



**WINSLOW TOWNSHIP SCHOOL DISTRICT - REQUEST FOR SCHOOL FIELD TRIPS**

**BOARD APPROVAL DATE: Wednesday, August 10, 2022**

EXHIBIT NO. XA:5

Sch	Date of Trip	Destination (Trip Information)	Teacher/Coach	Bus(es)	# of Pupils	Departure/Return Time
1	05/18/23	Medieval Times & Jersey Lanes Linden, NJ (8 <sup>th</sup> Grade Class Trip)	Ms. Stallard Mr. Watson 25 Chaperones	5	250 approx.	Depart: 8:30 a.m. Return: 5:30 p.m.
2	09/17/22 (Saturday)	Northern Burlington Co. Regional High School Columbus, NJ (NJ All State Treble Chorus participation)	Mr. Doheny	1 mini	3	Depart: 7:00 a.m. Return: 12:00 p.m.
3	10/01/22 (Saturday)	Rider University Lawrenceville, NJ (NJ All State Treble Chorus participation)	Mr. Doheny	1 mini	3	Depart: 7:00 a.m. Return: 12:00 p.m.
4	10/15/22 (Saturday)	Rider University Lawrenceville, NJ (NJ All State Treble Chorus participation)	Mr. Doheny	1 mini	3	Depart: 7:00 a.m. Return: 12:00 p.m.
5	02/05/23 (Sunday)	JFK Memorial High School Iselin, NJ (NJ All State Treble Chorus participation)	Mr. Doheny	1 mini	3	Depart: 7:00 a.m. Return: 12:00 p.m.

2022-2023

OOD PLACEMENT-BUDGET

SCHOOL	STUDENT ID#	DOB	STATE ID #	CLASS	GR	STATE & OTHER TUITION	REGULAR TUITION	ESY TUITION	RELATED SERVICES	TOTAL	BOARD AGENDA
Archway-Atco 08-8208-IQO Chesilhurst	2932	5/2/2003	2114838946	MD	12	\$48.50per diem				\$0.00	8/10/2022
Bancroft Haddonfield 08-8379-001	3005	6/9/2004	6882787563	MD	PG		\$73,726.20	\$12,287.70	\$42,000.00	\$128,013.90	8/10/2022
Brookfield Elementary 88-382001	2972	10/11/2013	1897780132	OHI	2				\$33,400.00	\$33,400.00	8/10/2022
BCSS 05-0605-030	3016	2/9/2004	6715803134	MD				\$4,179.00		\$4,179.00	8/10/2022
	3017	8/24/2000	1570828658	AUT				\$4,179.00		\$4,179.00	8/10/2022
Durand School	2905	12/2/2004	7358410089		11	\$18,630.00				\$18,630.00	8/10/2022
	2908	3/26/2004	1753388662	AUT	12	\$12,420.00				\$12,420.00	8/10/2022
NJ Commission Blind/Disabled	2918	11/13/2008	3204832491	VI	7		\$14,600.00			\$14,600.00	8/10/2022
GCSS Bankbridge 15-1774-015	3007	6/28/2003	6264819586	MD	12			\$4,590.00		\$4,590.00	8/10/2022
	3008	6/6/2013	7873470641	MD	4			\$4,590.00	\$3,760.00	\$8,350.00	8/10/2022
	3009	5/19/2003	9317190491	CI	PG			\$4,590.00		\$4,590.00	8/10/2022
	3011	4/26/2006	1359832532	AUT	11			\$4,590.00	\$3,760.00	\$8,350.00	8/10/2022
	3013	5/11/2007	4090696781	AUT	10			\$4,590.00	\$3,760.00	\$8,350.00	8/10/2022
	3012	4/24/2003	3639301713	AUT	12			\$4,590.00		\$4,590.00	8/10/2022
	2987	2/18/2003	3453070610	AI	4			\$4,590.00		\$4,590.00	8/10/2022
	2986	12/10/2008	5315995523	AI	8			\$4,590.00		\$4,590.00	8/10/2022
	3015	2/4/2003	9065472826	MD	12			\$4,590.00	\$3,760.00	\$8,350.00	8/10/2022
	3014	3/17/2009	6908957297	AUT	8			\$4,590.00	\$3,760.00	\$8,350.00	8/10/2022
	2988	12/11/2012	4810635287	AI	4			\$4,590.00		\$4,590.00	8/10/2022
	3010	11/13/2003	8439880772	MD	PG			\$4,590.00		\$4,590.00	8/10/2022





2021-2022

OOD PLACEMENT-BUDGET

SCHOOL	STUDENT ID#	DOB	STATE ID #	CLASS	GR	STATE & OTHER TUITION	REGULAR TUITION	ESY TUITION	RELATED SERVICES	TOTAL	BOARD AGENDA
Orchard Friends School	2637	8/8/2004	4286992618	MD	12	\$375.00	\$18,627.38		\$16,205.42		8/10/2022
HOMELESS											

EXHIBIT NO. XA:66

2022-2023 Termination of OOD Students  
August 10, 2022

	Student #	Placement	Effective	Cost	Reason for Termination of Placement
A	2631	LARC	6/16/22	\$58,917.60	Moved out of District
B	3004	Somerset County	7/26/22	\$6,890.00	Non-Attendance
C	2937	Archway Schools	7/26/22	\$10,414.88	Non-Attendance (ESY Only)
D	2991	Garfield Park	7/27/22	\$7,727.77	Non-Attendance (ESY Only)
E	2950	Archway Schools	7/28/22	\$55,137.60	Change in Placement
F	3008	Bankbridge	7/29/22	\$3,760.00	Non-Attendance (ESY Only)

# 2022-2023 HOMELESS STUDENTS

August 10, 2022

	<b>SENDING DISTRICT</b>	<b>STUDENT ID</b>	<b>GRADE</b>
A	Winslow Township	2300	11

## 2022-2023 DCP&P Students

Division of Children Protection & Permanency

August 10, 2022

	<b>RESIDENT DISTRICT</b>	<b>STUDENT ID</b>	<b>GRADE</b>
A	Newark Public Schools	1100	11
B	Dumont Public Schools	1101	9
C	State Responsible	1102	7

WINSLOW TOWNSHIP SCHOOL DISTRICT  
FUNDRAISER REQUEST

This form must be submitted and approved four (4) weeks prior to the date of the fundraiser.

School: #2

EXHIBIT NO. XA:10

Club/Organization: HSA

Person Submitting Request: Mrs. Jennifer Brittain

Date(s) of Fundraiser: Various Time of Activity: Times vary

Fundraising Activity: Blanket request for Dine Out Fundraisers

Location of Activity: Dine Out locations vary

Cost Per Item/Person: N/A Sale Price: N/A Anticipated Profit: TBD

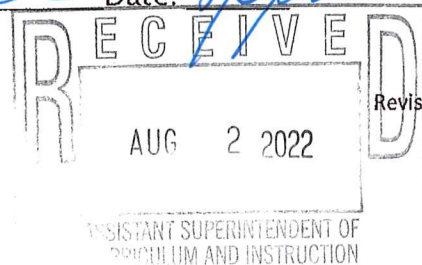
Intended Use of Raised Funds: Any funds received will be deposited into HSA account to be used for HSA sponsored events

Vendor Description (If Appropriate): N/A

Is there any commission or other gain to be received by school or advisor?  Yes  No

If Yes, please explain: \_\_\_\_\_

APPROVED BY: Administrator [Signature] Date: 8/1/22  
Superintendent/Designee: [Signature] Date: 8/3/22





# WINSLOW TOWNSHIP SCHOOL DISTRICT FUNDRAISER REQUEST

This form must be submitted and approved four (4) weeks prior to the date of the fundraiser.

School: #2

Club/Organization: HSA

Person Submitting Request: Mrs. Jennifer Brittain

Date(s) of Fundraiser: 10/3/22-10/7/22 Time of Activity: During school hours. Family night 6-8 pm

Fundraising Activity: Scholastic Book Fair (family night 10/6/22)

Location of Activity: School 2 Media Center

Cost Per Item/Person: N/A Sale Price: N/A Anticipated Profit: TBD by sales

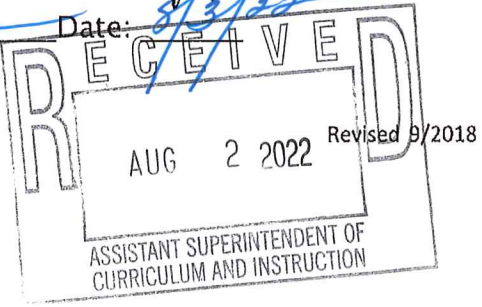
Intended Use of Raised Funds: To raise Scholastic dollars for book purchases & HSA funds.

Vendor Description (If Appropriate): Scholastic Book Fair

Is there any commission or other gain to be received by school or advisor?  Yes  No

If Yes, please explain: \_\_\_\_\_

APPROVED BY: Administrator: [Signature] Date: 8/1/22  
Superintendent/Designee: [Signature] Date: 8/3/22



### WINSLOW TOWNSHIP SCHOOL DISTRICT FUNDRAISER REQUEST

This form must be submitted and approved four (4) weeks prior to the date of the fundraiser.

School: #2

Club/Organization: HSA

Person Submitting Request: Mrs. Jennifer Brittain

Date(s) of Fundraiser: 10/31/22 rain date 11/1/22 Time of Activity: 6:00 pm

Fundraising Activity: Trunk or Treat Family Night

Location of Activity: School #2 Parking Lot

Cost Per Item/Person: N/A Sale Price: N/A Anticipated Profit: N/A

Intended Use of Raised Funds: Free event for School #2 families.

Donation of candy to be provided by trunk or treat participants.

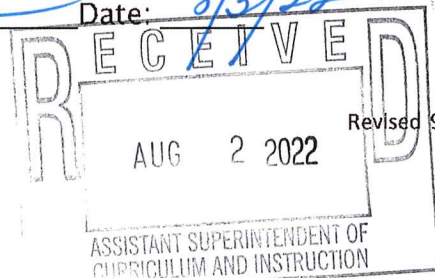
Vendor Description (If Appropriate): N/A

Is there any commission or other gain to be received by school or advisor?  Yes  No

If Yes, please explain: \_\_\_\_\_

APPROVED BY: Administrator: [Signature] Date: 8/1/22

Superintendent/Designee: [Signature] Date: 8/3/22



Revised 9/2018

# WINSLOW TOWNSHIP SCHOOL DISTRICT FUNDRAISER REQUEST

This form must be submitted and approved four (4) weeks prior to the date of the fundraiser.

School: Middle School

Club/Organization: 8th Grade Class of 2027

Person Submitting Request: Nicole Stallard & Jeff Watson

Date(s) of Fundraiser: Sept 2022 - Dec 2022 Time of Activity: On students own time

Fundraising Activity: Students will sell Little Ceasers Kits

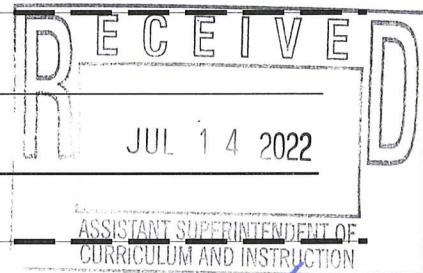
Location of Activity: Various

Cost Per Item/Person: various Sale Price: various Anticipated Profit: \$6.00 per kit sold

Intended Use of Raised Funds: Help offset end of year 8th grade activities costs

Vendor Description (If Appropriate): Little Ceasers Online

<https://fundraising.littlecaesars.com>



Is there any commission or other gain to be received by school or advisor?  Yes  No

If Yes, please explain: N/A

APPROVED BY: Administrator: [Signature] Date: 7/13/22

Superintendent/Designee: [Signature] Date: 7/18/22



WINSLOW TOWNSHIP SCHOOL DISTRICT  
FUNDRAISER REQUEST

This form must be submitted and approved four (4) weeks prior to the date of the fundraiser.

School: Middle School

Club/Organization: 8th Grade Class of 2027

Person Submitting Request: Nicole Stallard & Jeff Watson

Date(s) of Fundraiser: Sept 2022-Dec 2022 Time of Activity: ongoing online sales

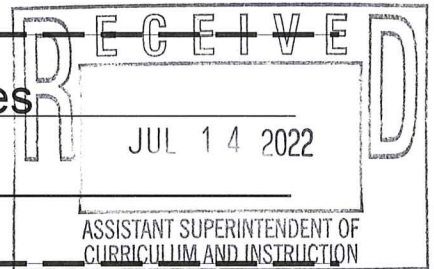
Fundraising Activity: Fancloth.com-Team apparel sales

Location of Activity: fancloth.com

Cost Per Item/Person: various Sale Price: various Anticipated Profit: \$4-\$9 per item

Intended Use of Raised Funds: To help offset cost of end of year activities

Vendor Description (If Appropriate): fancloth.com-online sales



Is there any commission or other gain to be received by school or advisor?  Yes  No

If Yes, please explain: N/A

APPROVED BY: Administrator: [Signature] Date: 7/13/22

Superintendent/Designee: [Signature] Date: 7/18/22

# WINSLOW TOWNSHIP SCHOOL DISTRICT FUNDRAISER REQUEST

This form must be submitted and approved four (4) weeks prior to the date of the fundraiser.

School: Middle School

Club/Organization: 8th Grade Class of 2027

Person Submitting Request: Nicole Stallard & Jeff Watson

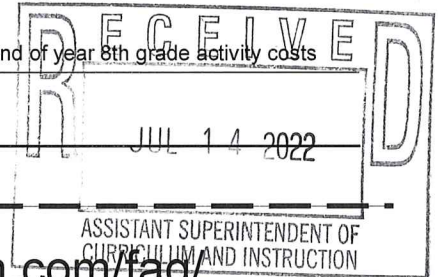
Date(s) of Fundraiser: Sept 2022-Dec 2022 Time of Activity: Various

Fundraising Activity: Poppin Popcorn

Location of Activity: Various

Cost Per Item/Person: Various Sale Price: Various Anticipated Profit: 40-50% based on sales

Intended Use of Raised Funds: This is an individual fundraiser that will offset individual end of year 8th grade activity costs



Vendor Description (If Appropriate): <https://poppinpopcorn.com/faq/>

Is there any commission or other gain to be received by school or advisor?  Yes  No

If Yes, please explain: N/A

APPROVED BY: Administrator: [Signature] Date: 7/13/22  
Superintendent/Designee: [Signature] Date: 7/18/22



# WINSLOW TOWNSHIP SCHOOL DISTRICT FUNDRAISER REQUEST

This form must be submitted and approved four (4) weeks prior to the date of the fundraiser.

School: WTHS

Club/Organization: Class of 2023 (SGA)

Person Submitting Request: Marylynn Christ

Date(s) of Fundraiser: 9/23/22-10/15/22 Time of Activity: During school hours

Fundraising Activity: Spirit Week T-shirt sales

Location of Activity: WTHS (E107)

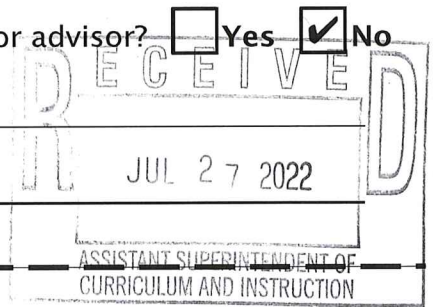
Cost Per Item/Person: \$6.00 Sale Price: \$15 Anticipated Profit: \$1000

Intended Use of Raised Funds: Senior Graduation plans and all  
senior activities, etc

Vendor Description (If Appropriate): Spirit Wear Express T-shirt company

Is there any commission or other gain to be received by school or advisor?  Yes  No

If Yes, please explain: \_\_\_\_\_



APPROVED BY: Administrator: K. Mull Date: 7.27.22

Superintendent/Designee: Deborah Carr Date: \_\_\_\_\_



# WINSLOW TOWNSHIP SCHOOL DISTRICT FUNDRAISER REQUEST

This form must be submitted and approved four (4) weeks prior to the date of the fundraiser.

School: WTHS

Club/Organization: Class of 2023 (SGA)

Person Submitting Request: Marylynn Christ

Date(s) of Fundraiser: 9/23/22-5/31/23 Time of Activity: After School hours

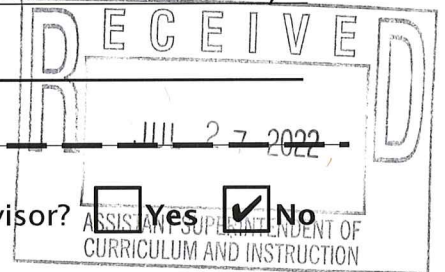
Fundraising Activity: Jibbitz Sale (Charms for Crocs)

Location of Activity: WTHS (E107)

Cost Per Item/Person: \$0.15 Sale Price: \$1 Anticipated Profit: \$650

Intended Use of Raised Funds: Senior Graduation events and  
all senior activities, etc

Vendor Description (If Appropriate): Amazon and DHGate (wholesale/discount site)



Is there any commission or other gain to be received by school or advisor?

Yes  No  
ASSISTANT SUPERINTENDENT OF  
CURRICULUM AND INSTRUCTION

If Yes, please explain: \_\_\_\_\_

APPROVED BY: Administrator: R. Males Date: 7-27-22  
Superintendent/Designee: Dorothy Caser Date: 8/3/22



# WINSLOW TOWNSHIP SCHOOL DISTRICT FUNDRAISER REQUEST

This form must be submitted and approved four (4) weeks prior to the date of the fundraiser.

School: WTHS

Club/Organization: Class of 2023 (SGA)

Person Submitting Request: Marylynn Christ

Date(s) of Fundraiser: 11/7/22-3/31/23 Time of Activity: After School

Fundraising Activity: Chocolate Covered Pretzel Rods

Location of Activity: WTHS (E107)

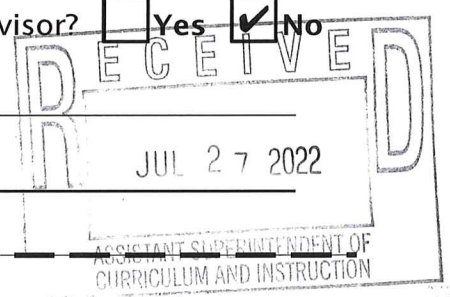
Cost Per Item/Person: \$0.50 Sale Price: \$1 Anticipated Profit: \$240

Intended Use of Raised Funds: Senior Graduation events and  
other class activities, etc

Vendor Description (If Appropriate): Van Wyk Confections  
(Fundraising Company)

Is there any commission or other gain to be received by school or advisor?  Yes  No

If Yes, please explain: \_\_\_\_\_



APPROVED BY: Administrator: [Signature] Date: 7-27-22

Superintendent/Designee: [Signature] Date: 8/3/22



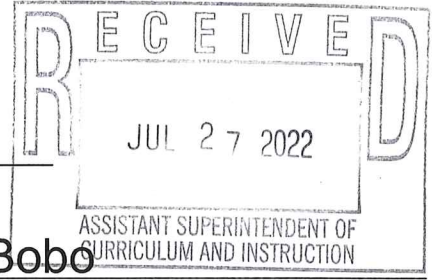
# WINSLOW TOWNSHIP SCHOOL DISTRICT FUNDRAISER REQUEST

This form must be submitted and approved four (4) weeks prior to the date of the fundraiser.

School: WTHS

Club/Organization: National Honor Society

Person Submitting Request: Lisa Paparo and Ethan Bobo



Date(s) of Fundraiser: 2022-2023 school year

Time of Activity: n/a

Fundraising Activity: My Town Original Royalty Agreement

Location of Activity: Local Stores

Cost Per Item/Person: various Sale Price: various Anticipated Profit: 7% of sales

Intended Use of Raised Funds: NHS Scholarships & activities

Vendor Description (If Appropriate): 7% of all retail items sold in stores  
(Ohiopyle Prints, Inc./MyTown Originals)

Is there any commission or other gain to be received by school or advisor?  Yes  No

If Yes, please explain: \_\_\_\_\_

APPROVED BY: Administrator: K. Miller

Date: 7.26.22

Superintendent/Designee: Deborah Carr

Date: 8/3/22





The "My Town Original Royalty Agreement" is a program that National Honor Society has participated in for several years. National Honor Society receives "royalty" checks a few times a year when any "Winslow Township" gear ie., t-shirts, hoodies, etc. is sold in retail stores within the township. The royalty checks are deposited in the National Honor Society account.



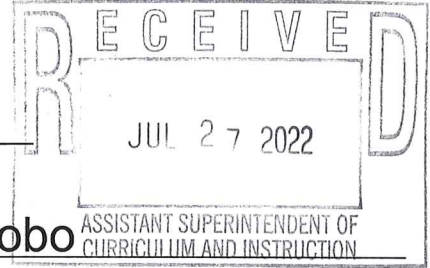
WINSLOW TOWNSHIP SCHOOL DISTRICT  
FUNDRAISER REQUEST

This form must be submitted and approved four (4) weeks prior to the date of the fundraiser.

School: WTHS

Club/Organization: National Honor Society

Person Submitting Request: Lisa Paparo and Ethan Bobo



Date(s) of Fundraiser: Dec. 2022-June 2023

Time of Activity: n/a

Fundraising Activity: district-wide Winslow Pride lawn signs

Location of Activity: High School

Cost Per Item/Person: \$8.00/each Sale Price: \$25.00/each Anticipated Profit: \$17.00/each

Intended Use of Raised Funds: NHS Scholarships & activities

Vendor Description (If Appropriate): Astro Sign Company

230 East High Street, Glassboro, NJ 08028

Is there any commission or other gain to be received by school or advisor?  Yes  No

If Yes, please explain: \_\_\_\_\_

APPROVED BY:

Administrator:

K. Miller

Date:

7.26.22

Superintendent/Designee:

Joseph Curran

Date:

8/3/22



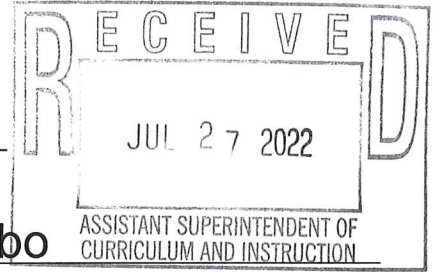
# WINSLOW TOWNSHIP SCHOOL DISTRICT FUNDRAISER REQUEST

This form must be submitted and approved four (4) weeks prior to the date of the fundraiser.

School: WTHS

Club/Organization: National Honor Society

Person Submitting Request: Lisa Paparo and Ethan Bobo



Date(s) of Fundraiser: On-going (2022-2023) Time of Activity: n/a

Fundraising Activity: NHS Member Polos

Location of Activity: Advisor's classrooms

Cost Per Item/Person: \$15 Sale Price: \$20 Anticipated Profit: \$5 each

Intended Use of Raised Funds: NHS Scholarships & activities

Vendor Description (If Appropriate): SpiritWear Express (Sicklerville, NJ)

Is there any commission or other gain to be received by school or advisor?  Yes  No

If Yes, please explain: \_\_\_\_\_

APPROVED BY: Administrator: K. Muller Date: 7.26.22  
Superintendent/Designee: Deborah Carter Date: 8/3/22



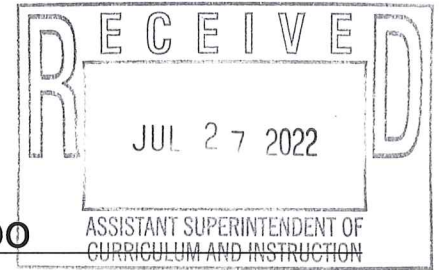
# WINSLOW TOWNSHIP SCHOOL DISTRICT FUNDRAISER REQUEST

This form must be submitted and approved four (4) weeks prior to the date of the fundraiser.

School: WTHS

Club/Organization: National Honor Society

Person Submitting Request: Lisa Paparo and Ethan Bobo



Date(s) of Fundraiser: Sept. 2022-June 2023 Time of Activity: n/a

Fundraising Activity: DoubleGood Popcorn-virtual sale

Location of Activity: virtual

Cost Per Item/Person: \$8-\$12 Sale Price: \$8-\$12 Anticipated Profit: 50% of sales

Intended Use of Raised Funds: NHS Scholarships & activities

Vendor Description (If Appropriate): DoubleGoodPopcorn  
(630)568-5544

Is there any commission or other gain to be received by school or advisor?  Yes  No

If Yes, please explain: \_\_\_\_\_

APPROVED BY: Administrator: K. Mule Date: 7.26.22

Superintendent/Designee: Deborah Carr Date: 8/3/22





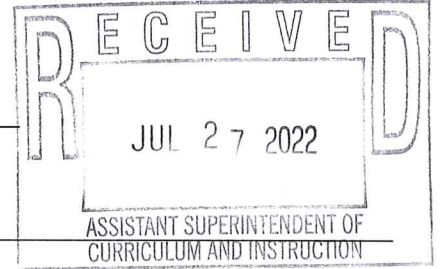
# WINSLOW TOWNSHIP SCHOOL DISTRICT FUNDRAISER REQUEST

This form must be submitted and approved four (4) weeks prior to the date of the fundraiser.

School: WTHS

Club/Organization: National Honor Society

Person Submitting Request: L. Paparo and E. Bobo



Date(s) of Fundraiser: Oct. 2022-Dec. 2022

Time of Activity: n/a

Fundraising Activity: Winslow Clothing for Staff

Location of Activity: WTHS

Cost Per Item/Person: \$20-\$35 Sale Price: \$25-\$40 Anticipated Profit: \$150

Intended Use of Raised Funds: NHS Scholarships

Vendor Description (If Appropriate): SpiritWear Express-dress code compliant

clothing for Winslow staff with Winslow logo

Is there any commission or other gain to be received by school or advisor?  Yes  No

If Yes, please explain: \_\_\_\_\_

APPROVED BY:

Administrator: K. Malle

Date: 7-26-22

Superintendent/Designee: [Signature]

Date: 8/3/22



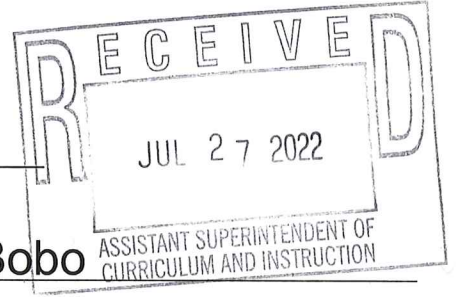
# WINSLOW TOWNSHIP SCHOOL DISTRICT FUNDRAISER REQUEST

This form must be submitted and approved four (4) weeks prior to the date of the fundraiser.

