

WINSLOW TOWNSHIP BOARD OF EDUCATION
Regular Board of Education Meeting
Winslow Township School District Administrative Building – Conference Room
Wednesday, August 9, 2023
7:00 p.m.
Minutes

I. PUBLIC NOTICE of this meeting was given to all Board Members and Associates in a notice dated **01/30/2023**. Adequate and electronic notice of this Public Meeting has been provided specifying the time, place, and manner in which this meeting is being conducted. It was advertised in the Courier Post, posted in all schools, the Administration Office, the Municipal Building, the Library, Bud Duble Center, Edgewood Acres, Elm Town, and the Winslow Township Post Offices.

II. 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 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.

III. ROLL CALL

Present:	Lorraine Dredde	Joe Thomas
	Debbie Esposito (Remote)	Kelly Thomas
	Rita Martin	Julie Peterson, Vice President (Remote)
	Cynthia Moore	Cheryl Pitts, President
	Rebecca Nieves (Arrived 7:10 p.m.)	

Also Present: H. Major Poteat, Ed.D., Superintendent
Tyra McCoy-Boyle, Business Administrator/Board Secretary
Howard Long Jr., Esq., Solicitor

IV. PLEDGE OF ALLEGIANCE

V. 2022-2023 DISTRICT GOALS

(Ms. Pitts)

1. Student Achievement – Continue to implement best practices for delivering instruction to students utilizing all available and appropriate instructional models. This shall include:
 - a. Ensuring articulation at all grade levels throughout the district
 - b. Focus on innovative classroom instruction at all grade levels
 - c. Ensuring all students have equal access to equipment and resources needed to facilitate and promote student learning in any setting
 - d. Evaluation and updating all district programs, including athletics and extra-curricular activities
 - e. Accountability of all district staff
2. Continue to foster a safe and positive school environment that is conducive to teaching and learning:
 - a. Focus on building relationships among staff and families that will result in increased learning and more effective instruction
 1. Promote communication and feedback opportunities
 - b. Emphasis on collaboration with all district stakeholders
 - c. Promote an inclusive, diverse, and compassionate learning environment
3. Market our strengths and achievements to all stakeholders to increase capacity for greater parent/ caregiver/ community support:

- a. Continue with our public relations/marketing plan
- b. Continue to work with the various advisory committees in the district
- c. Focus on refining our communication methods to better market our school district

Ms. Pitts stated the Board Retreat was held this past Saturday. There will be changes made to the 2023-2024 District Goals which will be announced at the next Board meeting.

VI. AWARDS/PRESENTATIONS **None at this time.**

VII. CORRESPONDENCE **None at this time.**

VIII. MINUTES

A motion was made by Ms. Martin, seconded by Ms. Moore, to approve the minutes of the following meeting:

1. Approve the following Meeting Minutes of the Board of Education:

Regular Meeting Wednesday, July 12, 2023 Open Session

Roll Call:			
Ms. Dredden	Yes	Mr. Thomas	Yes
Ms. Esposito	Yes	Ms. Thomas	Yes
Ms. Martin	Yes	Ms. Peterson	Yes
Ms. Moore	Yes	Ms. Pitts	Yes
Ms. Nieves	Absent		
Motion Carried			

A motion was made by Ms. Martin, seconded by Ms. Moore, to approve the minutes of the following meeting:

Regular Meeting Wednesday, July 12, 2023 Closed Session

Roll Call:			
Ms. Dredden	Yes	Mr. Thomas	Yes
Ms. Esposito	Yes	Ms. Thomas	Yes
Ms. Martin	Yes	Ms. Peterson	Abstain
Ms. Moore	Yes	Ms. Pitts	Yes
Ms. Nieves	Absent		
Motion Carried			

IX. BOARD COMMITTEE REPORTS

Education Committee – Ms. Peterson – None at this time. The committee will meet on August 15, 2023 at 4:00 p.m. via WebEx.

Operations Committee – Ms. Dredden – None at this time.

Marketing Committee – Ms. Moore – None at this time.

Athletic Committee – Ms. Martin – None at this time.

Diversity, Equity, and Inclusion Committee – Ms. Thomas – None at this time.

Citizens Advisory Committee – Ms. Martin – The committee met on Thursday, August 3, 2023. No minutes at this time.

Policy Committee – Ms. Pitts – The committee met on Thursday, July 27, 2023 and went over Policy #2419, and moved on to a brief review of the student handbooks for all grade levels.

X. SUPERINTENDENT’S REPORT

A motion was made by Ms. Martin, seconded by Ms. Moore, to approve A. & B. with a correction to item #51, as recommended by the Superintendent.

A. THE SUPERINTENDENT RECOMMENDS APPROVAL OF THE FOLLOWING ACTION ITEMS:

1. First Reading of Board Policies & Regulations **Exhibit: X A: 3**

Approve the First Reading of Board Policies and Regulations as listed below and in the attached exhibits:

Policy/ Regulation	Policy/Regulation Title
P2419	School Threat Assessment Teams

2. Second Reading & Adoption of Board Policies & Regulations **None at this time.**

3. Security/Fire Drill **None at this time.**

4. Professional Development/Workshops & Conferences **Exhibit X A: 4**

Approve Professional Development/Workshop as listed in the attached exhibit.

5. Field Trip(s) **Exhibit X A: 5**

Approve Field Trip(s) as listed in the attached exhibit.

6. Tuition Students **Exhibit X A: 6**

Approve the placement of Tuition Students, for the 2023/2024 school year, as listed in the attached exhibit.

- | | | |
|-----|--|---------------------------|
| 7. | <u>Terminate Out-of-District Placement(s)</u> | Exhibit X A: 7 |
| | Approve to terminate out-of-district placements, for the 2023/2024 school year, as listed in the attached exhibit. | |
| 8. | <u>Homeless Student(s)</u> | None at this time. |
| 9. | <u>Division of Child Protection & Permanency (DCP&P)</u> | None at this time. |
| 10. | <u>Fundraiser(s)</u> | Exhibit X A: 10 |

Approve Fundraisers as listed below and in the attached exhibit:

School 1

- o Scholastic Book Fair, (9/26/23-9/29/23), H.S.A.
- o Dine In/Out Events, (2023-2024 school year), H.S.A.
- o Smencil Sale, (2023-2024 school year), H.S.A.

School 3

- o Smencil Sale, (2023-2024 school year), P.T.O.
- o Spiritwear Sale, (2023-2024 school year), P.T.O.
- o Scholastic Book Fair, (10/16/23-10/20/23), P.T.O.
- o Scholastic Book Fair Family Night, (10/20/23), P.T.O.
- o Trunk or Treat, (10/20/23), P.T.O.
- o Ice Cream Social, (5/31/24), P.T.O.
- o Holiday Shoppe Family Night, (12/13/23), P.T.O.
- o Holiday Shoppe, (12/11/23-12/15/23), P.T.O.

School 6

- o Fall Vendor Event with Food Trucks, (11/4/23), H.S.A.
- o Scholastic Book Fair Family Night, (1/23/24), H.S.A.
- o Scholastic Book Fair Family Night, (10/3/23), H.S.A.
- o Candy Bar Bingo, (10/19/23), H.S.A.
- o Candy Bar Bingo and Scholastic Book Fair Family Night, (4/25/24), H.S.A.
- o Paint and Chat, (2/23/24), H.S.A.
- o Spring Flower Sale, (4/8/24 – 4/19/24), H.S.A.
- o Spring Vendor Event with Food Trucks, (3/23/24), H.S.A.
- o Holiday Shop, (12/11/23 – 12/15/23), H.S.A.
- o Pie Candle Fundraiser, (10/16/23 – 10/27/23), H.S.A.
- o Spirit Wear, (2023-2024 school year), H.S.A.
- o Concession Sales during School Events, (2023-2024 school year), H.S.A.
- o Ice Cream Social and Basket Extravaganza, (5/17/24), H.S.A.
- o Gingerbread Building Event, (12/14/23), H.S.A.

Middle School

- o Rice Crispy Back to School Grams, (9/19/23), Student Government
- o Thanksgiving Community Food Drive, (November 2023), Student Government
- o Poinsettia Sale, (November – December 2023), Student Government
- o Spirit Wear, (2023-2024 school year), Student Government
- o Five Guys Dine Out Night, (February 2023), 7th Grade Class

- Toy Drive and Coin Drop, (November – December 2023), National Jr. Honor Society and Student Government
- Chipolte Dine Out Night, (October 2023), 7th Grade Class
- Fun Pasta Fundraising, (October – December 2023), Student Government
- Kastle Fundraising, (September – October 2023), 7th Grade Class

High School

- Airheads Candy Sales, (9/5/23-11/1/23), Field Hockey Team
- “Grandma’s Cookies” Sales, (9/5/23-11/1/23), Field Hockey Team
- Waist Beads/Beaded Bracelets Sales, (2023-2024 school year), Field Hockey Team
- Jibbitz (Croc Charms) Sales, (2023-2024 school year), Field Hockey Team
- SnapRaise Campaign, (10/1/23-10/15/23), Field Hockey Team
- SnapRaise Campaign, (10/6/23-10/17/23), Boys Lacrosse
- SnapRaise Campaign, (9/1/23-9/29/23), Cheer Team
- World’s Finest Chocolate Bars, (2023-2024 school year), Spanish Honor Society
- Urban Air, (11/8/23), 9th Grade Class

11. 2023-2024 District Mentoring Plan **Exhibit X A: 11**

Approve the District Mentoring Plan, for the 2023-2024 school year, as attached.

12. 2023-2024 Organizational Chart **Exhibit X A: 12**

Approve the Organizational Chart for the 2023-2024 school year, as attached.

13. 2023-2024 Virtual or Remote Instruction Plan **Exhibit X A: 13**

Approve the Virtual or Remote Instruction Plan for the 2023-2024 school year as presented in the attached exhibit and for submission to the NJ Department of Education.

14. Gloucester County Institute of Technology (GCIT) – Performing Arts Program for Dance

Approve the following out of district student placement to the Gloucester County Institute of Technology (School of Dance), beginning the 2023-2024 school year, as listed below:

Student	2022/2023 School/Grade	2023-2024 Program at GCIT
#4089	Russell B. Charter School (Philadelphia, PA) Grade 8	Performing Arts Program for Dance

Note: The Dance Program is not offered at CCVTS.

15. Evaluation Management Software

Ratify the approval for the renewal of the Employee Evaluation Management Software, Frontline Technologies, Inc. in the amount of \$30,217.83, to be paid from account #: 11-000-221-390-000-20.

16. Assessment Software Licenses

Approve the renewal of The Focus for Observers software licenses from Frontline Education in the amount of \$4,730.00, to be paid from account #: 11-000-221-390-000-20.

17. Back to School Night Dates

Approve the following dates for the District's Back to School Nights:

- Thursday, September 7th: School 4 at 6:30 PM
- Tuesday, September 12th: High School at 6:30 PM
- Thursday, September 14th: Schools 5 and 6 at 6:30 PM
- Monday, September 18th: School 2 at 6:30 PM
- Tuesday, September 19th: Middle School at 6:30 PM
- Wednesday, September 20th: Schools 1 and 3 at 6:30 PM

18. School 1 – 2023-2024 Events

Approve the following event dates and times for School 1:

- Candy Bar Bingo: 1 night per month: 6:00-8:00 PM
- Giving Tree collection: November 27, 2023 – December 20, 2023
- Fall Food Drive with United Methodist Church of Sicklerville: November 1, 2023 – November 20, 2023
- Harvest Vocabulary Parade: October 30, 2023: 10:00 AM
- Holiday Gift Giving Drive with United Methodist Church of Sicklerville and Christ the Redeemer Church: November 27, 2023 – December 18, 2023
- Muffins for Mom's: May 10, 2024: 8:30 AM
- Donuts for Dad's: May 31, 2024: 8:30 AM

19. School 1 – Donation Acceptance

Approve School 1 to accept the donation of student book bags from the AMI Foundation (Atlantic Medical Imaging) for the 2023-2024 school year.

20. School 3 – 2023-2024 Events

Approve the following event dates and times for School 3:

- Harvest Parade: October 31, 2023: 10:00 AM
- Field Day: May 30, 2024, Rain Date: May 31, 2024: All day event
- 3rd Grade Award Ceremony: June 7, 2024: 9:45 AM

21. School 4 – 2023-2024 Events

Approve the following event dates and times for School 4:

- Winter Musical Concert: December 15, 2023: 6:30-8:00 PM
- Spring Musical Concert: June 6, 2024: 6:30-8:00 PM
- Giving Tree Project: December 1, 2023 – December 15, 2023
- Food Drive with United Methodist Church of Sicklerville: October 30, 2023 – November 10, 2023
- Family Fun Night & Kids Heart Challenge: February 29, 2024: 6:00 – 7:30 PM
- Physical Education Field Day: May 31, 2024, Rain Date June 5, 2024: 9:30 AM – 2:00 PM
- Art Show: May 23, 2024: 6:30 – 8:00 PM
- Vocabulary Parade: October 18, 2023, Rain Date October 25, 2023: 10:00 AM
- Trunk or Treat: October 26, 2023, Rain Date October 27, 2023: 6:30 – 8:00 PM
- Family Literacy Night: November 16, 2023: 6:30 – 8:00 PM
- Guest Readers for American Education Week: November 14, 2023 – November 17, 2023: 10:00 AM – 1:30 PM

22. School 5 & 6: Concert Dates

Approve the following concert dates and times for Schools 5 & 6:

Winter Concerts:

- January 22, 2024: School 5 Assembly at 9:30 AM
- January 23, 2024: School 6 Assembly at 9:30 AM
- January 23, 2024: Evening concert at School 6: 7:00 PM

Spring Concerts:

- May 15, 2024: School 6 Assembly at 9:30 AM
- May 16, 2024: School 5 Assembly at 9:30 AM
- May 16, 2024: Evening concert at School 5: 7:00 PM

23. School 5 – People’s Choice Awards

Approval requested for School 5 to host The People’s Choice event on May 7th, 2024 at 6:30 PM in the cafeteria.

24. School 6 – Instrumental Band and Orchestra After School Program

Approve the Winslow Township Elementary Instrumental Band and Orchestra After School Program to be held October 4, 2023 – May 8, 2024 on Wednesdays during full days of school from 3:00 – 4:30 PM at School 6.

25. School 6 – Donation Acceptance

Approve School 6 to accept a \$300.00 donation from Subaru for the 2023-2024 school year. Six teachers will also receive \$500.00 for classroom supplies for the 2023-2024 school year.

26. Middle School – Concert Dates

Approve the following concert dates and times for Winslow Township Middle School:

Winter Concert (Band, Orchestra & Chorus):

- December 12, 2023: MS Cafeteria, 6:00 PM

Spring Concert (Band, Orchestra & Chorus):

- May 14, 2024: MS Cafeteria, 6:00 PM

27. Middle School – Winslow Spirit Club

Approve Ms. Jalessa Sampson and Ms. Kristine Miller to serve as volunteer advisors for the Winslow Middle School Spirit Club. The club will meet once monthly after school from 2:45 – 4:00 to promote school spirit and pride.

28. Middle School – Picture Day

Approval requested for Winslow Township Middle School to have a Picture Day Fundraiser on Tuesday, September 19, 2023 and Thursday, September 21, 2023 (make-up day Thursday, November 16, 2023).

29. Middle School – Semi-Formal Dance

Approval requested for Winslow Township Middle School to hold their semi-formal dance at Villa Manor, 55 Hall Street, Hammonton, NJ 08037, on Friday, June 7, 2024 from 7:00 – 10:30 PM. The cost will be \$45.00 per person.

30. High School – Public Health Workshops

Approval requested for Eagles Landing, School Based Program, to have the Hispanic Center of Southern New Jersey provide public health workshops for the 2023-2024 school year. The workshops will focus on drug/alcohol prevention, life skills, and healthy relationships, and is provided free of charge.

31. High School – Clinical Supervision Contract – School Based Youth Services

Approve a contract with Family Therapy and Consultation Services (FTxCS) to provide 9 hours (1 per month) of clinical supervision by a LCSW for the High School Based Youth Services, Mental Health Provider. Contract term is October 2023 to June 2024, with an hourly rate of \$110.00 per hour, for a total of 9 hours (\$990.00). Funds for supervision will be funded through account #: 20-293-200-300.

