

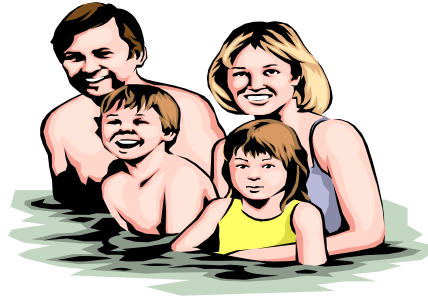
Please be sure that the school has up-to-date emergency contacts and telephone numbers. Please be sure to advise the school, in writing, when telephone and emergency information changes.

SCHOOL DISTRICT PROGRAMS

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

GUEST SPEAKERS:

Parents/guardians, with special skills or experiences may be asked to act, as guest speakers. To participate, the parents/guardians must comply with district policy and guidelines and are required to submit an outline of the intended presentation to the building principal for review and approval. No parent may address students without prior approval of the building principal or his/her designee.



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, 4 and 5. 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. Parents/guardians who find the curriculum to be in conflict 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.

Project *DARE* (Drug Abuse Resistance Education) is a cooperative effort of the Winslow Township Police Department and the Winslow Township Board of Education. The program, based on the Los Angeles *DARE* curriculum, is designed to prevent drug abuse in children and youth. The program helps students recognize and learn how to resist the many subtle pressures that influence drug and alcohol experimentation. Program strategies focus on feelings relating to self-esteem, interpersonal and communication skills, decision-making and positive alternatives to substance abuse.

Program content for Project *DARE* is organized into 45-minute lessons for Grade 5 and is conducted by a specially trained police officer who brings suggested extended activities for the regular classroom teacher. Grades 3 and 4 have an introductory course involving four sessions per year. The after-school club "*Just Say No*" provides students with skills to avoid being pressured by peers and others. Grade 2 receives drug awareness and personal safety information. Grades K-1 are provided information pertaining to the concept "Drugs Can Be Good or Bad," along with bicycle safety, trick-or-treat safety, and safety with strangers.



ASSESSMENT

Upon enrolling in the Winslow Township School District, all students are assessed in the areas of reading, language, and mathematics. The purpose of these assessments is to

establish a foundation from which classroom instruction can proceed.

Skills in Reading, Language, Mathematics, Science and Social Studies are assessed yearly for all students in Grades 2-5. In addition, students in Grades 3, 4 & 5 will take a New Jersey Assessment of Skills and Knowledge. Students in Grades K are assessed through a locally developed testing instrument, and students in Grades 1 & 2 are administered the NJPASS. These assessments are administered in the spring. Notices are sent home to parents/guardians informing them of the dates the assessments will take place.

A student's ability to demonstrate basic skill proficiency, in the early grades, in Language Arts and/or Mathematics is important in ensuring a child's future academic success. As such, students who have not demonstrated proficiency on any of the state tests administered in grades 3-5, may be considered for retention.

INSTRUCTIONAL SUPPORT PROGRAMS – BASIC SKILLS

If a student appears to be in need of additional support beyond that which the classroom teacher can provide, he/she may be enrolled in the district's Basic Skills Program -- BASE.

Parents/guardians are sent a letter from the school principal informing them of their child's participation in the program. Information regarding the program is included along with the notification letter. If there are any questions, parents are encouraged to contact the principal.

INTERVENTION AND REFERRAL SERVICES

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

CHILD STUDY TEAM

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

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

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

SPEECH THERAPY

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



HOMEWORK/MAKEUP WORK

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

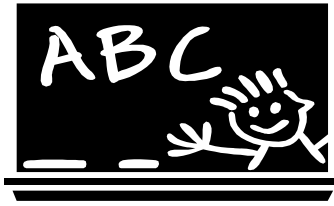
Teachers assign students homework to assist them in learning the subject matter. The type, frequency, and/or quantity of homework assigned is determined by the needs of the individual student or class and should not require additional initial learning beyond that provided in the classroom. Homework can also be an application or adaptation of a classroom/field trip experience.

