	16	17
18	19	20	21	22	23	24	25	26	27	20	21	22	23	24
25	26	27	28	29	30	31				27	28	29	30	

JULY 2015
 3, 6 Independence Day Holiday - Offices Closed

AUGUST 2015

SEPTEMBER 2015 (S 18 / T 20 Days)

- 1, 2 Staff In-Service-Closed for Students
- 3 1st Day of School for Students
- 7 Labor Day-Schools/Offices Closed
- 23 Yom Kippur -Schools/Offices Closed

OCTOBER 2015 (S 21 / T 21 Days)

- 12 Columbus Day -Schools/Offices Closed
- 16 Interim Report Mailings

NOVEMBER 2015 (S 15 / T 16 Days)

- 3 Staff In-Service/School Closed for Students
- 5, 6 NJEA Convention -Schools/Offices Closed
- 11 Veterans Day-Schools/Offices Closed
- 13 Last Day of 1st Marking Period
- 20 Report Card Mailing (7-12)
- 20 Report Card Distribution (PK-6)
- 25 Early Dismissal
- 26, 27 Thanksgiving Recess-Schools/Offices Closed

DECEMBER 2015 (S 16 / T 17 Days)

- 9, 10 Early Dismissal Students - Parent Conferences
- 11 School Closed for Students-Parent Conferences
- 23 Early Dismissal
- 24-31 Winter Recess-Schools/Offices Closed

JANUARY 2016 (S 19 / T 19 Days)

- 1 Winter Recess-Schools/Offices Closed
- 4 Schools/Offices Reopen
- 7 Interim Report Mailings
- 18 Dr. Martin L. King Day-Schools/Offices Closed

FEBRUARY 2016 (S 19 / T 20 Days)

- 2 Last Day of 2nd Marking Period
- 9 Report Card Mailing (7-12)
- 9 Report Card Distribution (PK-6)
- 12 Staff In-Service-Closed for Students
- 15 Presidents Day -Schools/Offices Closed
- 16, 17 Early Dismissal Students - Parent Conferences (PK-12)

MARCH 2016 (S 18 / T 18 Days)

- 10 Interim Report Mailings
- 24 Early Dismissal
- 25-31 Spring Recess-Schools/Offices Closed

APRIL 2016 (S 20 / T 20 Days)

- 1 Spring Recess
- 4 Schools/Offices Reopen
- 18 Last Day of 3rd Marking Period
- 26 Report Cards Mailing (7-12)
- 26 Report Cards Distributed (PK-6)

MAY 2016 (S 21 / T 21 Days)

- 17 Interim Report Mailings
- 30 Memorial Day-Schools/Offices Closed

JUNE 2016 (S 13 / T 13 Days)

- 15 Early Dismissal Students
- 16 Early Dismissal Students
- 17 Last Day & Early Dismissal
- 17 Report Cards (PK - 6)
- TBD WTMS & WTHS Reports Cards Mailed

BOE Approved: March 25, 2015

- -First Day of School
- ☒ -Last Day & Early Dismissal
- △ -School Closed for Students for Teacher In-Service or Parent Conferences
- ☐ -Early Dismissal Students
- ☒ -Early Dismissal Staff/Students
- -Schools/Offices Closed
- ⊖ - BOE Mtg at WTMS -7:00 p.m.

If it becomes necessary to close school for any emergencies, days will be made up at the discretion of the BOE. The school calendar will reflect 180 days for students and 185 for staff.*

WINSLOW TOWNSHIP PUBLIC SCHOOL DISTRICT

INCLEMENT WEATHER INFORMATION

EMERGENCY CLOSING NUMBER:.....572 Closed All Day

During the winter, in case of severe weather before school begins in the morning, parents/guardians will be notified by stations KYW-AM 1060, WONZ-AM 1580 WDAS-AM 1480, WDAS-FM 105.3, New Jersey FM 101.5 and TV Comcast Cable 37.

EARLY DISMISSAL

A sudden emergency may make it necessary to dismiss school early. An excessive accumulation of snow, a lack of heat, or an inadequate water supply could cause such action. Your child could also be sent home early due to illness.

HAVE YOU MADE ARRANGEMENTS FOR YOUR CHILD IN SUCH INSTANCES???

Whenever no one is home, please make plans for a neighbor or relative to take care of your child until you return.

DO WE HAVE UP TO DATE EMERGENCY INFORMATION???

WINSLOW TOWNSHIP SCHOOL DISTRICT

START TIMES

REGULAR SESSIONS	
Pre-K -3rd	9:15 am - 3:30 pm
4th - 6th	8:45 am - 3:00 pm
Middle School	7:58 am - 2:16 pm
High School	7:19 am - 1:38 pm

DELAYED OPENING	
Pre-K -3rd	11:15 am - 3:30 pm
4th - 6th	10:45 am - 3:00 pm
Middle School	9:58 am - 2:16 pm
High School	9:19 am - 1:38 pm

EARLY DISMISSAL	
Pre-K -3rd	9:15 am - 11:45 pm
4th - 6th	8:45 am - 1:25 pm
Middle School	7:58 am - 12:58 pm
High School	7:19 am - 12:13 pm

District Affirmative Action Statement

The Winslow Township School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its educational programs and activities, in accordance with the requirements of Title VI of The Civil Rights Act of 1964 (Title VI); Title IX of Education Amendments of 1973 (Title IX); Section 504 of the Rehabilitation Act (Section 504); the Americans with Disabilities Act of 1990 (the ADA); or the Age Discrimination Act of 1975 (the Age Discrimination Act), which prohibit discrimination on the basis of race, color, national origin, sex, disability and age, respectively.

If you have questions regarding the district's responsibilities under these regulations, if you wish to make a complaint, or if you require services related to a disability pursuant to Section 504 and the ADA, please contact the following individual(s) designated to coordinate the district's efforts to comply with Title IX, which prohibits discrimination based on sex, Section 504 and the ADA, which prohibit discrimination based on disability, and the Age Discrimination Act, which prohibits discrimination based on age:

Affirmative Action Officer

Mr. Dion Davis

District 504 Officer

Mr. Dion Davis

Winslow Township Board of Education
40 Coopers Folly Road
Atco, NJ 08004
856-767-2850

For further information contact:
United States Department of Education
Office for Civil Rights
New York Office
32 Old Slip, 25th Floor,
New York, New York 10005-2500
Phone: 646.428.3900; Fax: 646.428.3843
E-mail address: OCRNewYork@ed.gov.