32. High School – Career/Trade Expo

Approve Eagles Landing, SBYSB to sponsor the 17th Annual Career/Trade Expo at the High School on Friday, October 27, 2023. The Expo will be held from 8:00 AM – 10:00 AM in the Main Gym and will include a variety of employers, trade schools, colleges, and volunteer and community service providers. Funds for this annual event will cost approximately \$800.00 and will be funded through account numbers: #20-293-200-300 and #20-293-200-600.

33. High School – Drug Use Seminar

Approval requested for Winslow Township High School to present “What to Look for; Interactive Teenage Bedroom Seminar”. This presentation is a demonstration of a teenager’s bedroom, where families can walk through to observe signs of possible drug use and/or abuse. Law enforcement officers from the Winslow Township Police Department will provide information on the latest substance abuse trends, signs, and symptoms. The presentation is provided and paid for by the Winslow Township Drug Alliance and will be offered during Back-to-School Night on September 12, 2023.

34. Fall Play Title Change

Approve to change the title of the Fall Play to The Outsiders.

Performance dates/times are:

- Wednesday, November 15, 2023: 9:00 AM (Middle School performance)
- Thursday, November 16, 2023: 7:00 PM
- Friday, November 17, 2023: 7:00 PM
- Saturday, November 18, 2023: 7:00 PM

35. Spring Play Title Change

Approve to change the title of the Spring Musical to Beauty and the Beast.

Performance dates/times are:

- Wednesday, March 20, 2024: 9:00 AM (Middle School performance)
- Thursday, March 21, 2024: 7:00 PM
- Friday, March 22, 2024: 7:00 PM
- Saturday, March 23, 2024: 2:00 PM and 7:00 PM

36. High School – 2023-2024 New Jersey All State Chorus

Approve the following Winslow Township High School students to attend the following events for the 2023-2024 New Jersey All State Chorus:

- Mixed Chorus members: Shilo Garnett and Cassie Juarez: November 8-10th, 2023 in Atlantic City for rehearsals with performances at The New Jersey Performing Arts Center in Newark, NJ on November 19, 2023.
- Treble Chorus members: Madison Anderson, Izzy Melendez, Jordyn Storck, and Gianna Cavallero: February 21-23rd, 2024 for rehearsals with

performances at the Atlantic City Convention Center and the New Jersey Performing Arts Center in Newark, NJ on February 24, 2023.

Total cost of \$2,490.00: \$415.00 per student paid to the New Jersey Music Educators Association for registrations and hotel accommodations at The Claridge Hotel (2 overnights per event) to be paid out of account #: 11-401-100-800-401-08. Parents and guardians are responsible for supervision and travel.

37. High School: 2023-2024 Event Dates

Approve the following event dates and times for Winslow Township High School:

- New Jersey Higher Education Assistance Authority Parent Workshop: October 2023 (Date TBD), 6:00 PM in the HS Auditorium.
- Freshman Parent Orientation: Tuesday, August 22, 2023: 6:00 PM in the HS Auditorium
- Senior Parent Orientation: Monday, August 21, 2023: 6:00 PM in the HS Auditorium
- Freshman Student Orientation & Busing: Thursday, August 31, 2023 from 8:00 AM – 12:00 PM
- Schedule Review: August 28, 2023 & August 29, 2023: 8:00 AM – 3:00 PM
- Winter Concert: Tuesday, December 19, 2023: 6:00 PM in the HS Auditorium
- Midwinter Choral Festival: Tuesday, February 20, 2024: 6:00 PM in the HS Auditorium
- Honors Recital: Tuesday, April 25, 2024: 9:00 AM in the HS Auditorium
- Small Ensemble Concert: Tuesday, June 4, 2024: 6:00 PM in the HS Cafeteria

38. Spring Concert Event

Approve a District Wide Spring Concert to be held on Tuesday, May 21, 2024 at 6:00 PM in the Winslow Township High School Auditorium. Schools 5, 6, Middle School, and High School will participate.

39. Deaf and Hard of Hearing Educational Services

Approve the following providers to provide Deaf and Hard of Hearing educational services, evaluations, and related services to Winslow Township students on an as needed basis for the 2023-2024 school year.

- Karen Noble, 230 21st Avenue, Seaside Park, NJ 08752
- Dr. Brett Bersano of Peace of Mind Psychological Services, LLC, 549 Westwood Avenue, River Vale, NJ 07675
- Melissa Phillips, 328 Warwick Drive, Cream Ridge, NJ 08514

40. Out of District Students

Approval requested for the Out of District students listed below to apply School tuitions to the pending IDEA Basic and Preschool Grant approval.

Date: 2023-2024 school year

Account No. 20-256-100-500 IDEA basic

Student #	School	Tuition	ESY	Total
4000	Durand	\$ 65,439.00	\$ 13,814.90	\$ 79,253.90
4001	Durand	\$ 65,439.00	\$ 13,814.90	\$ 79,253.90
4002	Durand	\$ 65,439.00	\$ 13,814.90	\$ 79,253.90
4003	Durand	\$ 65,439.00	\$ 13,814.90	\$ 79,253.90
4004	Durand	\$ 65,439.00	\$ 13,814.90	\$ 79,253.90
4005	Durand	\$ 65,439.00	\$ 13,814.90	\$ 79,253.90
4006	Durand	\$ 65,439.00	\$ 13,814.90	\$ 79,253.90
4008	HollyDell	\$ 88,731.00	\$ 16,267.35	\$ 104,998.35
4009	HollyDell	\$ 88,731.00	\$ 16,267.35	\$ 104,998.35

Account No. 20-256-100-500 IDEA basic

Student #	School	Tuition	ESY
4067	Archway	\$ 34,545.75	\$ -

Account No. 20-257-100-500 IDEA preschool

Student#	School	Tuition(partial)	ESY tuition	Total
4007	Kingsway Learning Center	\$ 57181.60	\$ 9,818.40	\$ 67,000.00

41. Student Behavior Workshop

Ratify the approval for a workshop presented by First Children’s Services on effective strategies for students with behaviors at The Teacher’s Academy, from July 13, 2023 – July 20, 2023. Total cost of \$1,200.00 to be paid from ARP ESSER II, account #: 20-487-200-300.

42. Early Learning Networked Improvement Community

Approval requested to submit an interest form to be considered for participation in Phase IV of the Early Learning Networked Improvement Community for the 2023-2024 school year, sponsored by The Division of Early Childhood Services at the New Jersey Department of Education.

43. Bilingual Waiver

Exhibit: X A: 43

Approval requested to submit the Bilingual Waiver for the 2023-2024 school year.

44. District Student Handbooks

Approve the following student handbooks for the 2023-2024 school year as shown in the attached exhibits:

- 2023-2024 PK-6
- 2023-2024 Middle School
- 2023-2024 High School

45. Professional Development Plan

Approve the 2023-2024 District Professional Development Plan.

46. District Curriculum

Approve the following 2023-2024 District Curriculum:

- Mathematics
- English Language Arts
- Science
- Social Studies
- Health & Physical Education
- Visual/Performing Arts
- World Language

47. Professional Development

Approve Dr. Dorothy Carcamo, Ms. Sheresa Clement, and Ms. Cheryl Schwartz to attend the Mid-Atlantic *i-Ready* Leadership Symposium on October 19, 2023 and October 20, 2023 in Philadelphia, PA.

48. Writers' Workshop Professional Development

Approve Laurell Parris, of LERI Consulting, LLC., to provide 1.5 days of professional development on Writers' Workshop for District staff as a continuation of the Summer Teaching Training Academy during the 2023-2024 school year. Cost of \$2167.50 to be paid from Title II, account #: 20-273-200-300.

49. Rutgers University Professional Development

Approval requested to have Rutgers University's Center for Literacy Development provide 4 days of training in English Language Arts/Writers' Workshop during the 2023-2024 school year. Cost of \$1,500.00 per day for a total cost of \$6,000.00 to be paid from Title II, account #:20-274-200-300.

50. Preschool Curriculum

Approve the purchase of the Preschool Curriculum provided through Teaching Strategies for Early Childhood, at a cost of \$28,077.75. To be paid from account #: 20-218-100-300.

51. LinkIt! Renewal

Approve the renewal of the LinkIt! Benchmark and Data Dashboard Program, at a total cost of \$57,903.00. \$17,181.01 to be paid from Title IV, account #: 20-287-100-600. \$40,721.99 to be paid from CRRSA ESSER II, account #20-483-100-300.

52. School Nursing Services Plan

Exhibit X A: 52

Approve the 2023-2024 School Nursing Services Plan as shown in the attached exhibit.

53. Medical Standing Orders

Exhibit X A: 53

Approve the 2023-2024 Medical Standing Orders as shown in the attached exhibit.

54. Vendors and Educational Services

Approve the following vendors and educational services for the Winslow School District and students during the 2023-2024 school year at various rates as specified by the vendor:

Vendors:

- Star Pediatrics
- Newborn Nurses
- Professional Health Care Staffing
- Gloucester County Special Services School District
- Burlington County Special Services School District
- Brookfield Academy
- Advancing opportunities

Services:

- 1:1 nursing service
- Evaluation assessment/services
- Child study team services
- Therapeutic services
- Teacher of the Deaf services
- Professional services
- Assistive technology assessment and services
- Transportation
- Tutoring services

Funding Account numbers: 11-000-217-320-000-10, 11-000-216-320-000-10, 11-213-300-000-10, 11-219-100-320-000-10

B. Principal's Update

- | | |
|---|---------------------------|
| 1. Harassment, Intimidation & Bullying Report | None at this time. |
| 2. Suspension Report | None at this time. |
| 3. Ethnicity Report | None at this time. |
| 4. School Highlights | None at this time. |

Roll Call:			
Ms. Dredde	Yes	Mr. Thomas	Yes
Ms. Esposito	Yes	Ms. Thomas	Yes
Ms. Martin	Yes	Ms. Peterson	Yes
Ms. Moore	Yes	Ms. Pitts	Yes
Ms. Nieves	Yes		
Motion Carried			

XI. BUSINESS ADMINISTRATOR/BOARD SECRETARY'S REPORT

A motion was made by Ms. Martin, seconded by Ms. Moore, to approve A. & B. as recommended by the Business Administrator/Board Secretary.

A. REPORTS None at this time.

B. THE BUSINESS ADMINISTRATOR/BOARD SECRETARY RECOMMENDS APPROVAL OF THE FOLLOWING ACTION ITEMS:

1. Line-Item Transfers (DRAFT) **Exhibit XI B: 1**

Approve the Line Item Transfers, for the month of June 2023 (DRAFT), in accordance with N.J.S.A. 18A:22-8, as per the attached exhibit.

2. Board Secretary's Report (DRAFT) **Exhibit XI B: 2**

Approve the Board Secretary's Reports in accordance with 18A:17-36 and 18A:17-9 for the month of June 2023 (DRAFT). The Board Secretary certifies that no line-item account has been over expended in violation of N.J.A.C. 6A:23A-16.10 (c) 3 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

3. Reconciliation Report (DRAFT) **Exhibit XI B: 3**

Approve the Reconciliation Reports in accordance with 18A:17-36 and 18A:17-9 for the month of June 2023 (DRAFT). The Reconciliation Reports and Board Secretary's Reports are in agreement for the month of June 2023 (DRAFT).

4. Board Secretary's Certification (DRAFT)

The Board Secretary in accordance with N.J.A.C 6A:23A-16.10 (c) 2 certifies that there are no changes in anticipated revenue amounts or revenue sources.

5. Boards' Certification (DRAFT)

Pursuant to N.J.A.C. 6A:23A-16.10 (c) 4, the Winslow Township Board of Education certifies after review of the Secretary's Monthly Financial Report (appropriations section) and upon consultation with the appropriate district officials, that to the best of the Boards' knowledge, no major account or fund has been over-expended in violation of N.J.A.C. 6A:23A-16.10 (b) and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

6. Bill List

Exhibit XI B: 6

- a. Approve the Vendor Bill List in the amount of \$694,826.80 as per the attached exhibit.
- b. Ratify the Manual Bill List in the amount of \$2,777,771.42 as per attached exhibit.

7. Payroll

Approve Payroll, for the month of July 2023, as listed below:

- o July 14, 2023 \$648,166.19
- o July 28, 2023 \$428,845.17

8. Disposal of School Property and Textbooks

Exhibit XI B: 8

Approve the Disposal of School Property listed below:

Location	Department	Description
School 1	Office	(1) Teacher desk, very old, metal rusted (1) Bookshelf, very old, damaged
School 2	APR/Gym	(1) Set of stage risers, 20+ years, old, broken, cannot be used
Middle School	Main Office	(9) Student tables, 10+ years, outdated (1) Teachers chair, 10+ years, broken
High School	Social Studies	(71) Sociology & You, Student Ed., 9 years, outdated (4) Sociology & You, Teacher Ed., 9 years, outdated (11) Sociology & You, Student Ed., 9 years, outdated (14) Sociology Study of Hum. Relationships, 28 years, outdated (24) Psychology Concepts and Applications, 16 years, outdated
High School	Science	(75) Modern Biology, Student Ed., 14 years, good cond., outdated (2) Modern Biology, Teacher Ed., 14 years, good cond., outdated
Bus Garage	Transportation	(9) International school buses, 15 years, mandatory retirement (1) International school bus, 7 years, accident
Winslow	Maint/Transp.	(1) 2005 Ford 250 T-8, 23 years, worn out, body rot

9. 2023 Board Meeting Dates

Approve Board of Education Meeting dates for the remainder of the 2023 calendar year and the Reorganization Meeting for January 2024.

<i>Regular Mtg.</i>	<i>Time</i>	<i>Location</i>	<i>Regular Mtg.</i>	<i>Time</i>	<i>Location</i>
Wed., September 13, 2023	7:00 p.m.	Admin. Office	Wed., September 27, 2023	7:00 p.m.	WTMS
Wed., October 11, 2023	7:00 p.m.	Admin. Office	Wed., October 25, 2023	7:00 p.m.	WTMS
Wed., November 8, 2023	7:00 p.m.	Admin. Office	Tues., November 21, 2023	7:00 p.m.	WTMS
Wed., December 13, 2023	7:00 p.m.	Admin. Office	Wed., January 3, 2024 (Reorganization Meeting)	7:00 p.m.	WTMS

10. Service Contract – Annual Renewal

Approve the annual renewal for the onsite service contract for the District’s pressure seal machine to Privatizer Technologies, LLC at a cost of \$900.00. Services are to be charged to 11-000-251-592.

11. Service Contract – Annual Renewal

Approve the annual renewal for the District’s automated messaging system to Intrado Interactive Services Corporations at a cost of \$6,310.50. Services are to be charged to 11-000-221-320.

12. Approve Maintenance Agreement

Approve the 2023-2024 maintenance agreement with Earthtrek Environmental Inc., to supply chemical and technical services for all hot water closed loop systems for all schools for the 2023-2024 school year in the amount of \$4,960.00, payable in four (4) quarterly payments of \$1,240.00. Services are to be charged to 11-000-261-420.

13. Renewal – Integrated Pest Management

Approve the 2023-2024 renewal of Western Pest Services (Q2023-05), to provide pest control services to the District at a monthly cost of \$535.00 for 12 months (\$6,420.00 annually). Services are to be charged to account #11-000-261-420.

14. Renewal – Refrigerated Containers

Approve the 2023-2024 renewal of Sea Box, Inc., (Q2023-04), to provide (2) Refrigerated Containers at a monthly cost of \$425.00 each (\$10,200.00 annually). Items are to be charged to account #11-000-262-490.

15. Low Quote Vendor

Approve Protective Services Group, the low quote vendor, to provide yearly alarm monitoring services for all sites at an annual cost of \$10,138.00. Services are to be charged to 11-000-261-420.

16. Renewal – Educational Web Content Management Systems

Approve the 2023-2024 renewal of Educational Web Content Management Systems (Bid #2022-07) with Educational Networks, Inc. in the amount of \$6,600.00. Services are to be charged to 11-000-252-340.