Teachers consider the following guidelines before assigning homework:

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

PROGRESS REPORTS

The methods used for reporting pupil progress to parents/guardians are the report cards, the interim progress reports (between report cards) and individual contacts or conferences with teachers or administrators. Report cards are sent home four times a year, for students in Grades 1-5, with progress reports sent at least twice per year in certain circumstances. Parent/guardian conferences are scheduled once in the Fall and once in the Spring. Parents/guardians are to contact the school to arrange any additional conferences that they feel are necessary. Parents are asked to allow for 24 – 48 hours in order to arrange additional conferences.



HONORING PUPIL ACHIEVEMENT

The Winslow Township School District Upper Elementary School Honor Roll has been implemented to motivate students to learn and to recognize academic achievement and good citizenship. The objective is to promote improvement in academic achievement, attendance and to establish in students a sense of self-worth and pride in learning.

A certificate of honor will be given to each student who makes the honor roll.

HOME-SCHOOL PARTNERSHIPS

The staff of the Winslow Township School District fosters close communication and cooperation between the home and school. The Parent Teacher Organizations and the Home School Associations help build our school community. Parents/guardians are invited to visit classrooms and to confer with teachers and principals when classes are not in session. When visiting the classroom, parents/guardians are requested not to bring siblings or other children with them and to report first to the Principal's Office.



VISITING THE SCHOOLS

1. Arrival in building – *All* visitors *must* check in with the building “Greeter” upon entering the facility. Visitors must sign the appropriate register book and present proper identification. All visitors will be required to wear an identification badge. After check-in, visitors must report the main office.
2. Individuals (parents or residents) who wish to visit a school facility must provide at least twenty-four hours (1 school day) advance notice. Parents/guardians will only be permitted to visit the classroom of their own child(ren) when class is in session. Initial requests to visit the classroom are to be made to the principal. The principal, after being notified shall make arrangements for a visit at a mutually convenient time. Every effort will be made to honor the request for a classroom visit within one week of the request. On occasion, due to the nature of classroom activities (e.g. standardized testing), visitations would be distracting and thus inappropriate. On such occasions, a more suitable date will be determined.
3. While visiting a classroom, a visitor *must not* interrupt the class in any way, nor speak to or disturb the children. If the visitor desires to ask questions, or to confer with the teacher, he/she must make arrangements for a conference with the teacher upon leaving the classroom, or contact the teacher at a later time for an appointment.

4. The Principal shall have the authority to deny parents or residents request for visitation. The request for visitation is denied when the principal feels that such persons might be disruptive to the educational process in the classroom or the school, disturbing to the staff or children on the premises, or whom the principal believes are on the premises for the purpose of committing illegal, inappropriate or disruptive acts.

HEALTH PROGRAM

At least one nurse is employed for each of the schools covering grades K-5. There is also a school physician for the district. The nurses conduct various screening tests as well as growth surveys.



The State of New Jersey requires each student between the ages of 10 and 18 years old to be examined for possible spinal curvature (Scoliosis) at its earliest stages. This primarily involves students in Grade 5. Parents/guardians are informed of any problems detected. Parents/guardians may elect to have the medical exam completed (at their cost) by their family physician. The school provides a form for the family physician to complete and return to school.

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

SCHOOL DISTRICT PHYSICIAN Dr. Stephanie Doyle

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

COMMUNICABLE DISEASES

When a child is ill, parents/guardians are often uncertain as to whether or not to send the child to school. To prevent the spread of communicable diseases and to insure 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 or vomiting, may not return for at least 24 hours.

**PLEASE BE SURE THE SCHOOL
HAS CURRENT TELEPHONE
NUMBERS AND EMERGENCY
INFORMATION AT ALL TIMES.**

**CONTACT YOUR SCHOOL NURSE
OR THE CAMDEN COUNTY
HEALTH DEPARTMENT
(856-374-6000 or 1-800-999-9045)
FOR INFORMATION ABOUT FREE
IMMUNIZATIONS.**

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 medication 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.
 - a written request of the parent/guardian which shall give permission for such administration and relieve the board and its employees of liability for administration of medication.