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WINSLOW TOWNSHIP BOARD OF EDUCATION

40 Coopers Folly Road, Atco, New Jersey 08004

(856) 767-2850 (Main Number)

Website: www.winslow-schools.com

Cheryl Pitts, President

Julie A. Peterson , Vice-President

Larry Blake

Lorraine Dredden

Paul A. Hilton

LaVonya B. Wilson-Mitchell

Carlos Vascos

Gail Watkins

Hassan Wilcox

ADMINISTRATIVE STAFF

Dr. H. Major Poteat, Superintendent

Dr. Dorothy Carcamo, Assistant Superintendent

Tyra McCoy-Boyle, Business Administrator/Board Secretary

Dion Davis, Director of Human Resources

Karen Loney, Director of Research, Planning and Evaluation

John Gaskill, Director of Transportation

Dr. Robert Riccardi, Director of Student Support Services

James Nesmith, Supervisor of Student Support Services

John Innocenzo, District Supervisor of Mathematics

Michella Nisula, District Supervisor of Language Arts Literacy

WINSLOW TOWNSHIP ELEMENTARY NO. 1

413 Inskip Road, Blue Anchor, NJ 08037

Sharon Galloway, Principal (609) 561-8300

WINSLOW TOWNSHIP ELEMENTARY NO. 2

125 First Avenue, Cedar Brook, NJ 08018

Kimara Ramsey, Principal (609)561-8450

WINSLOW TOWNSHIP ELEMENTARY NO. 3

131 Sickler Road, Sicklerville, NJ 08081

Tamika Gilbert-Floyd, Principal (856) 728-1080

WINSLOW TOWNSHIP ELEMENTARY NO. 4

541 Kali Road, Sicklerville, NJ 08081

Sheresa Clement, Principal (856)728-2440

Bruce Wycoff, Assistant Principal

WINSLOW TOWNSHIP ELEMENTARY NO. 5

130 Oak Leaf Road, Cedar Brook, NJ 08018

Nyhton Carter, Principal (856)728-9445

Walt Marlin, Assistant Principal

WINSLOW TOWNSHIP ELEMENTARY NO. 6

617 Sickler Avenue, Sicklerville, NJ 08091

Glen M. Jackson, Sr., Principal (856)875-4110

Cynthia Reid, Assistant Principal

WINSLOW TOWNSHIP SCHOOL DISTRICT MISSION STATEMENT

The Mission of the Winslow Township School District, a large, diverse and growing community, is to educate all students to become independent, life-long learners, critical thinkers, caring and confident members of their community. The district, in partnership with the community, and in a climate of cooperation and mutual respect, will provide an academic environment which values excellence and diversity, encourages students to strive for personal excellence, and assists them in acquiring the knowledge, skills and attitudes necessary to contribute positively to a rapidly changing world. (Board Approval Date: March 7, 2002)

This Student and Parent Handbook is designed to prepare students and their families for success in school and to assist school staff in maintaining open communication with parents. Our goal is to provide each child with every opportunity to be successful and be in a supportive school environment. We invite all parents/guardians to join us in this endeavor.

Please be sure that the school has up-to-date emergency contacts and telephone numbers. Please be sure to advise the school in writing, when telephone and emergency information changes.

The Winslow Township Public School District is continually revising its curricula to reflect the high performance standards, skills intellectual rigor, and integrated approach to teaching and learning that is mandated by the New Jersey Core Curriculum Standards. Hands-on experiences in perceiving the interrelationships of the subjects they are exploring and learning. This is done in an environment that promotes, supports and teaches collaborative teamwork, stimulates reasoning, fosters, creativity, integrates knowledge, and develops evaluative decision-making skills. Conflict resolution/peer mediation skills and Character Education are being infused throughout our school programs to support this collaborative approach to teaching and learning.

FAMILY LIFE PROGRAM

This program supports and supplements the parent's/guardian's efforts in the area of family life education by offering students factual information primarily in Grades 3-6. Our Family Life Curriculum follows Administrative Code (6:29-7.1) and is infused across the school curricula.

During each school year parents/guardians receive a letter regarding this curriculum with an outline of the guide for your child's grade level. Any parent who wishes to review the full curriculum and/or supplementary materials will be provided the opportunity to do so. Parent/guardians who find the curriculum to be conflicted with their sincerely held moral or religious beliefs, may request that their child be excluded from Family Life instruction. A written request to the school principal is required within 10 days of receiving the course outline.

SUBSTANCE AWARENESS

An overview of policy regarding alcohol and other drugs, disciplinary consequences, and the process of evaluation, intervention, and treatment, shall be made available to all school staff, pupils and parents/guardians.

ASSESSMENT

Upon enrolling in the Winslow Township School District, all students are assessed in the areas of reading, language, and mathematics. The purpose of these assessments is to establish a foundation from which classroom instruction can proceed.

In addition, students in Grades 3-6 will take the New Jersey State Assessment. Students in Grades K are assessed through a locally developed testing instrument, and students in Grade 2 are administered a district approved standardized assessment. These assessments are administered in the spring. Notices are sent home to parents/guardians informing them of the dates the assessments will take place.

A student's ability to demonstrate basic skill proficiency, in the early grades, in Language Arts and/or Mathematics is important in ensuring a child's future academic success. As such, students who have not demonstrated proficiency on the state assessment, may be considered for retention.

INTERVENTION AND REFERRAL SERVICES

When a student is identified as having difficulty within the standard curriculum, he/she may be referred to the Intervention and Referral Services (I & RS) team for consultation. This is a group of professional staff members, including teachers, counselors, administrators, and Child Study Team personnel, who convene to assist a student who is not performing at expected levels.

SPEECH THERAPY

Speech pathologists are employed by the district to provide speech therapy in all schools. The speech pathologists schedule individual and group sessions on a regular basis for those children who need assistance in speech development.

CHILD STUDY TEAM

The Winslow Township School District has Child Study Teams that serve all of its schools. The Child Study Team consists of psychologists, social worker and learning disability specialists. Other professionals who may become a part of the basic team include: speech therapist, physical therapist, occupational therapist, school nurse, psychiatrist, neurologist, audiologist, dentist, optometrist, and other specialists.

A teacher and/or parent/guardian may refer a student to the Child Study team when there is evidence of learning, emotional, or physical difficulties. Within 20 calendar days (excluding school holidays) of the time of referral, the parent/guardian will be invited to meet with the Child Study Team to determine whether their child is eligible for evaluation and, if so, to cooperatively develop the evaluation process. The full evaluation process usually takes between six to eight weeks and concludes in a staffing meeting when the Child Study Team and parents meet to discuss the results of the evaluation.

The Child Study Team may recommend that a student be classified as having a disability and be given specialized help through one of the following programs: Resource Center, In-Class Support, Self-Contained special class, special Private School placement, Homebound Instruction and Counseling.

HOMEWORK/MAKEUP WORK

The Board of Education believes that homework, which is relevant to material presented in class, provides an opportunity to broaden, deepen, or reinforce the pupil's knowledge. The Board encourages the use of interrelated major homework assignments such as term papers, themes, and creative and performing arts projects.

Teachers assign students homework to assist them in learning the subject matter. The type, frequency, and/or quantity of homework assigned is determined by the needs of the individual student or class and should not require additional initial learning beyond that provided in the classroom.