17. Purchase – State Contract Vendors

Approve the following purchases, in the following amounts from the following State Contract Vendors:

Items charged to 11-000-261-420

<u>Pemberton Supply Company LLC. – State Contract #21-FOOD-01747</u>		
Lights for School 2	Cleaning, Repair, Maintenance	\$2,602.11
<u>W.W. Grainger Inc. – State Contract Vendor #19-FLEET-00566</u>		
HS RTU5 Supplies	Cleaning, Repair, Maintenance	\$2,892.03

Items charged to 11-000-262-610

<u>Pemberton Supply Company LLC. – State Contract #21-FOOD-01747</u>		
Lights for the District	General Supplies	\$3,252.64
<u>Pemberton Supply Company LLC. – State Contract #21-FOOD-01747</u>		
Lights for the District	General Supplies	\$5,410.80
<u>W.W. Grainger Inc. – State Contract Vendor #19-FLEET-00566</u>		
Maintenance Supplies	General Supplies	\$4,514.52
<u>W.W. Grainger Inc. – State Contract Vendor #19-FLEET-00566</u>		
Maintenance Supplies	General Supplies	\$7,733.08

Items charged to 11-000-270-420

<u>Motorola Solutions Inc. – State Contract Vendor # 83909</u>		
Transportation Department Radio (Repeater)	Cleaning, Repair, Maintenance	\$9,826.40

18. Purchases – Ed Data Vendors

Approve, authorize, and ratify the following purchases, in the following amounts from the following approved Ed Data vendors:

Items charged to 20-487-100-600

<u>Tanner North Jersey Inc. – Ed Data #10430</u>		
Desks and Chairs – School 5	ARP-ESSER-Supplies	\$19,947.58

Items charged to 11-190-100-610

<u>School Specialty, LLC – Ed Data #11789</u>		
Teacher Student Furniture-School 4	General Supplies	\$7,697.30

Items charged to 11-402-100-600

<u>All American Sports Corp. – Ed Data #12118</u>		
Football Uniform Pants-HS	Supplies and Materials	\$5,640.00

19. Purchases – Ed Data Vendors

Approve the following purchases, in the following amounts from the following approved Ed Data vendors:

Items charged to 20-487-100-600

Tanner North Jersey Inc. – Ed Data #10430

Stools – HS ARP-ESSER-Supplies \$10,281.60

School Specialty, LLC – Ed Data #11789

Desk/Charis – MS ARP-ESSER-Supplies \$5,101.44

School Specialty, LLC – Ed Data #11789

Desk/Chairs – MS ARP-ESSER-Supplies \$3,046.40

20. Purchases – Educational Services Commission of New Jersey (ESCNJ)

Approve, authorize, and ratify the following purchases, in the following amounts from the following approved (ESCNJ) vendors:

Items charged to 11-000-270-615

Wolfington Body Co. Inc. – ESCNJ 22/23-24

HUB; Rear Assembly Transportation Supplies \$2,815.12

Wolfington Body Co. Inc. – ESCNJ 22/23-24

Parts Transportation Supplies \$4,545.77

Wolfington Body Co. Inc. – ESCNJ 22/23-24

Fleet Supplies Transportation Supplies \$5,135.52

Wolfington Body Co. Inc. – ESCNJ 22/23-24

Filters, Pump, Rod Transportation Supplies \$3,955.56

21. Purchases – Educational Services Commission of New Jersey (ESCNJ)

Approve the following purchase, in the following amount from the following approved Educational Services Commission of New Jersey (ESCNJ) vendors:

Items charged to 11-000-221-390

CDW Government Inc. – ESCNJ/AEPA-22G

Wireless Access Support Renewal Other Purch Prof. \$14,831.96

22. Purchases – Hunterdon County Educational Services Commission (HCESC)

Approve the following purchases, in the following amounts in the following amounts from the following approved HCESC vendor:

Items charged to 11-000-262-610

General Chemical and Supply – HCESC-CAT 23-02

Custodial Supplies General Supplies \$8,088.75

Items charged to 11-000-261-420

McCloskey Mechanical Contractors, Inc. – HCESC-21A

Repair HS RTU Clean, Repair, Maintenance \$8,375.00

McCloskey Mechanical Contractors, Inc. – HCESC-SER-21A

School 4 Gym Unit Clean, Repair, Maintenance \$4,017.00

McCloskey Mechanical Contractors, Inc. – HCESC-SER-21A

School 6 Chiller Repair Clean, Repair, Maintenance \$3,501.68

23. State Contract Vendors – 2023-2024

RESOLUTION AUTHORIZING CONTRACTS WITH CERTAIN APPROVED STATE CONTRACT VENDORS FOR BOARDS OF EDUCATION PURSUANT TO N.J.S.A. 18:18A-10a

WHEREAS, the Winslow Township Board of Education, pursuant to N.J.S.A. 18A”18A-10a and N.J.A.C. 5:34-7.29 (c) may by resolution and without advertising for bids, purchase any goods or services under the State of New Jersey Cooperative Purchasing Program for any State contracts entered into on behalf of the State by the Division of Purchase and Property in the Department of the Treasury; and

WHEREAS, the Winslow Township Board of Education has the need on a timely basis to purchase goods or services utilizing State contracts; and

WHEREAS, the Winslow Township Board of Education, intends to enter into contracts with the attached Referenced State Contract Vendors through this resolution and properly executed contracts, which shall be subject to all the conditions applicable to the current State contracts; now, therefore, be it

RESOLVED, the Winslow Township Board of Education authorizes the Purchasing Agent to purchase certain goods or services from those approved New Jersey State Contract Vendors on the attached list for the 2023-2024 school year pursuant to all conditions of the individual State contracts; and be it further

RESOLVED, that the Winslow Township Board of Education Business Administrator/Board Secretary shall certify to the availability of sufficient funds prior to the expenditure of funds for such goods or services; and be it further

RESOLVED, that the duration of the contracts between the Winslow Township Board of education and the Referenced State Contract Vendors shall be July 1, 2023 to June 30, 2024.

8.9.23
Date Approved


Business Administrator/Board Secretary

Referenced State Contract Vendors

Commodity/Service	Vendor Name	State Contract Number
STATEWIDE EQUIPMENT AND SPACE RENTAL	HERC RENTALS INC	19-GNSV2-00854
FACILITIES MAINTENANCE AND REPAIR & OPERATION (MRO) AND INDUSTRIAL SUPPLIES	W. W. GRAINGER INC.	19-FLEET-00566
NUMBER 2 HEATING FUEL OIL	RIGGINS INC	17-FOOD-00392
COMPUTER EQUIPMENT, PERIPHERALS & RELATED SERVICES (expiring 10/31/23)	HP COMPANY	A89974
COMPUTER EQUIPMENT, PERIPHERALS & RELATED SERVICES (expiring 10/31/23)	CDW GOVERNMENT LLC (Authorized Dealer)	A89974
COMPUTER EQUIPMENT, PERIPHERALS & RELATED SERVICES (expiring 10/31/23)	DELL MARKETING L.P.	19-TELE-00656
COMPUTER EQUIPMENT, PERIPHERALS & RELATED SERVICES (expiring 10/31/23)	CDW GOVERNMENT LLC (Authorized Dealer)	19-TELE-00656

24. Individuals with Disabilities Education Act (IDEA) 2023-2024 – Approval to Accept

Approve to accept the IDEA award for the 2023-2024 school year in the following amounts:

- Basic \$1,388,912
- Nonpublic Basic 10,375
- Preschool 67,762
- Basic - Chesilhurst 34,545
- Preschool – Chesilhurst 2,158

25. Parental Transportation Contract

Approve, authorize, and ratify the Parental Transportation Contract for Ms. Dorothy Beck to transport her child at a rate of \$90.00/day in accordance with the term as follows:

July 1, 2023 – August 31, 2023

The parent/legal guardian will provide to the Board Secretary evidence of a valid Driver's license, a valid vehicle registration and display a current inspection sticker on the windshield. In addition, the parent/legal guardian shall furnish automobile liability insurance not less than \$1,000,000 single limit coverage per occurrence.

26. Parental Transportation Contract

Approve, authorize, and ratify the Parental Transportation Contract for Ms. Elizabeth Mathes to transport her child at a rate of \$90.00/day in accordance with the term as follows:

July 1, 2023 – August 31, 2023

The parent/legal guardian will provide to the Board Secretary evidence of a valid Driver's license, a valid vehicle registration and display a current inspection sticker on the windshield. In addition, the parent/legal guardian shall furnish automobile liability insurance not less than \$1,000,000 single limit coverage per occurrence.

27. Requests for Proposals 2023-23 - Speech and Language Services

- a. Requests for Proposals (RFP) were received and read in the Board Office on May 3, 2023 for Speech and Language Services. The following vendors responded:

Vendor Name	Hourly Rate	Minimum Amount of Service
Speech Language Associates, LLC	\$95.88 (under 4 hours) \$90.78 (4 plus hours)	20 hours per week
Virtua West Jersey Health System, Inc. (Virtua Rehab School Services)	\$82.00	0-5 hours per week
Oxford Consulting Services, Inc.	\$78.00	30 hours per week
General Healthcare Resources, LLC. dba GHR Education	\$78.00	6-35 hours per week
Jump Ahead Pediatrics	\$80.50	32.5 hours per week

- b. Approve the award for Speech and Language Services for the 2023-2024 school year to Virtua West Jersey Health System, Inc. Services are to be charged to 11-000-216-320.

28. Authorize the Execution of the Collaborative Bargaining Agreement with the WTEA

Exhibit XI B: 28

**RESOLUTION OF THE WINSLOW TOWNSHIP BOARD OF EDUCATION
AUTHORIZING THE APPROVAL, RATIFICATION AND EXECUTION OF A COLLECTIVE BARGAINING
AGREEMENT BY AND BETWEEN THE WINSLOW TOWNSHIP BOARD OF EDUCATION AND THE
WINSLOW TOWNSHIP EDUCATION ASSOCIATION,
AS RECOMMENDED BY THE SUPERINTENDENT**

WHEREAS, the Winslow Township Board of Education (“WTBOE”) and the Winslow Township Education Association (“WTEA”) have been in negotiations towards a successor Collective Bargaining Agreement (“CBA”) for the period commencing July 1, 2022 through June 30, 2025; and

WHEREAS, an authorizing vote of the majority of the WTEA’s Negotiating Committee approved a Memorandum of Agreement (“MOA”); and

WHEREAS, the Negotiating Committee of the WTBOE likewise approved the MOA with the WTEA; and

WHEREAS, the terms of a new CBA, based upon the approved MOA, has been reduced to writing, ratified and executed by the WTEA;

WHEREAS, the aforesaid CBA has been reviewed and approved by the Board Solicitor and Human Resources Director as to form and substance.

NOW, THEREFORE, BE IT RESOLVED, by the Winslow Township Board of Education as follows:

1. The provisions of the **WHEREAS** clauses set forth above are incorporated herein by reference and made a part hereof.
2. The WTBOE hereby approves and ratifies the CBA and authorizes the execution thereof by either the Board President or Board Vice President, in the form attached hereto and made a part hereof.

- 29. Authorize the Execution of the Collaborative Bargaining Agreement with the WTAA
Exhibit XI B: 29

**RESOLUTION OF THE WINSLOW TOWNSHIP BOARD OF EDUCATION
AUTHORIZING THE APPROVAL, RATIFICATION AND EXECUTION OF A COLLECTIVE
BARGAINING AGREEMENT BY AND BETWEEN THE WINSLOW TOWNSHIP BOARD OF
EDUCATION AND THE WINSLOW TOWNSHIP ADMINISTRATORS ASSOCIATION
AS RECOMMENDED BY THE SUPERINTENDENT**

WHEREAS, the Winslow Township Board of Education (“WTBOE”) and the Winslow Township Administrators Association (“WTAA”) have been in negotiations towards a successor Collective Bargaining Agreement (“CBA”) for the period commencing July 1, 2022 through June 30, 2025; and

WHEREAS, an authorizing vote of the majority of the WTAA’s Negotiating Committee approved a Memorandum of Agreement (“MOA”); and

WHEREAS, the Negotiating Committee of the WTBOE likewise approved the MOA with the WTAA; and

WHEREAS, the terms of a new CBA, based upon the approved MOA, has been reduced to writing, ratified and executed by the WTAA;

WHEREAS, the aforesaid CBA has been reviewed and approved by the Board Solicitor and Human Resources Director as to form and substance.

NOW, THEREFORE, BE IT RESOLVED, by the Winslow Township Board of Education as follows:

1. The provisions of the **WHEREAS** clauses set forth above are incorporated herein by reference and made a part hereof.
2. The WTBOE hereby approves and ratifies the CBA and authorizes the execution thereof by either the Board President or Board Vice President, in the form attached hereto and made a part hereof.

Roll Call:			
Ms. Dredden	Yes	Mr. Thomas	Yes
Ms. Esposito	Yes	Ms. Thomas	Yes
Ms. Martin	Yes	Ms. Peterson	Yes
Ms. Moore	Yes	Ms. Pitts	Yes
Ms. Nieves	Yes		
Motion Carried			

XII. PERSONNEL

A motion was made by Ms. Martin, seconded by Ms. Moore, to approve A as recommended by the Superintendent.

A. THE SUPERINTENDENT RECOMMENDS APPROVAL OF THE FOLLOWING ACTION ITEMS:

1. 2023/2024 New Hires

a. Approve the following New Hires for the 2023/2024 school year:

	Name	Location	Position	Salary	Effective
A	Bara, Andrea	Before/After Care Program	Bookkeeper	\$48,000.00 (pro-rated)	10/1/2023
B	Buzby, Lisa	School No. 6	Fourth Grade Teacher	\$55,970.00* BA, Step 1	8/30/2023
C	Chase, Natasha	High School	English Teacher	\$78,495.00* MA, Step 11	8/30/2023
D	Cooper, Jenna	School No. 3	Reading Dev. Teacher	\$55,970.00* BA, Step 1	8/30/2023
E	Gilbert, Jessica	School No. 1 & School No. 2	Occupational Therapist	\$67,145.00* MA, Step 9	8/30/2023
F	Gross, Nicole	School No. 3	First Grade Teacher	\$60,170.00* MA, Step 7	8/30/2023
G	Jenkins, Marcell	High School	Youth Development Specialist	\$40,000.00 (pro-rated)	9/1/2023
H	Jenkins, Matthew	School No. 1	Health & PE Teacher	\$64,745.00* BA, Step 9	8/30/2023
I	Knox, Ryan	High School	Science Teacher	\$83,995.00* MA, Step 12	8/30/2023
J	Ordille, Stephanie	School No. 1	Reading Dev. Teacher	\$55,970.00* BA, Step 1	8/30/2023
K	Sawyer, Mandi	School No. 3	Music Teacher	\$57,770.00* BA, Step 7	8/30/2023
L	Vardi, Maya	School No. 6	Fifth Grade Teacher	\$56,570.00* BA, Step 3	8/30/2023
M	Vargas, Janine	School No. 4	Reading Dev. Teacher	\$55,970.00* BA, Step 1	8/30/2023

*Salary adjustment pending ratification of the WTEA contract

b. Approve to rescind the following New Hire for the 2023/2024 school year:

	Name	Location	Position	Salary	Effective
A	Wilson, Garrett	High School	Social Studies Teacher	\$56,270.00 BA, Step 2	7/25/2023

2. Salary Adjustment

Approve the following Salary Adjustment for the 2023/2024 school year:

	Name	From	To	Effective
A	Polisano, Deborah	Transportation Dispatcher \$32,703.00	Transportation Dispatcher \$45,000.00	7/1/2023

3. Longevity Stipend- Non-Represented District Support Staff (2022- 2025)

Approve, authorize, and ratify the Longevity Stipend of \$700.00 for non-represented support staff for each year of employment after having reached the maximum salary cap for their current position. Stipends will be paid in equal amounts over 24 pay periods, with an effective date of July 1, 2022- June 30, 2025.