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

administration of medication which provide that:

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

SELF-ADMINISTRATION OF EMERGENCY MEDICATION

1. The Board of Education will permit self-administration of medications by a student for asthma or other life-threatening illnesses under the following provisions:
 - In emergency situations, students may be permitted to self-administer medication when the nurse or parent/ guardian is not present, provided a physician authorizes such self-medication for life threatening illnesses only. The physician must also certify that the student is capable of self-



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



LEGAL CUSTODY AND ACCESS TO NON-CUSTODIAL PARENTS

A copy of any parents’/guardians’ custodial documents/agreements which restrict a parents’/guardians’ right to access must be presented to the district at

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



STUDENT RESIDENCY

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

Any student duly enrolled in the district schools and who becomes a non-resident of the district on or after May 16th of any school year, may continue to attend the school in which he/she is enrolled, without tuition, for the remainder of the school year provided the following conditions are met:

- Parent/guardian submits a written letter to the Superintendent of Schools requesting the student's continued enrollment for the remainder of the school year.

- Parent/guardian provides in the letter of request that he/she will be responsible for transporting the student to and from school.

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

STUDENT REGISTRATION

Telephone: (609) 561-4102 ext. 7600

PreK and KINDERGARTEN ENROLLMENT

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

- A. **Kindergarten** - The child's fifth birthday must fall on or before October 1st of the school year.
- B. **PreK** – The child's fourth birthday must fall on or before October 1st of the school year.
- C. 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

PreSchool

- DPaT – minimum of 4 doses
- Polio – minimum of 4 doses
- MMR (1 & 2)–must have been given on/after 1st birthday
- Haemophilis B (Hib) series mandated for all children enrolled in preschool programs.
- Hepatitis B series
- Varicella (chicken pox) (1) must have been given on/after 1st birthday or proof of disease
- PCV-must have been given on/after 1st birthday
- Influenza - Yearly
- Physical exam

Kindergarten

- DPaT – minimum of 4 doses plus booster before entering kindergarten.
- Polio – minimum of 3 doses plus booster before entering kindergarten.
- MMR 1 & MMR 2 vaccine before entering kindergarten.
- Haemophilis B (Hib) series mandated for all children enrolled in preschool programs.
- Hepatitis B series of 3 for pupils entering kindergarten.
- Varicella (chicken pox)
- PCV/PPV (Pneumococcal Conjugate)
- Mantoux Test (if transferring from out-of-state or country)
- Physical exam

NOTE: To attend preschool/ kindergarten, requirements 1, 2 and 3 must be met.

STUDENTS EXEMPT FROM IMMUNIZATION:

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

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

STUDENT RECORDS

Student records from a child's previous school district are requested for all new students transferring to the Winslow Township Public School District. Likewise, the cumulative records of students who transfer from this district to another school district are forwarded in their entirety upon request by the receiving school.

TRANSFER OF STUDENTS

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

1. Advise the school principal that the student will no longer attend school in Winslow Township;
2. Return all textbooks, library books and any other school property.
3. Make a formal request for transfer at the Board of Education Office, 113 Central Avenue, Blue Anchor, and complete the necessary paperwork to insure the removal of the child from the Winslow Township School District register. This process will also insure that the child's cumulative records are forwarded to the school district that he/she will next be attending.

Parents/guardians should contact the Board of Education Office, Central Avenue, Blue Anchor at (609) 561-4102 ext. 7600 if they have any questions about the process.

LUNCH PROGRAMS

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

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

The following food items may not be served, sold or given out anywhere on school property at any time before the end of the school day: foods of minimal nutritional value; all food and beverage items listing sugar as the first ingredient; and, all forms of candy.

STAYING INSIDE AT LUNCH-TIME

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.