School: WTHS

Club/Organization: National Honor Society

Person Submitting Request: Lisa Paparo and Ethan Bobo



Date(s) of Fundraiser: On-going (2022-2023)

Time of Activity: n/a

Fundraising Activity: pom pom sales

Location of Activity: high school pep rallies, football/basketball games

Cost Per Item/Person: .45/each Sale Price: \$1.00 Anticipated Profit: .55/each

Intended Use of Raised Funds: NHS Scholarships & activities

Vendor Description (If Appropriate): Stumps, Inc.

1-800-348-5084

Is there any commission or other gain to be received by school or advisor?  Yes  No

If Yes, please explain: \_\_\_\_\_

APPROVED BY: Administrator: K. Mell Date: 7.26.22

Superintendent/Designee: Anthony Carter Date: \_\_\_\_\_





# WINSLOW TOWNSHIP SCHOOL DISTRICT FUNDRAISER REQUEST

This form must be submitted and approved four (4) weeks prior to the date of the fundraiser.

School: HS

Club/Organization: Fall Cheerleading

Person Submitting Request: Jena Clark

Date(s) of Fundraiser: Sept 1, 2022-Sept 30, 2022 Time of Activity: Online activity 24hrs a day 28 days

Fundraising Activity: Snap Raise online fundraiser

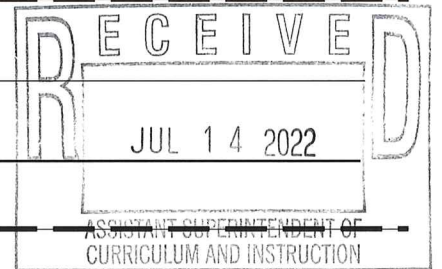
Location of Activity: online

Cost Per Item/Person: 20% of collection Sale Price: \_\_\_\_\_ Anticipated Profit: \$500

Intended Use of Raised Funds: For cheerleading events, cheerleader apparel, senior night gifts and activities

Vendor Description (If Appropriate): Snap Rise

<https://www.snapraise.com/>



Is there any commission or other gain to be received by school or advisor?  Yes  No

If Yes, please explain: \_\_\_\_\_

APPROVED BY: Administrator: *Max Miller* Date: 5/20/22

Superintendent/Designee: *Wendy Carr* Date: 7/18/22

WINSLOW TOWNSHIP SCHOOL DISTRICT  
FUNDRAISER REQUEST

This form must be submitted and approved four (4) weeks prior to the date of the fundraiser.

School: HS

Club/Organization: Spanish Honor Society

Person Submitting Request: M. Gomez and I. Duca

Date(s) of Fundraiser: 9/22 to 5/23 Time of Activity: Before and after school

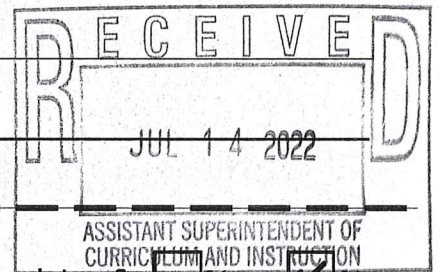
Fundraising Activity: Handmade Bracelets

Location of Activity: Winslow Township High School and Community

Cost Per Item/Person: \$3.00 Sale Price: \$5.00 Anticipated Profit: \$2.00

Intended Use of Raised Funds: Spanish Honor Society Account

Vendor Description (If Appropriate): \_\_\_\_\_



Is there any commission or other gain to be received by school or advisor?  Yes  No

If Yes, please explain: \_\_\_\_\_

APPROVED BY: Administrator: K. Mall Date: 7-13-22

Superintendent/Designee: Stephany Casen Date: 7/18/22



# WINSLOW TOWNSHIP SCHOOL DISTRICT FUNDRAISER REQUEST

This form must be submitted and approved four (4) weeks prior to the date of the fundraiser.

School: H.S.

Club/Organization: Winslow High School Art Club

Person Submitting Request: Christina Baldwin

Date(s) of Fundraiser: 2022-2023 School Year Time of Activity: Before & After School

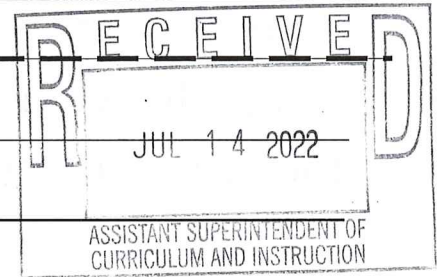
Fundraising Activity: Handmade Greeting Cards

Location of Activity: Art Room E106

Cost Per Item/Person: .50-\$3 Sale Price: .50-\$3 Anticipated Profit: \$40

Intended Use of Raised Funds: Art Scholarship & Club Activities

Vendor Description (If Appropriate): \_\_\_\_\_



Is there any commission or other gain to be received by school or advisor?  Yes  No

If Yes, please explain: \_\_\_\_\_

APPROVED BY: Administrator: K. Mule Date: 7-13-22

Superintendent/Designee: Deborah Carter Date: 7/18/22





# WINSLOW TOWNSHIP SCHOOL DISTRICT FUNDRAISER REQUEST

This form must be submitted and approved four (4) weeks prior to the date of the fundraiser.

School: H.S.

Club/Organization: Winslow High School Art Club

Person Submitting Request: Christina Baldwin

Date(s) of Fundraiser: 2022-2023 School Year Time of Activity: Before & After School

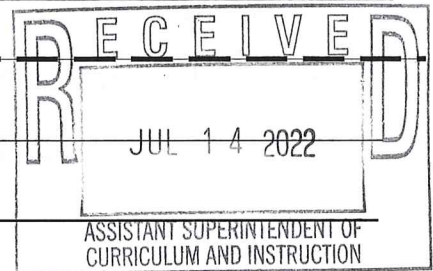
Fundraising Activity: Birthday Shout Outs

Location of Activity: Art Room E106

Cost Per Item/Person: \$1 Sale Price: \$1 Anticipated Profit: \$50

Intended Use of Raised Funds: Art Scholarship & Club Activities

Vendor Description (If Appropriate): \_\_\_\_\_



Is there any commission or other gain to be received by school or advisor?  Yes  No

If Yes, please explain: \_\_\_\_\_

APPROVED BY: Administrator: K. Mille Date: 7-13-22

Superintendent/Designee: Deborah Case Date: 7/18/22





# WINSLOW TOWNSHIP SCHOOL DISTRICT FUNDRAISER REQUEST

This form must be submitted and approved four (4) weeks prior to the date of the fundraiser.

School: H.S.

Club/Organization: Winslow High School Art Club

Person Submitting Request: Christina Baldwin

Date(s) of Fundraiser: 2022-2023 School Year Time of Activity: Before & After School

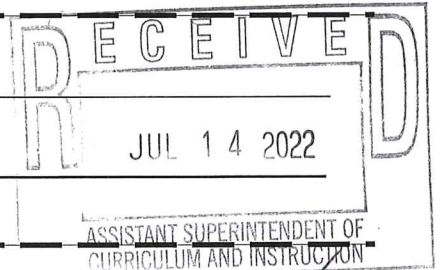
Fundraising Activity: Face Painting-Spirit Week, sporting events, pep rallies

Location of Activity: Art Room E106 & lunch periods

Cost Per Item/Person: \$1 Sale Price: \$1 Anticipated Profit: \$50

Intended Use of Raised Funds: Art Scholarship & Club Activities

Vendor Description (If Appropriate): \_\_\_\_\_



Is there any commission or other gain to be received by school or advisor?  Yes  No

If Yes, please explain: \_\_\_\_\_

APPROVED BY: Administrator: *R. Mule* Date: 7.11.22

Superintendent/Designee: *Wendy Carr* Date: 7/18/22



# WINSLOW TOWNSHIP SCHOOL DISTRICT FUNDRAISER REQUEST

This form must be submitted and approved four (4) weeks prior to the date of the fundraiser.

School: H.S.

Club/Organization: Winslow High School Art Club

Person Submitting Request: Christina Baldwin

Date(s) of Fundraiser: 2022-2023 School Year Time of Activity: Before & After School

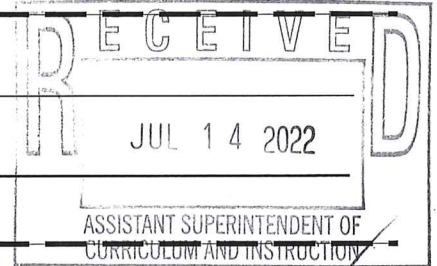
Fundraising Activity: Valentine's Day Roses

Location of Activity: Art Room E106 & lunch periods

Cost Per Item/Person: \$1-\$3 Sale Price: \$1-\$3 Anticipated Profit: \$100

Intended Use of Raised Funds: Art Scholarship & Club Activities

Vendor Description (If Appropriate): Produce Junction



Is there any commission or other gain to be received by school or advisor?  Yes  No

If Yes, please explain: \_\_\_\_\_

APPROVED BY: Administrator: [Signature] Date: 7.13.22

Superintendent/Designee: [Signature] Date: 7/18/22



# WINSLOW TOWNSHIP SCHOOL DISTRICT FUNDRAISER REQUEST

This form must be submitted and approved four (4) weeks prior to the date of the fundraiser.

School: H.S.

Club/Organization: Winslow High School Art Club

Person Submitting Request: Christina Baldwin

Date(s) of Fundraiser: May 4, 5, 6 2023 Time of Activity: Before & After School

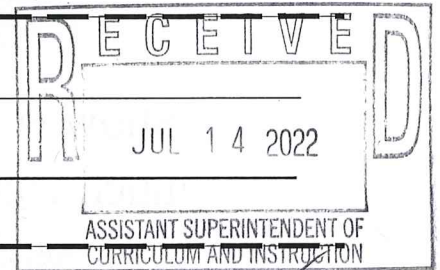
Fundraising Activity: Mother's Day Roses

Location of Activity: Art Room E106 & lunch periods

Cost Per Item/Person: \$1-\$3 Sale Price: \$1-\$3 Anticipated Profit: \$100

Intended Use of Raised Funds: Art Scholarship & Club Activities

Vendor Description (If Appropriate): Produce Junction



Is there any commission or other gain to be received by school or advisor?  Yes  No

If Yes, please explain: \_\_\_\_\_

APPROVED BY: Administrator: *R. Miller* Date: 7-13-22

Superintendent/Designee: *Deborah Carter* Date: 7/18/22





# WINSLOW TOWNSHIP SCHOOL DISTRICT FUNDRAISER REQUEST

This form must be submitted and approved four (4) weeks prior to the date of the fundraiser.

School: H.S.

Club/Organization: Winslow High School Art Club

Person Submitting Request: Christina Baldwin

Date(s) of Fundraiser: June 6,7,8,9 2023 Time of Activity: Before & After School

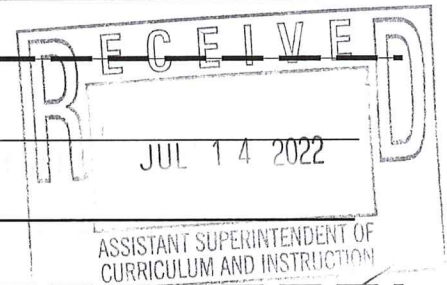
Fundraising Activity: Father's Day Slim Jims

Location of Activity: Art Room E106 & lunch periods

Cost Per Item/Person: \$1-\$3 Sale Price: \$1-\$3 Anticipated Profit: \$100

Intended Use of Raised Funds: Art Scholarship & Club Activities

Vendor Description (If Appropriate): BJ's



Is there any commission or other gain to be received by school or advisor?  Yes  No

If Yes, please explain: \_\_\_\_\_

APPROVED BY: Administrator: [Signature] Date: 7-13-22

Superintendent/Designee: [Signature] Date: 7/18/22





# WINSLOW TOWNSHIP SCHOOL DISTRICT FUNDRAISER REQUEST

This form must be submitted and approved four (4) weeks prior to the date of the fundraiser.

School: H.S.

Club/Organization: Winslow High School Art Club

Person Submitting Request: Christina Baldwin

Date(s) of Fundraiser: 2022-2023 School Year Time of Activity: Art Room E106

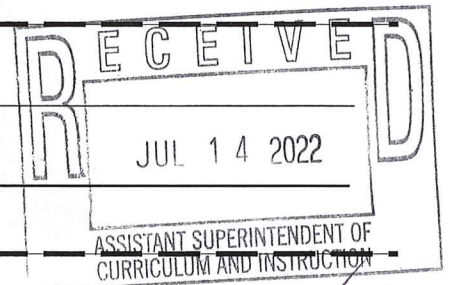
Fundraising Activity: Pottery Sale

Location of Activity: Art Room E105

Cost Per Item/Person: \$1-\$8 Sale Price: \$1-\$8 Anticipated Profit: \$50

Intended Use of Raised Funds: Art Scholarship & Club Activities

Vendor Description (If Appropriate): not needed



Is there any commission or other gain to be received by school or advisor?  Yes  No

If Yes, please explain: \_\_\_\_\_

APPROVED BY: Administrator: [Signature] Date: 7-13-22  
 Superintendent/Designee: [Signature] Date: 7/18/20



# Winslow Township Board of Education 2022-2023 Organizational Chart

**Board of Education**

Cheryl Pitts Lorraine Dredden Rebecca Nieves	Julie Peterson Rita Martin John Shaw
Larry Blake Cynthia Moore Kelly Thomas	

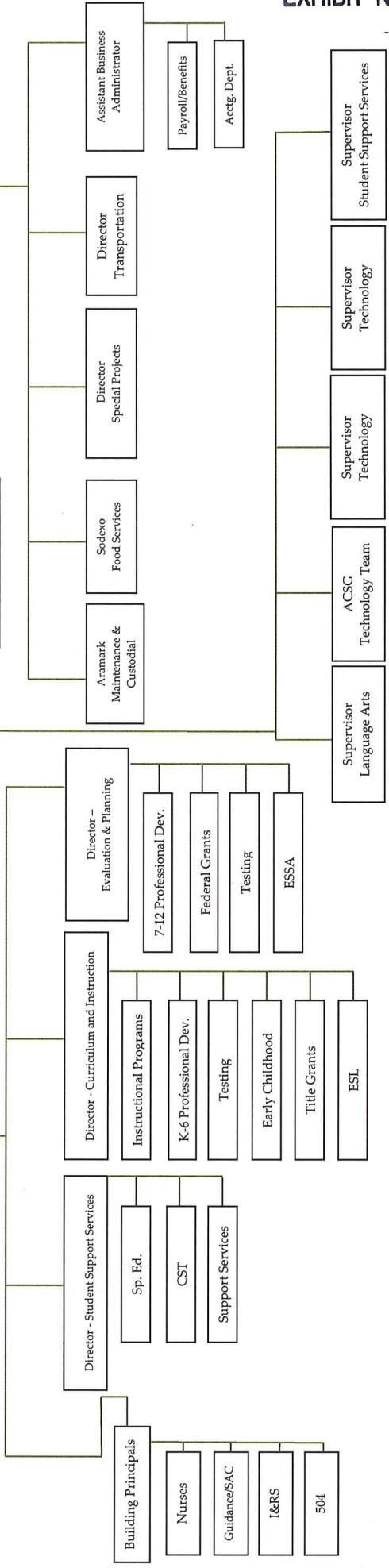
H. Major Poteat, Ed.D.  
Superintendent

Dorothy Carcamo, Ed.D.  
Asst. Superintendent

Dion Davis  
Director- Human Resources

Tyra McCoy-Boyle  
Business Adm./ Bd. Secretary

ESS (Teachers/Aides)

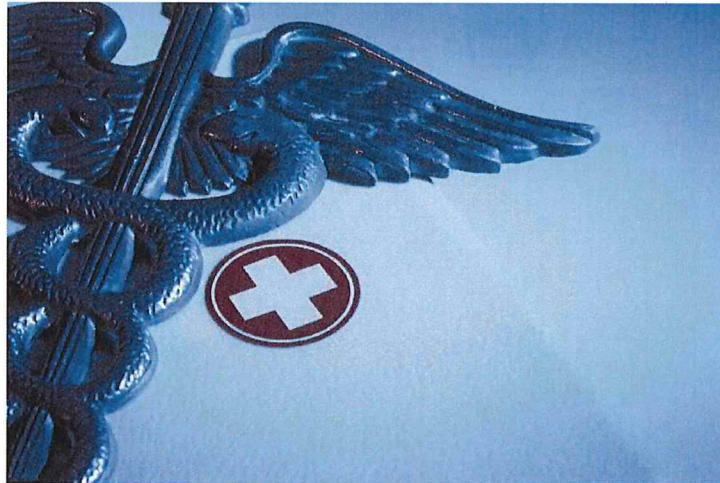


WINSLOW TOWNSHIP SCHOOL DISTRICT  
Dr. H. Major Poteat, Superintendent

## Winslow Township School District



# MEDICAL STANDING ORDERS 2022-2023



**Stephanie S. Doyle, MD**  
506 Menantico Avenue  
Millville, NJ 08332

Physician's Approval  
Date: 7/8/22  
Board of Education  
Approval Date: 8/10/22

# WINSLOW TOWNSHIP PUBLIC SCHOOLS

## Medical Standing Orders

### A. Abdominal Cramps

1. If pain is generalized; have child go to the bathroom.
2. If accompanied by nausea, vomiting, or diarrhea, exclude to parent.
3. If elevated temperature (>100) exclude to parent.

### B. Asthmatic Distress

1. Assess respiratory status.
2. Administer medication if prescribed.
3. If the nurse believes the child is in distress such that administration of rescue medications is required, 911 should be called.
4. Keep patient calm.
5. Administer oxygen if indicated.
6. Notify parent/911 as indicated.

### C. Bleeding

#### Gloves are required.

#### A. Nosebleed

1. Keep person quiet
2. A sitting position with head held erect or a lying position with head and shoulders raised, is best.
3. Advise individual to breathe through mouth.
4. Apply pressure by pinching nostrils together.
5. May apply cold compresses.
6. If bleeding persists for more than 15 minutes, refer the child to parent's care.

#### B. Moderate Bleeding-result of injury (excluding head injury).

1. Control bleeding with pressure and elevation.
2. Apply sterile dressing.
3. Notify parent.

#### C. Severe Bleeding

1. Have patient lie down.
2. Place thick sterile gauze dressing over wound and press firmly-use hand until proper dressing can be obtained.
3. If dressing becomes saturated (do not remove dressing) lay a fresh dressing over it and continue pressure.
4. If extremity is involved, elevate part.
5. Use pressure points if necessary.
6. When bleeding has stopped apply bandage to dressing.
7. The use of the tourniquet, by staff personnel, in case of hemorrhage, is discouraged. If application of tourniquet is needed, 911 should be called.



- Care of, treatment, and cleaning of wound should be performed by the patient's home physician once the injury is stabilized.
8. Notify parent.

#### **D. Bites and Stings**

1. Animal/Human
  - a. Wash area thoroughly with antiseptic soap.
  - b. If skin is not broken, wash with antiseptic soap.
  - c. Apply sterile bandage only if wound is open. If the bite does not break the skin, covering it is not recommended.
  - d. Advise parent to contact physician when skin is broken. Inform parent of date of last recorded tetanus vaccine.
  - e. Notify health department if animal is a stray.
  - f. Follow blood borne pathogen protocols if necessary.
2. Insect
  - a. Check if student is allergic. Administer medication prescribed and notify parent.
  - b. Remove stinger if visible.
  - c. Apply ice, or Sting Wipe, Caladryl or Hydrocortisone Cream 0.5%.
  - d. Use Epi-Pen - Pen or Benadryl elixir 1 tsp. as indicated. (If parents provide permission and medication in advance.)
  - e. Call 911 and parents if Anaphylaxis is suspected or if child has a known anaphylactic reaction to bug bites.

#### **E. Burns**

1. Mild – (no blistering, minimal blistering with small areas involved.)
  - a. Submerge in cold water.
  - b. May apply burn gel.
  - c. Cover with sterile dressing.
2. Severe – (Blistered or large areas involved.)
  - a. Submerge in cold water or apply ice.
  - b. Cover with sterile dressing.
  - c. Keep patient lying down-treat for shock.
  - d. Notify parent.
  - e. Advise professional treatment-urgency determined by the severity of the burn.
3. Chemical
  - a. Wash away the chemical completely with large quantities of water.
  - b. Cover with sterile dressing.
  - c. Notify parent, advise medical treatment, and supply with name of chemical. MSDS if available.
4. Electric burn
  - a. Do not immerse in water.
  - b. Wrap with sterile dressing.
  - c. Call 911/notify parents.

**F. Cessation of Breathing and/or pulse**

1. Check for responsiveness.
2. If unresponsive – Call 911.
3. Position victim and check airway and check for breathlessness.
4. Give 2 full breaths – Bag to mouth.
5. Check for pulse – Follow CPR according to American Heart Association standards.

**G. Obstructed Airways**

1. Heimlich maneuver until unresponsive.
2. Try bag to mouth ventilation X 2.
3. Give 5 abdominal thrusts.
4. Attempt 2 full breaths – Bag to mouth.
5. Continue last 3 steps until obstruction is clear or EMT personnel arrive.

**H. Convulsions, Seizures**

1. Lower patient to the floor.
2. Position on side.
3. Do not restrain child. Protect them from injury.
4. Do NOT force anything between teeth.
5. Exclude to parent if necessary/OR rest after attack if this is a known condition.
6. Document duration and type of seizure.
7. Call 911 for seizures lasting more than 5 minutes.

**I. Dermatitis, Ivy, Sumac, Oak, Poisons**

1. Cleanse area immediately after exposure.
2. If area is weeping, exclude to parent.
3. If dry – apply caladryl to affected area.
4. Any questionable rashes are to be excluded only to be readmitted with a doctor's note.

**J. Diabetic Condition**

1. Follow protocols if available.
  - A. HYPERglycemia
    1. Follow protocol, if available.
    2. Give patient fluids without sugar if able to swallow.
    3. Contact parent and/or patient's physician.
  - B. HYPOglycemia
    1. Follow protocol, if available.
    2. Give 3-4 glucose tablets, sugar or food containing sugar (honey, candy, fruit, 4oz. orange juice or 7-8 lifesavers.)
    3. Do not give fluids or #2(above) if patient is unconscious and unable to swallow. Call 911.
    4. Notify parent and/or call 911 if necessary.

**K. Drug abuse or alcohol intoxication**

1. Observe for signs and symptoms of drug or alcohol abuse.
2. Notify appropriate designated personnel or 911 as indicated.

**L. Ears**

1. Foreign body
  - a. Examine ear.
  - b. Do not cause additional damage to ear trying to remove an article.
  - c. Exclude to the care of the parent.
2. Pain
  - a. Examine eardrum for S/S of fluid build up or ear infection.
  - b. If positive, refer to parents for treatment.

**M. Eyes**

1. Foreign body
  - a. Flush eye with water.
  - b. Have child blink.
  - c. Pull upper lid gently over lower lid. Examine for foreign body and remove if able. Refer child to ER if object cannot be removed or person is impaled.
  - d. Examine for object.
  - e. If pain is persistent, contusions around the eye, lacerations to the eye or eyelid, flashes of light, blurry vision, or blood in the eye– exclude child to parents for mild injuries and ER for severe injuries.
2. Serious injury to eye
  - a. Put dry sterile dressing over both eyes and exclude to parents.
  - b. Call 911 if necessary.
3. Conjunctivitis (Pink eye)
  - a. Exclude to parent.
  - b. S/S eye red, discharge present, itching.
  - c. Admit back to school with Doctor's note.

**N. Fever**

1. If temperature is over 100 degrees, exclude to parent.
2. Child is not to return to school for 24 hours after fever-free without medication.

**O. Fractures**

1. Immobilize injured limb or area.
2. Simple fractures – exclude to parent
3. Compound fractures – Call 911.
  - a. Must have doctor's note to return.

**P. Frostbite**

1. Give warm liquid to drink (Not tea or coffee).
2. Keep frozen parts in warm water for 30 minutes.

**Q. Headache**

1. Check temperature, if elevated (100 degrees F. or above) exclude to parent.
2. If temperature normal – check if child has eaten.
3. Apply ice pack/cool compress and/or, allow to rest for a few minutes.
4. Contact parent and refer to physician if headache is accompanied by visual changes, altered LOC, contusion, stiff neck, lack of coordination, weakness on one side, elevated blood pressure, or any notable change in neurological status.

**R. Migraines**

1. Follow protocol listed in Headache, intervention #3.

**S. Heat Exhaustion/Heat Stroke**

1. H.E. – pale skin, profuse sweating/ normal body temperature.
2. H.S. – red, flushed, dry skin and high body temperature.
  - a. Cool cloth or air conditioning
  - b. Let student rest
  - c. Refer to parents if the symptoms do not resolve in 15 minutes.

**T. Injuries**

1. Head;
  - a. Examine for alertness. Complete a neuro check.
  - b. Apply ice.
  - c. Notify Parent
  - d. Send head injury sheet home.
2. If concussion occurs or change in level of consciousness:
  - a. Check pupil size
  - b. Check BP-assure stability
  - c. Assess level of consciousness
  - d. Severe Head Trauma – S/S loss of consciousness, vomiting, short-term memory loss. Depressed fracture, pupils dilated, blood from ear.
  - e. Call 911 & notify parents.
3. Mild Head Trauma
  - a. Notify parents and exclude to their Doctors care.

**U. Sprains/Strains**

- Rest
- Ice
- Compression
- Elevate
- Notify Parents

**V. Nausea/Vomiting**

1. If a child vomits one time without a fever, it is not mandatory that he/she be excluded, allow them to rest and rinse their mouth.
2. Exclude if temperature is present or if vomiting continues.
3. Child must remain home for 24 hours after vomiting has stopped.



**W. Poison Ivy/Sumac/Oak**

1. Apply Caladryl lotion to affected area if dry.
2. If new exposure, cleanse area immediately.
3. If weeping, exclude to parent.
4. Any questionable rashes are to be excluded only to be readmitted with a Doctor's note.