4. 2023 Teacher Training Academy

Approve to ratify the following 2023 Teacher Training Academy Staff member, at a rate of \$43.73 per hour, **on an as needed basis**, not to exceed six (6) hours per day. The program will be held at School No. 4 from July 10, 2023- July 28, 2023 (Tuesday, Wednesday, and Thursday): (Title II- 20-273-200-100-000-00 & ARP- ESSER - 20-488-200-100-000-00)

	Name
A	Glatz, Jessica

5. 2023/2024 Staff Reassignments

Approve the following Staff Reassignments for the 2023/2024 school year, effective August 30, 2023:

	Name	From Position	From Location	To Position	To Location
A	Caldwell, Nathan	Fourth Grade Teacher	School No. 6	Fifth Grade Teacher	School No. 6
B	Feller, Alexis	Sixth Grade Teacher	School No. 6	Fifth Grade Teacher	School No. 6
C	Horner, Victoria	Second Grade Teacher	School No. 2	Kindergarten Teacher	School No. 2
D	Molitor, Emily	Preschool Teacher	School No. 1	Preschool Teacher	School No. 3

6. Leave of Absence Requests

Approve the following Leave of Absence requests pursuant to documents filed in the Office of Human Resources:

	Staff ID #	Type of Leave	From	To	Paid/Unpaid
A	5822	Maternity	10/18/2023 11/4/2023	11/3/2023 1/31/2024	Paid Unpaid
B	4530	Medical	8/28/2023	9/28/2023	Paid

7. 2023/2024 Fall Coaches

- a. Approve the following Middle School Fall Coach for the 2023/2024 school year: (11-402-100-100-402-07)

	Fall Coach	Fall Coach Position	Stipend	Step
A	Miller, Kristine	Assistant Girls' Soccer Coach	\$1,903.00	3

- b. Approve the following High School Fall Coach for the 2023/2024 school year: (11-402-100-100-402-08)

	Fall Coach	Fall Coach Position	Stipend	Step
A	Paulhill, Philip	Assistant Football Coach	\$5,277.00	1

8. 2023/2024 Winter Coaches

Approve the following High School Winter Coaches for the 2023/2024 school year: (11-402-100-100-402-08)

	Fall Coach	Fall Coach Position	Stipend	Step
A	Arnett, Gregory	Assistant Girls' Track Coach	\$3,805.00	3
B	Belton, William	Strength Training Coach	\$2,402.00	2
C	Brown, Shawnika	Head Girls' Track Coach	\$5,709.00	3
D	Collins, Aaron	Assistant Boys' Track Coach	\$3,805.00	3
E	Custis, Curtis	Head Boys' Track Coach	\$5,709.00	3
F	Draft, Mark	Assistant Boys' Basketball Coach	\$5,709.00	3
G	Guzman, Jeovanni	Assistant Wrestling Coach	\$5,487.00	2
H	Hairston, Michelle	Assistant Girls' Basketball Coach	\$5,709.00	3
I	Handy, Jason	Head Girls' Basketball Coach	\$9,395.00	3
J	Hastie, Stephen	Assistant Boys' Basketball Coach	\$5,487.00	2
K	Hill, Sarah	Assistant Cheerleading Coach	\$5,410.00	3
L	Ingram, Norman	Head Boys' Basketball Coach	\$9,395.00	3
M	Jones, Vince	Head Wrestling Coach	\$9,395.00	3
N	Rankin, Kecia	Head Cheerleading Coach	\$7,372.00	3
O	Sanders, Robert	Assistant Girls' Basketball Coach	\$5,277.00	1
P	Watson, Jeff	Assistant Wrestling Coach	\$5,709.00	3
Q	Weston, Monika	Assistant Cheerleading Coach	\$5,202.00	2

9. 2023/2024 Drama Productions- High School

Approve the following Technical Director, on an as needed basis: (11-401-100-330-401-08)

	Name	Rate
A	Veza, Anthony	\$500.00- Fall \$750.00- Spring

10. Substitute Bus Drivers

Approve the following 2023/2024 Substitute Bus Drivers, on an as needed basis, at a rate of \$25.00 per run:

	Name
A	Cohen, Anna
B	Holmes, Meseret
C	Stokes, Takeya

11. 2023/2024 Department Chairpersons- High School

Approve to ratify the following staff member to work as a 2023 Summer Department Chairperson at the High School, three (3) days, six (6) hours per day, on an as needed basis, at their per diem hourly rate: (11-401-100-100-401-08)

	Name	Department
A	Hoffman, Colleen	Mathematics

*Salary adjustment pending ratification of the WTEA contract

12. 2023/2024 Department Chairpersons- High School

Approve the following staff member to serve as the 2023/2024 High School Department Chairperson: (11-401-100-100-401-08)

	Name	Department	Stipend
A	Hoffman, Colleen	Mathematics	\$6,321.00

13. Sixth Period Teacher Assignments

a. Approve to rescind the following Middle School Sixth Period Teaching Assignments for the 2023/2024 school year:

	Name	Position	Stipend
A	DeTullio, Andrea	Science	\$8,489.00

b. Approve the following Middle School Sixth Period Teaching Assignments for the 2023/2024 school year: (11-130-100-101-101-113-07 & 11-130-100-101-111-07)

	Name	Position	Stipend
A	DeTullio, Andrea	Mathematics	\$8,489.00
B	Sinatra, Allyson	Science	\$8,489.00

c. Approve the following High School Sixth Period Teaching Assignments for the 2023/2024 school year: (11-140-100-101-111-08 & 11-140-100-101-106-08)

	Name	Position	Stipend
A	Alegret, Annette	World Language	\$8,489.00
B	Bobo, Ethan	Mathematics	\$8,489.00

C	Calabria, John	Mathematics	\$8,489.00
D	Duca, Ileana	World Language	\$8,489.00
E	Guzman, Jeovanni	Mathematics	\$8,489.00
F	Snyder, William	World Language	\$8,489.00
G	Torres, Melissa	Mathematics	\$8,489.00
H	Williams, Tony	Mathematics	\$8,489.00

14. Seventh Period Teacher Assignments

Approve the following Middle School Seventh Period Teaching Assignments for the 2023/2024 school year: (11-213-100-101-099-07)

	Name	Position	Stipend
A	Richter, Heidi	Special Education	\$8,489.00
B	Stallard, Nicole	Special Education	\$8,489.00
C	Veale, Kathy	Special Education	\$8,489.00

15. 2023 Special Education Summer Extended School Year Program
(*Updated account numbers)

Approve to ratify the following 2023 Special Education Summer Extended School Year Program Staff, at a rate of \$43.73 per hour, **on an as needed basis**, not to exceed six (6) hours per day. The program will be held at School No. 3 from July 5, 2023- August 11, 2023: (11-000-219-104-998-10, 11-000-216-100-999-10, 11-000-213-104-154-10), CRRSA ESSER II (20-484-100-100)

	Name	Position
A	Boianelli, Kate	Teacher
B	Croxton, Michelle	Teacher
C	D'Angelo, Marissa	Teacher
D	Dennis, Nicole	Teacher
E	Densten, Dana	Teacher
F	Diggs, Carmen	Teacher
G	Fiala, James	Teacher
H	Forbes, Sherry	Teacher
I	Hill, Sarah	Teacher
J	Kernaghan, Sabine	Teacher
K	Loughery, Krystle	Teacher
L	Olson, Courtney	Teacher
M	Rankin, Kecia	Teacher
N	Robinson-Taylor, Kimberly	Teacher
O	Rushton, Kathryn	Teacher
P	Salisbury, Brittany	Teacher
Q	Stump, Kristina	Teacher
R	Sutphen, MaryAnn	Teacher
S	Veale, Kathy	Teacher
T	Wardyn, Stacie	Teacher
A	Hertzberg, Amy	Speech Language Specialist

B	Mann Burgess, Beverly	Speech Language Specialist
C	Roesch, Lauren	Speech Language Specialist
A	McCready, Janet	Physical Therapist
A	Trail, Jennifer	Nurse

Mr. Thomas wanted to publicly thank Mr. Davis for his hard work and making sure that we get personnel in place so we can further educate our students at the opening of the school year.

Roll Call:			
Ms. Dredden	Yes	Mr. Thomas	Yes
Ms. Esposito	Yes	Ms. Thomas	Yes
Ms. Martin	Yes	Ms. Peterson	Yes
Ms. Moore	Yes	Ms. Pitts	Yes
Ms. Nieves	Yes		
Motion Carried			

XIII. ADDENDUM

I. SUPERINTENDENT’S REPORT

A motion was made by Ms. Martin, seconded by Ms. Moore, to approve A as recommended by the Superintendent.

A. THE SUPERINTENDENT RECOMMENDS APPROVAL OF THE FOLLOWING ACTION ITEMS:

1. 2023/2024 District Calendar (Revisions)

Exhibit I A: 1

Approve revisions to the 2023/2024 District Calendar to include four additional days for teacher in-service:

- Tuesday, October 10, 2023 – Two Hour Delay for Students
- Friday, December 8, 2023 – Two Hour Delay for Students
- Tuesday, February 20, 2024 – Two Hour Delay for Students
- Tuesday, March 12, 2024 – Two Hour Delay for Students

Roll Call:			
Ms. Dredden	Yes	Mr. Thomas	Yes
Ms. Esposito	Yes	Ms. Thomas	Yes
Ms. Martin	Yes	Ms. Peterson	Yes
Ms. Moore	Yes	Ms. Pitts	Yes
Ms. Nieves	Yes		
Motion Carried			

II. PERSONNEL REPORT

A motion was made by Ms. Martin, seconded by Ms. Moore, to approve A. as recommended by the Superintendent.

A. THE SUPERINTENDENT RECOMMENDS APPROVAL OF THE FOLLOWING ACTION ITEMS:

1. 2023/2024 New Hires

Approve the following New Hire for the 2023/2024 school year:

	Name	Location	Position	Salary	Effective
A	Hairston, Evan	School No. 2	School Secretary	\$35,563.00 (pro-rated) Step 2	9/1/2023

*Salary adjustment pending ratification of the WTEA contract

2. Resignations

Approve the following Resignations for the 2023/2024 school year:

	Name	Location	Position	Effective
A	DiLolle, Alyssa	Transportation	Bus Driver	8/4/2023
B	Taglienti, Joseph	High School	Social Studies Teacher	9/30/2023

3. Leave of Absence Requests

Approve the following Leave of Absence request pursuant to documents filed in the Office of Human Resources:

	Staff ID #	Type of Leave	From	To	Paid/Unpaid
A	4468	Medical *Extended dates	8/5/2023	8/18/2023	Paid
B	4597	FMLA	8/30/2023 9/18/2023 (PM)	9/18/2023 (AM) 11/8/2023	Paid Unpaid

4. Substitute Bus Driver

Approve the following 2023/2024 Substitute Bus Driver, on an as needed basis, at a rate of \$25.00 per run:

	Name
A	DiLolle, Alyssa

5. Sixth Period Teacher Assignments- Leave of Absence

Approve the following High School Leave of Absence Sixth Period Teaching Assignments for the 2023/2024 school year, effective October 1, 2023 to February 2, 2024: (11-140-100-101-105-08)

	Name	Position	Stipend (pro-rated)
A	Adair, Andrew	English	\$8,489.00
B	Bates, Crystal	English	\$8,489.00
C	Hoover, Sarah	English	\$8,489.00
D	Manoussakis, Lily	English	\$8,489.00
E	Paparo, Lisa	English	\$8,489.00

6. Sixth Period Teacher Assignments

a. Approve the following Middle School Sixth Period Teaching Assignments for the 2023/2024 school year: (11-213-100-101-099-07)

	Name	Position	Stipend
A	Aupperle, Melissa	Special Education	\$8,489.00
B	Carnevale, Amy	Special Education	\$8,489.00
C	Hill, Sarah	Special Education	\$8,489.00
D	Willhouse, Adam	Special Education	\$8,489.00

b. Approve to rescind the following High School Sixth Period Teaching Assignment for the 2023/2024 school year: (11-140-100-101-113-08)

	Name	Position	Stipend
A	Tagmire, Carolyn	Science- 4/5 Labs	\$6,791.00 (pro-rated)

c. Approve the following High School Sixth Period Teaching Assignment for the 2023/2024 school year: (11-140-100-101-113-08)

	Name	Position	Stipend
A	Tagmire, Carolyn	Science- 2/5 Labs	\$3,396.00 (pro-rated)

7. Seventh Period Teacher Assignments

Approve the following Middle School Seventh Period Teaching Assignments for the 2023/2024 school year: (11-213-100-101-099-07)

	Name	Position	Stipend
A	Aupperle, Melissa	Special Education	\$8,489.00
B	Hill, Sarah	Special Education	\$8,489.00
C	Kernaghan, Sabine	Special Education	\$8,489.00
D	Neff, Elaine	Special Education	\$8,489.00
E	Sauter, Alfred	Special Education	\$8,489.00
F	Steiner, Eric	Special Education	\$8,489.00
G	Willhouse, Adam	Special Education	\$8,489.00

8. Title I- ESSA Grant for Fiscal Year 2023/2024

Approve the following employee to be charged to the Title I- ESSA Grant for fiscal year 2023/2024 school year:

Name	Job Title	% of Salary	Total Salary	Amount to be Charged	Account Line
Clement, Sheresa	Director of Curriculum	35.89%	\$158,219.00	\$56,784.80	20-233-200-100-000-00

9. Title I - ESSA Grant for Fiscal Year 2023/2024

Approve the following employees to be charged to the Title I- ESSA Grant for fiscal year 2023/2024 school year:

Name	Job Title	% of Salary	Total Salary	Amount to be Charged	Account Line
Collier-Laster, Catrina	Reading Specialist – Middle School	100%	\$94,915	\$94,915	20-233-100-100-000-07
Cooper, Jenna	Reading Dev. – School No. 3	100%	\$57,680	\$57,680	20-233-100-100-000-03
Cox, Steven	Math Teacher – Middle School	100%	\$58,880	\$58,880	20-233-100-100-000-07
DeStefano, Michele	Reading Dev. – School No. 2	67%	\$91,329	\$60,959	20-233-100-100-000-02
Gallagher, Alice	ELA Teacher – High School	100%	\$92,729	\$92,729	20-233-100-100-000-08
Giessuebel, Christine	Reading Dev. – School No. 1	100%	\$66,455	\$66,455	20-233-100-100-000-01
Hebbons, Crystal	Reading Specialist – School No. 6	100%	\$96,515	\$96,515	20-233-100-100-000-06
Ripp, Roberta	Reading Specialist – School No. 5	100%	\$94,915	\$94,915	20-233-100-100-000-05
Sawyer, Stephanie	Math Teacher – High School	100%	\$92,049	\$92,049	20-233-100-100-000-08
Vargas, Janine	Reading Dev. – School No. 4	100%	\$57,680	\$57,680	20-233-100-100-000-04

10. Preschool Education Grant for Fiscal Year 2023/2024

Approve the following staff members to be charged to the Preschool Education Grant for fiscal year 2023/2024:

Name	Job Title	% of Salary	Total Salary	Amount to be Charged	Account Line
Rouse, Tangika	Preschool Instructional Coach School No. 1 - 4	100%	\$68,855	\$68,855	20-218-200-176-019-00
Molitor, Emily	Preschool Teacher – School No. 1 - 4	100%	\$60,080	\$60,080	20-218-100-101-000-00
Brogan, Shannon	Preschool Teacher – School No. 1	100%	\$58,280	\$58,280	20-218-100-101-000-01
Leve, Jennifer	Preschool Teacher – School No. 1	100%	\$57,980	\$57,980	20-218-100-101-000-01
Nelson, Tracy	Preschool Teacher – School No. 1	100%	\$57,980	\$57,980	20-218-100-101-000-01
DeAngelis, Kathleen	Preschool Teacher – School No. 2	100%	\$72,905	\$72,905	20-218-100-101-000-02
Nauss, Kelly	Preschool Teacher – School No. 2	100%	\$68,855	\$68,855	20-218-100-101-000-02
Sullivan, Kylee	Preschool Teacher – School No. 2	100%	\$57,980	\$57,980	20-218-100-101-000-02
Kollar, Linda	Preschool Teacher – School No. 3	100%	\$60,780	\$60,780	20-218-100-101-000-03
Potts, Tufeka	Preschool Teacher – School No. 3	100%	\$68,885	\$68,885	20-218-100-101-000-03
Rapetti, Kristina	Preschool Teacher – School No. 3	100%	\$67,255	\$67,255	20-218-100-101-000-03
Gavin, Candice	Preschool Teacher – School No. 4	100%	\$58,280	\$58,280	20-218-100-101-000-04
McKechney, Erica	Preschool Teacher – School No. 4	100%	\$66,455	\$66,455	20-218-100-101-000-04
Sheehy, Alyssa	Preschool Teacher – School No. 4	100%	\$57,980	\$57,980	20-218-100-101-000-04
Sorg, Alison	Preschool Teacher – School No. 4	100%	\$72,105	\$72,105	20-218-100-101-000-04
Zorzi, Lauren	Community Parent Involvement Specialist (CPIS)	Stipend 50%	\$5000	\$5,000	20-218-200-173-000-00
Familiare, Amanda	Community Parent Involvement Specialist (CPIS)	Stipend 50%	\$5000	\$5,000	20-218-200-173-000-00
Duca, Laura	Preschool Social Worker	Stipend 100%	\$10,000	\$10,000	20-218-200-104-000-00

Roll Call:			
Ms. Dredden	Yes	Mr. Thomas	Yes
Ms. Esposito	Yes	Ms. Thomas	Yes
Ms. Martin	Yes	Ms. Peterson	Yes
Ms. Moore	Yes	Ms. Pitts	Yes
Ms. Nieves	Yes		
Motion Carried			

III. BUSINESS ADMINISTRATOR/BOARD SECRETARY'S REPORT

A motion was made by Ms. Martin, seconded by Ms. Moore, to approve A. holding item #2 and with added language to item #7, as recommended by the Business Administrator/Board Secretary.