Homework can also be an application or adaptation of a classroom/field trip experience. Teachers consider the following guidelines before assigning homework:

1. Any homework assigned to pupils must be closely integrated with the curriculum. There should be a direct relationship between classroom studies and assigned homework. Homework should reinforce and extend the lessons learned in school.
2. To the degree reasonably possible, teachers should plan and announce homework assignments, especially long-term assignments, well in advance so that pupils can adjust their schedules appropriately.
3. Pupils should be encouraged to maintain a homework assignment book, in which the pupil records his/her daily assignment. Pupils and parent(s) or legal guardian(s) may be asked to record the time necessary to complete each assignment and make comments; this information will assist teachers in verifying their estimates of the length of time a given assignment will require and determine if additional practice is necessary.
4. **A pupil who has been absent from school will be given an opportunity to make up homework assignments, provided the assignments are completed during a period equal to the length of his/her absence. However, the student should be afforded sufficient opportunity to receive the appropriate instruction in order to master the concepts and/or skills necessary to complete the homework assignment missed during the period of absence. That period may be extended for the completion of long-term assignments.**
5. The parent(s) or legal guardian(s) of an absent pupil may request homework assignments to be completed during the pupil's absence. Teachers are expected to comply with any such request.
6. **GUIDELINES** – Teachers should observe the following guidelines for the introduction and assignment of homework. Students in grades PK & K should be provided with developmentally appropriate activities based on their stages of development and consistent with the educational program outlined in the Early Childhood Curriculum Frameworks. Homework for students in Grades 1 & 2, should be 10-30 minutes. The suggested amount of time allocated to homework should increase from Grade 3 to Grade 5 as follows: Grade 3 (30 minutes); Grade 4 (40 minutes); and, Grade 5 (50 minutes), Grade 6 (60 minutes).

PROGRESS REPORTS

The methods used for reporting pupil progress to parents/guardians are the report cards, the interim progress reports (between report cards) and individual contacts or conferences with teachers or administrators. Report cards are sent home four times a year, for students in Grades 1-6, with progress reports sent at least twice per year in certain circumstances. Parent/guardian conferences are scheduled once in the Fall and once in the Spring. Parents/guardians are to contact the school to arrange any additional conferences that they feel are necessary. Parents are asked to allow for 24 – 48 hours in order to arrange additional conferences.

HONORING PUPIL ACHIEVEMENT

The Winslow Township School District Upper Elementary School Honor Roll has been implemented to motivate students to learn and to recognize academic achievement and good citizenship. The objective is to promote improvement in academic achievement, attendance and to establish in students a sense of self-worth and pride in learning. A certificate of honor will be given to each student who earns the honor roll.

HOME SCHOOL PARTNERSHIPS

The staff of the Winslow Township School District fosters close communication and cooperation between the home and school. The Parent Teacher Organizations and the Home School Associations help build our school community. Parent/guardians are invited to visit classrooms and to confer with teachers and principals when classes are not in session. **Parents / guardians must first report to the Principal's office and obtain a visitor's pass and be escorted to the classroom. Siblings or other children are not permitted during the visit.**

CELL PHONES AND ELECTRONIC DEVICES

The Winslow Township School District is not responsible for lost or stolen items.

Therefore, students bring these items into school at their own risk. Electrical or battery operated devices, cell phones and other nuisance devices that cause a distraction, or a danger to students and staff, are not permitted in class or on the bus. If a parent feels that a student must have a cell phone, then the child must keep the cell phone turned off and in his/her bookbag. **Cell phones and electrical devices that are visible and/or heard will be confiscated by the teacher or administrator. The 1st violation will result in the device being taken for 30 days, a 2nd violation will result in a 60 days confiscation, and a 3rd violation will result in the device being taken and not returned until the end of the school year. The device will only be returned to the parent after a conference has been held with the administrator. A student who refuses to surrender the electronic device to the administrator will receive a 4 day suspension.**

Students who need to contact parents during the school day may use a phone in the grade level office. Parents who need to contact students may call the school and leave a message with the main office or a grade level office. Any and all video and/or audio recordings of school activities or staff members before, during, and/or after school are not permitted without the written authorization of the school administration.

HEALTH PROGRAM

The school nurse conducts height, weight, blood pressure, vision, and hearing screening tests as well as growth surveys yearly. The State of New Jersey requires each student between the ages of 10 and 18 years old to be examined for possible spinal curvature (scoliosis) at its earliest stages. This primarily involves students in Grade 5. Parents/guardians are informed of any problems detected. Parents/guardians may elect to have the medical exam completed (at their cost) by their family physician. The school provides a form for the family physician to complete and return to school.

First Aid is provided by a teacher or nurse of minor injuries that may occur at school. Any abnormal symptoms observed in a child are reported to the parents/guardians. A school nurse is on call for any injury or illness that may require special attention while a child is in school.

SCHOOL DISTRICT PHYSICIAN

The school District Physician serves in a capacity as a medical resource for school administration whenever health issues may impact the safety of children. The physician also serves to provide physical examinations and related services to children on a routine and annual basis.

COMMUNICABLE DISEASES

When a child is ill, parents/guardians are often uncertain as to whether or not to send the child to school. To prevent the spread of communicable diseases and to ensure rapid recovery with a minimum of after-effects, a child should stay at home if he/she has a sore throat, earache, enlarged glands, fever or chills, running nose, an unexplained rash or skin eruption, stomach pain, diarrhea, red or oozing eyes; is acting listless or drowsy; has a headache, a flushed face, a lack of appetite; is vomiting; or displays any unusual behavior. A child sent home from school with a fever, vomiting or diarrhea, may not return for at least 24 hours. A child sent home for a rash/skin alteration must have a doctors note to return to school. A child sent home for head lice/nits must be examined and deemed nit free by the school nurse before being permitted to return to school.

Please be sure the school has current telephone numbers and emergency information at all times.

CONTACT YOUR SCHOOL NURSE OR THE CAMDEN COUNTY HEALTH DEPARTMENT FOR INFORMATION ABOUT FREE IMMUNIZATIONS.

(856-364-6000 or 1-800-999-9045)

ADMINISTERING MEDICATIONS

The Board of Education shall not be responsible for the diagnosis and treatment of pupil illness. The administration of prescribed medication to a pupil during school hours will be permitted only when failure to take such medicine would jeopardize the health of the student or the student would not be able to attend school if the medicine were not made available during school hours. For purposes of this policy, "medication" shall include all medicines prescribed by a physician for a particular student, including emergency medication in the event of bee stings, asthma, etc.

Before any medications, including over the counter medications, may be administered to a student during school hours, the board requires:

- ❖ A written order by the physician for the particular student which shall include:
 - o The purpose of the medication, the dosage;
 - o The time at which or the special circumstances under which the medication shall be administered;
 - o The length of time for which the medication is prescribed;
 - o The possible side effects of the medication;
 - o A written request of the parent/guardian which shall give permission for such administration and relieve the board and its employees of liability for administration of medication.

All related documents shall be kept on file in the office of the school nurse. The school district physician shall develop procedures for the administration of medication provided that:

1. All medications, whether prescribed or over the counter shall be administered by the school nurse of the pupil himself/herself (with parental permission and the school nurse present).
2. Medications shall be securely stored in the original labeled container.
3. The school nurse shall maintain a record of the name of the pupil to whom medication may be administered, the prescribing physician, the dosage and time of medication, and a notation of each instance of administration.
4. All medications shall be brought to school by a parent/guardian or adult pupil, and shall be picked up at the end of the school year or the end of the period of medication, whichever is earlier.
5. **All medications should be placed in the original pharmacist package or vile.**

SELF-ADMINISTRATION OF EMERGENCY MEDICATION

1. The Board of Education will permit self-administration of medications by a student for asthma or other life-threatening illnesses under the following provisions:

- ❖ In emergency situations, students may be permitted to self-administer medication when the nurse or parent/guardian is not present, provided a physician authorizes such self-medication for life threatening illnesses only.

The physician must also certify that the student is capable of self-administration, and the parents/guardians must release the school district of all liability. Self-administration of medicine shall also apply to students who participate in any off-site or after school activity under the same conditions.