**X. Poisoning (By mouth)**

1. Obtain history.
2. Notify poison control. (1-800-222-1222)
3. Save label or container for identification purposes, or MSDS.
4. Follow recommendations by poison control.
5. Notify parent immediately.
6. If a suspicion of food poisoning contact principal and call 911.
7. **IPECEC SYRUP IS TO BE USED FOR FLUORIDE POISONING ONLY.**

**Y. Shock**

1. Fainting – position with head lower than body.
  - Keep warm.
  - Use smelling salts if available.
  - Check vital signs.
  - Call 911
2. **Anaphylactic Shock** – S/S facial swelling, drop in blood pressure, rash, inability to breathe (occurs from allergic reactions).
  - a. If a student has a kit in school, administered Epinephrine as prescribed, call 911 and notify parent.
  - b. If no kit, administer epinephrine, call 911, and notify-parents.

**EMERGENCY MEDICATION FOR ANAPHYLACTIC SHOCK**

School nurses may administer the Epi-Pen in the event of anaphylactic shock.

Signs/symptoms:

Dosage: Epi-Pen by weight

Epi-Pen Jr.-up to 66 lbs. or as ordered by the child's physician

Site: Give LAT or RAT, Route: SC

Epi-Pen-over 100 lbs. Site: Give LAT or RAT, Route: SC

Nursing Implications:

- Notify parent/or contact person immediately before injecting if possible.
- Transport via 911 to hospital as soon as possible.
- Vital signs are to be taken as needed.
- Injection site should be massaged after injection.

Side Effects: Pallor, nervousness, tremor, palpitations, epinephrine anxiety, headache, dyspnea, pulmonary edema, or CVA.

3. In any serious injury always expect shock and act to prevent or lessen it. Notify parents and call 911.

**Z. Rashes**

1. Any child with a questionable rash must be excluded until medical diagnosis is confirmed in writing and treatment is started or the doctor determines child is not contagious.

**AA. Ringworm**

Circular rash with a raised edge.

1. Exclude to parent for medical treatment.
2. Advise custodians to cleanse desktops, and other surface areas.
3. Diagnosis must accompany child upon returning back to school.

**BB. Nuisance Skin Disorders**

Such as lice

1. Examine child for lice and/or nits.
2. Exclude to parent with directions.
3. Child must be re-examined by school nurse before entering the classroom.
4. It is not necessary for students to have no nits to return to school. If the nits are greater than ¼ inch from the scalp and no active lice are seen, they are considered dead. Many experts now concede that children can return to school after 1 treatment with insecticide such as NIX, ELIMITE, ULESFIA, OVIDE, etc.
5. All students in the class and on the bus must be checked.  
If any present, all classes and buses of siblings must be checked or any class that switches with this particular class.

Scabies

1. Refer to parents.
2. Must have doctor's note to return to school.

**CC. Splinters**

1. Remove if possible.
2. Cleanse and dress if necessary.

**DD. Toothache/Dental Injury**

1. Refer all toothaches, abscesses, etc. to parents.
2. If a tooth is knocked out, retrieve tooth and exclude child to parent.
3. If tooth is broken off – notify parents and exclude.
4. As with all accidents – a report must be filed.
5. Apply Ambesol to affected area x1

**EE. Wounds**

1. Abrasions
  - a. Cleanse with antibacterial soap and water, apply antibiotic ointment and dress.
  - b. Remove foreign body if possible. If not possible, refer child to parent and physician.
2. Lacerations
  - a. If severe – apply pressure to stop bleeding and exclude to parent.
  - b. If bleeding subsides, a butterfly bandage can be applied prior to exclusions.
  - c. Check last DPT immunization and record this date on accident report.
3. Puncture Wounds
  - a. Minor – Cleanse and dress
  - b. Major – Stabilize and immobilize article that has punctured body. Notify and exclude to parent to seek medical attention.

**FF. Dysmenorrhea (Menstrual Cramps)**

1. Encourage exercise.
2. Allow to rest for a stipulated period of time.
3. Use of a hot water bottle or heating pad.

**GG. Tuberculosis screening**

All newly employed staff members are required to have a Mantoux test unless they have proof of negative Mantoux test within the past 6 months. Newly employed staff members transferring between school districts within New Jersey will not have to be tested if there is a documented record of a Mantoux tuberculin skin test being administered upon his or her initial employment in a New Jersey public school.

The school nurse will administer all Mantoux test for Winslow Township Board of Education staff members and designated pupils. In the event of any extreme allergic reaction Epipen will be administered to said patient by the school nurse and then referred for medical treatment. (Mantoux) Tubersol Solution 0.1ml/5US units Intracutaneous.

**HH. Oxygen**

Oxygen should be administered via nasal canula if possible and should be started at 2 Lpm. If a facemask is used, 4Lpm is recommended to be the starting level. Monitor the oxygen saturation and titrate the oxygen to 95% or greater while awaiting the arrival of EMS.

**II. Homebound Instruction**

Students not able to attend school for an extended period of time may be approved for HOMEBOUND INSTRUCTION. Such approval may be issued by the school nurse based upon a review of a medical assessment forwarded by the pupil's attending physician documenting the pupil's inability to attend school for a designated period of time.

**JJ. AED Certification:**  
Persons certified in the use of the AED procedure, may use when needed.

**KK. Scoliosis:**  
Every Board of Education must provide the biennial examination of every student between the ages of 10 and 18.

**LL. Auditory Screening:**  
Screenings must be conducted for students who are:

1. Enrolled in preschool program.
2. Enrolled in grades kindergarten through 4.
3. Enrolled in grades, 6, 8, and 10.
4. Entering the district with no recent record of audiometric screening.
5. At risk for hearing impairments.
6. Referred to the CST for evaluation.
7. Referred for screening by a teacher, parent, / guardian, or at the students own request.
8. At risk for noise exposure.

**MM. Vision Screening**  
Should be conducted, at a minimum, at the following grade/age levels:

Preschool (3-4 yrs.)	6 <sup>th</sup> grade (10-11 yrs.)
Kindergarten (5-6 yrs.)	8 <sup>th</sup> grade (13-14 yrs.)
2 <sup>nd</sup> grade (7-8 yrs.)	10 <sup>th</sup> grade (15-17 yrs.)
4 <sup>th</sup> grade (8-9 yrs.)	

**\*\*Every student shall be examined upon entry to school.**

**NN. Covid**  
The district will comply with all state and local health department recommendations regarding COVID.



EXHIBIT NO. YA:30



Winslow Township School District

H. Major Poteat, Ed. D., Superintendent



# School Nursing Services Plan

## 2022-2023

Board of Education approval date: 8/10/22

**WINSLOW TOWNSHIP SCHOOL DISTRICT**

**SCHOOL NURSING SERVICES PLAN**

**TABLE OF CONTENTS**

**Section I – BUILDING ASSESSMENTS**

Acuity Levels Defined

**Section II – STAFFING**

- A. Nurse’s Assignment
- B. Staffing Plan
- C. Job Description – School Physician
- D. Job Description – Certified School Nurse
- E. Role of School Nurse

**Section III – SCHOOL COMPLEX**

Emergency Nursing Coverage

# SECTION I

## BUILDING ASSESSMENTS

**ACUITY LEVELS OF  
STUDENTS REQUIRING SCHOOL HEALTH SERVICES**

School Acuity Levels

<b>School</b>	<b>Acuity Levels</b>
1	Level III – Medically Complex
2	Level III – Medically Complex Level IV – Health Concerns
3	Level II – Medically Fragile
4	Level III – Medically Complex
5	Level III – Medically Complex
6	Level II – Medically Fragile
Middle School	Level IV – Health Concerns
High School	Level III – Medically Complex



## **ACUITY LEVELS OF STUDENTS REQUIRING SCHOOL HEALTH SERVICES**

### **Level I – NURSING DEPARTMENT**

Nursing dependent students require 24 hour/day, frequent one-to-one, skilled nursing care for survival. Many are dependent on technological devices for breathing and/or require continuous nursing care, or the student will experience irreversible damage or death (DNR's).

### **Level II – MEDICALLY FRAGILE**

Students with complicated health needs in this category face each day with the possibility of a life-threatening emergency requiring the skill and judgment of a professional nurse. Examples may include, but are not limited to: severe seizure disorder requiring medication, severe asthma, sterile procedures, tracheotomy care and suctioning, unstable or newly diagnosed diabetics with unscheduled blood sugar monitoring and insulin injections, diabetes and insulin pumps requiring monitoring and asthmatics requiring nebulizer treatments.

### **Level III – MEDICALLY COMPLEX**

Students with medically complex concerns require daily treatments or close monitoring by a professional nurse. They may have unstable physical and/or social-emotional conditions and the potential for a life-threatening event may exist. Examples include, but are not limited to: ADHD and on medication, anaphylactic event, cancer, immune disorders, moderate to severe asthma (inhaler, peak flow meters), preteen or teenage pregnancy, carefully timed medications, medications with major side effects, unstable metabolic conditions, continuous or intermittent oxygen and complex mental or emotional disorders.

### **Level IV – HEALTH CONCERNS**

In the category of health concerns, the student's physical and/or social-emotion condition is currently uncomplicated and predictable. Occasionally the student requires monitoring, varying from bi-weekly to annually. Examples include, but are not limited to: migraines, sensory impairments, self-managed diabetes, dietary restrictions, eating disorders, orthopedic conditions requiring accommodations and encopresis.

Adapted from the "Washington Model" of acuity for the NJSSNA.

## **SUMMARY OF PLAN TO ADDRESS STUDENTS WITH CERTAIN MEDICAL CONDITIONS**

### **ASTHMA**

- If the student with known asthma develops any of the following symptoms, persistent cough, shortness of breath, wheezing or retractions. If any of the above happens, the school nurse will:
  1. Assess the respiratory status of the student.
  2. Assess the vital signs of the student.
  3. Administer respiratory rescue medication if ordered by the family's health care provider.
  4. Allow the student to rest.
  5. Notify parent of episode, treatment and results.
  6. Return the student to class if respiratory symptoms improved.
  7. If fever over 100 degrees or respiratory status not improved, notify parent to seek medical attention.
- If the student develops any life threatening symptoms, i.e., attempting to cough but unable, unable to speak, color changes (blue hue around lips), severe chest pain, or agonal breathing (short, sharp breaths), school nurse will administer oxygen at 4 liters/minute via face mask, notify parent and call 911.

### **SEIZURES**

- If a student with a known seizure disorder develops any of the following symptoms, body stiffens or jerks, color changes, continuous blinking, starting spells, impairment of consciousness, and/or incontinence with other symptoms. If any of the above happens, the school nurse will:
  1. Make sure the student is safe.
  2. Turn the student to the rescue position.
  3. Track the time.
  4. Designate another adult to remove the other children from the class if necessary.
  5. Assess the respiratory status of the student.
  6. Assess the vital signs of the student.
  7. Administer anti-seizure medication as ordered by the student's health care physician.
  8. Allow the student to rest.
  9. Notify parents of the episode.
- If the student develops any life threatening symptoms, i.e. seizure lasting longer than 5 minutes, repeated seizures without regaining consciousness or it is the first time student has had a seizure, parent notified and 911 called.

### **SICKLE CELL DISEASE**

- If a student with sickle cell disease develops the following symptoms, pain in hands, chest or feet, abdominal pain, pain in arms, back or legs or fever over 100 degrees, the school nurse will:
  1. Assess the vital signs of the student.
  2. Allow the student to rest.
  3. Administer fluids.
  4. Administer pain medications if ordered by the family's health care provider.
  5. Initiate comfort measures (warm compresses, relaxation exercises).
  6. Notify parent of episode, treatment and results.
  7. Return student to class if pain is controlled.
  8. If fever over 100 degrees or pain not controlled, notify parent to seek medical attention.
- If the student develops any life threatening symptoms, i.e. loss of balance, weakness on one side, visual disturbance, sudden/severe headache, seizure, weakness/lethargy swollen painful abdomen, severe chest pain with or without fever >100, parent will be notified and 911 called.

## FOOD ALLERGIES

- If a student with a known food allergy attends the school, the cafeteria is notified and a note is made on his/her record. If the student's allergy is a peanut allergy, a peanut free table is provided in the cafeteria for the student to sit at if the parent or he/she so chooses to sit at.
- If a student with a known food allergy accidentally ingests foods that they are allergic to the student will immediately be brought to the school nurse. The school nurse will then:
  1. Assess what the allergy is and what type of reaction the student has had in the past to the food.
  2. Assess to see if any medications are prescribed by family doctor to counter the effects of the allergy. Benadryl/Epipens are often prescribed is allergic reaction is life threatening.
  3. Administer medications and watch student for 15 to 20 minutes. If reaction subsides allow the student to return to cafeteria/class, and notify parent of episode.
- If the student develops any life threatening symptoms, i.e., reaction is anaphylactic and student becomes lethargic, unable to communicate or breathe, active 911 and notify the parent.

## DIABETES

A known diabetic with symptoms of hypo or hyperglycemia can lead to life threatening emergency if symptoms are not reversed.

- Staff In-service re: signs and symptoms of hypo & hyperglycemia.
- Staff In-service on testing blood sugar with glucometer and administration of either Insulin or glucagon appropriately as needed per Dr.'s orders.
- If glucose level is low and the student is conscious give snack as specified in IHP and Dr.'s order, wait for 15 minutes and then re-test glucose level making sure it is elevated to recommended level (usually 70 or above) may require additional snacks to reach that level.
- If glucose level is higher than acceptable parameter and the student is conscious, check urine for ketones and administer insulin following the insulin sliding scale, encourage student to drink extra water to maintain ketones level to normal.
- In case of hypoglycemia and hyperglycemia not responding to treatment as specified in step's # 3 and #4 and the student is **unconscious**, then proceed as follows:
  - a) Delegate staff member to activate 911 and notify parent/guardian.
  - b) Attend to the student by administering glucagon as ordered for cases of hypoglycemia.
  - c) Administer insulin for cases of hyperglycemia.
  - d) Remain with the student, check level of consciousness and monitor vital signs.
  - e) Administer oxygen at 4 liters per minute via face mask.
- Begin CPR in the event that respiratory or cardiac arrest

## CARDIAC

- Maintain CPR certification
- Maintaining AED in good working order
- Updating medical history yearly
- Obtaining vital signs during a suspected cardiac event and completing a nursing assessment
- Administering oxygen as ordered
- Activating 911 and notifying the parent

## COVID

- The district will comply with all state and local health department recommendations regarding COVID.



## **ROLE OF THE SCHOOL NURSE**

### **The school nurse provides direct health care to students and staff.**

The school nurse provides care to students and staff who have been injured or who present with acute illnesses. Care may involve treatment of health problems within the scope of nursing practice, communication with parents for treatment, and referral to other providers. The school nurse uses the nursing process to assess, plan, implement, and evaluate care for students with chronic health conditions. This care should begin with the development of a nursing care plan (also known as an individualized health care plan) that should include an emergency action plan. The school nurse is responsible for medication administration and the performance of health care procedures that are within the scope of nursing practice and are ordered by an appropriately licensed health care provider. The school nurse also assists faculty and staff in monitoring chronic health conditions.

### **The school nurse provides leadership for the provision of health services.**

As the health care expert within the school, the school nurse assesses the overall system of care and develops a plan for assuring that health needs are met. This leadership role includes developing a plan for responding to emergencies and disasters and training staff to respond appropriately. It also involves the appropriate delegation of care within applicable laws. Delegation to others involves initial assessment, training, competency validation, supervision, and evaluation by the school nurse.

### **The school nurse provides screening and referral for health conditions.**

In order to address potential health problems that are barriers to learning or symptoms of underlying medical conditions, the school nurse often engages in screening activities. Screening activities may include vision, hearing, postural, body mass index, or other screening. Determination of which screenings should be performed is based on several factors, including legal obligations, the validity of the screening test, the cost-effectiveness of the screening program, and the availability of resources to assure referral and follow-up.

### **The school nurse promotes a healthy school environment.**

The school nurse provides for the physical and emotional safety of the school community. The school nurse monitors immunizations, assures appropriate exclusion from and re-entry into school, and reports communicable diseases as required by law. The school nurse provides leadership to the school in implementing precautions for blood borne pathogens and other infectious diseases. The school nurse also assesses the physical environment of the school and takes actions to improve health and safety. Such activities may include an assessment of the playground, indoor air quality evaluation, or a review of patterns of illness or injury to determine a source of concern. Additionally, the school nurse addresses the emotional environment of the school to decrease conditions that may lead to bullying and violence and/or an environment not conducive to optimal mental health and learning.

**The school nurse promotes health.**

The school nurse provides health education by providing health information directly to individual students, groups of students, or classes or by providing guidance about the health education curriculum, encouraging comprehensive, sequential, and age appropriate information. They may also provide programs to staff, families, and the community on health topics. Other health promotion activities may include health fairs for students, families, or staff, consultation with other school staff such as food service personnel or physical education teachers regarding healthy lifestyles, and staff wellness programs. The school nurse is a member of the coordinated school health team that promotes the health and well-being of school members through collaborative efforts.

**The school nurse serves in a leadership role for health policies and programs.**

As the health care expert within the school system, the school nurse takes a leadership role in the development and evaluation of school health policies. The school nurse participates in and provides leadership to coordinated school health programs, crises/disaster management teams, and school health advisory councils. The school nurse promotes nursing as a career by discussions with students as appropriate, role modeling, and serving as a preceptor for student nurses or as a mentor for others beginning school nursing practice. Additionally, the school nurse participates in measuring outcomes or research, as appropriate, to advance the profession and advocates for programs and policies that positively affect the health of students or impact the profession of school nursing.

**The school nurse serves as a liaison between school personnel, family, community, and health care providers.**

The school nurse participates as the health expert on Individualized Education Plan and 504 teams and on student and family assistance teams. As case manager, the nurse communicates with the family through telephone calls, assures them with written communication and home visits as needed, and serves as a representative of the school community. The school nurse also communicates with community health providers and community health care agencies while ensuring appropriate confidentiality, develops community partnerships, and serves on community coalitions to promote the health of the community.

**SECTION II**

**NURSING STAFFING PLAN**

WINSLOW TOWNSHIP SCHOOL DISTRICT  
STAFFING PLAN

- I. School Physicians – Dr. Stephanie Doyle
  - A. Board Certified in Family Medicine
  - B. Licensed to Practice in New Jersey
  - C. Final authority in medical decisions
  
- II. Certified School Nurses
  - A. Eight full-time school nurses holding NJ School Nurse Certificates and CPR/AED Certification and one Medical Assistant.
  - B. One full-time Certified School Nurse in each school
  - C. One nurse and one Medical Assistant in the Middle School and High School
    - a. Under supervision of the Assistant Superintendent and the Director of Special Services
  
- III. Substitute School Nurses
  - A. Contracted substitute nursing service
  - B. NJ Licensed Registered required
  - C. Current CPR/AED Certification required
  - D. Responsible for covering building in the absence of the Certified School Nurse and providing nursing services to students and staff.
  - E. Paid at contracted rate.
  
- IV. Emergency Coverage
  - A. In the absence of a Certified School Nurse
    - a. A substitute School Nurse is called
    - b. If no substitute nurse is available
      - i. School Nurses are shared between buildings for medication and on call as needed.
      - ii. In the event that more than one Certified School Nurse is absent and no substitute is available, the district will rotate nurses among schools to provide coverage as needed.
      - iii. In the absence of a nurse and in the event of an emergency, assistance will be sought from an emergency medical unit by calling 911 or 609-561-3300.



Winslow Township School District  
School Nurse Directory  
2021-2022

School 1	Jennifer Trail, RN
School 2	Virginia McHugh, RN
School 3	Cordelia Allen , RN
School 4	Patricia Reese-Reeber, RN
School 5	Adeline Auguste, RN
School 6	Frances Jones, RN
Middle School	Jo Anne Simone, RN, Medical Asst. Chrisone Anderson, RN
High School	Kathleen Smith, RN Mary Ann Whitby , RN

# JOB DESCRIPTIONS

# WINSLOW TOWNSHIP SCHOOL DISTRICT JOB DESCRIPTION

## School District Physician/Medical Inspector

### Qualifications:

- Licensed Medical Doctor or Doctor of Osteopathy in the State of New Jersey.

### Reports to:

Superintendent

### Job Goals:

1. To provide for the safety, well-being, and welfare of the School District students and staff members.
2. To provide a climate and atmosphere of health and safety in the School District.

### Performance Responsibilities:

1. Conducts routine examination/physicals of certified and non-certified personnel and other referred staff cases.
2. Conducts inoculations, as appropriate, for staff participating in HBV prevention immunization program.
3. Recommend and oversee rules, regulations, and policies governing professional medical techniques, service, treatment, examinations, and inspections.
4. Oversee and enforces all local, county, state, and federal medical rules, regulations, laws, etc.
5. Conducts routine physicals of each student in designated grade levels on an annual basis.
6. Conducts examinations/physicals of students involved in child study team evaluation.
7. Examines and makes recommendations regarding any student who is in need of special medical programs.
8. Examines each student prior to his/her acceptance/participation in intramural athletic programs.
9. Cooperates with local/public health authorities to control communicable disease.
10. Serves as liaison for the school district with individual student's family physicians.
11. Inspects medical reports, requests for excuse from school attendance and requests for excuse form full participation in school activities when requested by administration.
12. Performs or arranges to have performed special examination for physically handicapped student or students with the physical conditions that require special accommodation.
13. Performs any other job related duties that may be assigned.

**Approved:** 6/26/05

# WINSLOW TOWNSHIP SCHOOL DISTRICT JOB DESCRIPTION

## School Nurse

The School Nurse is a health services specialist who assists pupils and staff in attaining and/or maintaining optimum health, and promoting positive health habits and attitudes. Health services extend into the community and encompass all supportive health resources and agencies.

### **Major Responsibilities:**

1. Assess the physical well-being of the pupil in terms of developmental and present health status.
2. Coordinate the health referral process and communicates health findings to appropriate persons and/or agencies.
3. Assists in the identification of pupils whose medically related absences may require home bound instruction.
4. Provides health counseling for pupils, parents and staff.
5. Maintains a comprehensive health history and health appraisal record system.
6. Provides direct health care services to pupils and staff including the transportation of pupils when immediate exclusion is necessitated during the school year.
7. Maintains an adequate communicable disease control program.
8. Participates in the child study team process by interpreting significant findings of health history, physical assessment and reports of medical consultants.
9. Consults with staff regarding modification or change in the educational environment necessitated by the pupil's developmental or health status.
10. Participates in the health education program by providing health/family life instruction and in-service education.
11. Initiates, facilitates and maintains liaison between the school and community health agencies.
12. Disseminates information on health careers upon request.
13. Remains on the school site during the hours school is in session except when transportation for an excluded pupil required.
14. Maintains and orders equipment and supplies for nurse's office and first aid station.

### **Extend and Limits of Authority:**

The school physician provides medical direction and consultation for the school nurse.  
The nurse is responsible to the building administrator.

### **ACKNOWLEDGEMENT:**

I acknowledge receipt of a copy of this job description and I am aware that I may be required to fulfill any of the listed performance responsibilities.

I am aware of the fact I will be on a 90 day probationary period during which I may be summarily dismissed without notice.

### **EVALUATION:**

Performance of this job will be evaluated annually in accordance with State Statutes and the Board's policy on evaluation.

Reviewed and agreed to by employee:

\_\_\_\_\_  
Signature

**Approved:**

6/26/05, 8/27/08

\_\_\_\_\_  
Date

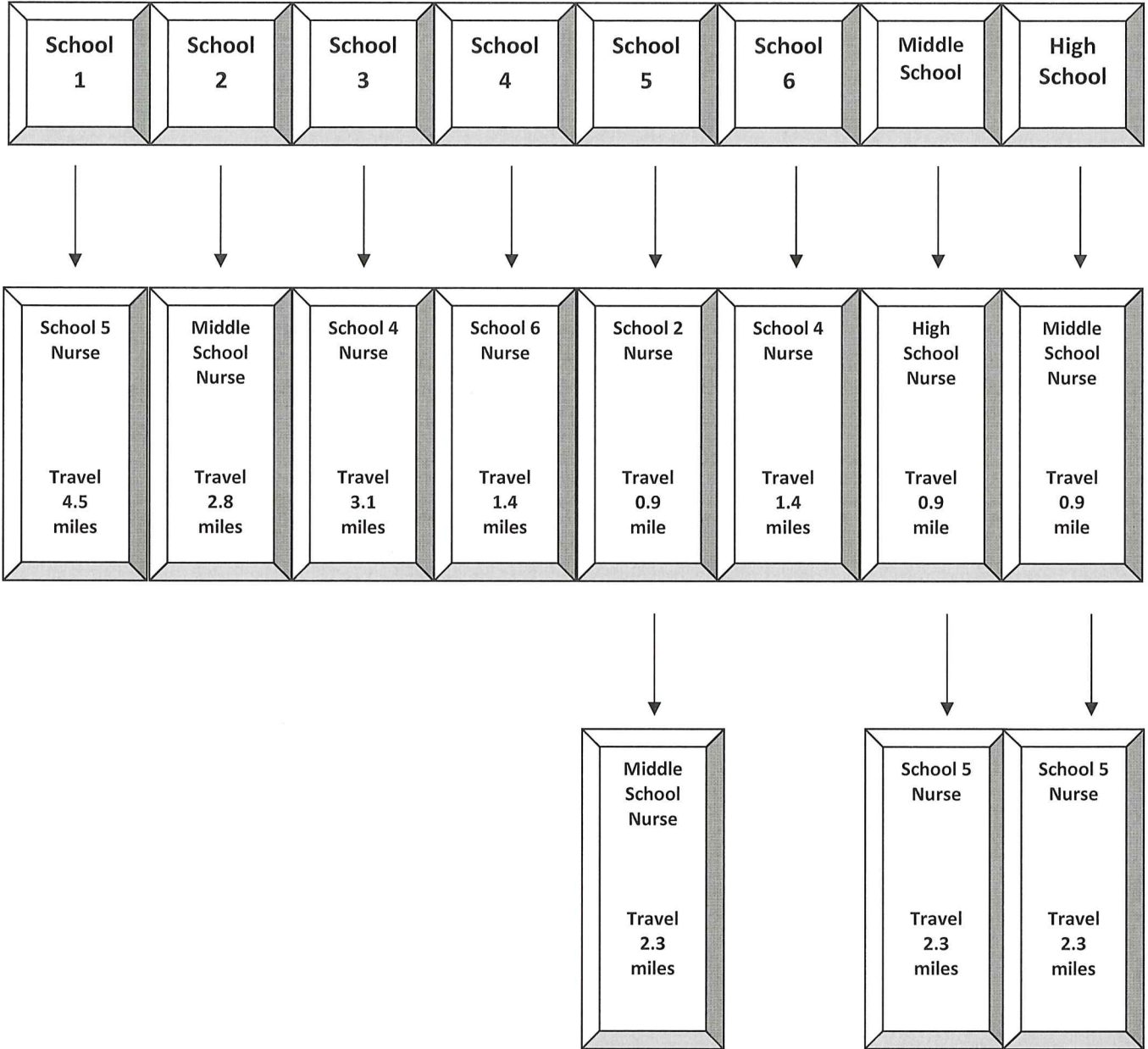


# SECTION III

# SCHOOL COMPLEX

**SCHOOL COMPLEX  
EMERGENCY NURSING COVERAGE**

In the event that nursing coverage is needed, due to the absence of the school nurse, coverage is to be provided as indicated below, or as directed by the Assistant Superintendent.