A. THE BUSINESS ADMINISTRATOR/BOARD SECRETARY RECOMMENDS APPROVAL OF THE FOLLOWING ACTION ITEMS:

1. Bill List

Exhibit III A: 1

Approve the Vendor Bill List in the amount of \$370,091.43 as per the attached exhibit.

HELD 2. Bid #2024-01 – Teacher Classroom Assistants, Educational Student One-on-One Aides, Educational Bus Aides, and Before and After School Childcare Programs Supervisors & Aides

- a. Bids were received and read in the Board Office on Tuesday, August 8, 2023 for Teacher Classroom Assistants, Educational Student One-on-One Aides, Educational Bus Aides, and Before and After School Childcare Programs Supervisors & Aides. The following vendor responded:

Service	ESS Support Services, LLC
Bill Rate Factor	37.5%
Teacher Assistant Classroom Aide (6.5 Hours)	\$165.00 per day
Educational Student One-on-One Aides (6.5 Hours)	165.00 per day
Educational Bus Aides (6 Hours)	23.38 per hour
Substitute Teacher's Assistant Classroom (6.5 Hours)	165.00 per day
Substitute Educational Student One-on-One Aides (6.5 Hours)	165.00 per day
Site Supervisor – Before and After School Childcare Program (5.5 Hours)	192.50 per day
Site Supervisor – Before and After School Childcare Program – Half Day (2.75 Hours)	96.25 per day
Site Supervisor – Before and After School Childcare Program – Early Dismissal Days (hours vary)	206.25 per day
A.M. Aide – Before and After School Childcare Program (2.5 Hours)	24.75 per hour
P.M. Aide – Before and After School Childcare Program (3 Hours)	24.75 per hour

- b. **RESOLUTION OF THE WINSLOW TOWNSHIP BOARD OF EDUCATION REJECTING ALL BIDS FOR BID 2024-01 TEACHER CLASSROOM ASSISTANTS, EDUCATIONAL STUDENT ONE-ON-ONE AIDES, EDUCATIONAL BUS AIDES, AND BEFORE AND AFTER SCHOOL CHILDCARE PROGRAM SUPERVISORS AND AIDES PURSUANT TO N.J.S.A. 18A:18A-22 AND PERMIT NEGOTIATION OF THE CONTRACT PURSUANT TO N.J.S.A. 18A:18A-5(C)**

WHEREAS, detailed specifications were completed and bids were properly advertised by the Winslow Township Board of Education (“WTBOE” and/or “Board”) for Bid 2024-01 – Teacher Classroom Assistants, Educational Student One-on-One Aides, Educational Bus Aides, and Before and After School Childcare Program Supervisors & Aides; and

WHEREAS, The WTBOE received one (1) bid for the specified services as follows:

<u>Vendor</u>	<u>Percent Markup</u>
1. ESS Support Services, LLC	37.5% all positions
<u>Appropriated Amount:</u>	<u>\$4,282,677.00</u>

WHEREAS, the apparent low bidder is ESS Support Services, LLC (“ESS”) with a 37.5% markup for all positions, which would result in a total cost to the WTBOE of \$4,959,900.00; and

WHEREAS, Ms. Tyra McCoy-Boyle, Business Administrator/Board Secretary on behalf of the WTBOE advised that the Board has appropriated \$4,282,677.00 for this contract, thereby making ESS’s bid \$677,223.00 above the Board’s appropriated amount; and

WHEREAS, the bid was further reviewed by the WTBOE Solicitor, who, via opinion letter dated August 9, 2023, opined that remaining bids substantially exceed the Board’s appropriated amount for this contract and recommended the rejection of all remaining bids pursuant to N.J.S.A. 18A:18A-22(b), and, as bids have been advertised on two occasions and the WTBOE has rejected such bids on two occasions because it has determined that they are not reasonable as to price, this contract may be negotiated and may be awarded upon adoption of a resolution by a two-thirds affirmative vote of the authorized membership of the board of education authorizing such a contract pursuant to N.J.S.A. 18A:18A-5(c); and

WHEREAS, the WTBOE concurs with the above recommendations and desires to reject all remaining bids pursuant to N.J.S.A. 18A:18A-22(b) as the lowest bid substantially exceeds the Board’s appropriated amount for the service and negotiate the aforementioned contract pursuant to N.J.S.A. 18A:18A-5(c).

NOW, THEREFORE, BE IT RESOLVED, by the Winslow Township Board of Education as follows:

1. The provisions of the **WHEREAS** clauses set forth above are incorporated herein by reference and made a part hereof.

- 2. All bids for Bid No. 2024-01 – Teacher Classroom Assistants, Educational Student One-on-One Aides, Educational Bus Aides, and Before and After School Childcare Program Supervisors & Aides on behalf of the Winslow Township Board of Education are hereby rejected pursuant to N.J.S.A. 18A:18A-22(b) and the contract shall be negotiated pursuant to N.J.S.A. 18A:18A-5(c).
- 3. The Board Administrator and/or her designee are hereby directed to take any and all actions necessary to effectuate rejection of all bids for Bid No. 2024-01 – Teacher Classroom Assistants, Educational Student One-on-One Aides, Educational Bus Aides, and Before and After School Childcare Program Supervisors & Aides and negotiate the contract pursuant to N.J.S.A. 18A:18A-5(c).

3. Renaissance Unemployment Insurance Consultants, Inc. (RUIC)

Approve Renaissance Unemployment Insurance Consultants, Inc. (RUIC) to manage and administrate the Winslow Township School District’s unemployment services for an annual fee of \$3,200.00. Services are to be charged to 11-000-251-330.

4. New Temporary Space, Dual Use and Toilet Rooms for 2023-2024 School Year

Exhibit III A: 4

Approve the submission of the applications/reports for New Temporary Space, Dual Use and Toilet Rooms to be sent to the County Office on August 9, 2023 per the attached exhibits.

5. MealTime Annual Subscription Renewal

Approve the annual renewal of the subscription for MealTime, the point-of-sale software used by the Food Service Fund, to Harris Systems, USA in the amount of \$5,165.00 for the 2023-2024 school year. Services are to be charged to the Food Service Fund account #60-910-310-500.

6. Testing Materials for Child Study Team (CST)

Approve NCS Pearson, Inc. to provide testing material for CST in the amount of \$6,658.70. All tests listed are only available through Pearson. Services are to be charged to #11-000-219-600.

7. Salary Increases for Non- Represented District Employees-As Recommended by the Superintendent

Approve to ratify the execution of salary increases for Non-Represented District Employees as follows:

	Salary Year	Salary Increase
A	2022-2023	3.35%
B	2023-2024	3.35%
C	2024-2025	3.35%

8. New Jersey School Boards Association – Professional Development/Board Members

WHEREAS, The Winslow Township Board of Education is required pursuant to N.J.S.A. 18A:11-12 to adopt policy and approve travel expenditures by district employees and board members using local, State, or Federal funds to ensure that travel is educationally necessary and fiscally prudent; and

WHEREAS, The Board of Education has determined that the training and informational programs sponsored by NJSBA and set forth below are directly related to and within the scope of board members' duties; and,

WHEREAS, The Board of Education has determined that the training and informational programs sponsored by NJSBA and set forth below are directly related to and within the scope of the listed job title's current responsibilities and the board's professional development plan; and,

WHEREAS, The Board of Education has determined that participation in the NJSBA training and informational programs requires school district travel expenditures and that this travel is critical to the instructional needs of the district and/or furthers the efficient operation of the district; and,

WHEREAS, The Board of Education has determined that the school district travel expenditures to NJSBA programs are in compliance with State travel guidelines as established by the Department of the Treasury and within the guidelines established by the federal Office of Management and Budget; except as superseded by conflicting provision of Title 18A of the New Jersey Statutes and has been approved in advance by the Superintendent of Schools; and,

WHEREAS, The Board of Education finds that a mileage reimbursement rate equal to that of the federal Internal Revenue Service mileage reimbursement rate of \$.47 per mile is a reasonable rate; and,

WHEREAS, The Board of Education has determined that participation in the NJSBA training and informational programs are in compliance with the district policy on travel; therefore be it

RESOLVED, That the Board of Education hereby ratifies, *nun pro tunc*, the attendance of the listed number of school board members and district employees at the listed NJSBA training and informational programs, and the costs of attendance including all registration fees, and statutorily authorized travel expenditures, provided that such expenditures are within the annual maximum travel expenditure amount; and, be it further

RESOLVED, That the Winslow Township Board of Education, acknowledges that the Superintendent of Schools has approved the attendance of the below listed Board Members in advance thereof, which shall be subsequently ratified and authorized at the next regular or special meeting, as required by statute, for the attendance at ***the following NJSBA training program and informational event:***

<u>Board Member Name</u>	<u>Program Name</u>	<u>Date</u>	<u>Event Cost</u>
Rebecca Nieves	What School Board	Aug. 9, 2023	NC
Cynthia Moore	Candidates Should Know About Campaign Finance		

9. Approve Repairs at the High School Cafeteria - Educational Services Commission of New Jersey (ESCNJ) Vendor

Approve The Gillespie Group, and approved ESCNJ vendor, Bid #19/20-05, to perform additional repairs to the High School Cafeteria floor at a cost of \$58,916.05. Services are to be charged to 11-000-261-420.

Roll Call:			
Ms. Dredde	Yes	Mr. Thomas	Yes
Ms. Esposito	Yes	Ms. Thomas	Yes
Ms. Martin	Yes	Ms. Peterson	Yes
Ms. Moore	Yes	Ms. Pitts	Yes
Ms. Nieves	Yes		
Motion Carried			

XIV. OPEN PUBLIC RECORDS ACT (OPRA) REQUEST

1. The Winslow Board of Education responded to the following OPRA Request between July 7, 2023 and August 3, 2023:

Received	Requested by	Document Requested	Approved	Denied
1	Charles Rudolph, SmartProcure	SmartProcure is submitting an OPRA request to the Winslow Township School District for purchasing records from 1/24/2022 to current. The request is limited to readily available records without physically copying, scanning or printing paper documents. Any editable electronic document is acceptable. "1. Purchase order number. If purchase orders are not used, a comparable substitute is acceptable, i.e., invoice, encumbrance, or check number 2. Purchase date 3. Line-item details (Detailed description of the purchase) 4. Line-item quantity 5. Line-item price 6. Vendor ID number, name, address, contact person and their email address."	✓	

XV. INFORMATIONAL ITEMS

Dr. Poteat addressed the following informational items:

- Dr. Poteat wanted to point out items from the 2023-2024 District Goals that were discussed on Saturday during the retreat. He had questions regarding language for the Goals.
- Dr. Poteat reminded the Board that at the July 12, 2023 Board meeting, they approved a new diagnostic assessment for grades K – 6. It was approved under Curriculum Associates and the new assessment is called i-Ready. He wanted to make sure everyone was aware that we are in the process of implementing a new assessment.

- Board members were provided with the approved Teacher In-Service calendar. He thanked the Board for their support, as those In-Service days will give teachers and administrators the opportunity to have additional time for planning and preparing for their assessment during the school year.

XVI. OLD BUSINESS

None at this time.

XVII. NEW BUSINESS

- Ms. Pitts reminded Board members that they have a table at the upcoming Winslow Township Family Day on August 19, 2023 at New Brooklyn Park.
- Ms. Moore prepared a sign-up sheet for Board member's availability. She will also send Dr. Poteat a confirmation email regarding what will be needed for the event next week. Ms. Moore spoke to Dr. Carcamo regarding the backpacks. Ms. Pitts requested that the Board respond to Ms. Moore in regards to their availability for the Family Day event.
- Mr. Thomas announced that the Winslow Cheerleaders are making their debut for the 23-24 season and will be performing at Winslow Family Day.
- Ms. Pitts inquired about the backpacks that will be given away. A discussion ensued.

XVIII. PUBLIC COMMENTS (Time Limited)

The Winslow Township Board of Education highly values the input of citizens in making important decisions that affect the children of our community. We also believe in the rights of citizens to observe Board Meetings. To ensure that all of our citizens have the opportunity to attend School Board Meetings and offer comment, and to ensure that the Board can conduct the important business of the District, we ask that speakers follow the guidelines for making public comments.

Notation of Public Comments on Agenda Items – The Board President or Board Secretary will recognize those individuals in the audience who wish to make comment.

Please respect the following procedures:

1. All members of the public attending School Board Meetings must treat each other and the Board with respect.
2. State your full name and address.
3. Please limit your comments to **four minutes**.
4. Submit your questions to the Board of Education with your name, address and telephone number where you can be contacted. Your questions will be answered within a reasonable time.
5. Individuals offering citizen comment are not permitted to make personal attacks on any District employee, Board Member, other testifier or member of the public.

A motion was made by Ms. Martin, seconded by Ms. Moore, to open the meeting for Public Comments at 7:31 p.m.

Voice Vote: All in favor

Tara McCauley

Ms. McCauley works for the United Electrical, Radio and machine Workers of America (UE) and represents the paraprofessional workers that are contracted out by Winslow. She commented on the rejection of the ESS bid and voiced her concerns regarding ESS workers not being able to work over the summer. Ms. McCauley also stated that a lot of ESS workers left due to the lack of job security.

Debbie Murphy

Ms. Murphy is going into her junior year at the High School and is an athlete. She inquired about the athletic department not having an athletic director or an assistant athletic director. Dr. Poteat said we have an athletic director up until the end of this month and are in the process of interviewing athletic directors. He hopes that a recommendation will be made at the August 23, 2023 Board meeting. Dr. Poteat also stated that her ability to participate, and everything that is needed for the program to continue to run will be in place.

Steven Deo

Dr. Deo thanked the Board and District officials for putting the curriculum on the District's website. He asked the Board and District officials to consult electronic platforms for the curriculum such as Rubicon Atlas, so parents, students, and teachers can access electronic resources.

Russell Bates

Mr. Bates had two comments and one question. He inquired about employee salaries and the number of years they've been in the District. Mr. Bates also commented on two students who went to Stockton University. One young lady who wrote an essay came in second out of 300 students. He stated that Mr. Thomas is in charge of the program at Stockton University. They sent three students for three nights and four days, paid for by the Winslow Township Rotary Club. They enjoyed their experience. Ms. Boyle responded to Mr. Bates's question regarding employee salaries and grants.

XIX. ADJOURNMENT OF PUBLIC COMMENTS

A motion was made by Ms. Martin, seconded by Ms. Moore, to close the meeting for Public Comments at 7:45 p.m.

Voice Vote: All in favor

XX. EXECUTIVE SESSION

A motion was made by Ms. Martin, seconded by Ms. Moore, to approve adoption of Executive Resolution and adjournment to Executive Session at 7:47 p.m.

WHEREAS, the Open Public Meetings Act (N.J.S.A. 10:4-6 et seq.) requires all meetings of the Winslow Township Board of Education to be held in public, except as set forth in N.J.S.A. 10:4-12(b) which provides for nine (9) types of matters that may lawfully be discussed in "Executive Session," i.e. without the public being permitted to attend; and

WHEREAS, the Winslow Township Board of Education has determined that certain issues set forth below are permitted by N.J.S.A. 10:4-12(b) to be discussed without the public in attendance shall be discussed during an Executive Session to be held on August 9, 2023 at 7:47 p.m.; and

WHEREAS, the nine (9) exceptions to public meetings set forth in N.J.S.A. 10:4-12(b) are listed below, and the items to be privately discussed that fall within such exceptions shall be identified and written, and after each exception is a space where additional information that will disclose as much information about the discussion as possible without undermining the purpose of the exception as follows:

“(1) Any matter which, by express provision of Federal law, State statute or rule of court shall be rendered confidential or excluded from public discussion.” The legal citation to the provision(s) at issue is: _____ and the nature of the matter, described as specifically as possible without undermining the need for confidentiality is _____;

“(2) Any matter in which the release of information would impair a right to receive funds from the federal government.” The nature of the matter, described as specifically as possible without undermining the need for confidentiality is _____;

“(3) Any material the disclosure of which constitutes an unwarranted invasion of individual privacy such as any records, data, reports, recommendations, or other personal material of any educational, training, social service, medical, health, custodial, child protection, rehabilitation, legal defense, welfare, housing, relocation, insurance and similar program or institution operated by a public body pertaining to any specific individual admitted to or served by such institution or program, including but not limited to information relative to the individual's personal and family circumstances, and any material pertaining to admission, discharge, treatment, progress or condition of any individual, unless the individual concerned (or, in the case of a minor or incompetent, his guardian) shall request in writing that the same be disclosed publicly.” The nature of the matter, described as specifically, as possible without undermining the need for confidentiality is _____;

“(4) Any collective bargaining agreement, or the terms and conditions of which are proposed for inclusion in any collective bargaining agreement, including the negotiation of terms and conditions with employees or representatives of employees of the public body” The collective bargaining contract(s) discussed are between the public body and _____;

“(5) Any matter involving the purchase lease or acquisition of real property with public funds, the setting of bank rates or investment of public funds where it could adversely affect the public interest if discussion of such matters were disclosed.” The nature of the matter, described as specifically as possible without undermining the need for confidentiality is _____;

“(6) Any tactics and techniques utilized in protecting the safety and property of the public provided that their disclosure could impair such protection. Any investigations of violations or possible violations of the law.” The nature of the matter, described as specifically as possible without undermining the need for confidentiality are items regarding safety and public property;

“(7) Any pending or anticipated litigation or contract negotiation in which the public body is or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer.” The parties to and docket numbers of each item of litigation and/or the parties to each contract discussed are contractual negotiations in regard to the paraprofessional contract and nature of the discussion, described as specifically as possible without undermining the need for confidentiality is contractual negotiations.