FIRE DRILLS

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

CARE OF SCHOOL PROPERTY

The school buildings, grounds, and other facilities for the children's education are paid for by general tax funds. Marking, or in any way destroying such property is not only inexcusable, but offenders are subject to fines and punishment as well as providing restitution for all damages.

Textbooks and library books are school property which are to be *returned in good condition* when requested. Failure to do so will require restitution.

INSURANCE

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

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

LOST AND FOUND ARTICLES

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

MEDIA/LIBRARY MATERIALS POLICIES

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 parents/guardians and the librarian using the following procedures:

1. Upon request, the school will send a form to a parent describing a mechanism to limit access to certain

library materials by working directly with the librarian and the classroom teacher.

2. Parents/guardians may identify topics that they do not want their child exposed to in the library/media center.
3. The librarian will work with the parent/guardian to prevent the child from checking out books that deal with topics that the parents find inappropriate for their child, and the librarian will work with the child to select more appropriate materials from the remaining collection.
4. The child's library card and/or the library circulation computer program will be so noted in a discrete manner.

POLICY ON USE OF THE INTERNET

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

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



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

PUNCTUALITY

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

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

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

DISTRICT BEHAVIOR STANDARDS

Students in Winslow Township schools are expected to demonstrate:

- Respect for self;
- Respect for others’ feelings, goals, viewpoints and learning needs;

- Regard for the physical health and safety of others;
- Adherence to school rules;
- Behavior which enhances the educational process; and
- Good sportsmanship.

STUDENT CONDUCT

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



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.

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 CLASSROOM TEACHER AND DISCIPLINE

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

THE BUILDING ADMINISTRATOR AND DISCIPLINE

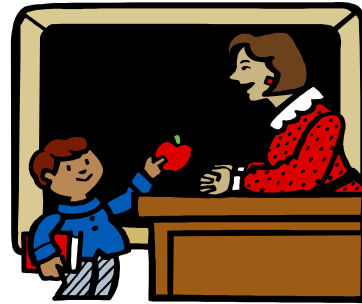
The Building Administrator is directly responsible for student discipline after the teacher has exhausted all possible avenues for behavior changes including the possibility of peer mediation. A student referred to the administrative level has resisted all efforts to improve and persists in maintaining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

GRADE PK-5 DISCIPLINE MANAGEMENT PLAN

In grades PK-5, 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 K-5 is not as advanced. Thus, the Principal is extended wider latitude in most cases in determining whether any given offense should be viewed as minor, moderate, or severe. There are limits to this discretion however, especially as regards behaviors that are not only violations of school policy, but are violations of law as well. In some instances, education statutes require a strong disciplinary response, and the principal is not permitted to exercise significant discretion.



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



LEVEL ONE BEHAVIORS

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

Level One - Management Interventions

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

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

LEVEL TWO BEHAVIORS

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

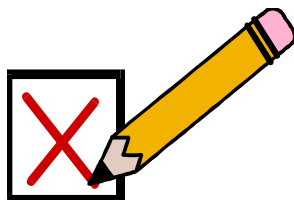
Level Two - Management Interventions

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

1. The staff member is responsible to complete a written discipline report form for Level Two issues.
2. The administrator and the referring staff member will communicate with each other concerning the issue.
3. The administrator may interview the student(s) involved.
4. A variety of interventions are options at this level. These may include, but are not limited to:

- a) Parent/Staff/Administrative conference(s)
- b) Loss of privileges
- c) Recess detention
- d) After school detention
- e) Suspension - In or Out-of-School
- f) Home visit
- g) Referral to Intervention & Referral Services (I & RS)
- h) Referral to counseling
- i) Establishment of a relationship with an 'important other' in the school family
- j) Establishment of a specific Behavior Management System, etc.
- k) Police notification

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



THE WINSLOW TOWNSHIP CODE OF CONDUCT FOR GRADES PK-5

LEVEL THREE BEHAVIORS

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

Winslow Township has created a codified Code of Conduct that details preventive interventions and disciplinary consequences associated with a wide array of potential student misbehaviors. This Code of Conduct is shared in its entirety on the following pages. Please note that each behavior is classified as Level One, Two, or Three. In some cases, more than one level is associated with a given behavior.