# HEALTH POLICIES

**WINSLOW TOWNSHIP SCHOOL DISTRICT  
HEALTH POLICIES**

5300	Use of Defibrillator(s)
5305	Health Insurance Personnel
5306	Health Services to Non Public Schools
5307	Nursing Services Plan
5308	Pupil Health Records
5310	Health Services (Pupils)
5320	Immunization
5330	Administration of Medication
5331	Management of Life – Threatening Allergies in Schools
5332	Do Not Resuscitate Orders
5335	Treatment of Asthma
7420	Hygienic Management

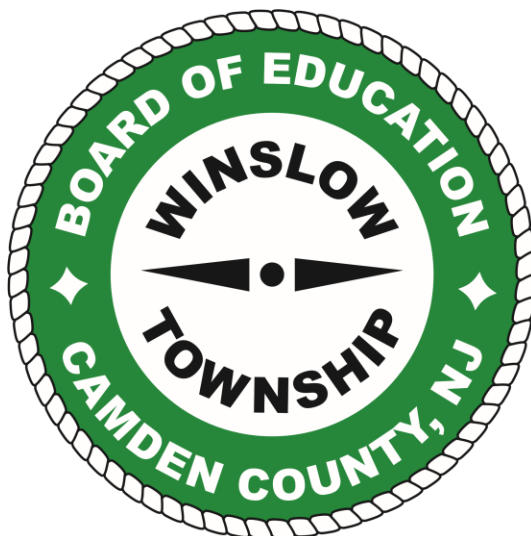


# WINSLOW TOWNSHIP SCHOOL DISTRICT

Exhibit X A:27

## Grades PK - 6

# STUDENT HANDBOOK



**2022-2023**

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

# WINSLOW TOWNSHIP SCHOOL DISTRICT GRADES PK-6 TIME SCHEDULE

## REGULAR SESSION

Pre-K -3rd	9:15 am - 3:30 pm
4th - 6th	8:45 am - 3:00 pm

## DELAYED OPENINGS

Pre-K -3rd	11:15 am - 3:30 pm
4th - 6th	10:45 am - 3:00 pm

## EARLY DISMISSAL

Pre-K -3rd	9:15 am - 1:15 pm
4th - 6th	8:45 am - 12:45 pm

**SCHOOL CLOSING NUMBER: 572**

**Radio: KYWAM 1060**

**TV Channel: 3, 6, 10, & Fox**

Please be sure that the school has up-to-date emergency contacts and telephone numbers. The school **must** be notified in writing when phone and contact information changes.

## **District Affirmative Action Statement**

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), the Winslow Township School District does not discriminate on the basis of race, color, national origin, gender, sexual orientation, disability, or age in its educational programs and activities.

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  
**Dr. Dorothy Carcamo**

Winslow Township Board of Education  
40 Cooper 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](mailto:OCRNewYork@ed.gov).

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**WINSLOW TOWNSHIP BOARD OF EDUCATION**

40 Cooper Folly Road, Atco, New Jersey 08004

(856) 767-2850 (Main Number)

Website: [www.winslow-schools.com](http://www.winslow-schools.com)

**ADMINISTRATIVE STAFF**

Dr. H. Major Poteat, Superintendent

Dr. Dorothy Carcamo, Assistant Superintendent

Ms. Tyra McCoy Boyle, Business Administrator

Ms. Sheresa Clement, Director of Curriculum and Instruction

Ms. Tammy Wall, Director of Transportation

Dr. Robert Riccardi, Director of Student Support Services

**WINSLOW TOWNSHIP ELEMENTARY NO. 1**

413 Inskip Road, Blue Anchor, NJ 08037

Nathan Davis, Principal (609) 561-8300

Cynthia Schiavo, Assistant Principal

**WINSLOW TOWNSHIP ELEMENTARY NO. 4**

541 Kali Road, Sicklerville, NJ 08081

Lori Kelly, Principal (856) 728-2440

Denise Barr, Assistant Principal

**WINSLOW TOWNSHIP ELEMENTARY NO. 2**

125 First Avenue, Cedar Brook, NJ 08018

Christa McBride, Principal (609) 561-8450

Lauren Lee, Assistant Principal

**WINSLOW TOWNSHIP ELEMENTARY NO. 5**

130 Oak Leaf Road, Cedar Brook, NJ 08018

Nyhton Carter, Principal (856) 728-9445

Lauren Lee, Assistant Principal

**WINSLOW TOWNSHIP ELEMENTARY NO. 3**

131 Sicklerville Road, Sicklerville, NJ 08081

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

Cynthia Schiavo, Assistant Principal

**WINSLOW TOWNSHIP ELEMENTARY NO. 6**

617 Sickler Avenue, Sicklerville, NJ 08091

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

Denise Barr, 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, and caring, 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.

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.

### **EMERGENCY CLOSING/ DELAYED OPENING**

In the event that there is a need to close schools or to delay the start time, parents will receive a district phone broadcast, as well as notifications placed on the district and school websites. Additionally, local television stations will be made aware of school closings.

### **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. Please make sure you have made arrangements for your child for an early dismissal.

### **HOME AND SCHOOL PARTNERSHIPS**

The staff of the Winslow Township School District fosters close communication and cooperation between the home and school. The Home School Associations (HSA) help build our school community. Parents are encouraged to become involved with the HSA, and to support the many activities that they provide for the students.

## STUDENTS' 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 within the school day constitute trancies 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 lateness may result in retention in grade, and possible referral to the court system.

**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 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 Superintendent of Schools.

### GENERAL ATTENDANCE GUIDELINES

1. Students must be present at least four hours to be marked present for the day.
2. 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 submit a written note of explanation. In the event that a parent does not call, the school may contact the parent to verify the child's absence.

4. Parents/guardians must accompany their children when arriving late or signing out early. The school will seek assurance that the parents or guardians are aware of the child's absence from school.

5. Students returning from an absence must present a note to the school with an explanation 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: All documentation of verified absences must be submitted within 5 school days of the student's return to 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 other school property.

### **PUNCTUALITY**

Punctuality is of the utmost importance. Student tardiness interrupts the education process. The parent is required to present a note of explanation for late arrivals. Parents must come to the office to "sign-in" late arriving students.

### **CLASSROOM VISITS**

Parents are invited to visit classrooms and to confer with teachers and principals when classes are not in session. **Parents must first report to the Principal's office and obtain a visitor's pass, as well as be escorted to the classroom. Siblings or other children are not permitted during the visit.**

### **FINES/ FINANCIAL OBLIGATIONS**

**Parents/Guardian will be held responsible for all fines accrued with the Winslow Township School District. All fines and financial obligations must be resolved before a student is permitted participation in extracurricular activities.**

### **FIELD TRIPS**

Students participating in field trips must have a permission slip signed by the parents/guardians, and must travel to and from the field trip location with their group.



## **ATTENDANCE OFFICER/TRUANCY**

A Board appointed School Attendance Officer will check prolonged absence, frequent absence, frequent tardiness, or non-documented absences. Parents may be required to appear before a judge for the student's excessive absences.

## **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 enrolled in the district schools who becomes a non-resident of the district on or after April 1st of any school year, may continue to attend the school provided the parent submits a written letter to the Superintendent of Schools, requesting permission for the student's continued enrollment for the remainder of the school year. If permission is granted, the parent 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 1<sup>st</sup> birthday.
- iv Haemophilus influenzae type b (Hib) series mandated by all children enrolled in

- preschool programs after 1<sup>st</sup> birthday.
- v. Hepatitis B series started
- vi. Varicella (chicken pox) (1) must have been given on/after 1<sup>st</sup> birthday or proof of disease written by doctor.
- vii. PCV-must have been given on/after 1<sup>st</sup> birthday.
- viii. Influenza – Yearly
- ix. Physical exam

**b. Kindergarten**

- I. Minimum of 4 doses plus booster after 4<sup>th</sup> birthday
- ii. Polio – minimum of 4 doses plus booster after 4<sup>th</sup> birthday
- iii. MMR 1 & MMR 2 vaccine
- iv. Hepatitis B series of 3 for pupils entering kindergarten
- v. Varicella (chicken pox) given after 1<sup>st</sup> birthday.
- vi. Mantoux Test, if transferring from out-of-state or country.
- vii. Physical exam

**CONTACT YOUR SCHOOL NURSE OR THE CAMDEN COUNTY HEALTH DEPARTMENT FOR INFORMATION ABOUT FREE IMMUNIZATIONS. (856-364-6000 or 1-800-999-9045)**

**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 immunization requirements for registration before the first day of school, shall not be permitted to attend until such time as the requirements are met.*

**LEGAL CUSTODY AND ACCESS TO NON-CUSTODIAL PARENTS**

A copy of legal custodial documents/agreements which restrict a parents’/guardians’ right to access a student must be presented to the district at the time the document is placed in effect. This documentation will be placed in the student’s cumulative file and on the emergency card. It is the custodial parent’s responsibility to see that these legal documents are available to school officials, and up to date.

## **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 book bag. **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 2<sup>nd</sup> violation will result in a 60-day 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 an automatic 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.

## **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. The team is made up of staff members, including teachers, counselor, administrators, and Child Study Team personnel, who convene to assist with developing a plan to help the student excel.

## **CHILD STUDY TEAM**

The Winslow Township School District has a Child Study Team to service each of its schools. The Child Study Team consists of psychologists, social worker and learning disability specialists. Other professionals may become a part of the team. 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 an evaluation and, if so, to cooperatively develop the evaluation process. The full evaluation process will be completed within ninety days. If the student is found eligible for special education services, the Child Study Team will develop an appropriate educational program for the student.

## **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.

Teachers assign 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 should reinforce and extend the lessons learned in school.

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 consistent with the Early Childhood Curriculum Frameworks. Homework for students in Grades 1 & 2, should be 10-20 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); Grade 5 (50 minutes), and Grade 6 (60 minutes).

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 the 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. The parent/ legal guardian may also request homework assignments to be completed during an extended absence.

### **PROGRESS REPORTS**

Report cards provide quarterly updates of pupil progress to parents/guardians; the interim progress reports (between report cards) and individual contacts or conferences with teachers or administrators are additional tools of parental communication. Report cards are sent home four times a year. Progress reports are sent at least twice per year. Parent conferences are scheduled once in the fall and once in the spring. Additional conferences may be scheduled by the parent by contacting the school.

### **HONORING PUPIL ACHIEVEMENT**

The Winslow Township School District Upper Elementary School (grades 4-6) 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.

### **LUNCH PROGRAMS**

Breakfast and lunch are 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 any time before the end of the school day:

- Foods of minimal nutritional value 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.

### **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.



## 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 own 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.

## 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 doctor's 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.**

## 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:**

- The purpose of the medication, the dosage;

- The time at which or the special circumstances under which the medication shall be administered;
- The length of time for which the medication is prescribed;
- The possible side effects of the medication, and
- 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.

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).

- Medications shall be securely stored in the original labeled container.
- 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.
- 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 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.

### SCHOOL SECURITY DRILLS

**Safety and security drills are conducted routinely to make sure that students and staff are prepared in the event of an emergency. During a drill or an actual emergency, parents are not permitted to enter or call the school. Our primary and immediate focus is keeping students and staff safe. We are committed to open and transparent communication; therefore, we will communicate with parents via text and our parent communication system so that you have the correct information. Please do not text or call your child. Use of cell phones during an emergency, can interfere with ensuring the safety of all. Parents will receive notification of monthly emergency drills.**

### 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.

### **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.

### **POLICY ON USE OF THE INTERNET**

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

Every effort will be made to provide quality educational experiences to students using technology resources. 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.

### **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.

### **HARRASSMENT, INTIMIDATION and BULLYING**

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.

### **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.

## **GRADES 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 (i.e., field trips, field day, and moving up activities).**

## **STUDENT RESPONSIBILITY AND CONDUCT GUIDE**

### ***INITIAL SEQUENCE OF INTERVENTIONS:***

Parent Contact

Conference

Teacher/Student/Parent Conference

Intervention & Referral Services

## **DISCIPLINARY ACTIONS:**

Suspension from Co-Curricular Activities (e.g., Clubs, etc.)  
In-School Suspension w/Student and Parent Conference  
Out-of-School Suspension  
Principal's Hearing with Student and Parent  
Bus Privilege Suspension  
Recess Detention – Grade appropriate

## **LEVEL ONE**

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. Phone contact with parent(s)
3. Conference
4. Discipline Report to Administration
5. Recess Detention- Grade appropriate

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  
Tampering with School Equipment or Another Person's Possessions  
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**

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- Grade appropriate
  - d. Suspension – In or Out-of-School
  - e. Referral to counseling
  - f. 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

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

### **LEVEL THREE**

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

Use /Possession 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

Cheating, plagiarism or participating in cheating situations

Possession or use of paging device in school

Multiple or severe offenders

Other actions by a student that is deemed inappropriate

### **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.

### **DRESS CODE**

The following dress code has been developed in accordance with Policy No. 5511.

#### **A. General Rules**

1. Pupils are expected to be clean and well-groomed in their appearance.
2. Pupils are expected to avoid dress and grooming that is likely to create a material and substantial disruption to the school environment.
3. Dress or grooming that jeopardizes the health or safety of the pupil or of other pupils or is injurious to school property will not be tolerated.



## B. Pupil Dress Code Regulations

1. Pupil attire shall be neat and clean. Torn, cut and ripped clothing is not permitted.
2. Apparel shall not be so tight-fitting, sheer, transparent, brief, low-cut or revealing above or below the waist to be indecent, distracting or disruptive to the school environment.
3. In all grades, dresses, skirts and acceptable shorts shall not be more than 4 inches above the knee.
4. Sleeveless tops or blouses are permitted provided that the width of the material passing over the shoulders (strap) is a minimum of two inches in width. Thin spaghetti straps tops are not permitted. Sweat-shirts, warm-ups, and T-shirts are permitted if they are not torn or not cut or tied to expose the midriff.
5. Footwear is required. Plastic beach thongs and excessively high heels or platform shoes are not permitted because they pose a safety hazard to the wearer when walking quickly. Slippers of any type are not permitted. All sandals must have a heel strap attached and worn appropriately, at all times.
6. Dress shall not present inappropriate pictures, slogans, emblems or any type of symbols that may be provocative or inciting. This includes liquor, tobacco or other substances that may be detrimental to health.
7. "Quasi-attire", such as armbands, buttons, pins or other methods of symbolic expression are permitted as long as it cannot potentially be expected to actually cause disruption, disorder or present a clear danger and is not associated with a gang or secret society.
8. Pupils attending any school functions (field trips, dances, activities during school hours) will not be permitted to participate unless they are attired in accordance with this dress code; however, certain physical education activities and field trips may require modification of these regulations. Decisions will be made by the principal considering the circumstances and requirements of the activity.
9. Hairstyles shall be clean and well-groomed.
10. Hats and coats may not be worn in the building except in extenuating circumstances at the discretion of the principal. "Hats" shall not include head wear of religious significance.
11. Hoodies (head covering) are not permitted.

### C. Physical Education

Proper dress for physical education classes should be designed to allow for maximum participation in activities consistent with the approved curriculum and course of study. Appropriate dress for grades 7-12 will be T-shirts, athletic shorts, or sweatsuits (as appropriate) in green, navy or grey. Sneakers and athletic socks are also required.

It should be noted that, with the exception of sneakers, clothing used for participation in physical education activities may not be those worn to school for any other purpose.

### D. Enforcement

1. Pupils not conforming to the dress code shall be disciplined by the principal in accordance with Board policies.
2. Teaching staff members will report perceived violations of the dress code to the Building Principal, who will interpret and apply the code.
3. Pupils who publicly represent the school or a school organization at an activity away from the school district are required to dress in full accordance with the reasonable expectations of the staff member in charge of the activity. Pupils unwilling to comply with this requirement will disqualify themselves from participation.
4. Pupils will not be permitted to attend a school-related function, such as a field trip, after-school activity unless they are attired and groomed in accordance with this dress code.
5. The principal may waive application of the dress code on a day especially scheduled for pupils' free expression in dress and grooming.
6. A pupil whose dress or grooming has been found by the principal to violate this regulation may appeal the principal's determination to the Superintendent/designee, whose decision will be final.

## 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 in 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.
8. Bus drivers are authorized to assign students to a specific seat.
9. Seat belts must be worn when available.
10. 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. Avoid shouting, whistling or unacceptable language.
  - d. Unnecessary conversation with the bus driver is prohibited.
  - e. No “rough-housing,” pushing, slapping, fighting, throwing things, etc.
11. Do not open or close windows without the driver’s permission.
12. Keep all parts of the body inside the bus.
13. Do not place your books, coat, boots, etc., in the aisle.
14. Do not leave waste paper or trash on the bus, or throw anything out of the windows.
15. Do not eat on the bus.
16. Remain seated until the bus stops.
17. Leave the bus in an orderly and quiet manner. Be sure to look both ways before crossing the street.
18. 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)
  - Bus only stops at place of residence
  - 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.

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, and presented to the principal at the beginning of the school day.

## **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.

**District Affirmative Action Officer  
Mr. Dion Davis  
(856) 767-2860 EXT. 7521**

## 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 \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Homeroom No. \_\_\_\_\_

**NOTE: A DUPLICATE OF THIS FORM WILL BE DISTRIBUTED DURING HOMEROOM – PLEASE SIGN AND RETURN.**



**WINSLOW TOWNSHIP  
SCHOOL DISTRICT**

# **WINSLOW TOWNSHIP HIGH SCHOOL**



**2022-2023**

**STUDENT  
HANDBOOK**

Preparing Our Students for Tomorrow... Today!

## **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.

# Winslow Township High School Student Handbook

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**Winslow Township School District  
Board of Education Members**

Ms. Cheryl Pitts, President

Ms. Julie Peterson, Vice–President

Mr. Larry Blake

Ms. Lorraine Dredden

Ms. Rita Martin

Ms. Cynthia Moore

Ms. Rebecca Nieves

Mr. John Shaw

Ms. Kelly Thomas

**District Administration**

Dr. H. Major Poteat, Superintendent

Dr. Dorothy Carcamo, Assistant Superintendent

Ms. Tyra McCoy-Boyle, Business Administrator

Mr. Dion Davis, Director of Human Resources

Ms. Sheresa Clement, Director of Curriculum & Instruction

Mr. John Innocenzo, Director of Research, Evaluation & Planning

Mrs. Cheryl Schwartz, District Language Arts Supervisor

Dr. Robert Riccardi, Director of Student Support Services

Ms. Tammy Wall, Director of Transportation



**Winslow Township High School Administration**  
10 Cooper Folly Road, Atco, New Jersey 08004  
856-767-1850

Mr. Kurtis Marella-Principal

Mr. William Shropshire – 12th Grade Assistant Principal

Mr. Richard Dawkins – 11th Grade Assistant Principal

Ms. Lynette Brown- 9th Grade Assistant Principal

Dr. Stacy Diggs- 10th Grade Assistant Principal

Mr. Mark Whittaker - Athletic Director

**Anti - Bully Specialists**

**Ms. Carrie Norlin**

Ext # 8108

**Ms. Simone Smith**

Ext # 8103

**Affirmative Action Officer**

**Ms. Lynn DiMartino - Cowdin**

Ext # 8151

## **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  
Dr. Dorothy Carcamo**

Winslow Township Board of Education  
40 Cooper Folly Road, Atco, NJ 08004

856-767-2850

For further information, contact the US Department of Education at  
1-800-421-3481, or  
OCR New York@ed.gov.

or

United States Department of Education  
Office for Civil Rights  
75 Park Place, 14th Floor  
New York, New York 10007  
212-637-6466

## Principal's Message....

The goal of Winslow Township High School is to prepare all students to excel in this rapidly, ever-changing world. We at Winslow Township High School are committed to this goal and work tirelessly to provide a superior educational experience. This goal is accomplished through the utilization of cutting-edge technology, expansive curriculum, specialized programs, cooperative learning and differentiated instruction.

Our entire staff is sensitive to the needs of students as individuals. We take pride in designing interesting, challenging and engaging experiences that allow our students time for self-discovery, while continuing their exploration of the world at large. High standards and expectations will guide students toward the expected outcome of academic success and the ability to thrive in the 21<sup>st</sup> century.

We will continue to focus efforts on providing a safe and empowering environment for learning. We will emphasize the importance of character development and constructive decision-making.

We believe in a strong and ongoing partnership with parents and guardians for our students' academic successes as well as social and emotional development. We believe achievement is directly related to parental involvement and in creating a cohesive support system.

Winslow Township High School continues to strive for excellence. The common goal of administration and staff is to provide students with superior educational opportunities that will enable our students to excel in college, post-secondary school, careers and ultimately, life.

Proud to be an Eagle,

Kurt Marella

## WINSLOW TOWNSHIP HIGH SCHOOL Bell Schedules

REGULAR DAY BELL SCHEDULE Bus Arrival 7:00am Breakfast	EARLY DISMISSAL BELL SCHEDULE Bus Arrival 7:00am	TWO HOUR DELAY BELL SCHEDULE Bus Arrival 9:00am	HOMEROOM DAY BELL SCHEDULE Bus Arrival 7:00am Breakfast
7:00am.....7:15am			7:00am.....7:15am
1 7:19am 8:05am	1 7:19am 7:47am	1 9:15am 9:46am	1 7:19am 7:59am
2 8:09am 8:52am	2 7:51am 8:17am	2 9:50am 10:18am	HR 8:03am 8:21am
3 8:56am 9:39am	3 8:21am 8:47am	3 10:22am 10:50am	2 8:25am 9:06am
4 9:43am 10:26am	4 8:51am 9:17am	4 10:54am 11:22am	3 9:10am 9:51am
5 10:30am 11:13am	5 9:21am 9:50am	5 11:26am 11:54am	4 9:55am 10:36am
6 11:17am 12:00am	6 9:51am 10:17am	6 11:58am 12:26am	5 10:40am 11:21am
7 12:04pm 12:47pm	7 10:21am 10:47am	7 12:30pm 2:58pm	6 11:25am 12:06pm
8 12:51pm 1:38pm	8 10:51am 11:19am	8 1:02pm 1:33pm	7 12:10pm 12:51pm
			8 12:55pm 1:38pm
<b>Bus Departure</b>	<b>Bus Departure</b>	<b>Bus Departure</b>	<b>Bus Departure</b>
1:48pm	11:29am	1:43pm	1:48pm

It is important to note that under normal circumstances, our school day begins with 1st period. Therefore, all students must report to 1st period before 7:19 a.m. *Students who arrive to school after 7:19 a.m. must report directly to the Main Office to sign into school before proceeding to class.*

### Emergency School Closing/Delays

School closings, delayed openings and early dismissals due to poor weather conditions will be announced over Philadelphia radio, TV stations, and posted on the District's and school website. In the event that school opening is delayed, the building will open two hours after the normal starting time as indicated in the chart above. The bus pickup will be two hours later than the regular bus schedule.

\*If it is 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 days for staff.

### STUDENT RIGHTS AND RESPONSIBILITIES

Students have a fundamental right to a free public education. They have a corresponding responsibility to join with other members of the school community in respecting the rights and responsibilities of others in the community, and in establishing a climate of respect and learning within the school.

## **FLAG SALUTE AND PLEDGE OF ALLEGIANCE**

New Jersey law requires students to show respect for the flag of the United States of America. If they are conscientiously opposed to the pledge or salute, they may abstain from these ceremonies, but they are required by law to show “Full respect to the flag while the pledge is being given...by standing at attention...removing the headdress”  
N.J.S.A. 18A:36-3.

## **IDENTIFICATION CARD**

All Winslow Township High School students are required to carry a student identification card (I.D.) at all times. These cards are used for, but not limited to, identification, bus passes, hall passes, athletic events, library and cafeteria. If a student’s ID card is lost or destroyed, he or she may purchase a replacement card for \$3 in the office.

## **ATTENDANCE**

The Board of Education requires that pupils attend school regularly and in accordance with the laws of the state. The educational program offered by this district is predicated on the presence of the pupil and required continuity of instruction and class participation. Pupils absent from school for any reason are responsible for the completion of all course assignments missed resulting from their absence.

Students in grades 9-12 shall suffer loss of credit for absences from school for more than 16 days for a full year course, 8 days for a semester course, and 4 days for a quarter course. Additionally, any student with five (5) or more unexcused absences from any given class in a marking period will receive a loss of credit. A warning notice will be given to any pupil, and to the parent or guardian of any minor pupil, who has been absent more than 4 days in a semester, excluding any absence attributable to disciplinary suspension.

For attendance purposes, a student is either present, absent, excused for religious observance, or is receiving home instruction on days that school is officially open. An excused absence is for religious observance only and does not include illness, quarantine, suspensions, employment other than school approved work assignments, performance of baby-sitting duties, extended family vacations, homelessness, or other prolonged absences. A student, who has a verified absent for one of the reasons listed above, is absent, but with reason.