“(8) Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance, promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the public body, unless all individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters be discussed at a public meeting.” The employee(s) and/or title(s) and nature of the discussion, described as specifically as possible without undermining the need for confidentiality are: _____;

“(9) Any deliberation of a public body occurring after a public hearing that may result in the imposition of a specific civil penalty upon the responding party or the suspension or loss of a license or permit belonging to the responding party as a result of an act of omission for which the responding party bears responsibility.” The nature of the matter, described as specifically as possible without undermining the need for confidentiality is _____;

WHEREAS, the length of the Executive Session is estimated to be 30 minutes after which the public meeting shall reconvene and proceed with business.

NOW, THEREFORE, BE IT RESOLVED that the Winslow Township Board of Education will go into Executive Session for only the above stated reasons.

BE IT FURTHER RESOLVED that the Board hereby declares that its discussion of the aforementioned subject(s) will be made public at a time when the need for confidentiality no longer exists, or the public's interest in disclosure is greater than any privacy or governmental interest being protected from disclosure.

BE IT FURTHER RESOLVED that the Board Secretary/Board Solicitor, shall read aloud enough of this resolution so that members of the public in attendance can understand, as precisely as possible, the nature of the matters that will privately discussed.

BE IT FURTHER RESOLVED that the Board Secretary, on the next business day following this meeting, shall furnish a copy of this resolution to any member of the public who requests one at the fees allowed by N.J.S.A. 47:1A-1 et seq.

Roll Call:			
Ms. Dredden	Yes	Mr. Thomas	Yes
Ms. Esposito	Yes	Ms. Thomas	Yes
Ms. Martin	Yes	Ms. Peterson	Absent
Ms. Moore	Yes	Ms. Pitts	Yes
Ms. Nieves	Yes		
Motion Carried			

XXI. ADJOURNMENT OF EXECUTIVE SESSION

A motion was made by Ms. Martin, seconded by Ms. Moore, to close the meeting of the Executive Session at 8:36 p.m.

Voice Vote: All in favor

A motion was made by Ms. Martin, seconded by Ms. Moore, to approve the execution of the SoundThinking Program Agreement.

Roll Call:			
Ms. Dredden	Yes	Mr. Thomas	Yes
Ms. Esposito	Absent	Ms. Thomas	Yes
Ms. Martin	Yes	Ms. Peterson	Absent
Ms. Moore	Yes	Ms. Pitts	Yes
Ms. Nieves	Yes		
Motion Carried			

A motion was made by Ms. Martin, seconded by Ms. Moore, to approve the Resolution to reject all bids and permit negotiations of the contract in regards to Bid #2024-01.

Bid #2024-01 – Teacher Classroom Assistants, Educational Student One-on-One Aides, Educational Bus Aides, and Before and After School Childcare Programs Supervisors & Aides

- a. Bids were received and read in the Board Office on Tuesday, August 8, 2023 for Teacher Classroom Assistants, Educational Student One-on-One Aides, Educational Bus Aides, and Before and After School Childcare Programs Supervisors & Aides. The following vendor responded:

Service	ESS Support Services, LLC
Bill Rate Factor	37.5%
Teacher Assistant Classroom Aide (6.5 Hours)	\$165.00 per day
Educational Student One-on-One Aides (6.5 Hours)	165.00 per day
Educational Bus Aides (6 Hours)	23.38 per hour
Substitute Teacher's Assistant Classroom (6.5 Hours)	165.00 per day
Substitute Educational Student One-on-One Aides (6.5 Hours)	165.00 per day
Site Supervisor – Before and After School Childcare Program (5.5 Hours)	192.50 per day
Site Supervisor – Before and After School Childcare Program – Half Day (2.75 Hours)	96.25 per day
Site Supervisor – Before and After School Childcare Program – Early Dismissal Days (hours vary)	206.25 per day
A.M. Aide – Before and After School Childcare Program (2.5 Hours)	24.75 per hour
P.M. Aide – Before and After School Childcare Program (3 Hours)	24.75 per hour

- b. **RESOLUTION OF THE WINSLOW TOWNSHIP BOARD OF EDUCATION REJECTING ALL BIDS FOR BID 2024-01 TEACHER CLASSROOM ASSISTANTS, EDUCATIONAL STUDENT ONE-ON-ONE ADIES, EDUCATIONAL BUS AIDES, AND BEFORE AND AFTER SCHOOL CHILDCARE PROGRAM SUPERVISORS AND AIDES PURSUANT TO N.J.S.A. 18A:18A-22 AND PERMIT NEGOTIATION OF THE CONTRACT PURSUANT TO N.J.S.A. 18A:18A-5(C)**

WHEREAS, detailed specifications were completed and bids were properly advertised by the Winslow Township Board of Education (“WTBOE” and/or “Board”) for Bid 2024-01 – Teacher Classroom Assistants, Educational Student One-on-One Aides, Educational Bus Aides, and Before and After School Childcare Program Supervisors & Aides; and

WHEREAS, The WTBOE received one (1) bid for the specified services as follows:

<u>Vendor</u>	<u>Percent Markup</u>
1. ESS Support Services, LLC	37.5% all positions
<u>Appropriated Amount:</u>	<u>\$4,282,677.00</u>

WHEREAS, the apparent low bidder is ESS Support Services, LLC (“ESS”) with a 37.5% markup for all positions, which would result in a total cost to the WTBOE of \$4,959,900.00; and

WHEREAS, Ms. Tyra McCoy-Boyle, Business Administrator/Board Secretary on behalf of the WTBOE advised that the Board has appropriated \$4,282,677.00 for this contract, thereby making ESS’s bid \$677,223.00 above the Board’s appropriated amount; and

WHEREAS, the bid was further reviewed by the WTBOE Solicitor, who, via opinion letter dated August 9, 2023, opined that remaining bids substantially exceed the Board’s appropriated amount for this contract and recommended the rejection of all remaining bids pursuant to N.J.S.A. 18A:18A-22(b), and, as bids have been advertised on two occasions and the WTBOE has rejected such bids on two occasions because it has determined that they are not reasonable as to price, this contract may be negotiated and may be awarded upon adoption of a resolution by a two-thirds affirmative vote of the authorized membership of the board of education authorizing such a contract pursuant to N.J.S.A. 18A:18A-5(c); and

WHEREAS, the WTBOE concurs with the above recommendations and desires to reject all remaining bids pursuant to N.J.S.A. 18A:18A-22(b) as the lowest bid substantially exceeds the Board’s appropriated amount for the service and negotiate the aforementioned contract pursuant to N.J.S.A. 18A:18A-5(c).

NOW, THEREFORE, BE IT RESOLVED, by the Winslow Township Board of Education as follows:

1. The provisions of the **WHEREAS** clauses set forth above are incorporated herein by reference and made a part hereof.
2. All bids for Bid No. 2024-01 – Teacher Classroom Assistants, Educational Student One-on-One Aides, Educational Bus Aides, and Before and After School Childcare Program Supervisors & Aides on behalf of the Winslow Township Board of Education are hereby rejected pursuant to N.J.S.A. 18A:18A-22(b) and the contract shall be negotiated pursuant to N.J.S.A. 18A:18A-5(c).
3. The Board Administrator and/or her designee are hereby directed to take any and all actions necessary to effectuate rejection of all bids for Bid No. 2024-01 – Teacher Classroom Assistants, Educational Student One-on-One Aides, Educational Bus Aides, and Before and After School Childcare Program Supervisors & Aides and negotiate the contract pursuant to N.J.S.A. 18A:18A-5(c).

Roll Call:			
Ms. Dredde	Yes	Mr. Thomas	Yes
Ms. Esposito	Absent	Ms. Thomas	Yes
Ms. Martin	Yes	Ms. Peterson	Absent
Ms. Moore	Yes	Ms. Pitts	Yes
Ms. Nieves	Yes		
Motion Carried			

XXII. ADJOURNMENT

A motion was made by Ms. Martin, seconded by Ms. Moore to adjourn the meeting at 8:40 p.m. All Ayes.

Respectfully Submitted,



Tyra McCoy-Boyle
Business Administrator/Board Secretary

Policy List

First Reading: August 9, 2023

Policy/ Regulation	Policy/Regulation Title
P2419	School Threat Assessment Teams

POLICY GUIDE

First Reading: August 9, 2023

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2419 SCHOOL THREAT ASSESSMENT TEAMS

The Board of Education shall establish a threat assessment team at each school in the district pursuant to N.J.S.A. 18A:17-43.4. The purpose of a threat assessment team shall be to provide school teachers, administrators, and other staff with assistance in identifying students of concern, assessing those students' risk for engaging in violence or other harmful activities, and delivering intervention strategies to manage the risk of harm for students who pose a potential safety risk, to prevent targeted violence in the school, and ensure a safe and secure school environment that enhances the learning experience for all members of the school community.

Threat assessment teams established pursuant to N.J.S.A. 18A:17-43.4.a. and this Policy shall be multidisciplinary in membership and, to the extent possible, shall include the following individuals:

1. A school psychologist, school counselor, school social worker, or other school employee with expertise in student counseling;
2. A teaching staff member;
3. A school Principal or other senior school administrator;
4. A safe schools resource officer or school employee who serves as a school liaison to law enforcement; and
5. The school safety specialist designated pursuant to N.J.S.A. 18A:17-43.3. and Policy 7440, in the event the school safety specialist is not already a school administrator or school employee required to be a part of the threat assessment team pursuant to N.J.S.A. 18A:17-43.4.b(5).

Additional school employees may serve as regular members of the threat assessment team or may be consulted during the threat assessment process, as determined to be appropriate by the team.



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School Threat Assessment Teams

Nothing contained in N.J.S.A. 18A:17-43.4 shall be construed as affecting the provisions of any collective bargaining agreement or individual contract of employment in effect on the effective date of N.J.S.A. 18A:14-43.4 (August 1, 2022).

This Policy, required pursuant to N.J.S.A. 18A:17-43.4, shall be aligned with guidelines developed by the New Jersey Department of Education (NJDOE) pursuant to N.J.S.A. 18A:17-43.6 and shall include, but need not be limited to:

1. Guidance for students, teaching staff members, and all school staff members regarding the recognition of threatening or aberrant behavior in a student that may represent a threat to the school community;
2. The designation of members of the school community to whom threatening behavior shall be reported;
3. The development and implementation of policies concerning the assessment and intervention of students whose behavior poses a threat to the safety of the school community, and appropriate actions to be taken, including available social, developmental, and law enforcement resources, for students whose behavior is identified as posing a threat to the safety of the school community;
4. Coordination and consultation with the school safety specialist designated pursuant to N.J.S.A. 18A:17-43.3. and Policy 7440; and
5. The threat assessment team shall not disclose or disseminate any information obtained during their assessment beyond the purpose for which the information was provided to the threat assessment team, except that the threat assessment team is authorized to disclose the information to applicable agencies to pursue appropriate action pursuant to N.J.S.A. 18A:17-43.5.a.(3) for any student whose behavior is identified as posing a threat to the safety of the school community.



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School Threat Assessment Teams

When assessing a student whose behavior may pose a threat to the safety of the school community, in the case of a student with an Individualized Education Program (IEP) or 504 Plan, the threat assessment team shall consult with the IEP team or 504 team to determine whether the aberrant behavior is a threat to school safety and is being properly addressed in a manner that is required by N.J.A.C. 6A:14 and all Federal and State special education laws.

Each member of the threat assessment team shall participate in training provided by the school safety specialist designated pursuant to N.J.S.A. 18A:17-43.3. and Policy 7440 that is consistent with the guidelines developed by the NJDOE pursuant to N.J.S.A. 18A:17-43.6. The training shall ensure the threat assessment team is able to accurately assess student behavior and to ensure that threat assessment teams do not have a disparate impact on students based on their race, ethnicity, homelessness status, religious belief, gender, gender identity, sexual orientation, or socioeconomic status. The training shall, at a minimum, include training on adverse childhood experiences, childhood trauma, cultural competency, and implicit bias.

The NJDOE, in consultation with State law enforcement agencies and the New Jersey Office of Homeland Security and Preparedness, shall develop guidelines for school districts regarding the establishment and training of threat assessment teams pursuant to N.J.S.A. 18A:17-43.4 et seq. The NJDOE shall provide training through the New Jersey School Safety Specialist Academy established pursuant to N.J.S.A. 18A:17-43.2. The school safety specialist designated pursuant to N.J.S.A. 18A:17-43.3. and Policy 7440 shall provide training to school staff consistent with the training and guidelines provided by the NJDOE.

N.J.S.A. 18A:17-43.3; 18A:17-43.4; 18A:17-43.5; 18A:17-43.6

Adopted:



WINSLOW TOWNSHIP SCHOOL DISTRICT - REQUEST FOR SCHOOL FIELD TRIPS
BOARD APPROVAL DATE: Wednesday, August 9, 2023

EXHIBIT NO. XA:5

Sch	Date of Trip	Destination (Trip Information)	Teacher/Coach	Bus(es)	# of Pupils	Departure/Return Time
1	WTMS 05/23/2024	National Constitution Center Philadelphia, PA (7 th Grade students to visit National Constitution Center and historical sites around the city)	Ms. Donohue Ms. Parzanese 30 Chaperones/Staff	7	300	Depart: 8:30 a.m. Return: 5:00 p.m.
2	WTMS 05/30/2024	Six Flags Great Adventure Jackson, NJ (8 th Grade End of Year Trip)	Ms. Stallard Mr. Watson	5	225	Depart: 8:30 a.m. Return: 7:30 p.m.
3	WTHS 09/16/2023 (Saturday)	Williamstown High School Williamstown, NJ (Marching Band performance competition)	Mr. Jarvela 3 Chaperones	2+ Equip. Bus	50	Depart: 2:00 p.m. Return: 8:00 p.m.
4	WTHS 09/23/2023 (Saturday)	Arthur L. Johnson High School Clark, NJ (Marching Band performance competition)	Mr. Jarvela 3 Chaperones	2+ Equip. Bus	50	Depart: 3:00 p.m. Return: 11:30 p.m.
5	WTHS 09/30/2023 (Saturday)	Gateway Regional High School Woodbury Heights, NJ (Marching Band performance competition)	Mr. Jarvela 3 Chaperones	2+ Equip. Bus	50	Depart: 3:00 p.m. Return: 10:30 p.m.
6	WTHS 10/07/2023 (Saturday)	Millville High School Millville, NJ (Marching Band performance competition)	Mr. Jarvela 3 Chaperones	2+ Equip. Bus	50	Depart: 3:00 p.m. Return: 10:30 p.m.
7	WTHS 10/14/2023 (Saturday)	West Deptford High School West Deptford, NJ (Marching Band performance competition)	Mr. Jarvela 3 Chaperones	2+ Equip. Bus	50	Depart: 3:00 p.m. Return: 11:30 p.m.
8	WTHS 10/18/2023	Rowan University – Tenor/Bass Festival Glassboro, NJ (Choral students receive training and experience to improve their technique and understanding of choral performances)	Mr. Doheny	1 mini	12	Depart: 7:30 a.m. Return: 2:15 p.m.
9	WTHS 10/22/2023 (Sunday)	Eastern Regional High School Voorhees, NJ (Marching Band performance competition)	Mr. Jarvela 3 Chaperones	2+ Equip. Bus	50	Depart: 3:00 p.m. Return: 7:30 p.m.