Level Three – Management Interventions:

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.



STUDENT RIGHTS

It is believed that most students modify behavior faster under praise than under blame. Therefore, 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.
- Every student will be treated in a fair and reasonable manner.
- All students' legal due process rights will be respected.



CONFLICT RESOLUTION

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

PEER MEDIATION

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

STUDENT DRESS CODE

The faculty, administration and Board of Education of Winslow Township Schools agree that certain standards of appearance are necessary to create and maintain a suitable environment for learning. We believe that school attire is primarily the responsibility of the student and his/her parents. Further, we recognize that styles and fashions change from time to time and that such changes will be reflected in the attire of the student body. Therefore, we believe that guidelines for school attire should exist and that they should be designed to preserve the learning climate through acceptable standards of dress, to respect individual student rights of dress and grooming choices, and to allow for changes in customs, styles and fashions.

Students whose attire is deemed inappropriate (in violation of the school's educational philosophy; is

contrary to the school's curriculum or is incongruous with state or local law; is intolerant, insensitive, or offensive) will be asked to remove, cover or conceal the article of clothing. Only items sold as wearing apparel or jewelry may be worn to school. Materials designed for a purpose other than clothing, or deemed disruptive or potentially dangerous by the school staff, to the student or others, may not be worn. In certain circumstances, the student may be asked to return home to change attire or the parent to bring a change of attire to the school.

Students are to use the following as a guideline in preparing for school

1. All school attire should be neat and clean. Garments that are cut off, torn or have holes in them are inappropriate for school.
2. Apparel shall not be so sheer, brief, low-cut or revealing above or below the waist as to be embarrassing or indecent to those wearing it or to those seeing it. Clothing shall not be distracting or provocative. All student shirts, blouses and dresses should cover the shoulder top. Dresses, skirts and shorts must cover to at least mid-thigh length.
3. Clothing is to be worn as the design was intended. That is, the waistband of pants and shorts should be fastened at the waist. The wearing of undergarments as outer garments is prohibited.
4. Personal grooming is to be done at home or an appropriate area (the lavatory or gym locker-room). Students are not to brush their hair, prepare make-up or use lotion in class.
5. Clothing or jewelry which displays obscene, profane, vulgar or lewd words, pictures, messages, depicts illegal substances, designs or double-meaning slogans will be prohibited.
6. Any item of clothing or jewelry which depicts bias symbols, hate messages or is intended to harass, threaten, intimidate or demean an individual or group of individuals because of sex, color, race, religion, disability, national origin or sexual orientation and which, in the judgment of the administration, has substantial risk of creating a material disruption to the learning environment and/or school operation shall be prohibited.
7. Footwear must be worn at all times and should be appropriate and safe for each activity. Sneakers are the only approved footwear for physical education classes. Consequently, bare feet, unsafe footwear and footwear intended for the beach are not permitted: e.g., flip-flops.
8. Hats, scarves, towels, bandannas, sweatbands or headgear of any kind may not be worn at any time in the building, this includes



during after-school activities and at evening events. Students may not display these articles during the school day. These items are to be kept in an individual's book-bag. Offenders must surrender inappropriate garments upon request to be returned at the conclusion of the next day. Repeat offenders will be subject to further disciplinary action.

9. Outdoor jackets and coats are not to be worn indoors except when entering or leaving the building or when there is a defect in the heating system.
10. Non-prescription sunglasses, glazed and tinted glasses, except as prescribed by the pupil's doctor are not to be worn indoors.
11. Chains, cables, or other accoutrements are not to be worn.
12. Clothing, apparel and/or accessories that indicate affiliation with any gang associated with criminal activity are prohibited.
13. Body adornments, including but not limited to, body piercing jewelry that may jeopardize the safety and well being of the student or others are prohibited during physical education classes.
14. The wearing of expensive jewelry which could easily be stolen or lost is discouraged.