A “verified absence” is a pupil’s absence from school for full day, or a portion of a day and is not considered to be truant. However, a verified absence is still considered to be an absence from school and counts towards the allowable total of 16 days. Absences for the following reasons may be verified by timely written notice/ documentation from the parent or guardian, physician, or adult pupil: pupil illness, death or critical illness in the immediate family, quarantine, job or college interviews, examination for a driver’s license, medical or dental appointments that cannot be scheduled at a time other than during the school day. Physician’s statements not submitted at the time of the pupil’s return to school will not be accepted as verification of absence. In cases of absence due to

extended illness, as documented by a physician's statement, sufficient opportunity shall be afforded the student to make up work missed. In general, following return from an absence, pupils will be allowed one (1) school day to make up missed work for each one day of absence. **The pupil is responsible for requesting missed assignments and any assistance required.**

- The parent/legal guardian/adult student is requested to notify the school of an absence by phone at (856) 767-1850 ext. 8582 by 7:15 a.m. on the morning of the pupil's absence.
- Students must be present at least four hours to be marked present for the day.
- Eligibility for athletic competitions and co-curricular activities may be denied in the instance of an absence. Eligibility for athletic competitions and co-curricular activities will be denied in the instance of a suspension.
- Students who know in advance that they will arrive late or seek early dismissal should notify the Main Office with a written explanation from a parent or guardian. Please include phone number where parent can be reached. Office staff will need to verify early dismissal.
- Students returning from an absence must present to the Attendance Office a note from a parent or guardian verifying the date (s) and reason for the absence.

Any student who is repeatedly absent from school without verification shall be deemed truant. A student will also be considered truant if he/she leaves school, at any time, without permission when school is in session, leaves class, at any time due to illness and does not report to the nurse as directed, or is present in school, but absent from class (including lunch) without approval. Such truancy is a "class cut". These non-verified absences from school, or from classes within the school day, constitute truancy's and shall be subject to the disciplinary rules of the Board in accordance with the laws of the state. Repeated trancies may result in the suspension or expulsion of any pupil over sixteen years of age.

An obvious consequence of absenteeism is the inability of the student to keep up with the class work and assignments, resulting in possible course failure. Excessive absences may result in a grade of Incomplete. A grade of Incomplete will only be considered when work is missed due to verified acceptable absences. Students are expected to make up all work necessary to resolve incomplete grades within 10 school days after the close of the Marking Period. Unresolved **incompletes** will automatically turn into a grade of 50 for the first three marking periods.

### **GENERAL ATTENDANCE GUIDELINES**

Absences not verified by phone or in writing will be considered trancies until the parent/legal guardian/adult student explains that absence in writing.

- Doctor's notes are required when a pupil is absent for 5 or more consecutive days due to illness. Students returning from absences due to communicable disease must present to the school nurse written evidence of being free from communicable disease, provided by a physician or medical practitioner.
- Doctor's notes not submitted within five (5) days of the pupil's return will not be accepted as proof of absence due to illness.



- Pupils absent for any reason are expected to make up the work missed within one day for every day absent. It is the student's responsibility to request missed assignments and any assistance required.
- Students in grades 9-12 will be denied course credit if they are absent more than 16 days in a full year course, more than 8 days in a semester course, or more than 4 days in a quarter course.
- Students who transfer to Winslow Township High School during the school year will have their previous school's attendance record included in the allowable total.
- The awarding of high school credits shall be contingent upon satisfactory attendance.
- In instances of excessive absences, warning letters will be given to students, parents or guardians. Conferences, home visits, and possible legal actions (appearance in Municipal Court) may be taken to stress the importance of regular and timely attendance
- Attendance appeal hearings must be scheduled at the conclusion of each Marking Period in order to rectify discrepancies in attendance records. The administration's ability to appropriately make a disposition may be hampered if hearings are not scheduled promptly.

### **LATE TO SCHOOL**

Students arriving to school late must enter the building through the Main Lobby entrance at the front of the building. Students arriving after 7:19 a.m. will be considered late and will be issued discipline in accordance with the code of conduct. Any student arriving after 7:25 a.m. must be signed into school by their parent or guardian. Discipline in accordance with the code of conduct will be issued. If a parent / guardian does not sign the student into school, the student will be considered late and truant for the time missed, and will receive an In-school suspension and loss of credit for the day. Every fourth (4) lateness accrued will result in one (1) absence. Students receiving 16 or more absences will not receive credit for the school year.

### **DISMISSAL PROCEDURES**

At the close of the school day all students are to report directly to their assigned bus or after school activity. Administration and teachers will facilitate student dismissal from their designated bus duty assignments. The assigned duty locations are along the front and back driveways and walkways. Parents/guardians/student drivers are not permitted to enter bus dismissal areas between 1:15 p.m. through 1:45 p.m.

Any student wishing to use an alternate form of transportation, other than school busing must complete and return a written consent form. Consent forms will be mailed to parents/guardians prior to the start of the school year along with a yearly calendar outlining dismissal times and dates. Consent forms must be completed by parent/guardian and returned the first day of school or prior to being allowed to leave school grounds using an alternate form of transportation.

Any student/parent/guardian electing to utilize an alternate form of transportation and completes a consent form agrees to hold the Winslow Township School District harmless and not liable for any incident that may occur once a student leaves school grounds. It is also understood to parents/guardians that through this publication and written parental notification, that all school rules and regulations apply at bus stops, and while walking to and from the bus stops.

\*Bus riders may NOT change buses or ride another bus other than the one assigned to them. Students leaving school grounds may not return to ride on buses.

### **CONDUCT ON THE BUS**

#### **Students must:**

- Have their ID card
- Recognize that the bus driver is the authority on the bus.
- Obey the bus driver and be courteous to him/her and fellow students.
- Beware that behavior on the bus is monitored by video tape recording.

#### **Students must NOT:**

- Obstruct driver's view or create a safety hazard.
- Have or use drugs, tobacco or alcohol on the bus.
- Use profanity /inappropriate language, or litter the bus.
- Block the aisle, extend arms, legs, or head out of bus.
- Fight, scuffle, hit other students, or engage in unnecessarily loud talking.
- Throw objects about the bus or from the windows.
- Cause loss of seat space
- Have any objects in their possession which could harm others.
- Engage in any other inappropriate activity or behavior.
- Tamper with the emergency door.

### **WITHDRAWAL FROM SCHOOL**

Should a parent/guardian have cause to withdraw their child from Winslow Township High School, the following guidelines should be observed:

1. Report to the Main Office to sign the following forms: Notification of Student Withdrawal, Request for Student Records, and Withdrawal Checklist.
2. Before the child's final day at WTHS, he/she is to obtain a withdrawal checklist from the office. The student must present the checklist to each of his/her current teachers, coaches, the Library and the Assistant Principal for a grade and/or obligation update.
3. On the student's final day at WTHS, he/she is to submit the completed Withdrawal Checklist to the Main Office. If all signatures are not obtained, NO records will be released.

## **ACADEMIC PROGRAMS**

The programs that individuals pursue in high school should reflect their aspirations, aptitudes and achievements. Because individuals differ, programs, too, must differ. Since post-high school requirements for employment, college, or vocational-technical training are constantly changing, students must frequently reevaluate themselves in terms of their immediate and long-range goals.

The courses at Winslow Township High School provide students the opportunity to meet their educational needs in accordance with their individuality and desired career path. Beyond the state or local requirements, students are encouraged to select courses that best match their potential and aspirations. Members of the school guidance and counseling staff are available to discuss a student's program as often as necessary. Students must make an appointment in order to be seen.

A complete listing of the academic programs, course levels and grouping, requirements for graduation, and the procedures for academic progress reporting are contained in the Winslow Township High School "Program of Studies" booklet. Please refer to the booklet for additional details.

## **EARLY GRADUATION**

To be considered for early graduation, students must complete the following:  
Fulfill all requirements for graduation, develop and submit an acceptable post-high school plan, provide written parent approval, and submit a written request to the principal at the beginning of the sophomore year.

Early graduation requests are subject to a review by the school counselor and principal. Final approval rests with the Superintendent of Schools.

## **GRADUATION**

Students are expected to attend school daily and be present in every scheduled class until excused as per Board of Education Policy # 5200. A student is required to carry a minimum of 30 credits unless excused by the Superintendent or his/her designee. To be considered a sophomore a student must have successfully completed 30 credits, during the freshmen year, to be considered a junior a student must have completed 60 credits at the end of the sophomore year, and to be considered a senior, the student must have a completed a minimum of 85 credits by the end of the junior year.

In order to participate in the graduation activities, all graduation requirements must be met prior to graduation. Students must earn 120 credits to meet the graduation requirements.

## **HIGH SCHOOL GRADUATION REQUIREMENTS**

A graduating student must have earned a minimum of one hundred twenty credits in courses designed to meet all of the New Jersey Student Learning Standards (NJSLS) including, but not limited to, the following credits:

1. Twenty credits in English language arts aligned to grade nine through twelve standards;
2. Fifteen credits in mathematics, including Algebra I or the content equivalent; geometry or the content equivalent; and a third year of mathematics that build on the concepts and skills of algebra and geometry and that prepares students for college and 21<sup>st</sup> century careers;
3. Fifteen credits in social studies, including satisfaction of N.J.S.A. 18A:35-1 and 18A:35-2; five credits in world history; and the integration of civics, economics, geography, and global content in all course offerings;
4. Fifteen credits in science, including at least five credits in laboratory biology/life science or the content equivalent; one additional laboratory/inquiry-based science course, and one additional laboratory/inquiry-based science course;
5. Three and three-quarters credits in health, safety, and physical education during each year of enrollment, distributed as one hundred fifty minutes per week, as required by N.J.S.A. 18A:35-5, 7 and 8;
6. Five credits in visual and performing arts;
7. Five credits in world languages or student demonstration of proficiency as set forth in N.J.A.C. 6A:8-5.1(a)2ii(2);
8. Two and one-half credits in financial, economic, business, and entrepreneurial literacy;
9. Technological literacy, consistent with the NJSLS, integrated throughout the curriculum;
10. Five credits in 21<sup>st</sup> century life and careers, or career-technical education;
11. Electives as determined by the high school program sufficient to total a minimum of one hundred twenty credits.

## **STUDENT SCHEDULES**

Winslow Township High School provides a comprehensive master schedule based on student requests. Students are expected to honor their commitments to their course selections. Individual schedules are formulated to best meet the academic needs of students. For that reason, schedule changes will only be considered for academic reasons. (Refer to the Program of Studies booklet for clarification.) Students who need a schedule change must complete a course request change form and submit it to their counselor, who will follow-up with the student and discuss options.

## **GRADING SYSTEM**

Although grades should not be regarded as ends in themselves, they do reflect how well students are progressing in their studies from Marking Period to Marking Period. Parents and students are urged to study the report card carefully, noting all explanatory material. Additionally, in order to receive credit for a course, students must satisfy both academic and attendance requirements. If parents have any questions concerning the progress of a student or any questions concerning the student's overall adjustment to the school, they should call the Guidance Office.

The letter and numeric equivalents for student grades are:

- A - 100 - 92
- B - 91 - 83
- C - 82 - 74
- D - 73 - 65
- F - 64 or below

The student's final grade will be computed as follows:

The total of four marking period (MP) grades plus the average of midterm and final divided by 5. Example: MP1-80, MP2- 60, MP3- 74, MP4-90 = (304); Midterm -80, Final-70 = (75); Average of MP 304 plus average of mid and final (75) = 379 divided by 5 = 75.8

$$*\text{Midterm} = \frac{\text{Unit Test 1} + \text{Unit Test 2}}{2}$$

## **GRADE POINT AVERAGE (GPA and WGPA)**

The Winslow Township High School offers students many opportunities to demonstrate their knowledge and skills, as well as their diverse talents. Students have different goals and ambitions beyond high school and the educational program is designed to encourage the fullest development of each person's ability and potential. This philosophy has been followed in establishing a method of determining each student's grade point average (GPA) and rank in class. This information is available to post-secondary schools, colleges and universities, employers, and to the parents and students themselves. Two different GPA's are used at Winslow Township High School: an unweighted grade point average (GPA) and a weighted grade point average (WGPA).

For purposes of calculating the WGPA, courses are grouped by level. Each level has a different numerical value for the final grade earned by the student in a specific course. The four levels are:

- Level I: Modified/Remedial Courses/General/Introductory Courses
- Level II: College Preparation/Career Preparation Courses
- Level III: Honors Courses

- Level IV: Advanced Placement Courses

The grade point equivalent for each full course is calculated by multiplying the credit earned in a particular course by the numerical weight assigned to that course. The WGPA will be determined by adding the grade point equivalents of the final course grades and dividing this total by the total number of credits attempted. The grade “WP” (Withdrawn/Passing) or “WF” (Withdrawn/Failing) will receive no grade point equivalent. However, a grade of WP or WF will increase by one (1) the total number of courses taken by the student.

Grades and Related Weighted Values:

Grade	(General) <u>Level I</u>	(College Prep.) <u>Level II</u>	(Honors) <u>Level III</u>	(Advanced Placement) <u>Level IV</u>
92-100	4.0	4.5	5.0	6.0
83-91	3.0	3.5	4.0	5.0
74-82	2.0	2.5	3.0	4.0
65-73	1.0	1.5	2.0	3.0
64 or below	0	0	0	0
Pass/Fail	No impact on GPA			

### **CLASS RANK and VALEDICTORIAN / SALUTATORIAN SELECTION**

A numerical listing of the grade point averages of all students in a particular graduating class will reflect the student’s rank in that class. A weighted grade point average (WGPA) will be calculated for all students at the beginning of the sophomore year. Upon completion of this process, a class rank will be generated.

Selection for Valedictorian and Salutatorian will be made at the end of the third marking period based upon the WGPA. There will not be a recalculation for missed work, make up work, projects or test grades that were not included in the third marking period calculation for weighted grade point average.

Students who are to be considered for Valedictorian and Salutatorian must have been enrolled in Winslow Township High School prior to the end of the student’s junior year. In addition, any student who transfers into Winslow without numerical grades, either from another district or from a Winslow sanctioned program, will receive converted grades. Students who have successfully completed 82.5 credits as of September will be ranked with his/her graduating class.

### **ADVANCED PLACEMENT (AP)**

Students enrolling in an advanced placement course must earn a grade of 85 or better in a previous honors course, in the appropriate course sequence, or secure a teacher recommendation in the same subject area. Students may not enroll in an Advanced



Placement Course after the first ten (10) school days. Students wishing to enroll in an advanced placement course coming from a college prep level course must have achieved a minimum grade average of 92 in that subject. Entry into an AP course in the English department requires enrollment in a prerequisite honors level course. Students enrolled in an AP course are expected to take the AP examination corresponding to the course in which they are enrolled.

## **ASSESSMENTS**

Various tests are administered during the course of the school year. Students are encouraged to perform to the best of their ability in order that accurate assessment of their progress can be determined.

Students have many assessment options to demonstrate their acquisition of high school skills and readiness for secondary education.

Students should check with their counselor for testing dates and locations.

- ADVANCED PLACEMENT TESTING
- PSAT/NMSQT
- ACT
- SAT
- NEW JERSEY STUDENT LEARNING ASSESSMENT (NJSLA)

## **ABSENCE**

### **OBTAINING SCHOOL WORK WHEN A STUDENT IS SICK\***

If a student is absent for three consecutive days, but the student is able to do school work at home, parents should contact the Guidance Office to arrange for pick-up of assignments. At least 24 hours' notice should be provided to enable the office to contact the student's teachers and to receive assignments. We also suggest using a "buddy" system. It is helpful to obtain the phone number of a classmate to ascertain homework and details of class activities in the event absences are less than three days.

### **OBTAINING SCHOOL WORK WHEN A STUDENT IS SUSPENDED OUT OF SCHOOL\***

If a student is suspended out of school (OSS) for four (4) or more days, parents should contact the Assistant Principal's Office to arrange for pick-up of assignments. At least 24 hours' notice should be provided to enable the office to contact the student's teachers and to receive assignments.

*\*With the exception of alternate arrangements made by administration, students are allotted an equal number of days as the verified absences/suspensions days to make up missed assignments.*

### **HOMEBOUND INSTRUCTION**

In the event of an extended **medical** absence (more than two weeks) homebound instruction can be requested, with no cost to the family. Parents/guardians are asked to comply with the following guidelines should their child require this service:

1. Contact the child's school counselor to apprise him/her of the child's status.
2. Submit a note to the Principal's Secretary stating that the child is in need of Home Bound Instruction.
3. Complete the home-bound instruction and medical release forms.
4. The parent/guardian and the child's physician must complete the required information. The form may be picked up and returned to the Main Office.

### **CHANGE OF TELEPHONE NUMBER OR ADDRESS**

When a student's home telephone or emergency telephone number is changed, the parent should immediately notify the Main Office to ensure that the school records are accurate. In the case of a change of address, a parent or legal guardian must register the new address providing proof of residency at the attendance office in the High School. The attendance office is located in front of the auditorium.

### **MEDICATION**

All medications whether prescription or over the counter shall be brought to the nurse's office by the parent or guardian. Student, regardless of age may not carry medicine to school. All medications must be registered with the school nurse before the opening of school that day. In addition, medication must be taken in the medical office and given only by the nurse. Written instructions are to be provided to the school from the private physician, detailing the type of illness involved, the name of the drug, time of administration, and the side effects for all prescription and non-prescription (over-the-counter) medications. No medication whether prescription or non-prescription (including aspirin or acetaminophen) will be administered without a doctor's AND parent's note. Students that do not adhere to medication policy will be subject to disciplinary actions. Prescription drugs must be in the original container and appropriately labeled by the pharmacy or physician. Over-the-counter drugs must be brought in the original bottle from the manufacturer.

Students with life threatening medical illnesses such as asthma, allergic reactions that require the use of epinephrine and diabetes will be permitted to self-administer medications. Self-administration for such life-threatening illness will only be permitted with written certification from a physician as well as the parent or guardian.

## **HEALTH AND MEDICAL SERVICES**

A Certified Registered Nurse is on duty throughout the school day. Students must visit the nurse's office when they are ill after obtaining a pass from the classroom teacher. Students must never stay in the lavatory or leave school early because of illness; they must always report to the nurse's office.

Students too ill to remain in school are sent home. Students who drive a car to school may not drive the car or have another student drive for them, if the nurse determines that the student is too ill to drive. A parent must make arrangements to take the student home or to get medical attention.

First aid is given in emergencies by the school nurse. If the situation requires more than first aid, the nurse will make every effort to contact the parent and arrangements will be made to transport the student to the nearest emergency facility.

By state law, all participants in athletics are examined by the school physician at announced times before they may practice or participate in interscholastic sports.

New Jersey law provides that all students new to WTHS shall be tested for tuberculosis.

## **MEDICAL EXCUSE - PHYSICAL EDUCATION**

All gym excuses, whether notes from parents or physicians, must be presented to the school nurse before the start of first period. The nurse will assign the student to a study hall when necessary.

Students with life threatening conditions must submit the appropriate medical paperwork and clearance to participate in physical education, sports and other school activities.

## **ACCIDENTS/ INJURIES**

Each accident and/or injury occurring in the school building, on school grounds, at practice sessions or at any school sponsored event must be reported immediately to the person in charge and to the Nurse's Office.

## **WORKING PAPERS**

"Employment Certificates" (working papers) are required for employment of any minor up to 18 years of age in any occupation except for work in agriculture, theatrical and newspaper distribution trades, for which special permits are required up to 16 years of age. Working papers for all other general employment can be obtained in the Main Office.

Before returning forms to the Winslow Township High School Main Office, students must complete sections A-C; bring a proof of the student's age (see section D on form); and bring proof of a physical exam from their family physician, prior sports physical. All students seeking work must have a Social Security Card / Number.

## **PHONE CALLS**

No student will be called to the office for telephone calls during school hours. Messages will be delivered to students only in the case of an emergency. Arrangements for rides, appointments, and personal business should be arranged before leaving for school.

## **TEXTBOOKS**

Textbooks are on loan to all students for all subjects. If a book is damaged by a student, a fine will be charged in proportion to the extent of the damage and the replacement cost of the book. If a book is lost, the student will be charged current full replacement value. No marks are to be made in the books. All books are expected to be covered at all times. Book fines must be paid immediately or your student will be removed from all extracurricular events held at the school.

## **BOOK BAGS AND LOCKERS**

Book bags may be used to carry belongings; clear or see-through bags are preferred. Lockers are assigned to students at the beginning of the school year for their individual use and storage of books and clothing. **Valuables, including a sizable amount of money, should never be left in hall or gym lockers.** Students are reminded that all lockers are school property and, as such, may be searched at any time by appropriate school personnel. ***Consequently, students should have no expectation of privacy with respect to school lockers. Anything found in the locker will be the responsibility of the student to whom the locker is assigned.***

The following are guidelines for use of lockers:

1. WTHS is not responsible for the loss of any contents of the locker and cannot be held liable for reimbursement.
2. Any problems with the operation of the assigned locker should be immediately reported to the Main Office so that the problem can be corrected.
3. Locker combinations should not be given to friends; lockers are assigned to individual students. **STUDENTS ARE NOT PERMITTED TO SHARE LOCKERS.**
4. Students will be held responsible for any damage to their assigned locker.
5. All materials are to be removed from the locker by the student prior to the closing of school in June; materials left in the locker will be discarded when the custodians clean the lockers
6. Students are not permitted to loiter in the hallways or in front of lockers.
7. Use of lockers will not be accepted as an excuse for lateness to class.

## **LOCKER SEARCHES**

Under the Constitution, all citizens are protected from unreasonable searches and seizures. However, this does not mean that students are legally protected from search and seizure of any materials in their lockers, which are school property. The Winslow Township Board of Education believes that, in order to foster an environment conducive to education, it has the responsibility to safeguard the welfare of all students by

maintaining discipline, order, and safety at all times in all school locations. It also recognizes that each student locker remains the property of the school district and remains under the joint control of both the school district and the student.

The school retains duplicate combinations and master keys in order to facilitate entry into student lockers. Student lockers are subject to search and inspection at any time during the school year. Anything found in the locker will be the responsibility of the student to whom the locker is assigned.

## **COMPUTERS AND TECHNOLOGY**

The schools of Winslow Township provide Internet access for all students, faculty and staff. The use of an Internet account as well as other communications technologies is a privilege, not a right, and inappropriate use will result in disciplinary action by school officials and/or the cancellation of those privileges.

A student's activities while using the communications technologies in this school system must be in support of education and research, and consistent with the educational objectives of the district. The use of proxy servers to access blocked or non-educational websites is prohibited. In addition, a student accessing the Internet or using other communications technologies at a school site is responsible for all activities that take place through their use. When using another organization's networks, computing resources or other technologies, students must comply with the rules appropriate for that technology. The altering, deleting, and/or destruction of hardware or software will be viewed as destruction of school property and disciplined as such.

Students and parents will be asked to read the guidelines for using District communications technologies and sign them, indicating acceptance of the rules and their intention to abide by them. Students understand they may not use the Internet for placing or receiving unlawful messages; for non-school-related activities; for purchasing or other commercial purposes unless part of a classroom activity; for political lobbying unless part of a classroom activity; for altering any computer file that does not belong to the user; sending or receiving copyrighted materials without permission; using another person's password or access account; sending or retrieving pornographic material, inappropriate text files or files dangerous to the integrity of the network, just to name a few of the most important.

## **STUDENT ACTIVITIES**

The Board of Education recognizes that the primary responsibility of the school district is to educate students to their maximum potential. Although academic programs are the first priority, student co-curricular activities are an important part of the total learning experience. Co-curricular activities are defined as follows: all interscholastic sports programs and all non-athletic co-curricular organizations and activities.

## **CLUBS/ORGANIZATIONS/ACTIVITIES**

A wide variety of clubs and other student organizations are available to Winslow Township High School students to supplement the curriculum and to satisfy the diverse interests of students. Students are asked to become involved at the beginning of the school year. All activities are open to all students. It should be noted, however, that participation in special extracurricular activities such as field trips, class trips, junior-senior prom, and commencement is contingent upon, but not limited to, adequate, timely daily attendance, acceptable conduct, and no outstanding fines. Any member of a club or activity suspended will be subject to a re-admittance hearing.

## **STUDENT COUNCIL**

Student Council is the high school student government organization. The Council provides students with opportunities to display their leadership skills. In planning and implementing various Student Council activities, students learn organizational skills and responsibilities that have value throughout life. Officers are elected each year from the general student body memberships in grades 9 - 12. Officers are elected in the spring to serve for the following year. Representatives are elected each September and serve for the entire school year. Any member of the student body in good academic standing may run for Student Council office or Representative.

## **NATIONAL HONOR SOCIETY**

A cumulative weighted grade point average of 3.6 is necessary for a student to be academically eligible for membership in the National Honor Society. A student must also demonstrate that he/she qualifies in terms of leadership, service, and character. Membership in the National Honor Society is limited to students in the 11th and 12th grades. Membership in the National Honor Society requires that a student who is invited to membership provides factual evidence that the candidate possesses leadership qualities, has performed acts of service and possesses excellent character according to the standards set by the National Honor Society and Winslow Township High School Code of Conduct. Students must participate in at least one school and/or community related activity each year in grades 9-12.

## **RENAISSANCE**

Renaissance is a program designed to recognize, reward, and motivate students who excel in three specific areas of achievement, *academics, attendance, and behavior* by extending to them privileges associated with the attainment of these levels of excellence. In addition, students are expected to participate in school or community activities. Students are recognized for participation in the Renaissance Program each Marking Period. Our goal is to make each student believe they can succeed in school and, therefore, in life. The purpose of the program is to recognize and reward those students who achieve specific standards of excellence with tangible incentives and rewards. Renaissance is a partnership between the students, teachers, parents, administration, business community, and the community at large. Renaissance is a commitment to make Winslow Township High School a center of academic excellence.

## **Requirements for Renaissance**

**Attendance** - No more than two unverified absences from school during the marking period. No more than two unverified lateness to school during the marking period.

**Behavior** - No administrative disciplinary issues during the marking period.

**Service** - Students are to demonstrate participation in at least one school activity, club, community organization or a place of employment.