2023-2024												
OOD PLACEMENT-BUDGET												
SCHOOL	STUDENT ID#	DOB	STATE ID #	CLASS	GR	STATE & OTHER TUITION	REGULAR TUITION	ESY TUITION	RELATED SERVICES	TOTAL	BOARD AGENDA	Misc.
Archbishop/St. John Damiano 16-8207-IG0	4052	8/9/2001	4742835621	MD	PG				\$41,790.00	\$41,790.00	8/9/23	
Archway-Atco 08-8208-IQ0	4086	10/14/2011	5282014836	AUT	6		\$46,918.80		\$32,400.00	\$79,318.80	8/9/23	
	4093	9/11/2015	2853231500	SLD	3		\$46,918.80	\$8,601.78		\$55,520.58	8/9/23	
	4094	4/2/2010	5614304701	OHI	8		\$46,918.80	\$8,601.78		\$55,520.58	8/9/23	
	4095	2/10/2014	9797292636	SLD	3		\$46,918.80	\$8,601.78		\$55,520.58	8/9/23	
	4097	7/24/2003	7103054314	MD	12		\$46,918.80	\$8,601.78		\$55,520.58	8/9/23	
Black Horse Pike Reg 07-0390-030 07-0390-20	4090	9/8/2004	5348396755	AUT	PG	\$3,000.00	\$32,000.00	\$3,792.00	\$30,737.00	\$69,529.00	8/9/23	
Brookfield Academy 08-8214-304	4085	1/8/2008	1031714902	ED	9		\$81,293.40			\$81,293.40	8/9/23	
	4083	8/24/2009	3911769370	OHI	9		\$81,293.40			\$81,293.40	8/9/23	
NJ Commission Blind/Disabled	4080	2/14/2011	2809604717	Cj/Deaf	6		\$2,200.00			\$2,200.00	8/9/23	STATE AIDE DEDUCT
	4009	8/9/2009	6019065987	MD	8		\$2,200.00			\$2,200.00	8/9/23	STATE AIDE DEDUCT
	4072	11/13/2008	3204832491	VI	8		\$14,600.00			\$14,600.00	8/9/23	STATE AIDE DEDUCT
	4079	1/5/2006	2798838133	MD	11		\$2,200.00			\$2,200.00	8/9/23	STATE AIDE DEDUCT
	4041	4/17/2017	9113498395	PSD	K		\$2,200.00			\$2,200.00	8/9/23	STATE AIDE DEDUCT
	4040	4/17/2017	3051056748	PSD	K		\$2,200.00			\$2,200.00	8/9/23	STATE AIDE DEDUCT
	4048	4/13/2016	8193049204	MD	2		\$2,200.00			\$2,200.00	8/9/23	STATE AIDE DEDUCT
	4012	9/29/2015	9325700369	OHI	3		\$2,200.00			\$2,200.00	8/9/23	STATE AIDE DEDUCT
	4024	10/19/2012	3918541565	MD	5		\$2,200.00			\$2,200.00	8/9/23	STATE AIDE DEDUCT
	4035	3/5/2013	60465669060	MD	5		\$2,200.00			\$2,200.00	8/9/23	STATE AIDE DEDUCT
	4023	10/13/2007	1264343381	MD	10		\$2,200.00			\$2,200.00	8/9/23	STATE AIDE DEDUCT
	4078	9/12/2011	5820421293	VI	7		\$2,200.00			\$2,200.00	8/9/23	STATE AIDE DEDUCT
	4077	6/2/2005	6477430857	MD	PG		\$2,200.00			\$2,200.00	8/9/23	STATE AIDE DEDUCT
	4047	8/31/2012	8006275479	MD	6		\$2,200.00			\$2,200.00	8/9/23	STATE AIDE DEDUCT
	4030	12/12/2014	8015506421	OHI	4		\$2,200.00			\$2,200.00	8/9/23	STATE AIDE DEDUCT
	4022	6/13/2007	9681428815	MD	11		\$2,200.00			\$2,200.00	8/9/23	STATE AIDE DEDUCT

2023-2024

OOD PLACEMENT-BUDGET

SCHOOL	STUDENT ID#	DOB	STATE ID #	CLASS	GR	STATE & OTHER TUITION	REGULAR TUITION	ESY TUITION	RELATED SERVICES	TOTAL	BOARD AGENDA	Misc.
Durand School	4004	2/8/2014	2146915620	AUT	3	\$29,260.00				\$29,260.00	8/9/23	
Garfield Park 06-8246-B47	4088	3/9/2006	6283304872	ED	12		\$63,725.40			\$63,725.40	8/9/23	
	4082	10/19/2009	7674124613	OHI	7		\$63,725.40			\$63,725.40	8/9/23	
	4081	4/18/2003	4481662331	OHI	PG		\$63,725.40		\$31,320.00	\$95,045.40	8/9/23	
GCSS Bankbridge 15-1774-015	4076	12/17/2014	9471843349	OHI	3			\$4,680.00	\$3,830.00	\$8,510.00	8/9/23	
	4112	4/26/2006	1359832532	AUT	12			\$4,680.00	\$3,830.00	\$8,510.00	8/9/23	
	4111	12/10/2008	5315995523	AI	9			\$4,680.00	\$3,830.00	\$8,510.00	8/9/23	
	4110	2/4/2003	9065472826	MD	PG			\$4,680.00	\$3,830.00	\$8,510.00	8/9/23	
	4109	5/11/2007	4090696781	AUT	11			\$4,680.00	\$3,830.00	\$8,510.00	8/9/23	
	4108	8/25/2008	9431968372	OHI	10			\$4,680.00	\$3,830.00	\$8,510.00	8/9/23	
	4107	6/28/2003	6264819586	MD	PG			\$4,680.00		\$4,680.00	8/9/23	
	4106	1/20/2008	9954937077	OHI	10			\$4,680.00		\$4,680.00	8/9/23	
	4105	11/13/2003	8439880772	MD	PG			\$4,680.00		\$4,680.00	8/9/23	
	4104	2/18/2013	3453070610	MD	5			\$4,680.00		\$4,680.00	8/9/23	
	4100	12/11/2012	4810635287	AI	5			\$4,680.00		\$4,680.00	8/9/23	
	4101	3/17/2009	6908957297	AUT	9			\$4,680.00	\$3,830.00	\$8,510.00	8/9/23	
	4102	10/24/2003	4996751957	MID	PG			\$4,680.00		\$4,680.00	8/9/23	
	4103	4/24/2003	369301713	AUT	PG			\$4,680.00		\$4,680.00	8/9/23	
GCSS-CRESS	4087	5/8/2006	4026635024	AI	11				\$4,070.00	\$4,070.00	8/9/23	
	4076	12/17/2014	9471843349	AI	3				\$4,070.00	\$4,070.00	8/9/23	
	4075	2/18/2003	3453040610	AI	5				\$4,070.00	\$4,070.00	8/9/23	
	4074	12/11/2012	4810635287	AI	5				\$4,070.00	\$4,070.00	8/9/23	
	4041	4/17/2017	9113498395	PSD	K				\$3,843.00	\$3,843.00	8/9/23	
	4047	8/13/2012	8006275479	MD	6				\$294.00	\$294.00	8/9/23	

2023-2024

OOD PLACEMENT-BUDGET

SCHOOL	STUDENT ID#	DOB	STATE ID #	CLASS	GR	STATE & OTHER TUITION	REGULAR TUITION	ESY TUITION	RELATED SERVICES	TOTAL	BOARD AGENDA	Misc.
HollyDell School												
16-8255-D85												
IDEA	4009	8/9/2009	6019065987	MD	8			\$16,267.35		\$16,267.35	8/9/23	
IDEA	4008	11/26/2008	2436716235	MD	7			\$16,267.35		\$16,267.35	8/9/23	
	4013	11/25/2005	1386752386	MD	10			\$16,267.35		\$16,267.35	8/9/23	
	4047	8/13/2012	8006275479	MD	6			\$16,267.35		\$16,267.35	8/9/23	
	4048	4/13/2016	8193049204	MD	2			\$16,267.35		\$16,267.35	8/9/23	
Kingsway Learning Center												
08-8264-E91/06-8348EE1												
	4035	3/5/2013	6046569060	MD	5	\$30.00per day				\$0.00	8/9/23	
	4031	1/20/2003	3467389636		PG		\$58,910.40			\$58,910.40	8/9/23	
	4033	4/28/2011	5359059487	AUT	7		\$58,910.40		\$32,400.00	\$91,310.40	8/9/23	
	4042	5/15/2007	9331610218	MD	9		\$58,910.40		\$32,400.00	\$91,310.40	8/9/23	
Pineland												
12-8354-L47												
	4084	5/19/2003	9317190491	CI			\$58,780.80			\$58,780.80	8/9/23	
Ranch Hope / Strang												
34-8306-001												
	3028	12/30/2010	9857627978	OHI	6		\$6,393.44			\$6,393.44	8/9/23	2022-2023 sch. yr.
	4099	12/30/2010	9857627978	SLD	7		\$86,400.00	\$14,880.00		\$101,280.00	8/9/23	
Chesilhurst Responsible	4098	1/8/2007	6680272456	ED	9		\$86,400.00	\$14,880.00		\$101,280.00	8/9/23	
Woods Services, Inc.												
	4092	3/26/2004	1753388662	AUT	12		\$77,181.19	\$12,122.70	\$53,150.50	\$142,454.39	8/9/23	
Y.A.L.E School, Cherry Hill												
08-8322-001 - (vendor #6166)												
	4014	1/9/2005	2352069365	AUT	PG		\$62,342.94	\$1,056.66		\$63,399.60	8/9/23	
	4096	6/2/2005	6477430857	MD	PG		\$62,304.00	\$1,056.66		\$63,360.66	8/9/23	
Y.A.L.E School, Atlantic												
02-8363-001 - (vendor #M347)												
	4018	12/25/2009	1833120486	AUT	8			\$9,737.40		\$9,737.40	8/9/23	

2023-2024 Termination of OOD Students

August 9, 2023

	Student #	Placement	Effective	Cost	Reason for Termination of Placement
A	4058	Pineland Learning	7/5/23	\$9,796.80	ESY Only
B	4016	Y.A.L.E	7/5/23	\$10,566.60	ESY Only
C	4077	Y.A.L.E	7/5/23	\$10,566.60	ESY Only
D	2964	Kingsway Learning	6/16/23	\$68,245.80	Graduated
E	2969	Kingsway Learning	6/16/23	\$68,245.80	Graduated
F	2998	Eastern High School	6/16/23	\$40,790.00	Graduated
G	2996	Eastern High School	6/16/23	\$40,020.00	Graduated
H	2997	Eastern High School	6/16/23	\$39,953.00	Graduated
I	3017	BCSSSD- Westhampton	6/16/23	\$63,563.00	Graduated
J	2974	Abilities Center	6/16/23	\$31,900.00	Graduated
K	2985	Archway Schools	6/16/23	\$80,124.40	Graduated
L	4091	Garfield Park	6/16/23	No contract	Moved out of District
M	4082	Garfield Park	7/19/23	\$8,496.72	ESY Only
N	4057	Garfield Park	7/26/23	\$8,496.72	ESY Only

sc

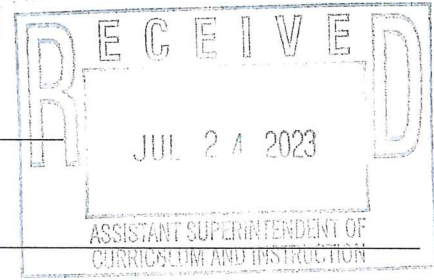
WINSLOW TOWNSHIP SCHOOL DISTRICT
FUNDRAISER REQUEST

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

School: One

Club/Organization: School One HSA

Person Submitting Request: Jessica Chandler



Date(s) of Fundraiser: Sept 26-29, 2023

Time of Activity: School Day

Fundraising Activity: Students can purchase books and miscellaneous items

Location of Activity: School library

Cost Per Item/Person: Varies Sale Price: _____ Anticipated Profit: 100%

Intended Use of Raised Funds: For school one student activities

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: 7/24/23

Superintendent/Designee: [Signature] Date: 7/24/23

bc

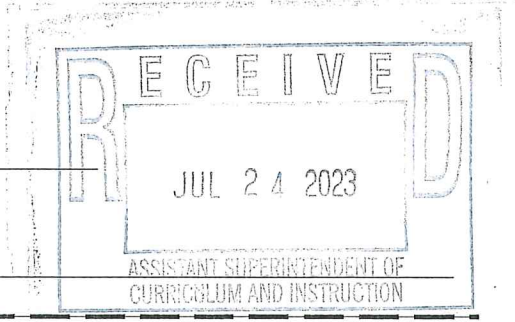
WINSLOW TOWNSHIP SCHOOL DISTRICT FUNDRAISER REQUEST

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

School: One

Club/Organization: School One HSA

Person Submitting Request: Jessica Chandler



Date(s) of Fundraiser: 2023-24 school year Time of Activity: After school hours

Fundraising Activity: Families can purchase food and a portion of total will go back to the school.

Location of Activity: Restaurant location

Cost Per Item/Person: _____ Sale Price: _____ Anticipated Profit: _____

Intended Use of Raised Funds: Supplement student activities

Vendor Description (If Appropriate): Dine Ins and Outs at multiple restaurant locations such as McDonald's, Cold Cow, Rita's, Texas Road House, Chick Fil A, and Wendy's

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

If Yes, please explain: _____

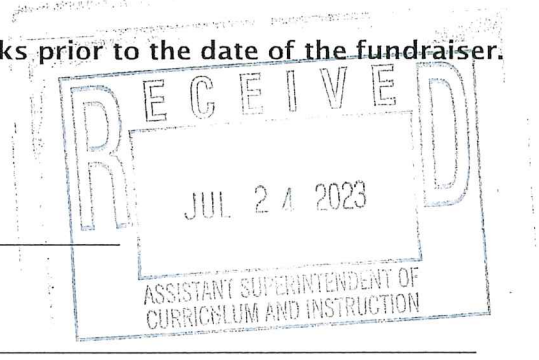
APPROVED BY: Administrator: *[Signature]* Date: 7/23/23

Superintendent/Designee: _____ Date: _____

WCC

WINSLOW TOWNSHIP SCHOOL DISTRICT FUNDRAISER REQUEST

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



School: One

Club/Organization: School One HSA

Person Submitting Request: Jessica Chandler

Date(s) of Fundraiser: 2023-24 school year Time of Activity: During student lunches

Fundraising Activity: Students can purchase smencil items such as pencils, pens, and bookmarks

Location of Activity: School 1- all purpose room- during school lunches

Cost Per Item/Person: \$1-\$2 Sale Price: \$1-\$2 Anticipated Profit: No

Intended Use of Raised Funds: Student activities

Vendor Description (If Appropriate): Smencils are smelly pencils, pens, and bookmarks
that students can purchase

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: 7/24/23

Superintendent/Designee: [Signature] Date: 7/24/23

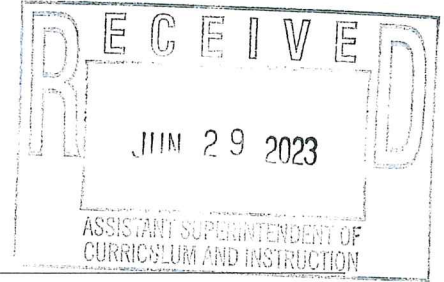
WINSLOW TOWNSHIP SCHOOL DISTRICT FUNDRAISER REQUEST

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

School: #3

Club/Organization: PTO

Person Submitting Request: Jennifer Farrands



Date(s) of Fundraiser: 9/1/23- 6/30/24 Time of Activity: All day

Fundraising Activity: Smencile Sale

Location of Activity: School 3

Cost Per Item/Person: \$.60 Sale Price: \$1 Anticipated Profit: \$300

Intended Use of Raised Funds: To reinvest in the students of School 3

Vendor Description (If Appropriate): _____

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

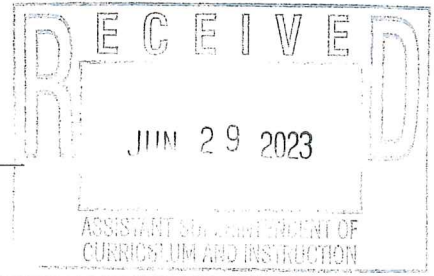
If Yes, please explain: _____

APPROVED BY: Administrator: Jamela Hellet Floyd Date: 6/29/23

Superintendent/Designee: Deborah Carter Date: 6/29/23

WINSLOW TOWNSHIP SCHOOL DISTRICT
FUNDRAISER REQUEST

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



School: #3

Club/Organization: PTO

Person Submitting Request: Jennifer Farrands

Date(s) of Fundraiser: 9/1/23- 6/30/24 Time of Activity: All Day

Fundraising Activity: Spiritwear Sale

Location of Activity: School 3

Cost Per Item/Person: \$2- \$27 Sale Price: \$5- \$30 Anticipated Profit: \$1000

Intended Use of Raised Funds: To reinvest in the students of School 3

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: Jamelle Floyd Date: 6/29/23
Superintendent/Designee: Wesley Carter Date: 6/29/23