The administration reserves the right to exclude students from attending class who are inappropriately attired. Any student in violation of the established

dress code is subject to disciplinary action.

Enforcement: Students not conforming to the dress code shall be disciplined by the principal in accordance with board policies.



BUS REGULATIONS

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

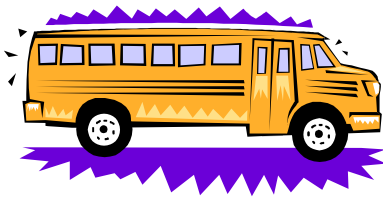
1. The rules for student behavior apply at the bus stop and on the bus, as well as the classroom.
2. Observe good rules of safety when walking to and from the bus stop.
3. Be at your bus stop five (5) minutes early and behave yourself while waiting for the bus to arrive.
4. Respect private property at the bus stop location.
5. Do not stand in the road while waiting for the bus.
6. Stay in place until bus stops and board in single file. Running or pushing is prohibited.

7. Obey the bus driver. The driver is in charge of you and must be respected at all times. Bus drivers are authorized to assign students to a specific seat.

8. Seat belts must be worn when available.

9. Do not distract the bus driver while the bus is moving.

- a. Sit in your assigned seat.
- b. Do not stand or change seats.
- c. Keep your voice low. Avoid shouting, whistling or unacceptable language. Unnecessary conversation with the bus driver is prohibited.
- d. No “rough-housing,” pushing, slapping, fighting, throwing things, etc.



10. Do not open or close windows without the driver’s permission.

11. Keep all parts of the body inside the bus.

12. Do not place your books, coat, boots, etc., in the aisle.

13. Do not leave waste paper or trash on the bus, or throw anything out of the windows.

14. Do not eat on the bus.

15. Remain seated until the bus stops.

16. Leave the bus in an orderly and quiet

manner. Be sure to look both ways before crossing the street.

17. All bus students must ride the bus to and from school.

Students who violate the rules for safe transportation, as described above, may be subject to suspension of bus-riding privileges in accordance with the Code of Conduct contained in this document.

Students and parents should be aware that most buses are equipped with video camera equipment.

BUS PROCEDURES

1. Grades PK-5 students will be transported only from the child’s home or that of a caregiver who is located in the child’s regular school attendance area. The caregiver also must be on an existing route, thus avoiding any financial burden on the transportation system.
2. Parents of Pre-school 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 the 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 to 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.

Any request for a change to a different bus other than the bus to which your child has originally been assigned, must also be presented in writing and requires the approval of our Transportation Department. Please allow approximately three days to process these requests.

PLEASE NOTE: Request for a change in a regular bus stop for childcare purposes must be for 5 days a week.. **NOTE:** A student, if approved, could be picked up at his/her home stop in the AM and dropped off at a caregiver's bus stop in the PM.

STUDENT DISMISSAL PROCEDURES

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

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

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

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

FIELD TRIPS

Children are taken on field trips with the permission of the parents/guardians. When a trip is planned, permission slips will be sent home and must be signed by the parents/guardians. Each student who attends a field trip must have parent/guardian permission. Children must travel to and from the field trip location with their group. These extenuating circumstances must be pre-approved by

the Principal. Parents of children who are taking prescription drugs are referred to the Medication Policy described earlier in this handbook.



STUDENT ATTENDANCE

The Board of Education requires that the pupils enrolled in the schools of this district 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 the completion of assignments missed because of their absence. Unverified absences from school or from class(es) within the school day constitute truancies and shall be subject to the disciplinary rules of the Board. Verified absences/tardiness include the following: religious observance; suspension; court attendance; death or serious illness in the family; necessary and unavoidable medical or dental appointments. Absence from school is **NOT** excused for any of the following: performance of household or baby-sitting duties; vacation, and hunting.