### **Academic Standards:**

**Gold Card** - average of 92 or above

**Silver Card** - average between 80 - 91

**Green Card** - average between 65 - 79

- Students must be passing all subjects (no grades below 65).
- All Incomplete grades must be cleared up within one week from the last day of the marking period.
- Any abuse of membership rights, responsibilities and privileges may be grounds for loss of the Renaissance card and its privileges

## **ATHLETIC AND CO-CURRICULAR ELIGIBILITY**

To be eligible for participation in the interscholastic program of Winslow Township High School, as well as co-curricular activities a student must be enrolled and meet all of the other eligibility requirements of the N.J.S.I.A.A.. An athlete becomes ineligible for high school athletics if he/she attains the age of 19 prior to September 1st. Similarly, a student shall become ineligible for 9th grade (freshman) athletics and activities if he/she reaches age 16 prior to September 1st; said student may participate above the 9th grade athletic level. No student shall be eligible for high school athletics or activities after the expiration of eight consecutive semesters following his/her entrance in the 9th grade.

To be eligible during the first semester of the 10th grade or higher, a student must have passed 30 credits or more during the preceding academic year; to be eligible for the second semester of the 9th grade or higher, 15 credits or more must have been passed at the close of the preceding semester. Newly placed ninth grade students are automatically eligible during the first semester. Any student athlete who is suspended twice during a given season shall forfeit the right to participate for the remainder of that season.

## **SENIOR CLASS TRIP**

Members of the senior class annually plan a class trip. Each student pays his/her own way and agrees to follow all school rules and special trip regulations. Payment is non-refundable. However, if there is a student willing to purchase your reserved spot, the administration will try to arrange the exchange of funds. An administrator, faculty chaperones and the class advisor will accompany the group trip. The Administration reserves the right to deny participation on the senior trip for any individual(s) who is



deemed incapable of conducting himself/herself in an appropriate manner or who may jeopardize the safety of others.

## **COMMENCEMENT**

Participation in commencement is a privilege, not a right. It is a serious, formal occasion, and seniors who participate in the ceremony must have fulfilled all academic and attendance requirements for graduation, as well as, having demonstrated consistent acceptable conduct throughout the school year. All participants will be required to meet standards of attire and decorum on the day of the event and must attend all practices.

## **FINANCIAL OBLIGATIONS/FINES**

All financial obligations (e.g. fines, book fines, lunch charge account fines) must be met before participating in any school activity (sports, school dances, Prom, graduation, parking privileges, pep rallies, and class trips, inclusive of senior trips).

## **SCHOOL RECORDS**

Parents and/or legal guardians are entitled to inspect the official permanent school records relating to students. This means that they have a right to inspect the actual record and not merely have items selected from the record by school officials. School authorities may determine the time and manner of presentation of this information. New Jersey Administrative Code Title 6 provides for access to records by the following persons:

1. Parent(s) or legal guardian(s) of a pupil under the age of 18, and the pupil who has written permission of such parent(s) or guardian(s).
2. The adult pupil and the pupil's parent(s) or guardian(s) who have the written permission of such pupil shall have access to records. Exception: parents or guardians shall have access to records without consent of the pupil as long as the pupil is financially dependent on the parent(s) or guardian(s) and enrolled in the public school system.

Students who are 18 and wish to have school information (report cards, etc.) sent only to them, must complete a form available in the Assistant Principal's office. At this time, the administration office and the pupil's parents will be informed of the request in order to comply with item #2 above.

## **PUPIL RECORDS AND DISPENSATION**

Upon graduation or permanent departure of a pupil from the school system, Administrative Code 6:3-6 requires a copy of the entire record of the pupil be provided to the parents/guardians or adult pupils upon request.

Information other than birth date, sex, address, telephone number, grades, attendance record, classes attended, grade level completed, year completed, name of parents, and citizenship status may be destroyed if reasonable attempts to secure parental or adult

pupil permission have been unsuccessful. Requests should be made in writing to the high school counseling office prior to graduation.

### **ADULT STUDENT RULES**

Students 18 years of age or older shall be deemed to be adults but they must comply with the rules established in pursuance of law for the government of the school, pursue the prescribed course of study, and submit to the authority of teachers and others so designated.

With the exception of home bound instruction vouchers, adult students may sign their own permission slips, notes and other school forms, hold their own conferences, withdraw from school and request permission to leave school early. Adult students must submit a written note explaining any reason for early dismissal. All school regulations, including attendance, apply to all students including those 18 years of age or older. Parents will be notified of attendance, discipline and academic progress of such students.

### **ELECTRONIC DEVICES**

All electronic devices including headphones, iPod, gaming systems are not to be used seen or heard during the school day. Cell-Phones must be turned off and should not be in use or visible during school hours. This includes all phones in the direct connect, ringer and/or vibrate modes. The camera feature of cell phones must also be turned off, and is not permitted to be used during the school day. Cell phones and all other electronic devices that are visible and/or heard will be confiscated by the teacher or administrator. Students found in possession of electronic devices must surrender the article immediately and will face disciplinary action as described in the Student Code of Conduct. **The 1st violation will result in the device(s) being taken for 30 days; A 2nd violation will result in the device taken for 60 days; and a 3rd violation will result in the device being taken and not returned until the end of the school year. The device(s) will only be returned at the end of the confiscation period, to the parent after a conference has been held with the administrator. Refusal to turn over an electronic device will result in an automatic 4 day Out of School Suspension and other possible administrative actions.**

**Winslow Township High School is not responsible for lost or stolen electronic devices, even those confiscated, nor contents placed in lockers or cars.**

Audio and video recordings of school activities before, during, and after school are PROHIBITED without written authorization by school administration. All violators will be subject to disciplinary action.

## **DRESS CODE**

The following dress code has been developed in accordance with Policy No. 5511.

### A. General Rules

1. Pupils are expected to be clean and well-groomed in their appearance.
2. Pupils are expected to avoid dress and grooming that is likely to create a material and substantial disruption to the school environment.
3. Dress or grooming that jeopardizes the health or safety of the pupil or of other pupils or is injurious to school property will not be tolerated.

### B. Pupil Dress Code Regulations

1. Pupil attire shall be neat and clean. Torn, cut and ripped clothing is not permitted.
2. Apparel shall not be so tight-fitting, sheer, transparent, brief, low-cut or revealing above or below the waist to be indecent, distracting or disruptive to the school environment.
3. In all grades, dresses, skirts and acceptable shorts shall not be more than 4 inches above the knee.
4. Sleeveless tops or blouses are permitted provided that the width of the material passing over the shoulders (strap) is a minimum of two inches in width. Thin spaghetti straps tops are not permitted. Sweat-shirts, warm-ups, and T-shirts are permitted if they are not torn or not cut or tied to expose the midriff.
5. Footwear is required. Plastic beach thongs and excessively high heels or platform shoes are not permitted because they pose a safety hazard to the wearer when walking quickly. Slippers of any type are not permitted. All sandals must have a heel strap attached and worn appropriately, at all times.
6. Dress shall not present inappropriate pictures, slogans, emblems or any type of symbols that may be provocative or inciting. This includes liquor, tobacco or other substances that may be detrimental to health.

7. "Quasi-attire", such as armbands, buttons, pins or other methods of symbolic expression are permitted as long as it cannot potentially be expected to actually cause disruption, disorder or present a clear danger and is not associated with a gang or secret society.
8. Pupils attending any school functions (field trips, dances, activities during school hours) will not be permitted to participate unless they are attired in accordance with this dress code; however, certain physical education activities and field trips may require modification of these regulations. Decisions will be made by the principal considering the circumstances and requirements of the activity.
9. Hairstyles shall be clean and well-groomed.
10. Hats and coats may not be worn in the building except in extenuating circumstances at the discretion of the principal. "Hats" shall not include head wear of religious significance.
11. Hoodies (head covering) are not permitted.

C. Physical Education

Proper dress for physical education classes should be designed to allow for maximum participation in activities consistent with the approved curriculum and course of study. Appropriate dress for grades 7-12 will be T-shirts, athletic shorts, or sweatsuits (as appropriate) in green, navy or grey. Sneakers and athletic socks are also required.

It should be noted that, with the exception of sneakers, clothing used for participation in physical education activities may not be those worn to school for any other purpose.

D. Enforcement

1. Pupils not conforming to the dress code shall be disciplined by the principal in accordance with Board policies.
2. Teaching staff members will report perceived violations of the dress code to the Building Principal, who will interpret and apply the code.
3. Pupils who publicly represent the school or a school organization at an activity away from the school district are required to dress in full accordance with the reasonable expectations of the staff member in charge of the activity. Pupils unwilling to comply with this requirement will disqualify themselves from participation.
4. Pupils will not be permitted to attend a school-related function, such

as a field trip, after-school activity unless they are attired and groomed in accordance with this dress code.

5. The principal may waive application of the dress code on a day especially scheduled for pupils' free expression in dress and grooming.
6. A pupil whose dress or grooming has been found by the principal to violate this regulation may appeal the principal's determination to the Superintendent/designee, whose decision will be final.

### **SCHOOL BUS REGULATIONS**

Riding the School Bus is a Privilege. Should any student be reported to the school administration for any infraction of the above regulations, the administration will be responsible for the disciplinary action. This may include loss of the privilege of bus transportation. Parents will be responsible for the transportation of any pupils who have lost school bus transportation privileges.<sup>3</sup> Meet with the school Principal to discuss the uniform policy and the nature of the parent(s) or guardian's objection to the policy.

The purpose of this meeting includes:

1. Ensuring that the parent(s) 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.

### **ZERO TOLERANCE**

The Winslow Township Board of Education has a Zero Tolerance for any acts of Violence, Drugs, Alcohol, Weapons, Bullying, Harassment, Intimidation, False Alarms, and Bomb threats in the school and on the buses. Students who engage in a fight; an assault upon another student or school employee; who engage in bullying, harassment, and/or intimidation of another student; or who call in a false alarm or bomb threat will be dealt with severely. Violators will be reported to the Winslow Township Police Department for arrest and the filing of appropriate charges in the criminal code. They will be suspended from school, according to the student discipline code, and any other appropriate sanctions will be levied against them.

The possession, use, distribution, or sale of drugs, alcohol, weapons, and/or firearms on school district property or within 1,000 feet of a Drug-Free School Zone is illegal, and shall be cause for automatic suspension of the student(s).

The involvement of a student with drugs/weapons off school property shall be the concern of the administration since this involvement may represent a problem to the student involved, to the rest of the student body, and to the school.

## **HARASSMENT, INTIMIDATION AND BULLYING**

Sexual harassment is viewed as unwelcome, unwanted offensive behavior either physical or verbal, which causes a hostile or intimidating environment. Sexual harassment in school or at school sponsored activities is not acceptable behavior for an individual or group. Behavior that emphasizes the sexual identity, physical attributes or sexuality of another individual in a manner that prevents or impairs the individual's full enjoyment of educational opportunities is not acceptable.

Racial or religious torment may be characterized as any inappropriate action, comment, behavior and/or demonstration expressed against a particular race or religious group or individual. Any display of racial or religious bias which offends an individual or causes a disruption in the educational process will not be tolerated.

Hazing, teasing, bullying or abusive behavior of any kind directed at any student will not be permitted. Students who take advantage of or act unkindly to others will be dealt with by the administration.

Any behavior which creates an offensive, intimidating or hostile environment because of an individual's gender, sexual orientation, race, religion, age, social status, emotional being and/or personal belief is subject to disciplinary actions. Any student or staff member who feels they have been or are being harassed or hazed should immediately contact a counselor, an administrator, teacher or the Anti- Bullying Specialist.

## **SUBSTANCE ABUSE**

Alcohol and drug use is viewed as a serious problem which may cause serious consequences to students. For that reason, students may voluntarily seek confidential assistance with an alcohol or drug problem by contacting the Crisis Counselor, a school counselor, administrator or staff member.

The abuse, use, consumption, possession, sale, distribution or transfer of alcohol, any controlled dangerous substance or drug paraphernalia is strictly prohibited in any of the following circumstances:

1. on school property, either before, after or during the school day;
2. at any school-related activity;
3. at any bus stop;
4. While in route to and from school or any school-related activity.

All staff members are bound by state law to report to the school administration and medical staff any students who appear to be in violation of this policy. When there is reasonable cause to suspect a student has used, consumed or abused alcohol or controlled dangerous substances, the principal or designee will notify the parents and Superintendent of Schools. A medical examination / assessment will be immediately arranged, with or without parental permission.

## **ADMINISTRATIVE SECURITY PROCEDURES**

Safety and security drills are held twice monthly throughout the school year. These include fire drill, lock-out, lockdown, evacuation and shelter in place. Students must follow the directions given by the teacher(s) and the administration to ensure their safety.

## **STUDENTS' USE OF BUILDINGS / GROUNDS**

### **General Facilities**

1. Students are not permitted to leave school property (or exit the building) at any time during the school day without approval from the office. All parking lots are off limits during the school day. Students are also prohibited from loitering after school hours.
2. Students are not to be in the corridors during class time without a pass and ID card.
- 3. Consumption of food and drink at any time must be confined to the cafeteria during a student's designated eating time.**
4. Card playing, use of dice and/or any form of gambling are not permitted.
5. The use of buildings and grounds for co-curricular activities requires school and/or district approval.

### **Senior Early Dismissal**

**During half days seniors on early dismissal must remain the entire school day. In order to receive credit, a student must be in school a minimum of 4 hour per day. Students on early release must report to the cafeteria. Seniors who are scheduled for early release are to exit the building at the end of their scheduled day. They are not to "hang-out" anywhere on school property. It is mandatory that all students sign out at the Main Office and exit through the Main Office lobby entrance /exit. Students in violation of these rules will be subject to disciplinary action as contained within the Student Code of Conduct.**

## **CAFETERIA AND LUNCH PRIVILEGES**

Students have the responsibility of maintaining the cleanliness of this common area. This includes placing all trash in trash containers and returning any school cafeteria materials to their proper locations. A clean and comfortable area must be left for the next group.

### **TAKING FOOD FROM THE CAFETERIA WITHOUT PERMISSION IS PROHIBITED.**

Failure to follow directions from any staff member on duty and adherence to cafeteria rules will be considered an act of disrespect and misconduct. Appropriate disciplinary actions will apply, and the student may be excluded from eating lunch in the cafeteria.

#### **Cafeteria Rules:**

1. Arrive on time to the cafeteria. ID cards are required.
2. Students may sit no more than eight (8) to a table – one student per chair.
3. Students may sit at any table as long as it does not cause a disruption to others. The supervising teachers and administration reserve the right to assign all seating.
4. Familiarize yourself with the fire exits and procedure in case of an emergency.
5. No cutting in line or saving places Please wait your turn.



6. No coats, books, bags, etc. in the food line for any reason.
7. No eating or drinking food while inline. Students must pay before they eat.
8. Normal rules of etiquette, proper and acceptable behavior apply at all times.
- 9. Food or drinks may not be taken from the cafeteria without permission.**
10. Please be certain your table is clean before you leave. Each student is responsible for cleaning up his/her own area and maintaining the cleanliness of the cafeteria, this means throwing trash in receptacles, pushing in chairs, and leaving the area in proper condition. The Staff and Administration reserve the right to direct students to assist with this process.
11. If your table was dirty when you arrived, report it to one of the supervising teachers.
12. Administration and teaching staff reserve the right to hold students in the cafeteria until all of the cafeteria guidelines are met, to maintain the cleanliness and guidelines.

### **ASSEMBLY PROGRAMS**

Regular assembly programs are arranged for the student body. All students are required to conduct themselves in a proper manner in an assembly and must sit with the period teacher in assigned areas. Courtesy to guests and visitors that are invited to our school and respect for individuals is a basic requirement of all students. Misbehavior of any kind will not be tolerated and will result in disciplinary action

### **STUDENT USE OF MOTOR VEHICLES**

Driving and Parking privileges are extended to SENIORS only. Permission to drive/park on school property will be granted subject to the following regulations:

1. The student must be a licensed driver in the State of New Jersey. The student's vehicle must also be registered in the State of New Jersey. Any exceptions to this regulation must be reported to the assistant Principal's office.
2. The vehicle must be registered in the office of the assistant principal. Parent's signature is required on the registration form. A registration sticker is to be affixed to the inside rear window on the driver's side.
3. Vehicles may not be utilized in any way during the school day. In the event of an emergency, the student must report to the assistant Principal's office for assistance.
4. Cars must be locked at all times.
- 5. Students must park in the assigned student parking area only. Failure to comply will result in loss of parking privileges and/or vehicle being towed from the school premises.**
6. Students must follow established marked traffic routes and practice safe driving habits on the school premises or face loss of privileges and/or police action.
7. Students who continually fail to arrive on time will have parking privileges revoked.
- 8. Students are not permitted to park in the Senior Citizens' Center or County Library lot. Doing so, could result in possible ticketing and/or towing by municipal authorities.**
9. Any student who visits a vehicle or the parking lot MUST first obtain permission from the assistant Principal's office.

10. Any student suspected of any form of misconduct in the parking lot may have their vehicle or the vehicle in question immediately searched and/or may have their parking privileges revoked.

### **SKATEBOARDS - ROLLERBLADES**

Skateboards and rollerblades are not permitted on school grounds at any time. Students in possession of these items will have them confiscated.

### **CONDUCT AT ATHLETIC EVENTS AND CO-CURRICULAR ACTIVITIES**

Sportsmanship and good citizenship are our country's and our school's proudest traditions. Courtesy, fairness and accepting winning and losing gracefully are the marks of both sportsmanship and good citizenship. Whether on our home field or a guest at an away game, please practice these at all times. All Winslow Township High School students (and spectators) are expected to treat officials, opponents and other visitors with respect and courtesy. At no time will booing, razzing, or profane language be tolerated at any school event. Violations of any amenities by anyone will result in their immediate removal from that event. It may also result in the loss of the privilege to attend future events. For Winslow Township High School students, it will be at the discretion of the administration to take further disciplinary action.

### **STUDENT CODE OF CONDUCT**

Although the student code of conduct contains a listing of infractions, it is clearly not intended to be all-inclusive, since no list can be. The Winslow Township School Administration and/or the Board of Education have the power to administer discipline for any offense which is in violation of law or school district policy or procedures, or in violation of what is deemed acceptable standards of student conduct for students.

School is a place where students not only learn about the rights and responsibilities of citizenship, but also gain valuable experience in appropriately exercising them. It is important to maintain a balance between rights and responsibilities in order to ensure a school environment conducive to learning.

Each student is guaranteed the right: to be heard; to have fair and consistent rules; and to due process procedures. The student rights are accompanied by student responsibilities: to attend school and classes regularly; to respect school property; to refrain from conduct that disrupts or threatens to disrupt the learning of other students. The administration, through the Superintendent or his designee, and/or the Board of Education, reserve the right to follow different courses of action other than those listed. These courses of action may include a review and/or hearing by the Board of Education.

## **THREE SUSPENSION RULE**

A student who is suspended three (3) times during the school year will be excluded from participating in Commencement/Graduation Exercises, Prom, Athletics, and all co-curricular activities including school dances and class trips.

The administration of Winslow Township High School recognizes the seriousness of the forfeiture of the aforementioned activities, and acknowledges that all violations of the Code of Conduct are not equal.

Thus, a student's first two (2) In-school suspensions (ISS) will equal one (1) Out-of-school suspension. All subsequent In-school suspensions (ISS) will carry the weight of (1) Out-of-school suspension.

Note: A parent/guardian has a right to appeal an administrative action through the office of the Principal within ten (10) days of receiving notification of the third suspension.

## **DISCIPLINARY ABBREVIATIONS AND CONSEQUENCES**

Disciplinary Actions:

AD=Administrative Detention (1:40pm– 2:25pm)

LD=Late Detention (1:40pm- 3:30pm)

HI- Home Instruction

ISS=In School Suspension, conference w/Student and Parent

LP=Loss of Parking Privilege

OSS=Out of School Suspension, conference w/Student and Parent

SB=Bus Privilege Suspension conference w/Student and Parent;

TD=Teacher Detention (1:40pm– 2:25pm)

Students can not participate in any school activities during days they are serving late detentions. Each missed late detention results in a one day of OSS.

## **Disciplinary Infractions and Codes**

**Number of days off for OSS suspension will be determined by the severity and frequency of the occurrences. Students may receive up to 10 days of OSS.**

### **SECTION 1: ACTIONS AGAINST THE RIGHTS OF THE COMMUNITY**

110: Student Misconduct / Classroom Disruption-Actions generally disrupting the learning activities taking place. Parent communication required.

1. AD

2. ISS

3. OSS

120: Profanity Projected in Public: Verbal/Physical-Obscene and vulgar language, graphics, or gestures expressed in public.

1. ISS

2. OSS



155: Bomb Threat/Unauthorized Generation of False Alarm/Terroristic Threats.

1. 10 OSS  
Police Notification

160: Failure to possess & Produce I.D. Badge or Identify Oneself Appropriately

1. 1 AD
2. ISS
3. 3 OSS + 3 LD

162: Dress Code Violation- Inappropriate dress in school or at school sponsored activity.

1. Warning
2. OSS

163: Public Display of Affection.

1. 1 AD
2. 1 ISS
3. OSS

164: Inappropriate/Unsafe Conduct in the Cafeteria

1. 1 AD
  2. 1 ISS
  3. 1 OSS
- Other administrative actions may be imposed.

170: Unsafe Conduct: Pushing, Tripping, Running, Roughhousing, Slap-boxing-  
Endangering self &/or others by Inappropriate Actions.

1. AD
  2. ISS
  3. OSS
- Other administrative actions may be imposed.

171: Reckless Endangerment-Placing Student or staff in serious likelihood of harm.

1. 10 OSS

172: Gang Activity-Group of Two (2) or more persons joined together for destructive  
&/or violent purposes. Police notification required.

1. 4 OSS
2. 10 OSS and other administrative actions as appropriate

Destruction of property will result in restitution.

180: Lewdness/Sexually Explicit Action/Indecent Exposure/ Involvement in Sexual  
Acts-Including deliberate actions intended to embarrass or offend others.

1. 10 OSS + 10 LD  
**Police notification required. Other administrative actions may be imposed.**

181: Violation of Suspension Policy: Students on suspension- Out of School/ In School may not be on school property, or attend any school activities, during assigned suspension period. Violation will result in additional suspensions.

1. 3 OSS + 3 LD
2. 5 OSS + 5 LD
3. 10 OSS + 10 LD

182: Arson-Willful intent to destroy or endanger by use of fire or explosive.

1. 10 OSS + 10 LD -Police notification and other administrative actions as appropriate to include possible expulsion

183: Forgery-Creating replica absence notes, early dismissal notes, vacation notes, hall passes, false signatures, et. al., and presenting same as authentic

1. 3 ISS
2. 3 OSS
3. 5 OSS

184: Gambling/Participating in games of chance/pools with or without exchange of money.

1. 1 AD
  2. 1 ISS
  3. OSS
- Any and all related gambling items will be confiscated.

## **SECTION 2: ACTIONS AGAINST THE RIGHTS OF THE PERSON**

200: Harassment/Intimidation/Bullying (HIB)- “Harassment, intimidation, or bullying” means any gesture, any written, verbal or physical act, or any electronic communication, as defined in N.J.S.A. 18A:37-14, whether it be a single incident or a series of incidents against a student (See District Policy 5512).

1. Administrative discipline actions and interventions as appropriate to include possible police notification.

205: Sexual Harassment: Any unwanted &/or uninvited behavior, words, gestures, threats, or physical contact on a gender or a sexual basis that results in the physical harm or causes a person to feel uncomfortable or threatened. (NOTE: Physical contact will automatically be referred to the police).

2. Administrative discipline actions and interventions as appropriate, to include police notification

210. Hazing-Forcing other person(s) to do ridiculous humiliating, or painful actions.

1. Administrative discipline actions and interventions as appropriate to include possible police notification. Disciplinary actions determined based upon severity.

211: Sexual Incidence-An act of sexual contact with the victim under any circumstances.

1. 10 OSS + 10 LD
2. Other administrative discipline actions and interventions as appropriate to include police notification

215: Racial Slurs/Ethnic Slurs/Gender Related Bias &/or Inflammatory Statements- Verbal, written, &/or graphic actions that are intended to insult or demean a person based on race, religion, gender or ethnicity. Police may be notified.

1. 5 OSS + 5 LD and other administrative discipline actions and interventions as appropriate to include possible police notification.

220: VERBAL Assault-Any statement or comment implying Physical Harm &/or Danger to a person or property.

1. Administrative discipline actions and interventions as appropriate to include possible police notification. Disciplinary actions determined based upon severity.

221: Physical Assault on Student- An unwanted, uninvited, &/or unprovoked hostile physical actions by another pupil.

1. 1. 10 OSS + 10 LD
2. Other administrative discipline

222: Incitement-Acting to promote/ encourage any confrontation or other prohibited act.

1. 1. 3 OSS + 3 LD
2. 5 OSS + 5 LD
3. 10 OSS + 10 LD

230: Fighting: Mutually engaged physical altercation.

1. 10 OSS + 10 LD
2. Other administrative action

231: Obstructing staff members breaking up a fight. (Police Notification as appropriate).

1. 1. 5 OSS + LD
2. 10 OSS + LD

232: Physical Attack on Staff by a pupil.

1. 10 OSS + 10 LD, Police Notification and Arrest, charges filed and other administrative actions and interventions as appropriate.

233: Verbal Assault of Staff Member-Obscene &/or vulgar language, gestures, graphics, &/or threats toward ANY SCHOOL EMPLOYEE.

1. 4 OSS + 4 LD
2. 10 OSS + 10 LD





310: Possession, distribution or sale of Intoxicants, Narcotics, or Controlled Dangerous Substances.

1. 10 OSS + 10 LD Immediate Physician Assessment, Police Notification, and any other Administrative disciplinary actions and interventions as appropriate.

313: Use, Abuse, &/or Under the Influence of ANABOLIC STEROIDS on School Property or During a School Activity.

1. 10 OSS + 10 LD Required Medical Examination, Including Urinalysis &/or Blood Test to verify use and extent of use, SAC treatment plan and clearance by Physician Assessment or SAC.

314: Possession of and or use of Tobacco Products and electronic cigarettes on School Property, Buses, &/or Activities. Products will be confiscated.

1. 1. 4 OSS + 4 LD
2. 10 OSS + 10 LD

**SECTION 4: ACTIONS RELATING TO SCHOOL ATTENDANCE, CLASS ATTENDANCE & PUNCTUALITY**

**Number of days off for OSS suspension will be determined by the severity and frequency of the occurrences. Students may receive up to 10 days of OSS.**

400: Unexcused Lateness to Class, Lunch, or Study Hall.