- ❖ Medications shall be securely stored and kept in the original labeled container.
 - ❖ The school nurse shall maintain a record of the name of the student who is certified to self-administer, the prescribing physician, the dosage and timing of the medication and a notation of each instance of administration. In addition, the nurse shall retain an identical copy of any inhaler, epi pen or emergency medications that a student may be permitted to use.
2. Before any student shall be authorized to carry and/or use an inhaler, epi pen, or other emergency medication on school premises or at school functions off school property, the following must be provided to the school by the parent/guardian:
- ❖ A certification of a duly licensed physician that the student suffers from a potentially life threatening condition which requires immediate use of an inhaler, epi pen or other emergency medication. The physician shall also certify that the student is trained in the use of the inhaler, epi pen, or other emergency medication and is capable of self-administration of the medication.
 - ❖ **The parent or guardian must provide an additional inhaler, epi pen or other emergency medication identical to the one the student is authorized to carry, which shall be retained by the school nurse.**
 - ❖ The parent/guardian of any such child shall make a written request of the school district for permission to have the child carry and use an inhaler, epi pen or other emergency medication. Said request shall also include a statement in form and substance acceptable to the board which shall release, indemnify and hold harmless the board and its employees against any and all liability for damage or injury.
3. The permission shall be effective for the school year for which it is granted, and shall be renewed for each subsequent school year upon the fulfillment of the requirements outlined above.

LEGAL CUSTODY AND ACCESS TO NON-CUSTODIAL PARENTS

A copy of any parents'/guardians' custodial documents/agreements which restrict a parents'/guardians' right to access must be presented to the district at anytime they are placed in effect. This documentation will be placed in the student's cumulative file and on the emergency card. If official documentation is not supplied, all student information/records will be treated as noted in N.J.S.A. 18A:36-19, N.J.A.C. 6:3-6.5,6.6, and Board of Education Policy. It is the custodial parent's responsibility to see that these legal documents are available to school officials.

STUDENT RESIDENCY

The Board of Education recognizes its responsibility to provide a free public education to all school age children domiciled or lawfully resident with the school district. To that end, the Board reserves the right to verify the residency or domicile of any applicant for admission to or currently enrolled student in the schools of the district.

Any student duly enrolled in the district schools and who becomes a non-resident of the district on or after April 1st of any school year, may continue to attend the school in which he/she is enrolled, without tuition, for the remainder of the school year provided the following conditions are met:

- Parent/guardian submits a written letter to the Superintendent of Schools requesting the student's continued enrollment for the remainder of the school year.
- Parent/guardian provides in the letter of request that he/she will be responsible for transporting the student to and from school.

Parents/guardians who misrepresent that they are legal residents of Winslow Township, in order to send their children to schools, will be held financially responsible for tuition as permitted by law.

STUDENT REGISTRATION

Pre-K and KINDERGARTEN ENROLLMENT

Registration for incoming pre-k and kindergarten children is conducted each spring. Eligibility requirements for enrollment are:

Kindergarten – The child's fifth birthday must fall on or before October 1st of the school year.

Pre-K – The child's fourth birthday must fall on or before October 1st of the school year.

REQUIRED CERTIFICATES/DOCUMENTS:

1. PROOF OF RESIDENCE
 - Mortgage or settlement papers;
 - Lease agreement; Real Estate Tax documents or Title documents
2. ORIGINAL BIRTH CERTIFICATE and/or legal proof of guardianship.
3. IMMUNIZATION RECORD
 - a. **PreSchool**
 - i. DPaT – minimum of 4 doses.
 - ii. Polio – minimum of 3 doses.
 - iii. MMR (1) must have been given on/after 1st birthday.
 - iv. Haemophilis B (Hib) series mandated by all children enrolled in preschool programs after 1st birthday.
 - v. Hepatitis B series started.
 - vi. Varicella (chicken pox) (1) must have been given on/after 1st birthday or proof of disease written by doctor.
 - vii. PCV-must have been given on/after 1st birthday.
 - viii. Influenza – Yearly.
 - ix. Physical exam.
 - b. **Kindergarten**
 - i. Minimum of 4 doses plus booster after 4th birthday.
 - ii. Polio – minimum of 4 doses plus booster after 4th birthday.
 - iii. MMR 1 & MMR 2 vaccine.
 - iv. Hepatitis B series of 3 for pupils entering kindergarten
 - v. Varicella (chicken pox) given after 1st birthday.
 - vi. Mantoux Test (if transferring from out-of-state or country).
 - vii. Physical exam.

STUDENTS EXEMPT FROM IMMUNIZATION

1. Students are exempt who have a written statement from a physician that a specific immunization is medically contraindicated for a specified period of time, with reasons for the medical contraindication.
2. A written statement signed by the parent/guardian that the proposed immunization interferes with the free exercise of the pupil's religious rights is also cause for exemption.
3. General philosophical or moral objection to Immunization shall not be sufficient for an exemption on religious grounds.

Please note: Children who do not fulfill the requirements for registration before the first day of school, shall not be permitted to attend until such time as the requirements are met.

STUDENT RECORDS

Student records from a child's previous school district are requested for all new students transferring to the Winslow Township Public School District.

Likewise, the cumulative records of students who transfer from this district to another school district are forwarded in their entirety upon request by the receiving school.

TRANSFER OF STUDENTS

To transfer a student out of the Winslow Township School District, the parent/guardian is requested to:

1. Advise the school principal that the student will no longer attend school in Winslow Township. Notify the school at least 5 days prior to the student's transfer.
2. Return all textbooks, library books and any more school property.

LUNCH PROGRAMS

Breakfast and lunch is served in all elementary schools. Children may either buy a lunch or bring lunch from home.

A meal prepayment plan is available in all schools. Information regarding this program is available in all schools. Information regarding this program is sent home every school year. A menu is also sent home each month.

The following food items may not be served, sold or given out as free promotion anywhere on school property at anytime before the end of the school day:

- Foods of minimal nutritional value (FMNV) as defined by U.S. Department of Agriculture regulations.
- All food and beverage items listing sugar, in any form, as the first ingredient and all forms of candy.

STAYING INSIDE AT LUNCHTIME

A parent's note requesting that, for health reasons, the student remain inside following lunch, will be honored for one (1) day only. If it is necessary that a student have no outside activity for a prolonged period (more than 1 day), a doctor's note is required stating the reason(s) and the length of time.

SCHOOL SECURITY DRILLS

Under state law, each school is required to hold 1 fire drill and 1 school security drill per month during the school year. Children are taught how to leave the building quickly and in an orderly fashion. A fire evacuation map is posted in each classroom/area of the school. When the fire alarm sounds, students are to leave the building in single file. No student should pass others or break the line. Running is not permitted. Students must refrain from talking during a fire drill in order to receive teacher/adult directions as needed. Students and staff will remain outside, and a safe distance away from the building until the signal to return to the building is sounded.

CARE OF SCHOOL PROPERTY

The school buildings, grounds, and other facilities for the children's education are paid for by general tax funds. Marking, or in any way destroying such property is not only inexcusable, but offenders are subject to fines and punishment as well as providing restitution for all damages. Textbooks and library books are school property which are to be returned in good condition when requested. Failure to do so will require restitution.

INSURANCE

The Board of Education makes available to every student a voluntary insurance policy that covers a child on a 24-hour basis. This policy may be purchased by the parent/guardians. Literature is sent home early in September explaining the coverage.