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

WARNING: Board of Education Policy now requires that a student in grades PK-5, who is absent more than 16 days, either verified or unverified, be retained and not promoted to the next grade level.

The above warning does not necessarily apply to students who have documented extended illnesses and who have received homebound instruction covering these periods. It refers to students with a total of more than 16 days of occasional absence during the school year. When exceptional circumstances pertain and when retention is imminent, the parent may make an appeal to the Building Principal or Attendance Committee.

General Attendance Guidelines:

1. Students must be present at least four hours to be marked present for the day.
2. Eligibility for specific co-curricular activities such as athletics may be denied when the student is absent or suspended.
3. For purposes of student safety, parents who know in advance that their child will be absent from school, will arrive late, or will require early dismissal, must notify the Main Office by telephone and should also submit a written note of explanation. Parents/guardians must accompany their children when arriving late or signing out early. In the event that a parent does not call, the school may contact the parent to verify the child's absence. The school will seek assurance that the parents or guardians are aware of the child's absence from school.

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

Reminder: A child who is absent from school for five (5) consecutive school days for illness maybe required to present a doctor's certificate upon return to school.



ATTENDANCE OFFICER/TRUANCY

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

Please be sure to call your child's school office and send a note to the school if your child will be absent from school for a lengthy period. The note should state the reason(s) for the absence.

Unverified or excessive absence, truancy, and excessive tardiness may necessitate court action and/or retention in grade.

AFFIRMATIVE ACTION/SEXUAL HARASSMENT

The Board of Education maintains an instructional and working environment that is free from discrimination and harassment of any kind. All

administrators, supervisors, staff, students and vendors are advised that discrimination and harassment is prohibited. Sexual harassment and discrimination of staff or children interferes with the learning process and will not be tolerated in the Winslow Township Schools. Any child or staff member who has knowledge of or feels that he/she is being sexually harassed or discriminated against is encouraged to report the matter to the building principal, teacher or the district Affirmative Action Officer. A copy of Board policy on this issue is on file in each principal's office and in the Board of Education Office. *Sexual Harassment* is one of the most complex and difficult issues that schools face. Comments, jokes, looks, 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 parents/guardians to be well informed about their rights and responsibilities regarding harassment and discriminatory actions. The Board has appointed an

Affirmative Action Officer who has the responsibility to monitor the district's compliance with policies and procedures that prohibit discrimination and harassment.

The district's Affirmative Action Officer is Mr. Floyd Riley and he may be reached at (856) 767-2850 (7506)



HAZARDOUS SUBSTANCES USE IN SCHOOLS

At times, the buildings in the Winslow Township School District may undergo construction or renovations that involve the use of hazardous substances. On January 8, 1998, Governor Christine Whitman signed into law legislation (P.L. 1998, c.364) that governs the use and/or storage of certain hazardous substances in public schools. This law supplements Title 34 of the New Jersey Revised Statutes. The law provides:

- ❖ Hazardous substances shall not be used in or on any building or grounds used as a public school at any time when children are expected to be present in the building. The only exception is when an emergency condition exists as deemed by the Board of Education and/or the Superintendent.
- ❖ The use or storage of any hazardous substance shall in compliance with regulations adopted by the State Department of Health and Senior Services.

- ❖ A notice is to be posted on the school bulletin board two (2) days prior to any construction or related activities that involve the use of hazardous substances. The notice should include the name of the activity and the hazardous substance being used.
- ❖ Upon request, a copy of the Hazardous Substance Fact Sheet for any hazardous substance being stored on site or that is being used must be available.



- ❖ At least once a year, a written letter shall be sent to the parent/guardian of each child attending the school district. This letter will inform the parent/guardian that a notice will be posted on a bulletin board in the school concerning construction or other activities involving the use of any hazardous substance and advising that hazardous substances may be stored at the school at various times throughout the year. The availability of Hazardous Substance Fact Sheets will also be described.