1. AD
2. ISS
3. OSS-Parent Conference Required

401: Unexcused Lateness to School. (Every 4<sup>th</sup> lateness = 1 day absent.) Unexcused lateness will result in the loss of driving privileges and will eliminate students from being able to participate in afterschool activities that include prom and graduation. Five (5) unexcused tardies may result in up to 5 days OSS.

1. AD
2. ISS and loss of driving privileges
3. OSS, Parent notification

402: Cutting Class-Not attending scheduled course period without permission (class, lunch, study hall).

1. ISS, Loss of Credit for the day
2. OSS

403: In Unauthorized Area Without Permission &/Or Supervision.

1. 3 OSS + 3 LD
2. 5 OSS + 5 LD
3. 10 OSS + 10 LD

404: Loitering Between Classes &/or Before/After School.

1. ISS
2. OSS

405: Leaving Classroom Without Permission.

1. 1 ISS
2. 3 OSS + 3 LD

413: Willful Failure to Report to The Office When Required.

1. 1-3 LD
2. 1 ISS
3. 4 OSS + 4 LD

414: Truancy-The Unauthorized Non-attendance of the Student's Scheduled School Program.

1. 3 ISS
2. 5 OSS + 5 LD
3. Other administrative actions as appropriate

415: Leaving School Building &/or Grounds without Permission. Parent notification/ Conference required.

1. 3 OSS + 3 LD
2. 4 OSS + 4 LD
3. 10 OSS + 10 LD

416: Failure to Sign in to the Attendance Office When Late to School.

1. 1 ISS
2. 3 ISS
3. OSS

417: Cutting Teacher or Administrative Detention. Parent conference required.

1. ISS
2. OSS

418: Cutting Late Detention

1. 1 OSS

## **SECTION 5: TRANSPORTATION**

510: Bus Misconduct.

1. 1-3 ISS
2. 5 Days Bus Suspension
3. 10 Days Bus Suspension
4. Removal

511: Unauthorized Parking on School Grounds/ Area /Space(s).

1. 1 ISS, 1 Week loss of driving privileges
2. 3 OSS, Car Towed, 2 Week loss of driving privileges
3. Car Towed, Permanent LP  
TOWING at OWNER'S EXPENSE

513: Unsafe Operation of Vehicle on School Grounds-Endangering self &/or others by inappropriate actions, i.e. racing, driving on fields, disregard of traffic patterns, signs, signals and the disregard for welfare of school population.

1. LP-30 Days

Damages will result in restitution.

2. LP for Remainder of Year

## **SECTION 6: MISCELLANEOUS**

610: Cheating and/or Plagiarism- including participation

1. Loss of Credit & Parent Contact by Teacher.

Actions may result in removal and/or elimination of eligibility from clubs, activities and programs.

611: Use of Electronic Device during the Instructional Day (e.g. Radio, Walkman, Cell Phone, Laser Pen, Walkie-Talkie, iPODs, Paging Devices, cameras, videoing devices, etc.)

4 OSS or Confiscation of Cell Phone;

1. 30 Days

2. 60 Days

3. Remainder of the School Year

615: Multiple Offenses or Severe Offenders- the administration and/or the Board will consider both the magnitude and the totality of offenses in determining an appropriate disciplinary response.

700: Other: An action by a student which is not specifically referred to in this policy. Disciplinary action(s) taken may be determined by the severity and magnitude of a single event or the number of repeat referrals

PARENT ASSURANCE OF THE BEHAVIORAL CODE

This certificate assures the Winslow Township High 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 as outlined. 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

\_\_\_\_\_

\_\_\_/\_\_\_/\_\_\_

Student Signature

Date

\_\_\_\_\_

\_\_\_/\_\_\_/\_\_\_

Student's Name (Please Print)

Grade

HR

\_\_\_\_\_

\_\_\_\_\_

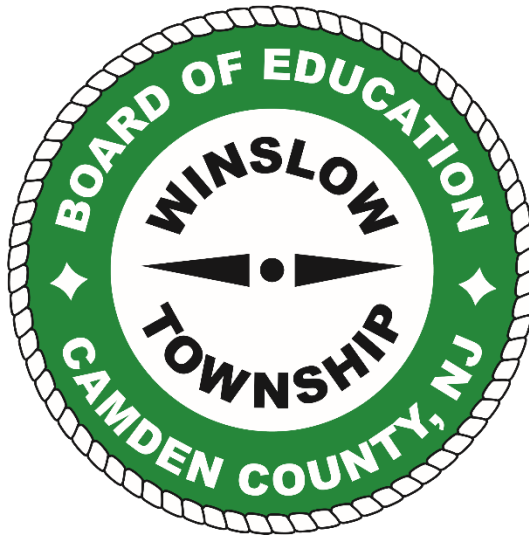
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NOTE: A DUPLICATE OF THIS FORM WILL BE DISTRIBUTED DURING HOMEROOM – PARENT AND STUDENT SIGNATURES ARE REQUIRED. IT MUST BE RETURNED TO YOUR HOMEROOM TEACHER BY SEPTEMBER 30<sup>TH</sup>.

**WINSLOW TOWNSHIP SCHOOL DISTRICT**

Exhibit X A:27

**MIDDLE SCHOOL  
STUDENT HANDBOOK**



**2022-2023**

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

# Middle School Time Schedule

## REGULAR DAY

Homeroom	7:58 – 8:18
Breakfast	8:03 – 8:13
Period 1	8:21 – 9:03
Period 2	9:06 – 9:48
Period 3	9:51 – 10:33
Period 4	10:36 – 11:18 – Lunch
Period 5	11:21 – 12:03 – Lunch
Period 6	12:06 – 12:48 – Lunch
Period 7	12:51 – 1:33 – Lunch
Period 8	1:36 – 2:18

<b>DELAYED OPENING</b>	
Homeroom	9:55 – 10:08
Period 1	10:11 – 10:09
Period 2	10:42- 11:10
Period 3	11:13- 11:41
Period 4	11:44-12:12 – Lunch
Period 5	12:15- 12:43 – Lunch
Period 6	12:46- 1:14 – Lunch
Period 7	1:17 – 1:45 – Lunch
Period 8	148 – 2:18

<b>EARLY DISMISSAL</b>	
Homeroom	7:53 – 8:08
Breakfast	7:53 – 8:08
Period 1	8:11 – 8:41
Period 2	8:44 – 9:14
Period 3	9:17 – 9:47
Period 4	9:50 – 10:12 – Lunch
Period 5	10:15 – 10:37 – Lunch
Period 6	10:40 – 11:02 – Lunch
Period 7	11:05 – 11:27 – Lunch
Period 8	11:30 – 12:00

**SCHOOL CLOSING NUMBER: 572**  
**Radio: KYWAM 1060**  
**TV Channels: 3, 6, 10, & Fox**



**WINSLOW TOWNSHIP MIDDLE SCHOOL**

30 COOPER FOLLY ROAD  
ATCO, NEW JERSEY 08004  
PHONE: 856.767.7222  
FAX: 856.767-5411

Ms. Stella Nwanguma, Principal

Mr. Daron Wright, Assistant Principal, Gr. 7

Ms. Dominique Upsey, Assistant Principal, Gr. 8

**School Phone: 856-767-7222**

**Central Office Administration**

Dr. H. Major Poteat, Superintendent

Dr. Dorothy Carcamo, Assistant Superintendent

Ms. Tyra McCoy-Boyle, Business Administrator

Mr. Dion Davis, Director of Human Resources

Ms. Sheresa Clement, Director of Curriculum and Instruction

Mr. John Innocenzo, director of Research, Evaluation & Planning

Mrs. Cheryl Schwartz, District Language Arts Supervisor

Dr. Robert Riccardi, Director of Student Support Services

Ms. Tammy Wall, Director of Transportation

**WINSLOW TOWNSHIP BOARD OF EDUCATION**

40 Cooper Folly Road, Atco, NJ 08004  
(856) 767-2850 (Main Number)  
Website: [www.winslow-schools.com](http://www.winslow-schools.com)

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## **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.

### **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 concerns regarding the district's responsibilities under these regulations, 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

#### **504 Officer**

Dr. Dorothy Carcamo

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

For additional 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](mailto:OCRNewYork@ed.gov).

## **WINSLOW TOWNSHIP MIDDLE SCHOOL MISSION STATEMENT**

The mission of the Winslow Township Middle School is to meet the developmental and academic needs of our diverse adolescent population. By linking the home, school and community, our school will provide a nurturing environment conducive to meeting individual potential, interests and talents. Students will be encouraged to develop self-responsibility, self-esteem and respect for themselves and others. With this foundation, our purpose is to inspire our students to become lifelong learners and productive citizens.

### **OVERVIEW OF THE MIDDLE SCHOOL PROGRAM**

Winslow Township Middle School promotes an enriching and engaging environment for all students. Learning and student achievement is at the forefront of all lessons and programs. So, therefore we develop programs to meet the needs of all of our students. Additionally, we are proud to be a “Project Lead the Way School” where hands-on-classroom experiences empower students to develop college and career readiness skills.

Winslow Middle School offers enriching programs such as Robotics, Environmental STEM, Graphic Design, Journalism and Mass Media, Television Production, Computer Science, as well as Coding and Game Design, that allow students to combine their creativity and analytical skills while allowing them to explore numerous career paths. In addition to all of these remarkable exposures, we are extremely excited about the addition of a Maker-space that ensures that our science students are creating, exploring and are highly engaged. With the support of dedicated teachers and administrators who ensure that students are engaged in a technologically-rich environment, students are also afforded the opportunity to succeed in all areas of academics; Math, Language Arts and Science.

### **Emergency School Closing/Delays**

School closings, delayed openings and early dismissals due to poor weather conditions will be announced over Philadelphia radio, TV stations, and posted on the district and school website. In the event that school opening is delayed, the building will open two hours after the normal starting time as indicated in the chart above. The bus pickup will be two hours later than the regular bus schedule.

\*If it is 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 days for staff.

### **School Messenger**

In an effort to increase the communication level between the school and parents, we have instituted a telephone-based system, called School Messenger, that can notify parents daily of an absence by

their son or daughter. Starting at approximately 10:00 am each day, the School Messenger system will generate a taped message to the home of each student who is marked absent from homeroom on that day.

### **Student Responsibilities**

- ❖ Students are required to show proper respect to the school, its property, school administration and staff, and each other.
- ❖ Students will adhere to individual classroom rules as defined and communicated by the classroom teacher.
- ❖ Students will adhere to bus regulations as defined.
- ❖ Students will adhere to the following general school rules:

#### **Students are expected to:**

- ❖ Place backpacks in their assigned locker upon arrival to school, only sling backs are permitted for use during the school day.
- ❖ Adhere to district dress code.
- ❖ Demonstrate self-respect.
- ❖ Respect others, their ideas, and property.
- ❖ Arrive at classes as defined by the bell schedule.
- ❖ Walk in an orderly manner upon arrival and dismissal.

#### **The following are NOT permitted:**

- ❖ Weapons of any kind or any objects with the intent to harm.
- ❖ Wearing of hats, coats and hoodies in the building.
- ❖ Profanity and abusive behavior or language.
- ❖ Inappropriate gestures/public displays of affection and chewing gum.
- ❖ Willful disobedience.
- ❖ Horseplay

Students who exhibit unacceptable behavior will be subject to the penalties set forth by the classroom teacher and/or the building administrator.

### **Flag Salute and Pledge of Allegiance**

New Jersey law requires students to show respect for the flag of the United States of America. If they are conscientiously opposed to the pledge or salute, they may abstain from these ceremonies, but they are required by law to show **“full respect to the flag while the pledge is being given...by standing at attention...removing the headdress”** N.J.S. 18A:36-3.

## Attendance

The Board of Education requires that the pupils enrolled in the schools of this district must attend school 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 completing assignments missed because of their absence. One day is given for makeup work for each day absent. Make-up work should begin immediately upon the student's return to school. Make-up work will not be extended past the end of the school year. Warning notices will be given to the pupil, and to the parent(s) or legal guardian(s) when a student has unverified absences of 4 days, 8 days, and 12 days.

Unverified absences from school or from classes within the school day constitute trancies and shall be subject to the disciplinary rules in accordance with **Board Policy 5200**. Verified absence/tardy with reason include the following: religious observance, suspension, court attendance, death or serious illness in the family, necessary and unavoidable medical or dental appointments.

**Excessive absences may result in denial of promotion to the next grade and possible referral to the court system, and/or suspension and expulsion.** Students in grades 7 & 8 shall be retained in the current grade level for more than sixteen (16) days absent. Absences, whether verified or unverified, shall count toward the total for denial of credit (**policy #5410**).

### Attendance Guidelines

- Eligibility for specific athletic competitions and co-curricular activities will be denied in the instance of absence, tardiness, suspension, class cut or early dismissal.
- Submission of a physician's statement is required for absence based on medical reasons and must be submitted upon return to school in accordance with Winslow Township **Board Policy 5200**. **No doctor's notes will be accepted after five (5) days following the return to school.**
- Students returning from an absence must present a note to the school with an explanation from a parent or guardian upon return to school. These are to be returned to the homeroom teacher, who will forward them to the Main Office.
- Students who know in advance that they will arrive late or who are requesting early dismissal should notify the homeroom teacher with a written explanation from a parent or guardian.
- Upon return from an absence, students must make up missing work within one school day for each absence. Make-up tests must be scheduled within 5 school days of the absence.
- Students in grades 7-8 will be retained at their present grade level after 17 days or more of absence in a school year.

- A parent or guardian has the right to schedule appeal hearings at the conclusion of each marking period in order to rectify discrepancies in attendance records. The administration's ability to appropriately make a disposition may be hampered if hearings are not scheduled promptly.
- "Perfect Attendance" means NO absences, early dismissals, suspensions, class cuts or lateness. "Attendance in High Standing" means no more than four combined absences with reason, early dismissal and/or lateness.
- Attendance appeal hearings must be scheduled no later than three (3) weeks prior to the end of the school year in order to rectify discrepancies in attendance records.

### **Lateness to Class**

Students are given adequate time for passing between classes, and exercise good judgment in anticipating their textbook needs for each class. The hall passing time does not allow for socializing in the halls or escorting friends to their classes. If it is necessary to go to another area of the building other than the assigned room, the student must report to his/her scheduled class first and obtain a pass before proceeding to the desired area.

**If a teacher detains a student at the end of one class, causing him/her to be late to the next class, the student must obtain a pass from the detaining teacher.**

Lateness to class is a serious problem. A student who is late misses the introduction to the class activity, and also interrupts the class in progress, thus disrupting the concentration of the students present. Students who arrive late to class will be counseled by the teacher and assigned a detention for the second lateness to class. Each subsequent lateness to class will result in additional disciplinary actions such as administratively assigned detention, or in-school suspension.

### **Lateness to School**

With the institution of a homeroom at the beginning of the school day, the following procedures will be followed in case of a student arriving after the start of the homeroom period at 7:58 a.m. If a parent/guardian does not sign the student into school, the student will be considered late and truant for the time missed, and will received an In-school suspension and loss of credit for the day.

**All students arriving after 8:05 a.m. are to report to the tardy desk**, even if lateness is attributable to a late arriving bus so that we may effectively account for the student's attendance. Students arriving late due to a late arriving bus are not penalized.

#### **Penalties for tardiness per semester:**

**3-5...**Lunch Detention

**6-8...**After School Detention

**9-or more** - In-School Suspension

*After five tardiness, the attendance officer will be notified, and possible legal action taken. Lateness to school for medical or dental appointments must be verified by physician's statement upon arrival to school.*

### **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 on behalf of the parent/guardian.

Parents must provide the following information, in writing, to the school office:

- 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 requests for changes to the dismissal condition, outlined above, must be communicated, in writing, and in advance, to the building principal.

### **ID Card**

**All students must possess and wear their ID Card at all times.** A student must present his/her ID card upon request by any employee of the Winslow Township School District. Failure to comply may result in disciplinary action. Students without an ID will not be permitted to attend school activities and/or purchase snacks during their lunch period. **A replacement Id can be purchased for \$3.00.**

### **Hall Passes**

**No student will be in the corridor while classes are in regular session without a corridor pass.** All personnel employed by the Winslow Township Board of Education have the authority to examine a student's pass and question their presence in the corridor.

### **Cell Phone and Electronic Devices**

Electronic 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 their locker. **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-day confiscation, and a 3rd violation will result in the device being taken and not returned until the end of the school year. Any student who refuses to surrender the electronic device to the administrator will receive an automatic 4 days out of school**



**suspension. At the end of the confiscation period, a parent conference is required before electronic devices are returned to the parent.**

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.

### **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. Any student who must take medication during the day must register with the school nurse before the opening of school that day.

A note from the parents/guardians will be required for registration. A daily log will be kept of those students. In addition, medication must be taken in the medical office and given only by the nurse. Written instructions are to be provided to the school from the private physician, detailing the type of illness involved, the name of the drug, time of administration, and the side effects of all medications.

**No medication whether prescription or non-prescription (including aspirin or acetaminophen) will be in the student’s possession or administered without a doctor’s AND parent’s note. Students that do not adhere to the medication policy will be subject to Discipline codes #3100/3110.**

*Before any medication may be administered to or by a student during school hours, the board requires:*

1. A written order by the physician for the particular student, which shall include:

- a. Purpose of the medication;
- b. The dosage;
- c. The time at which or the special circumstances under which the medication shall be administered;
- d. The length of time for which the medication is prescribed;
- e. The possible side effects of the medication;

2. 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.

**Both documents shall be kept on file in the office of the school nurse.**

- ❖ All medications, whether prescribed or over the counter shall be administered by the school nurse or the pupil himself/herself (with parental permission and the school nurse present.)
- ❖ Medications shall be securely stored in the original labeled container.  
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.
- ❖ 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.

**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:

- a. 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 release the school district of any and 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.
- b. Medications shall be securely stored and kept in the original labeled container.
- c. 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, there must be filed by the parent/guardian with the school, the following:

- a. A certification of the duly licensed physician stating that the student suffers from a potentially life-threatening condition which requires immediate use of the inhaler, Epi-Pen
- b. 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.
- c. 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 shall make a written request of the school district for permission to have the child carry and use the 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 against any and all liability for damage or injury.

3. The permission shall be effective for the school year, in which it is granted, and shall be renewed for subsequent school years upon the fulfillment of the requirements.

### **After School Buses**

Students are encouraged to participate in after school tutorials, clubs and athletic activities at Winslow Township Middle School; however, district busing will be available only on the following schedule:

**After School Bus - 4:15 pm Monday, Tuesday, Wednesday and Thursday only!**

All after school buses are limited in seating and will follow an abbreviated route. Students will be dropped off as close to their home as possible, but not at their regular bus stop. Students must make arrangements with their teacher, administrator or coach before assuming that there will be room on the after-school bus for them.

### **Class Trip (Co-Curricular) / Field Trips (Curriculum Based)**

Students are taken on field trips only with the permission of the parents/guardians. While on the Class/Field trips, students are subject to the school's Code of Conduct. The parent/guardian must provide a signed permission slip for the student to participate. Students must travel to and from the field trip location with the school. Parents/guardians may also transport their child with medical reasons that must be verified with a medical note from the child's doctor. Parents/guardians may not take children home from a field trip location, except in extenuating circumstances that must be approved in advance by the Administrator in charge. **Any student who has accumulated 4 or more suspensions (any combination) may not participate in the class trip.**

Students who acquire 4 or more suspensions will be excluded from the class trip. A student who is not authorized to be on a class/field trip may not join the group at the location of the trip, nor interact with any students who are authorized to be there. Failure to comply will result in disciplinary actions, which may include out of school suspension.

Administration reserves the right to exclude any student from participating in Class/Field trips due to absences, grades, fines or disciplinary issues.

### **Lockers**

It is each student's responsibility to maintain the security of his/her locker as the school accepts no responsibility for the theft or loss of belongings from lockers. All lockers in the school are the property of the Board of Education; therefore, student lockers are subject to search and inspection at any time. A student's locker will be searched in the event school authorities have a reasonable suspicion that a student has drugs, stolen items or items in his/her locker that might constitute a safety or health hazard to himself/herself or to others. All lockers are of the combination type. No

locks of any type are to be placed on the hall lockers. Any type of lock, found on a locker, will be removed. No refund for these locks will be issued.

**All students may use lockers before homeroom, at the end of their assigned lunch period, and at dismissal at the end of the school day.**

## **DRESS CODE**

The following dress code has been developed in accordance with Policy No. 5511.

### **A. General Rules**

1. Pupils are expected to be clean and well-groomed in their appearance.
2. Pupils are expected to avoid dress and grooming that is likely to create a material and substantial disruption to the school environment.
3. Dress or grooming that jeopardizes the health or safety of the pupil or of other pupils or is injurious to school property will not be tolerated.

### **B. Pupil Dress Code Regulations**

1. Pupil attire shall be neat and clean. Torn, cut and ripped clothing is not permitted.
2. Apparel shall not be so tight-fitting, sheer, transparent, brief, low-cut or revealing above or below the waist to be indecent, distracting or disruptive to the school environment.
3. In all grades, dresses, skirts and acceptable shorts shall not be more than 4 inches above the knee.
4. Sleeveless tops or blouses are permitted provided that the width of the material passing over the shoulders (strap) is a minimum of two inches in width. Thin spaghetti straps tops are not permitted. Sweat-shirts, warm-ups, and T-shirts are permitted if they are not torn or not cut or tied to expose the midriff.
5. Footwear is required. Plastic beach thongs and excessively high heels or platform shoes are not permitted because they pose a safety hazard to the wearer when walking quickly. Slippers of any type are not permitted. All sandals must have a heel strap attached and worn appropriately, at all times.
6. Dress shall not present inappropriate pictures, slogans, emblems or any type of symbols that may be provocative or inciting. This includes liquor, tobacco or other substances that may be detrimental to health.
7. "Quasi-attire", such as armbands, buttons, pins or other methods of symbolic expression are permitted as long as it cannot potentially be expected to actually cause disruption, disorder or present a clear danger and is not associated with a gang or secret society.
8. Pupils attending any school functions (field trips, dances, activities during school hours) will not be permitted to participate unless they are attired in accordance with

this dress code; however, certain physical education activities and field trips may require modification of these regulations. Decisions will be made by the principal considering the circumstances and requirements of the activity.

9. Hairstyles shall be clean and well-groomed.
10. Hats and coats may not be worn in the building except in extenuating circumstances at the discretion of the principal. "Hats" shall not include head wear of religious significance.
11. Hoodies (head covering) are not permitted.

#### C. Physical Education

Proper dress for physical education classes should be designed to allow for maximum participation in activities consistent with the approved curriculum and course of study. Appropriate dress for grades 7-12 will be T-shirts, athletic shorts, or sweatsuits (as appropriate) in green, navy or grey. Sneakers and athletic socks are also required.

It should be noted that, with the exception of sneakers, clothing used for participation in physical education activities may not be those worn to school for any other purpose.

#### D. Enforcement

1. Pupils not conforming to the dress code shall be disciplined by the principal in accordance with Board policies.
2. Teaching staff members will report perceived violations of the dress code to the Building Principal, who will interpret and apply the code.
3. Pupils who publicly represent the school or a school organization at an activity away from the school district are required to dress in full accordance with the reasonable expectations of the staff member in charge of the activity. Pupils unwilling to comply with this requirement will disqualify themselves from participation.
4. Pupils will not be permitted to attend a school-related function, a field trip, or after-school activities unless they are attired and groomed in accordance with this dress code.
5. The principal may waive application of the dress code on a day especially scheduled for pupils' free expression in dress and grooming.
6. A pupil whose dress or grooming has been found by the principal to violate this regulation may appeal the principal's determination to the Superintendent/designee, whose decision will be final.

### **Bus Procedures**

Bus routes and bus stops are carefully planned by the Board of Education. Do not ask to have your bus or bus stop changed unless an obvious error has been made in your assignment. **You must take**

**your assigned bus at your assigned bus stop. Students in the Middle School are not permitted to ride on the High School bus routes. Students riding activity buses after school must have an authorized bus pass and their ID card.**

Students who ride buses must observe the following regulations:

- ❖ Observe good rules of safety when walking to and from the bus stop.
- ❖ Do not stand in the street while waiting for the bus. Remember to look both ways before crossing the street when loading or unloading the bus.
- ❖ Respect the private property where the bus stop is located.
- ❖ Wait for your bus at your assigned bus stop in an orderly fashion. Remember to show respect for the rights, property and safety of others. You will be asked to show your bus pass before boarding the bus.
- ❖ Remain seated in your assigned seat at all times.
- ❖ Keep the center aisle of the bus free at all times by keeping your backpacks and other belongings on your lap or in the floor in front of you.
- ❖ The bus driver is in charge of the bus and must be obeyed at all times.
- ❖ Smoking is forbidden on the bus or at the bus stop.
- ❖ Windows remain closed while on school premises.
- ❖ Open windows of the bus with the driver's permission only and keep hands and arms inside the bus at all times.
- ❖ Throw nothing on the bus or out of the bus windows.
- ❖ The same expectations that exist in the building, are in effect on the bus.

### **Bus Discipline Code of Conduct**

The safety of each student at the bus stops and on the school bus is of utmost importance. The law permits school administration to deny bus transportation privileges if a student's conduct warrants such action. If transportation privileges are denied, it becomes the responsibility of the student's parents/guardians to transport the student to school. Therefore, the following bus discipline procedures have been established to help ensure the safety of all of our students who ride buses:

1. Student ID Cards or bus passes will be needed to board any bus.
2. Students staying for any after school activities must have a signed bus pass, either by an advisor, coach, teacher, or administrator to board any bus.
3. Students should be at the bus stop five (5) minutes early and be well-mannered while waiting for the bus.
4. Stay seated until the bus comes to a complete stop. Load and unload the bus in a single file in a quiet and orderly manner.
5. Running or pushing is prohibited. Obey your bus driver. The bus drivers are authorized to assign seats.
6. Do not distract the bus driver while the bus is moving. Sit in your assigned seat. Do not stand or change seats. Keep your voice low, no shouting, whistling, or unacceptable

language. Unnecessary conversations with a bus driver are prohibited. No rough housing, pushing, slapping, or throwing any objects, etc. is allowed at any time on the bus.