The Board of Education holds a school-time accident insurance policy on each student. It also holds a liability policy covering accidents that are the fault of the Board of Education and/or its agents.

LOST AND FOUND ARTICLES

All articles found in school will be placed in the lost and found area in the school building. It is important that coats, hats, sweater, etc., are labeled with the child's name.

MEDIA/LIBRARY MATERIALS POLICY

The Board of Education recognizes that our community represents a diverse variety of personal, moral and religious points of view. It also recognizes the right of an individual parent/guardian to request that his/her child not be assigned to read a given book, excluding textbooks, and that the child not be exposed to reading material in

the library/media center program that the parent/guardian finds objectionable. To achieve this goal, a cooperative effort will be maintained between the parent/guardians and the librarian using the following procedures:

1. Upon request, the school will send a form to a parent describing a mechanism to limit access to certain library materials by working directly with the librarian and the classroom teacher.
2. Parents/guardians may identify topics that they do not want their child exposed to in the library/media center.
3. The librarian will work with the parent/guardian to prevent the child from checking out books that deal with topics that the parents find inappropriate for their child, and the librarian will work with the child to select more appropriate materials from the remaining collection.
4. The child's library card and/or the library circulation computer program will be so noted in a discrete manner.

POLICY ON USE OF THE INTERNET

Network resources including internet access are now available to students in our schools who qualify. To qualify, students and parents/guardians must read the Internet Acceptable Use policy, and then sign and return a consent form annually.

The staff at Winslow Township Public Schools strongly believes in the educational value of such electronic services and recognizes their potential value of such electronic services and recognizes their potential to support the curriculum. Every effort will be made to provide quality experiences to students using these information services. Inappropriate and/or illegal interaction with any information service is strictly prohibited.

Only after a student and the parents/guardians have read, signed and returned the consent form, will he/she be permitted access to these services. Parents/guardians may also deny their child access to the Internet through the consent form. The policy and consent form will be distributed to all parents in September. If a student violates the provisions detailed in Board Policy governing use of technology, he/she may be denied access to the Internet services.

PUNCTUALITY

Punctuality is of the utmost importance. Student tardiness interrupts the education process for the child. The parent is required to present a note of explanation for a child who is tardy when bring the child to school late.

Parents are requested not to ask that children be excused early except when an emergency makes early dismissal unavoidable. Such requests should be submitted in writing, giving the reason for the request.

Parents must come to the office to "sign-in" late arriving students.

Students who are not picked up by 4:00 PM will be sent to the After School Child Care Program.

Parents will be charged a fee of \$20.00 per stay.

DISTRICT BEHAVIOR STANDARDS

Students in Winslow Township School are expected to demonstrate:

- ★ Respect for self;
- ★ Respect for others' feelings, goals, viewpoints and learning needs;
- ★ Regard for the physical health and safety of others;
- ★ Adherence to school rules;
- ★ Behavior which enhances the educational process; and
- ★ Good sportsmanship.

STUDENT CONDUCT

The Board of Education expects students to conduct themselves in a manner that properly respects the rights and welfare of other students, the educational purpose underlying all school activities, and the care of school of facilities and equipment.

The Board of Education believes that standards of student behavior must be set cooperatively by interaction among the students, parents/guardians, staff and community.

The best discipline is self-imposed, and students must learn to assume responsibility for their own behavior and accept the consequences of their misbehavior. Staff members who interact with students shall use preventive disciplinary action and place emphasis on the student's need to develop self-discipline.

DISTRICT PHILOSOPHY OF DISCIPLINE

Winslow Township faculty, staff and school administration are dedicated to providing the children of Winslow Township with a learning environment based on mutual respect and responsibility.

It is expected that all children will conduct themselves in a manner that will foster a positive learning environment. Any conduct or behavior that interferes with the common good of the school community disrupts the education of others, creates a safety hazard, or imperils the security or welfare of other children will likely result in disciplinary action.

THE STUDENT AND DISCIPLINE

All teachers, assistants/aides, and other staff have the authority to enforce rules and regulations. This authority is not in any way limited to the classroom or particular students.

Students are accountable for their behavior during the entire school day beginning at the bus stop, riding to and from school on the bus, during lunchroom and playground activities, assemblies and programs, and after-school activities.

THE CLASSROOM TEACHER AND DISCIPLINE

The teacher bears the primary responsibility for maintaining proper control and discipline in the classroom and in his/her immediate presence.

THE BUILDING ADMINISTRATOR AND DISCIPLINE

The Building Administrator is directly responsible for student discipline after the teacher has exhausted all possible avenues for behavior changes, including the possibility of peer mediation. A student referred to the administrative level has resisted all efforts to improve and persists in maintaining a pattern of unacceptable behavior.

GRADE PK – 6

DISCIPLINE MANAGEMENT PLAN

In grades PK-6, offenses can be viewed broadly as being minor (Level One), moderate (Level Two), or severe (Level Three). The categories are not as distinct as they might be for students in the Middle and High Schools, given that the maturity level of the students in grades PK-6 is not as advanced. Thus, the Principal is extended wider latitude in most cases in determining whether any given offenses should be viewed as minor, moderate, or severe. There are limits to this discretion however, especially with behaviors that are not only violations of school policy, but are violations of the law as well. In some instances, education statutes require a strong disciplinary response, and the principal is not permitted to exercise significant discretion.

Additionally, a student who is suspended four (4) times during the school year will be excluded from participating in school activities (ie., field trips, field day, and moving up activities).

STUDENT RESPONSIBILITY AND CONDUCT GUIDE

INITIAL SEQUENCE OF INTERVENTIONS:

Counselor/Student Conference

Intervention & Referral Services

Parent Contact

Teacher/Parent Conference

Teacher/Student Conference

Teacher/Student/Counselor Conference

Teacher/Student/Parent Conference

Teacher/Student/Parent/Counselor Conference

DISCIPLINARY ACTIONS:

Administrative Detention
Assistant Principals Hearing w/Student & Parent
Administrative Disciplinary Notice
Suspension from Co-Curricular Activities (e.g., Athletics, Drama, Clubs, etc.)
Board hearing
In-School Suspension w/Student and Parent Conference
Out-of-School Suspension with Student and Parent Conference
Principals Hearing with Student and Parent
Bus Privilege Suspension with Student and Parent Conference
Recess Detention
Superintendent's Hearing and Student and Parent
Teacher Detention
Teacher Assigned Disciplinary Notice

LEVEL ONE BEHAVIORS

Level One behaviors are those that impede the orderly operation of the classroom, school, playground, halls or other school activity areas. These offenses usually can be handled by an individual staff member who may be a teacher, a bus driver or an adult who is assigned to oversee students. Occasionally, Level One behaviors require the intervention of other personnel.

Level One – Management Interventions

Staff may implement these or other strategies to address Level One behaviors:

1. Teacher/Staff member discussion, informal counseling of student(s)
2. Classroom Conflict Resolution Strategies
3. Peer Mediation
4. Phone contact with parent(s)
5. Conference with other staff member(s) e.g., counselors
6. Consultation with other staff members
7. Discipline Report to Administration
8. Recess Detention

The objective is to empower the student to change his/her behavior utilizing positive proactive strategies.