7. Do not open or close windows without permission from the bus driver.
8. Keep all parts of your body inside the bus at all times.
9. Do not place any objects in the aisle of the bus, such as book bags, coats, etc.
10. Do not leave trash or rubbish on the bus. Throwing of objects out of the bus windows is prohibited.
11. Do not eat or drink on the bus.
12. Remain seated on the bus at all times.
13. CD players, external speakers, other electronic devices and nuisance items (such as air horns, laser pointers, etc.) which cause distraction, disruption or impede the safe operation of the school bus are not allowed on school buses.
14. Smoking – Smoking of any kind is not permitted.
15. Profanity to a driver – No profanity directed to any bus driver will be tolerated.
16. Harassment, sexual harassment, or “bullying” of any nature will not be tolerated.
17. Fighting – No fighting on the bus or at the bus stop will be tolerated. This can lead to school suspension, arrest and charges to be filed with the police, and suspension from the bus for the remainder of the school year.
18. Possession of unsafe objects on the bus will result in disciplinary action including possible suspension from the bus for the remainder of the school year.
19. Vandalism of the bus will result in disciplinary action including possible suspension from the bus for the remainder of the school year and restitution will be mandatory.

**Student misconduct and violation of the Bus Code of Conduct will result in disciplinary action.** The building principal, following the Student Discipline Conduct Code, will take disciplinary action AND may suspend bus transportation for an extended time.

### **Academic Responsibilities**

As a student in our school, it is your responsibility to make the best use of all educational programs and opportunities provided. Students are expected to work with their teachers and, when needed, use appropriate support staff. It is the responsibility of the student to complete all homework and in-class assignments. Homework is assigned on a regular basis in compliance with board policy and students are expected to complete all homework assignments on time and with high quality. Each student is expected to study nightly and complete any written work assigned to them.

### **Homework Policy**

Board Policy 2330 suggests that the amount of time allocated for homework for all classes combined should increase per grade as follows:

Grade 7 (70 minutes), and Grade 8 (80 minutes). These are suggested maximums, for all

courses/classes combined and include all aspects of the homework assignment – outside reading, research, projects, and practice work.

### **Fines / Financial Obligations**

Students are responsible for the proper maintenance of their books and school owned resources. Lost or unreturned school resources must be replaced. There will be a fine assessed for school items not returned. All financial obligations must be met before students are permitted to participate in any school activity (e.g., school dance, promotion ceremony, trips, clubs, sports, NJHS, etc.). Once a fine has been met, a receipt will be issued for the payment.

### **Counseling Services**

Students who feel that they need someone to talk to because they are concerned about a problem in or out of school, having difficulty with a peer, or just want to share a concern, may go to their grade level principals, guidance counselors, the counseling social workers, or their case manager. Students may also share a concern to a trusted teacher knowing that the teacher will assist them and guide them to the appropriate supportive service located in the school.

### **Grades and Reporting**

The year is divided into four marking periods of approximately 45 days. A minimum grade of 55% will be the lowest grade assigned to a student in each of the first three marking periods. The student will receive the grade he/she earns in the fourth marking period. **Any three consecutive marking periods in which a student receives 55% or lower will automatically become a failing grade for the year.**

The grading scale will be as follows:

- A 92 – 100
- B 83 – 91
- C 74 – 82
- D 65 – 73
- F F below 64

In keeping with the middle school philosophy, the following formula for marking period grades has been devised to reflect the interactive nature of the middle school classroom:

<b>Academic</b>		<b>Physical Education</b>	
Tests	60%	Participation	70%
Class Activities	20%	Activity*	30%
Homework	20%		



\* - The **class activity grade** may include notebook grades, class participation, classroom projects, oral presentations, etc. The **preparedness grade** includes students coming into class with the tools required to function as a learner in that class (i.e., pencil, notebook, homework, book, etc.).

Progress reports will be sent to parents/guardians in the middle of each marking period. Report cards will be sent at the end of each marking period.

### **Honor Roll Criteria**

#### ***PRINCIPAL'S HONORS (Gold)***

The Principal's Honor Roll is the highest academic recognition for each marking period. Students will be included on this prestigious list if they have attained a grade of "A" in every subject in which they are enrolled.

#### ***FIRST HONORS (Silver)***

Students will be included on this level if they attained all "A's", with no more than two "B's" in any subject.

#### ***SECOND HONORS (Bronze)***

Students qualify for this honor if they attain at least one "A", no more than one "C" and all of their other grades are "B's".

### **Student Elections and Campaign Rules**

- ❖ Students must follow the guidelines for conducting a campaign when running for an elected office for a club or school activity. The guidelines will be provided for the students by the club advisor. Violation of the guidelines may result in elimination from the election.
- ❖ Students are not permitted to use candy, toys, gadgets, gift certificates and similar items as favors to garner votes.
- ❖ Students must have posters and other campaign advertising approved and signed by the advisor of the club before posting it in the school or handing it out to classmates.
- ❖ Students may not use clothing to advertise their candidacy (i.e., T-Shirts).
- ❖ Students may not hold an office in more than one club or activity such as National Junior Honor Society, Student Government or Class Officer.

### **Renaissance Program**

The Renaissance Program is designed to recognize, reward, and motivate students who excel in three specific areas of achievement: academics attendance, and behavior, by extending to them privileges associated with the attainment of these levels of excellence. In addition, students are expected to participate in school or community activities. Students are recognized for participation in the Renaissance program each marking period. Our goal is to make each student believe they

can succeed in school and, therefore, life. The purpose of the program is to recognize and reward those students who achieve specific standards of excellence with tangible incentives and rewards. Renaissance is a partnership between the students, teachers, parents, administration, business community, and the community at large. Renaissance is a commitment to make the Winslow Township Middle School a center of academic excellence.

## Requirements

**Attendance** – No more than two unexcused absences from school during the marking period. No more than two unexcused lateness's to school during the marking period. **Behavior** – No administrative disciplinary issued during the marking period.

**Service** – Students are to demonstrate participation in at least one school activity, club, and community organization.

### Academic Standards

GOLD – average of 92 or above

SILVER – average between 83 and 91

BRONZE – average between 65 and 82

- ❖ Students must pass all subjects (no grades below 65).
- ❖ All incomplete grades must be cleared up within one week from the last day of the marking period.
- ❖ Any abuse of membership rights, responsibilities and privileges may be grounds for loss of the Renaissance card and its privileges.

## National Junior Honor Society

Below are the criteria for induction into the NJHS criteria:

Selection of candidates will begin after the 2nd marking period.

- ❖ All students are eligible.
- ❖ Candidates must have a cumulative average of 3.5 or higher.
- ❖ Applicants must submit a typewritten essay and two Letters of recommendations from non-graded extra-curricular activity advisors (within the school). Examples include clubs, drama, foreign language, newspaper club, intramural sport, student government, jazz band, etc. Participation in community service/activities will be scored separate from school activities. Teachers who have taught interested students should not write Letters of recommendation.
- ❖ Applications must be completed within two weeks after receipt.
- ❖ A faculty council will evaluate the candidates on the basis of character, leadership, service and citizenship.
- ❖ The selection of members will be determined by a majority vote from the faculty council based on the strength of evaluation, Letter of Recommendation and the completeness and quality of the candidate's application.

- ❖ A meeting will be held to explain the application process and answer any questions during school hours.
- ❖ Determination letters will be mailed home.
- ❖ Any disciplinary action will be a basis of disqualification (by teachers and administration).
- ❖ Applicants must meet all criteria for induction into the National Junior Honor Society.
- ❖ Nomination and the completion of application does not guarantee acceptance into the NJHS.

### **Student Code of Conduct**

Students are expected to attend school and classes regularly; to respect school property; to refrain from conduct that disrupts or threatens to disrupt the learning and safety of others. The Code of Conduct will be strictly enforced for those students who violate school rules and procedures.

Although the student code of conduct contains a listing of infractions, it is clearly intended not to be all-inclusive. It is intended that the administration has the power to administer discipline for any other offense which is in violation of the law or school district procedures, or in violation of what is deemed accepted standards of conduct for students in the Winslow Township School District.

### **Four Suspension Rule**

A student who is **suspended four (4) times** during the school year will be excluded from participating in the **8th Grade Promotional Ceremony, athletics, and all co-curricular activities including school dances and class trips**. The administration of Winslow Township Middle School recognizes the seriousness of the forfeiture of the aforementioned activities, and acknowledges that all violations of the Code of Conduct are not equal. **Thus, a student's first two (2) In-school suspensions (ISS) will equal one (1) Out of school suspension. All subsequent In-school suspensions (ISS) will carry the weight of (1) Out-of-school suspension.**

Note: A parent/guardian has a right to appeal an administrative action through the office of the principal within ten (10) days of receiving notification of the third suspension. In addition, students that receive any suspension are excluded from participation in athletics and all extracurricular activities on the dates in which any suspensions are assigned. Also, in the event of an out-of-school suspension, students are not permitted on school grounds on the dates in which suspensions are assigned.

### **Violence, Drugs, Alcohol, and Weapons**

In partnership with parents, teachers, community members, police, and the Board of Education, the Winslow Township Middle School administration has taken a strict line against violence in the school, and on the buses. Students who engage in a fight, an assault upon another student, or an assault against a school employee will be dealt with severely. The discipline code for the middle school has been revised to leave no doubt that violence is not to be tolerated on school grounds, including school buses and at school sponsored functions (anywhere they occur.) **Violators will be reported to the Winslow Township Police Department for arrest and the filing of appropriate**

**charges in the criminal code. They will be suspended from school, according to the student discipline code, and any other appropriate sanctions will be levied against them.**

The possession, use, distribution, or sale of drugs, alcohol, weapons, and/or firearms on school district property or within 1,000 feet of a Drug-Free School Zone is illegal, and shall be cause for automatic suspension of the student(s). We take these actions to ensure that the students at Winslow Township Middle School are concentrating on their education, not worrying about the unsafe actions of a few of their peers. It is our belief that these measures will act as deterrents to violent and dangerous behavior, and we hope that the consequences need never be enacted. However, it is our duty to make the school safe and we will do just that to the fullest of our ability.

### **Harassment/Bullying**

- ❖ Sexual Harassment is viewed as unwelcome, unwanted offensive physical, verbal, or written behavior, which causes a hostile or intimidating environment. Sexual harassment in school or at school-sponsored activities is not acceptable behavior for an individual or group. Behavior that emphasizes the sexual identity, physical attributes or sexuality of another individual in a manner that prevents or impairs the individual's full enjoyment of educational opportunities is not acceptable.
- ❖ Racial or religious torment may be characterized as any inappropriate action, comment, behavior and/or demonstration expressed against a particular race or religious group or individual. Any display of racial or religious bias, which offends an individual or causes a disruption in the educational process will not be tolerated.
- ❖ Hazing, teasing, bullying or abusive behavior of any kind directed at any student will not be permitted. Students who take advantage of or act unkindly to others will be dealt with by administration.
- ❖ Any behavior which creates an offensive, intimidating or hostile environment because of an individual's gender, sexual orientation, race, religion, age, social status, emotional being and/or personal belief is subject to disciplinary actions. Any student or staff member who feels they have been or are being harassed or hazed is to report this to a counselor, administrator or teacher immediately.
- ❖ Any student who feels harassed or bullied is to report the incident immediately to a Winslow Middle School staff member. (Any person witnessing the harassment or bullying of another individual should report the incident immediately.)

### **Student Responsibility & Conduct Guide**

It is the goal of the Middle School to work closely with parents and teachers to establish an environment conducive to learning. Parents are encouraged to work in partnership with teachers and the school administration to instill in your child a readiness to learn each day.

Once a student is referred to the school administration, administrative prerogative applies in the application of the discipline. Prescribed interventions in this policy manual are subject to

administrative discretion in their application. The administrative staff may apply a greater or lesser disciplinary penalty after consideration of the disciplinary history of the student and the totality of the circumstances surrounding an event. *The principal may recommend placement in the district's alternative educational program.*

**Administrative Detention:** Students may be assigned an Extended Detention at an administrator's discretion. This detention will run from 2:25 – 4:10 p.m. A late bus will transport students home at 4:15 p.m.

### **Disciplinary Terms and Abbreviations Initial Sequence of Interventions**

Parents are automatically contacted by phone and or by mail for any disciplinary issues.

**AD-Administrative Detention**

**SB-Bus privilege suspension**

**ISS-In-school suspension**

**OSS-Out-of-school suspension**

**AH-Administrative Hearing**

**SH-Superintendent's Hearing w/student & parent**

## **SECTION 1: ACTIONS AGAINST THE RIGHTS OF THE SCHOOL COMMUNITY**

Code: Event with Progressive Consequences List:

**1100 STUDENT MISCONDUCT/CLASSROOM DISRUPTION/ DISRESPECTFUL BEHAVIOR** – Actions generally disrupting the learning activities taking place.

1. AD

2. ISS -2 days

3.OSS – 4 -10 days

**1200 PROFANITY PROJECTED IN PUBLIC PLACE: VERBAL/PHYSICAL** – Obscene and/or vulgar language, graphics, or gestures expressed in public.

1. 1-3 AD

2. ISS

3. OSS – 1-2 days

**1210 PROFANITY DIRECTED TOWARD STAFF: VERBAL/PHYSICAL** - Obscene and/or vulgar language, writing, graphics, &/or gestures.

1. OSS - 2 days

2. 3 OSS

3. 4 OSS & Police notification as appropriate, and any other Administrative actions as appropriate.

**1300 NON-COMPLIANCE WITH ADULT DIRECTIONS** – Student resisting to comply with directions of an adult.

1. AD

2. ISS 2 days

3. OSS – 3 days

**1310 INSUBORDINATION/CONFRONTATIONAL BEHAVIOR DIRECTED TOWARDS A STAFF MEMBER**

– Student refusing to comply with directions of a staff member and challenging staff authority.

1. OSS – 4 days

**1315 INSUBORDINATION/DURING EMERGENCY SITUATION** – Student refusing to respond to the direction(s) of a staff member during an emergency situation or action.

1. OSS – 2 days
2. 4 OSS

**1400 THEFT OR POSSESSION OF PROPERTY WITHOUT PERMISSION &/OR KNOWLEDGE OF OWNER**

1. OSS
2. 4 OSS – 4 days
3. 10 OSS – Police notification

**1410 WILLFUL DESTRUCTION OF PERSONAL &/OR SCHOOL PROPERTY** – Supplies, equipment, structures, material, etc.

1. 2 OSS, restitution
2. 4 OSS, restitution, Police notification
3. OSS AH, restitution, Police notification

**1420 TAMPERING WITH &/OR MISUSE OF PERSONAL &/OR SCHOOL EQUIPMENT &/OR SOFTWARE** – Computer, athletic, drama, music, home economics, shop, sciences, et al.

1. ISS
2. OSS

**1430 INAPPROPRIATE USE OF INTERNET, PROXY SERVERS AND/OR VIOLATION OF ACCEPTABLE USAGE POLICY (AUP)**

1. OSS – 2 -10 days

**1500 POSSESSION OR USE OF FIREWORKS/INCENDIARY MATERIALS/CHEMICAL DEVICES** – Firecrackers, lighters, matches, stink bombs, smoke bombs, et al.

1. 4 OSS
2. 10 OSS

**1501 BOMB THREAT/UNAUTHORIZED GENERATION OF FALSE ALARM/TERRORISTIC THREATS**

1. 10 OSS, Police notification and other administrative action as appropriate.

**1600 FAILURE TO POSSESS, PRODUCE AND DISPLAY I.D. BADGE**

1. AD

**1620 DRESS CODE VIOLATION**

- 1-Warning
2. OSS

**1630 PUBLIC DISPLAY OF AFFECTION**

1. AD
2. ISS

**1640 FOOD AND/OR DRINK OUTSIDE OF CAFETERIA INCLUDING BUS**

1. 1 AD
2. 1 ISS
3. 1 OSS

**1700 UNSAFE CONDUCT: PUSHING, TRIPPING, RUNNING, ROUGHHOUSING, SLAPBOXING** – Endangering self &/or others by inappropriate behavior.

1. ISS – 2 days
2. OSS – 4 days

**1705 RECKLESS ENDANGERMENT** – Placing student or staff in serious likelihood of harm

1. 4-10 OSS Police notification as appropriate

**1720 GANG RELATED BEHAVIOR AND/OR RECRUITMENT ACTIVITY** – A group of two (2) or more persons joined together for destructive &/or violent purposes. Any display of gang symbols, signs and/or colors.

1. 3 OSS
2. 4 OSS
3. 10 OSS

**1800 LEWDNESS / SEXUALLY EXPLICIT ACTION / INDECENT EXPOSURE / INVOLVEMENT IN SEXUAL ACTS / INAPPROPRIATE TOUCHING** – Including deliberate actions intended to embarrass or offend others, e.g., “PANTSING”.

1. 5 days OSS, Police notification
2. 10 days

**1810 VIOLATION OF SUSPENSION POLICY: OUT-OF SCHOOL OR IN-SCHOOL SUSPENSION** – Student attends school &/or school activities, is within school building, &/or on school grounds during assigned suspension period.

1. 2 days OSS
2. 4 days OSS
3. 5-10 days OSS

**1820 ARSON** – Willful intent to destroy or endanger by use of fire or explosive.

1. 10 OSS, Police notification, and other administrative action to include possible expulsion.

**1830 FORGERY** – Creating replica absence notes, early dismissal notes, vacation notes, hall passes, false signatures, et. al. and presenting same as authentic.

1. AD
2. ISS
3. OSS – 4 days

**1835 GAMBLING/PARTICIPATING IN GAMES OF CHANCE/POOLS WITH OR WITHOUT EXCHANGE OF MONEY** – Use of items associated with gambling, such as cards & dice, unless associated with classroom activities.

1. 1 ISS
2. 2 OSS
3. 4 OSS

## **SECTION 2: ACTIONS AGAINST THE RIGHTS OF A PERSON**

### **2100 HARASSMENT**

1. Depending upon severity and nature: AD, ISS, OSS, Police notification as appropriate, and any other administrative action as appropriate.

### **2105 SEXUAL HARASSMENT**

1. OSS 4 days, Police notification
2. 10 OSS, Police notification required

### **2110 HAZING** – Forcing other person(s) to do ridiculous, humiliating, or painful actions.

1. Depending upon severity: AD, ISS or OSS, Police notification as appropriate

### **2111 SEXUAL INCIDENCE** –An act of sexual contact with the victim under any circumstances.

1. 10 OSS, Police notification

### **2115 RACIAL SLURS/ETHNIC SLURS/GENDER-RELATED BIAS**

**&/or INFLAMMATORY STATEMENTS** – Verbal, written, &/or graphic actions that are intended to insult or demean a person based upon race, gender or ethnicity.

1. ISS
2. OSS
3. 10 OSS, Police notification as appropriate

Any and all other administrative actions as appropriate.

### **2200 ASSAULT (VERBAL)** – Any statement or comment implying Physical Harm or Danger to a person or property.

1. AD
2. ISS
3. OSS, Police notification

### **2205 ASSAULT ON STUDENT** – An unwanted, uninvited, &/or unprovoked hostile physical actions by one pupil upon a peer resulting in physical &/or emotional harm.

1. 10 OSS + 10 AD and alternative placement as appropriate

### **2215 INCITEMENT** – Acting in a way to promote or encourage any confrontation or other prohibited act.

1. 4 OSS
2. 10 OSS

Any and all other administrative actions as appropriate.

### **2300 FIGHTING** – Mutual participation in a physical altercation

1. 10 OSS – any and all other administrative actions as appropriate

### **2310 OBSTRUCTING STAFF MEMBERS BREAKING UP A FIGHT**

1. 4 days OSS
2. 10 days OSS



**2320 PHYSICAL ATTACK ON STAFF** – Physical actions by one pupil upon a staff member resulting in physical &/or emotional harm.

1. 10 OSS and other administrative actions to include possible expulsion.

**2330 VERBAL ASSAULT OF STAFF MEMBER** – Obscene &/or vulgar language, gestures, graphics, &/or threats toward ANY SCHOOL EMPLOYEE.

1. 4 OSS
2. 10 OSS

**2340 GUN-FREE SCHOOL ZONE ACT** – Any student who is determined to have brought a FIREARM to school.

1. EXPELLED FROM SCHOOL and Police notification

**2345 POSSESSION OF DANGEROUS OBJECT** – that may be used as a weapon or that may cause harm to student or staff.

1. 4-10 OSS, Police notification

**2350 POSSESSION OF WEAPON** – Instrument, knife, razor, pepper gas/ mace, bomb – chemical or explosive, etc. intended to cause harm.

1. 10 OSS, Police notification, confiscation of weapon and other administrative action as appropriate.

**2355 USE OF WEAPON** - Instrument, knife, razor, pepper gas/ mace, bomb-chemical or explosive, etc. intended to cause harm.

1. 10 OSS, Police notification, other administrative action as appropriate.

**2360 POSSESSION OF WATER PISTOL / TOY WEAPON** – An object that IS NOT easily mistaken for a real weapon.

1. 3 ISS
2. 4 OSS and other administrative action as appropriate.

**2365 POSSESSION OF IMITATION WEAPON / LOOK ALIKE FIREARM** – An object or device reasonably capable of being mistaken as a weapon or firearm.

1. 4 OSS, Police notification
2. 10 OSS, Police notification

### **SECTION 3: SUBSTANCE ABUSE**

**3100 USE, ABUSE, AND/OR UNDER THE INFLUENCE OF INTOXICANTS OR NARCOTICS OR CONTROLLED DANGEROUS SUBSTANCES ON SCHOOL PROPERTY OR DURING A SCHOOL ACTIVITY**

1. 10 OSS, Immediate physician assessment, Police notification, and other administrative actions as appropriate.

**3101 USE, ABUSE AND/OR DISTRIBUTION OF NON-PRESCRIPTION DRUGS** (i.e. Tylenol, aspirin, ibuprofen, Advil, acetaminophen or any other Over-The-Counter drug).

1. Discipline determined by severity of incident

**3105 POSSESSION OF PARAPHERNALIA ASSOCIATED WITH CONTROLLED DANGEROUS SUBSTANCE(S) ON SCHOOL PROPERTY OR DURING A SCHOOL ACTIVITY –**

1. 4 OSS, Immediate physician assessment, Police notification
2. 10 OSS, immediate physician assessment, Police notification  
Any and all other administrative actions as appropriate.

**3110 POSSESSION, DISTRIBUTION OR SALE OF INTOXICANTS, NARCOTICS, OR CONTROLLED DANGEROUS SUBSTANCE**

1. 10 OSS, Immediate physician assessment, Police notification, and any other Administrative disciplinary actions/interventions as appropriate.

**3120 USE, ABUSE, &/OR UNDER THE INFLUENCE OF ANABOLIC STEROIDS ON SCHOOL PROPERTY OR DURING A SCHOOL ACTIVITY**

1. 10 OSS, medical examination, including urinalysis &/or blood test to verify use & extent of use; clearance by physician assessment. Any and all other administrative actions as appropriate.

**3130 USE OF TOBACCO PRODUCTS/ELECTRONIC CIGARETTES ON SCHOOL PROPERTY, BUSES, &/OR ACTIVITIES**

1. 4 OSS
2. 10 OSS

**3135 POSSESSION OF TOBACCO PRODUCTS ON SCHOOL PROPERTY, BUSES, &/OR SCHOOL ACTIVITIES**

1. 4 OSS
2. 10 OSS

**SECTION 4: ACTIONS RELATING TO SCHOOL ATTENDANCE, CLASS ATTENDANCE, BUSES, &/OR ACTIVITIES**

**4100 UNEXCUSED LATENESS TO CLASS** - Arrival at classroom after bell stops sounding for the start of the instructional period.

1. AD
2. ISS
3. OSS

**4110 CUTTING CLASS - FAILURE TO ATTEND SCHEDULED COURSE PERIOD** - i.e. permission, (i.e. class, lunch, study hall, etc.) Loss of credit for all missed work.

1. 1 ISS
2. 1 OSS
3. 2 OSS

**4120 IN UNAUTHORIZED AREA WITHOUT PERMISSION &/OR SUPERVISION**

1. AD
2. ISS
3. 3 OSS

**4125 LOITERING BETWEEN CLASSES AND BEFORE, DURING OR AFTER SCHOOL**

1. AD
2. 1-3 ISS
3. OSS

**4130 WILLFUL FAILURE TO REPORT TO THE OFFICE WHEN REQUIRED-**

1. 1-3 ISS
2. OSS

**4140 TRUANCY** - The unauthorized non-attendance of the student's scheduled school program.

1. 1-3 ISS
2. 3-4 OSS, and any other Administrative disciplinary actions/interventions as appropriate.

**4150 LEAVING SCHOOL BUILDING &/OR GROUNDS WITHOUT PERMISSION**

1. 2 OSS
2. 4 OSS

**4155 LEAVING CLASSROOM WITHOUT PERMISSION**

1. AD
2. 1 ISS
3. 4 OSS

**4160 FAILURE TO SIGN AT THE ATTENDANCE OFFICE WHE LATE TO SCHOOL**

1. AD or ISS
2. 1-3 ISS
3. OSS

**4170 CUTTING TEACHER OR ADMINISTRATIVE DETENTION**

1. ISS
2. OSS

**4180 CUTTING EXTENDED DETENTION**

1. ISS
2. OSS

**SECTION 5: TRANSPORTATION**

**5100 BUS MISCONDUCT**

1. ISS
2. OSS
3. Removal from bus - depending on severity of behavior

## **SECTION 6: MISCELLANEOUS**

### **6100 CHEATING AND/OR PLAGIARISM PARTICIPATING IN CHEATING &/OR PLAGIARISM SITUATIONS**

1. AD, loss of credit
2. ISS, loss of credit
3. OSS, loss of credit

### **6110 USE &/OR DISPLAY OF ELECTRONIC AND/OR BATTERY OPERATED DEVICES IN SCHOOL -DURING INSTRUCTIONAL DAY-** Radio, Walkman, Cell Phone, Paging Devices, Laser Pen, Walkie-Talkie, etc.

1. 30 – 60-day confiscation period

**6150 MULTIPLE OFFENSES OR SEVERE OFFENDERS-** In cases of severe or multiple offenders, the Administration and the Board will consider both the magnitude and the totality of offenses in determining an appropriate disciplinary response.

**6190 OTHER** – i.e., an action by a student which is not specifically referred to in this policy. Discipline determined by severity of a single event or magnitude and number of repeat referrals.