LEVEL 1 BEHAVIORS

Student Misconduct (minor)
Profanity Projected in Public: verbal/physical
Non-compliance with Adult Direction(s)

Theft or Possession of Property without Permission or Knowledge of Owner
Tempering with School Equipment or Another Person's Possessions – includes
computer files
Dress Code Violation
Eating/Drinking Outside Assigned Areas
Unsafe Conduct
Forgery
Gambling/Participating in Games of Chance/Betting Pools, etc. , and
Possession of Water Pistol/Toy Weapon

LEVEL TWO BEHAVIORS

Level Two behaviors are frequent or serious enough to disrupt the learning climate of the school, endanger the well being of others, or damage the health and safety of others. Their consequences are serious enough to require corrective action by the principal or another building administrator.

Level Two – Management Intervention

When students are referred to administration for Level Two behaviors, the following guidelines will be followed:

1. The staff member will complete a written discipline report form for Level two issues.
2. The administrator and the referring staff member will communicate with each other concerning the issue.
3. The administrator may interview the student(s) involved.
4. A variety of interventions are options at this level. These may include, but are not limited to:
 - a. Parent/Staff/Administrative conference(s)
 - b. Loss of privileges
 - c. Recess detention
 - d. After school detention
 - e. Suspension – In or Out-of-School
 - f. Home visit
 - g. Referral to Intervention & Referral Services (I & RS)
 - h. Referral to counseling
 - i. Establishment of a relationship with an "important other" in the school family
 - j. Establishment of a specific Behavior Management System, etc., or
 - k. Police notification.

LEVEL 2 BEHAVIORS

Classroom Disruption (major)
Profanity Projected in Public: verbal/physical
Insubordination/Confrontation Behavior Directed Toward a Staff Member
Insubordination/During Emergency Situation
Obstructing Administration of Law or Government
Willful Destruction of School or Personal Property
Tampering with School Equipment or Another Person's Possessions – includes computer files
Possession or Use of Fireworks/Incendiary Materials/Chemical Devices
Unsafe Conduct
Reckless Endangerment
Gang Activity
Lewdness/Sexually Explicit Action/Indecent Exposure
Violation of Suspension Policy
Forgery
Gambling/Participation in Games or Chance/Betting Pools, etc.
Harassment
Sexual Harassment
Racial or Ethnic Slurs/Gender Related Bias or Inflammatory Statement
Assault (verbal threats)
Assault on Student
Incitement/Instigation
Fighting
Verbal Assault of Staff Member
Possession of Dangerous Object
Possession of Water Pistol/Toy Weapon
Possession of Imitation Weapon/Look Alike Firearm
Possession of Tobacco Products on School Property, Buses, and/or Activities
Cutting Class
In Unauthorized Area without Permission or Supervision
Loitering Between Classes or Before/After School
Willful Failure to Report to the Office when Directed To Do So
Truancy
Leaving School Building or Grounds without Permission
Leaving Classroom without Permission

Bus Misconduct

Disciplinary action:

1. Warning, driver report form, parent contact.
2. Bus suspension 1-3 days.
3. Bus suspension 1-10 days.
4. Bus suspension 5-10 days; principal's hearing
Cheating, Plagiarism or Participating in Cheating Situations.
Possession or Use of Paging Device in School Multiple or Severe Offenders.
Other – i.e., an action by a student that is is deemed inappropriate.

LEVEL THREE BEHAVIORS

Level Three misconduct is so serious that it requires administrative action and results in removing the student, at least temporarily, from the classroom. The involvement of law enforcement authorities and action by the school board is frequently required.

Level Three – Management Intervention:

In Level Three offenses the Building Administration in concert with the Superintendent, will make the determination as to the appropriate disciplinary actions based on the severity of the infraction and the circumstances involved.

(*) Parents are automatically contacted by telephone and by mail for any Level Three offense.

LEVEL 3 BEHAVIORS

Profanity Directed Toward Staff: verbal/physical

Bomb Threat/Unauthorized Generation of False Alarm/Terrorist Threats

Reckless Endangerment

Arson

Harassment

Sexual Harassment

Racial or Ethnic Slurs/Gender Related Bias or Inflammatory Statements

Assault on Student

Fighting

Physical Attack on Staff

Verbal Assault of Staff Member

Possession of Weapon

Use of a Weapon

Use, Abuse, or Acting Under the Influence of Intoxicants, Narcotics or a Controlled Dangerous Substance on School Property or During a School Activity.

Possession of a Paraphernalia Associated with Controlled Dangerous Substances) on School Property or During a School Activity.

Possession of Intoxicants, Narcotics, or Controlled Dangerous Substances, in a Quantity Determined by Police to be Below the Threshold for Sale or Distribution.

STUDENT RIGHTS

The general approach to discipline shall be a positive one. This shall include attempting to identify the social, emotional, and academic problems that underlie a student's poor attitude or misconduct and strive to meet his/her social, emotional and academic needs.

In counseling a student for conduct or attitude, and in taking disciplinary action, teachers and administration will attempt to show that it is the behavior that is unacceptable, not the student.

- Equal opportunity and equal treatment are provided every student without discrimination.
- All students will be treated in a fair and reasonable manner.
- All students' legal due process rights will be respected.

CONFLICT RESOLUTION

Student will be exposed to the strategies of conflict resolution and problem-solving within their classroom program and in the school community as a whole. Lessons and activities around such themes as cooperation, communication, affirmation, and conflict resolution will be provided.

PEER MEDIATION

Peer mediators help fellow students resolve problems. Peer mediators do not solve the problems for the disputants. Mediation is voluntary and is confidential. Mediation focuses on what can be done (solutions), not on determining and assigning blame.

Uniform Dress Code

Pants/Dresses and Skirts:

1. Pants / Shorts shall be khaki or navy blue only (denim, cargo pants, balloon style, multiple pockets are not permitted)
2. Dresses, Jumpers, Skorts, and Skirts shall be khaki, dark green or navy blue only- (denim is not permitted). *
3. Shorts may be worn in the warm weather. Shorts cannot be above the knee.
4. **All pants/skirts/shorts must be worn with the waistband at the waist. No drooping pants.**
5. Stockings/tights/socks, and regular stockings (hose) may be worn beneath Skirts, skorts, jumpers, or dresses
6. Sweat pants/gym shorts and t-shirts (grey or dark green) may be worn on gym days. Students will be asked to wear sneakers on their gym days.
7. Leggings, jeggings, and stirups are not permitted.

***Skirts, skorts, jumpers and dresses are to be no more than 3 to 4 inches above the knee.**

Shirts/Blouses:

1. Shirts and blouses shall be **solid** white, dark green or navy blue
2. **Shirts and blouses shall be Long or short sleeved with a collar**
3. Long sleeved **same color solid** turtlenecks/t-shirts may be worn under uniform collared shirt
4. Denim is not permitted.

Sweaters/Vests/Dress Jackets:

1. Sweaters, vests and dress jacket shall be solid white, dark green or navy blue only
2. Zippered crew neck/ v neck sweaters and sweatshirts may be worn over a collared shirt, but not in place of a regular shirt
3. **Hoodies are not permitted**

Accessories:

Jewelry and watches are permitted. Over-sized chains or excessive jewelry are not permitted. Chains worn at the waist are not permitted.

Footwear:

Appropriate footwear should be worn at all times, such as shoes, sneakers, etc. All footwear must be secured to the student's feet. (Flip-flops, thongs or slippers are not permitted for safety reasons.)

Other:

1. **Hats, sweatbands, bandannas, head covers or picks are not to be worn in the building.** The only exceptions are for medical or religious reasons. Both exceptions require official documentation.
2. Sunglasses or glasses with dark lenses may not be worn in the building without a doctor's note.
3. Outdoor garments, coats, jackets, windbreakers, warm-up jackets, hats, and gloves may not be worn in the building after the homeroom bell rings.

Uniform Dress Code for All Students During Physical Education:

All Students will follow this procedure for Physical Education (PE) days and classes.

1. T-shirt or sweat shirt (grey or dark green)
2. Shorts (grey or dark green)
3. Sweat suit (grey or dark green) (as appropriate)
4. Sneakers are the only approved footwear for physical education classes (with socks)
5. No jewelry of any kind shall be worn during gym
6. **Only district/ school logos will be allowed on any gym uniform. No other writing may appear on clothing.**

Exemptions to the Dress Code Policy:

All exemptions will require a waiver approved by the Principal of the School. The exemptions to the dress policy requirement are as follows:

1. Health – A valid health issue that would preclude a student from being able to wear the uniform to school. A medical certificate shall be provided.
2. Religious Freedom – For families who belong to a denomination or sect that have historical religious tenets which preclude a student from wearing any clothing other than religious apparel.
3. Financial Hardship – No student shall be denied attendance at school or penalized for failing to wear a uniform by reason of demonstrated financial hardship.

The following procedure must be observed to secure a waiver for exemption:

1. Request an Application for Exemption from the District, either at the student's school or central administration;
2. Complete the Application in full and submit it to the school's Principal for uniform program exemption;
3. Meet with the school Principal to discuss the uniform policy and the nature of the parent(s) or guardian's objections to the policy.

The purpose of this meeting includes:

1. Ensuring that the parent(s) or guardian understand the reasons for and the goals of the uniform policy;
2. Verifying the accuracy of the information on the application;
3. Preventing fraud or misrepresentation.

A. Dress Code Violations and Enforcement of Policy:

1. The building administrator will determine whether a student's attire meets the approved dress policy.
2. **When a student fails to comply with the dress policy, the student will receive 1 out of school suspension per infraction.**
3. Teaching staff members will report violations of the dress policy to the Building Principal or designee, who will interpret and apply the policy.
4. Pupils will not be permitted to attend a school-related function, such as a field trip, after-school activities unless they are attired and groomed in accordance with this dress policy and the reasonable expectations of the staff member in charge.
5. The Principal may waive application of the dress policy for special school activity days.
6. A pupil whose dress or grooming has been found by the Principal or designee to violate this Policy may appeal the determination to the Superintendent.

B. Dress that is Disruptive and/or Offensive is Prohibited:

1. Clothing that is ripped, torn, revealing, low cut, tight or too short.
2. Any article of clothing or decoration such as patches or badges containing obscene, or offensive language, symbols or phrases that create a nuisance, disturbance, or draw undue attention in the classroom, or on the school grounds is prohibited.
3. Gang affiliation colors, hats, symbols are not permitted.
4. Students dressing inappropriately and/or unsafe clothing shall receive 1 out of school suspension per infraction. The parent will be called and asked to pick up the student.

BUS REGULATIONS

The school district is responsible for students from the time children are at the bus stop in the morning until they are dropped off in the afternoon. Therefore, all provisions of the Code of Conduct will be enforced accordingly.

1. The rules for student behavior apply at the bus stop and on the bus, as well as the classroom.
2. Observe good rules of safety when walking to and from the bus stop.
3. Be at your bus stop five (5) minutes early and behave yourself while waiting for the bus to arrive.
4. Respect private property at the bus stop location.
5. Do not stand in the road while waiting for the bus.
6. Stay in place until the bus stops and board in single file. Running or pushing is prohibited.
7. Obey the bus driver. The driver is in charge of you and must be respected at all times. Bus drivers are authorized to assign students to a specific seat.
8. Seat belts must be worn when available.
9. Do not distract the bus driver while the bus is moving.
 - a. Sit in your assigned seat.
 - b. Do not stand or change seats.
 - c. Keep your voice low. Avoid shouting, whistling or unacceptable language. Unnecessary conversation with the bus driver is prohibited.
 - d. No "rough-housing," pushing, slapping, fighting, throwing things, etc.
10. Do not open or close windows without the driver's permission.
11. Keep all parts of the body inside the bus.
12. Do not place your books, coat, boots, etc., in the aisle.
13. Do not leave waste paper or trash on the bus, or throw anything out of the windows.

14. Do not eat on the bus.
15. Remain seated until the bus stops.
16. Leave the bus in an orderly and quiet manner. Be sure to look both ways before crossing the street.
17. All bus students must ride the bus to and from school.

Students who violate the rules for safe transportation, as described above, may be subject to suspension of bus-riding privileges in accordance with the Code of Conduct contained in this document. Students and parents should be aware that most buses are equipped with video camera equipment.

BUS PROCEDURES

1. Students will be transported only from the child's home.
2. Parents of pre-school through 3rd grade children are required to be at the bus stop at least five (5) minutes before their child is dropped off. This will alleviate the burden of having to bring children back and forth to parents' or guardians' homes when there is no one at the bus stop.
3. If a child misses a bus, it will be the responsibility of the parents or guardians to arrange transportation to the school. If a child is sick during the day, and the illness requires the child to leave school, it will be the responsibility of the parent/guardian to pick up the child.
4. The Winslow Township School District will try to accommodate parents by creating bus stops as close as possible to child's home. This task can be extremely difficult and we ask for parents' cooperation and understanding when we establish bus stops. Children may have to walk one or three blocks especially when riding after-school activity buses.
5. If it becomes necessary during the school day to request a change in your child's transportation/after school care arrangements, this change must be presented to the school office in writing. For example, if your child takes a bus home and you will be picking him/her up, or if your child must take their regularly assigned bus home and will not be attending the after school program, these changes must be in writing. Last minute changes by telephone will not be permitted.

Remember, that if you pick your child up at any time during or after the school day, it is necessary to show proper identification to the school office.

STUDENT DISMISSAL PROCEDURES

According to Board of Education Policy No. 3280, no pupil may leave school before the end of the school day without permission from the building principal. Pupils leaving before regular dismissal, must be met in the school office and be signed out by parent/guardian or a person authorized to act in behalf of a parent/guardian. Parents must provide the following information, in writing, to the school office:

- The means by which a pupil is to be transported to and from school (e.g., school bus, family vehicle, or walk)
- The location of the pupil pick-up and drop-off points (e.g., home, work, babysitter)
- The name, address and telephone number of any individual who is authorized to pick up the child from school or accompany a child from school to their after-school destination.

Any request for changes to the dismissal conditions, outlined above, must be communicated, in writing, and in advance, to the building principal.

FIELD TRIPS

Children are taken on field trips with the permission of slips will be sent home and must be signed by the parents/guardians.

Each student who attends a field trip must have parent/guardian permission.

Children must travel to and from the field trip location with their group. These extenuating circumstances must be pre-approved by the Principal.

Parents of children who are taking prescription drugs are referred to the school nurse.

STUDENT ATTENDANCE

The Board of Education requires that the pupils enrolled in the schools of this district attend regularly in accordance with the laws of the state.

The educational program offered by this district is predicated on the presence of the pupil and requires continuity of instruction and classroom participation. Pupils absent from school for any reason are responsible for the completion of the assignments missed because of their absence.

Unverified absences from school or from class(es) within the school day constitute truanancies and shall be subject to the disciplinary rules of the Board.

Verified absences/tardiness include the following: religious observance; suspension; court attendance; death or serious illness in the family; necessary and unavoidable medical or dental appointments.

Absence from school is **NOT excused** for any of the following: performance of household or baby-sitting duties; vacation, and hunting.

Excessive absences and/or latenesses may result in grade retention in grades PK-5, possible referral to the court system, and suspension from school.

Board of Education policy #15410 requires that a student must have been in attendance at least one hundred sixty four days (164) during the school year to be considered for promotion to the next grade.

The above warning does not necessarily apply to students who have documented extended illnesses and who have received homebound instruction covering these periods. It refers to students with a total of more than 16 days of occasional absence during the school year.

When exceptional circumstances pertain and when retention is imminent, the parent may make an appeal to the Building Principal or Attendance Committee.

General Attendance Guidelines:

1. Students must be present at least four hours to be marked present for the day.
2. Eligibility for specific co-curricular activities such as athletics may be denied when a student is absent or suspended from school. In order to participate in an after school activity, a student must be present in school the day of the activity. If a student is absent from school, he/she will not be permitted to participate in any after school activities for that day.
3. For purposes of student safety, parents who know in advance that their child will be absent from school, will arrive late, or will require early dismissal, must notify the Main Office by telephone and should also submit a written note of explanation.

Parents/guardians must accompany their children when arriving late or signing out early. In the event that a parent does not call, the school may contact the parent to verify the child's absence.

The school will seek assurance that the parents or guardians are aware of the child's absence from school.

4. Students returning from an absence must present a note to the school with an explanation and signed by the parent or guardian. If the absence is greater than 5 days, a physician's note, citing the date(s) and reason for the absence, is also required.

Reminder: A child who is absent from school for five (5) consecutive school days for illness is required to present a doctor's certificate upon return to school. All documentation of verified absences must be submitted within 10 school days of the student's return to school.

ATTENDANCE OFFICER/TRUANCY

An attendance officer, appointed by the Board of Education, with full power of the laws of the State of New Jersey will check prolonged absence, frequent absence, frequent tardiness, or non-documented absence.

Please be sure to call your child's school office and send a note to the school if your child will be absent from school for a length period.

The note should state the reason(s) for the absence. Unverified or excessive absence, truancy, and excessive tardiness may necessitate court action and/or retention in grade.

AFFIRMATIVE ACTION/SEXUAL HARASSMENT

The Board of Education maintains an instructional and working environment that is free from discrimination and harassment of any kind. All administrators, supervisors, staff, students and vendors are advised that discrimination and harassment is prohibited. Sexual harassment and discrimination of staff or children interferes with the learning process and will not be tolerated in the Winslow Township Schools. Any child or staff member who has knowledge of or feels that he/she is being sexually harassed or discriminated against is encouraged to report the matter to the building principal, teacher or the district Affirmative Action Officer. A copy of Board policy on this issue is on file in each principal's office and in the Board of Education Office.

Sexual Harassment is one of the most complex and difficult issues that schools face. Comments, jokes, gestures, notes and even graffiti may be acts of verbal sexual harassment, if these acts have a sexual content. Schools must be able to distinguish the difference between conduct that is sexually harassing, and that which is "teasing." The Office of Civil Rights (OCR), the government agency charged with the oversight of the Title IX, the law that governs the schools, has made distinctions that should assist schools in determining whether or not a particular behavior is sexual harassment. OCR states that there must be a pattern for such a behavior before it rises to the level of sexual harassment and that the behavior/conduct must be persistent, severe, or pervasive.

The Winslow Township Board of Education wants all administrators, teachers, staff members, students and parent/guardians to be well informed about their rights and responsibilities regarding harassment and discriminatory actions. The Board has appointed an Affirmative Action Officer who has the responsibility to monitor the district's compliance with policies and procedures that prohibit discrimination and harassment.

The district's Affirmative Action Officer may be reached at (856) 767-2860 (7521).

HAZARDOUS SUBSTANCES USE IN SCHOOLS

At times, the buildings in the Winslow Township School District may undergo construction or renovations that involve the use of hazardous substances. On January 8, 1993, Governor Christine Whitman signed into law legislation (P.L. 1993, c.364) that governs the use and/or storage of certain hazardous substances in public schools. This law supplements Title 34 of the New Jersey Revised Statutes.

The law provides:

- ❖ Hazardous substances shall not be used in or on any building or grounds used as a public school at any time when children are expected to be present in the building. The only exception is when an emergency condition exists as deemed by the Board of Education and/or the Superintendent.
- ❖ The use or storage of any hazardous substance shall in compliance with regulations adopted by the State Department of Health and Senior Services.
- ❖ A notice is to be posted on the school bulletin board two (2) days prior to any construction or related activities that involve the use of hazardous substances. The notice should include the name of the activity and the hazardous substance being used.
- ❖ Upon request, a copy of the Hazardous Substance Fact Sheet for any hazardous substance being stored on site or that is being used must be available.
- ❖ At least once a year, a written letter shall be sent to the parent/guardian of each child attending the school district. This letter will inform the parent/guardian that a notice will be posted on a bulletin board in the school concerning construction or other activities involving the use of any hazardous substance and advising that hazardous substances may be stored at the school at various times throughout the year. The availability of Hazardous Substance Fact Sheets will also be described.

New Jersey Anti-Bullying Bill of Rights Act Winslow Township School District Policy #5512

The Winslow Township Board of Education prohibits acts of harassment, intimidation and bullying of a pupil. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe and disciplined environment. The ***New Jersey Anti-Bullying Bill of Rights Act*** (effective September 1, 2011) and the ***Winslow Township School District Policy #5512***, is intended to strengthen the standards and procedures for preventing, reporting, investigating and responding to incidents of harassment, intimidation and bullying.

The Anti-Bullying law and district policy will be strictly enforced. All staff, students and parents are encouraged to familiarize themselves with the law/policy and support the efforts of the school district for implementation.

PARENT ASSURANCE OF THE BEHAVIORAL CODE

This certificate assures the Winslow Township Elementary School Administration that I have read, understood, and discussed with my child the school's expectations for student behavior while in school, at the bus stop, on the bus and at school functions as outlined in the Student/Parent Handbook. It is understood that student behavior should support student learning and maintain a peaceful and congenial atmosphere in the school.

I also understand that misbehavior, disruption to the school day or harm to others will result in consequences. The consequences will be in line with the misdeed to encourage more responsible conduct and behavior by the student in the future.

Parent/Guardian's Signature _____

Date _____

Home Phone: _____

Cell Phone: _____

Student's Name _____ Homeroom No. _____

Student's Signature _____ Date _____

NOTE: A DUPLICATE OF THIS FORM WILL BE DISTRIBUTED DURING HOMEROOM – PARENT AND STUDENT SIGNATURES ARE REQUIRED. IT MUST BE RETURNED TO YOUR HOMEROOM TEACHER ON OR BEFORE FRIDAY, **SEPTEMBER 18, 2015.**