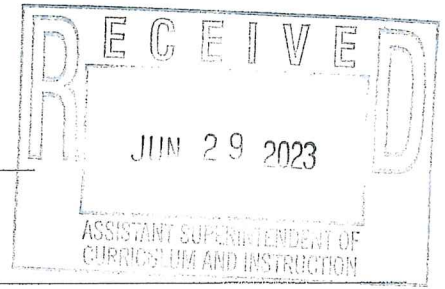
WINSLOW TOWNSHIP SCHOOL DISTRICT FUNDRAISER REQUEST

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

School: #3

Club/Organization: PTO

Person Submitting Request: Jennifer Farrands



Date(s) of Fundraiser: 10/16- 10/20 Time of Activity: Daytime

Fundraising Activity: Bookfair

Location of Activity: School 3

Cost Per Item/Person: _____ Sale Price: \$5-20 Anticipated Profit: \$1000

Intended Use of Raised Funds: To reinvest in the students of School 3

Vendor Description (If Appropriate): Scholastic Books

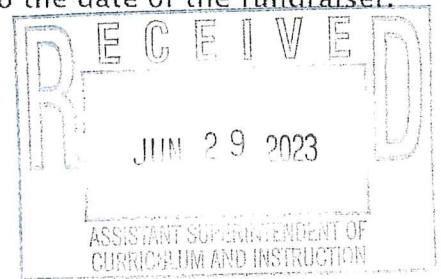
Is there any commission or other gain to be received by school or advisor? Yes No

If Yes, please explain: _____

APPROVED BY: Administrator: [Signature] Date: 6/29/23
Superintendent/Designee: [Signature] Date: 6/29/23

WINSLOW TOWNSHIP SCHOOL DISTRICT FUNDRAISER REQUEST

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



School: #3

Club/Organization: PTO

Person Submitting Request: Jennifer Farrands

Date(s) of Fundraiser: 10/20/23 Time of Activity: 6:30-8

Fundraising Activity: Bookfair Family Night

Location of Activity: School 3

Cost Per Item/Person: _____ Sale Price: \$5-20 Anticipated Profit: \$150

Intended Use of Raised Funds: To reinvest in the students of School 3

Vendor Description (If Appropriate): Scholastic Books

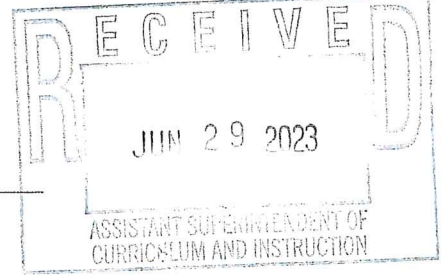
Is there any commission or other gain to be received by school or advisor? Yes No

If Yes, please explain: _____

APPROVED BY: Administrator: Jamie Kelly Date: 6/29/23
Superintendent/Designee: Rowley Carson Date: 6/29/23

WINSLOW TOWNSHIP SCHOOL DISTRICT FUNDRAISER REQUEST

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



School: #3

Club/Organization: PTO

Person Submitting Request: Jennifer Farrands

Date(s) of Fundraiser: 10/20/23 Time of Activity: 6:30-8

Fundraising Activity: Trunk or Treat

Location of Activity: School 3

Cost Per Item/Person: _____ Sale Price: \$2 Anticipated Profit: \$300

Intended Use of Raised Funds: To reinvest in the students of School 3

Vendor Description (If Appropriate): _____

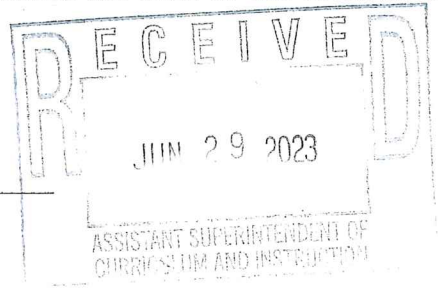
Is there any commission or other gain to be received by school or advisor? Yes No

If Yes, please explain: _____

APPROVED BY: Administrator: Jamie Hill Date: 6/29/23
Superintendent/Designee: Nestley Carter Date: 6/29/23

WINSLOW TOWNSHIP SCHOOL DISTRICT FUNDRAISER REQUEST

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



School: #3

Club/Organization: PTO

Person Submitting Request: Jennifer Farrands

Date(s) of Fundraiser: 5/31/24 Time of Activity: 6:00-8:00 pm

Fundraising Activity: Ice Cream Social

Location of Activity: School 3

Cost Per Item/Person: \$0.50-\$3 Sale Price: \$1-5 Anticipated Profit: \$1500

Intended Use of Raised Funds: To reinvest in the students of School 3

Vendor Description (If Appropriate): _____

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

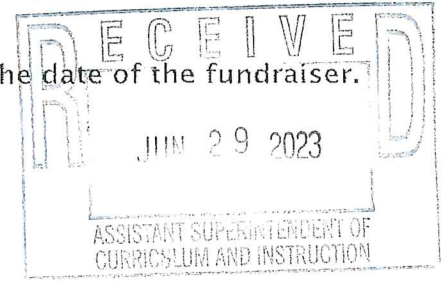
If Yes, please explain: _____

APPROVED BY: Administrator: Jamel Williams Date: 6/29/23

Superintendent/Designee: Deborah Carson Date: 6/29/23

FUNDRAISER REQUEST

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



School: #3

Club/Organization: PTO

Person Submitting Request: Jennifer Farrands

Date(s) of Fundraiser: 12/13/23 Time of Activity: 630-8

Fundraising Activity: Holiday Shoppe Family Night

Location of Activity: School 3

Cost Per Item/Person: \$0.50-\$3 Sale Price: \$1-6 Anticipated Profit: \$150

Intended Use of Raised Funds: To reinvest in the students of School 3

Vendor Description (If Appropriate):

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

If Yes, please explain:

APPROVED BY: Administrator: [Signature] Date: 6/29/23

Superintendent/Designee: [Signature] Date: 6/29/23

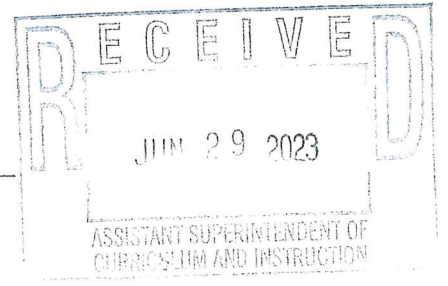
WINSLOW TOWNSHIP SCHOOL DISTRICT
FUNDRAISER REQUEST

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

School: #3

Club/Organization: PTO

Person Submitting Request: Jennifer Farrands



Date(s) of Fundraiser: 12/11- 12/15/23 Time of Activity: All Day

Fundraising Activity: Holiday Shoppe

Location of Activity: School 3

Cost Per Item/Person: \$0.50-\$3 Sale Price: \$1-6 Anticipated Profit: \$1000

Intended Use of Raised Funds: To reinvest in the students of School 3

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: Jennifer Farrands Date: 6/29/23
Superintendent/Designee: Dorothy Carter Date: 6/29/23

WINSLOW TOWNSHIP SCHOOL DISTRICT
FUNDRAISER REQUEST

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

School: 6

Club/Organization: HSA

Person Submitting Request: Meg Hogan

Date(s) of Fundraiser: 11/04/23 Time of Activity: 9-5pm

Fundraising Activity: Fall Vendor Event with Food Trucks

Location of Activity: Cafeteria

Cost Per Item/Person: \$30/\$75 Sale Price: _____ Anticipated Profit: \$1000

Intended Use of Raised Funds: Assemblies & field trips

Vendor Description (If Appropriate): Vendors keep money made at event.

Food vendors will have fire permit submitted ahead of time.

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

If Yes, please explain: _____

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JUN 30 2023

APPROVED BY: Administrator: Dennis Bar Date: 6/30/2023

Superintendent/Designee: _____ Date: _____

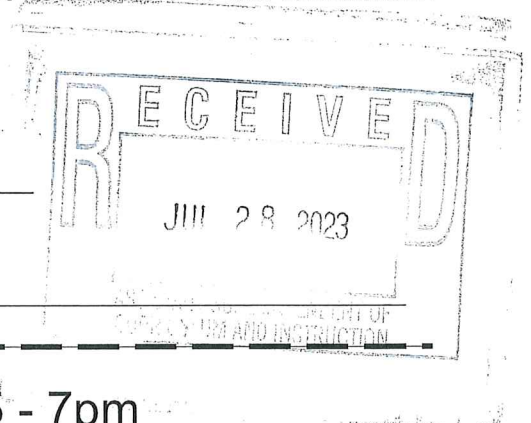
WINSLOW TOWNSHIP SCHOOL DISTRICT FUNDRAISER REQUEST

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

School: 6

Club/Organization: HSA

Person Submitting Request: Meg Hogan



Date(s) of Fundraiser: 1/23/24 Time of Activity: 5 - 7pm

Fundraising Activity: Book Fair Family Shopping Night

Location of Activity: Library

Cost Per Item/Person: _____ Sale Price: _____ Anticipated Profit: \$250

Intended Use of Raised Funds: School trips and assemblies grades 4-6

Vendor Description (If Appropriate): Scholastic Books

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

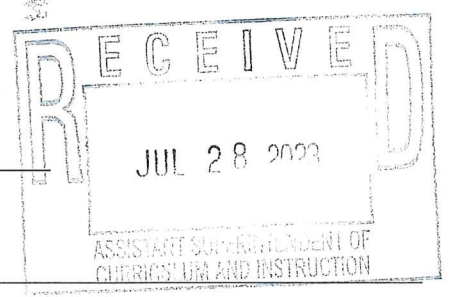
If Yes, please explain: _____

APPROVED BY: Administrator: [Signature] Date: 7/28/2023

Superintendent/Designee: [Signature] Date: 7/31/23

WINSLOW TOWNSHIP SCHOOL DISTRICT
FUNDRAISER REQUEST

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



School: 6

Club/Organization: HSA

Person Submitting Request: Meg Hogan

Date(s) of Fundraiser: 10/3/2023 Time of Activity: 5 - 7pm

Fundraising Activity: Book Fair Family Shopping Night

Location of Activity: Library

Cost Per Item/Person: _____ Sale Price: _____ Anticipated Profit: \$250

Intended Use of Raised Funds: School trips and assemblies grades 4-6

Vendor Description (If Appropriate): Scholastic Books

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: 7/28/2023

Superintendent/Designee: [Signature] Date: 7/3/23

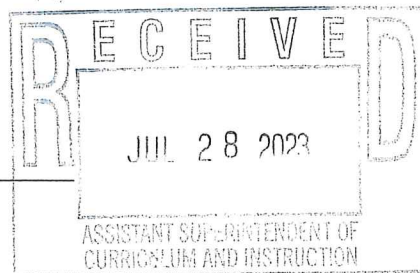
WINSLOW TOWNSHIP SCHOOL DISTRICT FUNDRAISER REQUEST

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

School: 6

Club/Organization: HSA

Person Submitting Request: Meg Hogan



Date(s) of Fundraiser: 10/19/23 Time of Activity: 5:30 - 8:30pm

Fundraising Activity: Candy Bar Bingo

Location of Activity: Cafeteria

Cost Per Item/Person: _____ Sale Price: _____ Anticipated Profit: \$100

Intended Use of Raised Funds: School trips and assemblies grades 4-6

Vendor Description (If Appropriate): _____

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

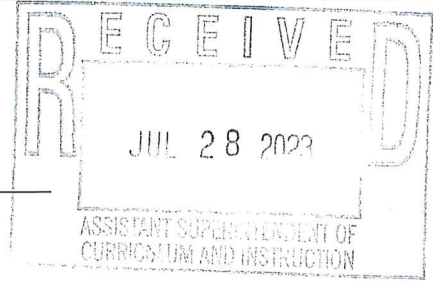
If Yes, please explain: _____

APPROVED BY: Administrator: [Signature] Date: 7/28/2023

Superintendent/Designee: [Signature] Date: 7/31/2023

WINSLOW TOWNSHIP SCHOOL DISTRICT
FUNDRAISER REQUEST

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



School: 6

Club/Organization: HSA

Person Submitting Request: Meg Hogan

Date(s) of Fundraiser: 4/25/24 Time of Activity: 5 - 8:30pm

Fundraising Activity: Book Fair Family Shopping Night w/Candy Bar Bingo to follow

Location of Activity: Library/Cafeteria

Cost Per Item/Person: _____ Sale Price: _____ Anticipated Profit: \$250

Intended Use of Raised Funds: School trips and assemblies grades 4-6

Vendor Description (If Appropriate): Scholastic Books

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

If Yes, please explain: _____

APPROVED BY: Administrator: *Durbin* Date: 7/28/2023

Superintendent/Designee: *Wendy Caser* Date: 7/31/23

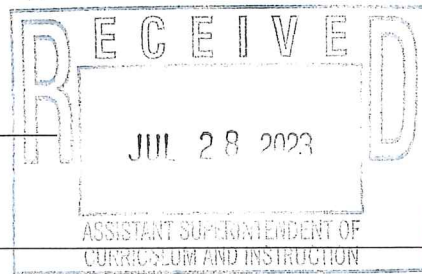
WINSLOW TOWNSHIP SCHOOL DISTRICT FUNDRAISER REQUEST

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

School: 6

Club/Organization: HSA

Person Submitting Request: Meg Hogan



Date(s) of Fundraiser: 2/23/24 Time of Activity: 5 - 8pm

Fundraising Activity: Paint & Chat

Location of Activity: Cafeteria

Cost Per Item/Person: \$10 Sale Price: \$10 Anticipated Profit: \$500

Intended Use of Raised Funds: School trips and assemblies grades 4-6

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: [Signature] Date: 7/28/2023

Superintendent/Designee: [Signature] Date: 7/31/23

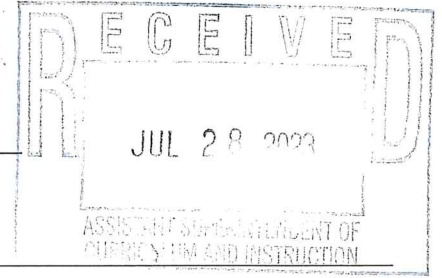
WINSLOW TOWNSHIP SCHOOL DISTRICT FUNDRAISER REQUEST

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

School: 6

Club/Organization: HSA

Person Submitting Request: Meg Hogan



Date(s) of Fundraiser: 4/8-4/19/24 Time of Activity: Ongoing

Fundraising Activity: Spring Flower Sale

Location of Activity: School 6

Cost Per Item/Person: \$10 Sale Price: \$10 Anticipated Profit: \$500

Intended Use of Raised Funds: School trips and assemblies grades 4-6

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: *Dennis Bgan* Date: 7/27/2023

Superintendent/Designee: *Deborah Carter* Date: 7/31/23

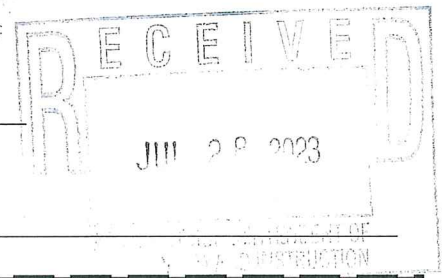
WINSLOW TOWNSHIP SCHOOL DISTRICT
FUNDRAISER REQUEST

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

School: 6

Club/Organization: HSA

Person Submitting Request: Meg Hogan



Date(s) of Fundraiser: 3/23/24 Time of Activity: 9-5pm

Fundraising Activity: Spring Vendor Event with Food Trucks

Location of Activity: Cafeteria

Cost Per Item/Person: \$30/\$75 Sale Price: _____ Anticipated Profit: \$1000

Intended Use of Raised Funds: Assemblies & field trips

Vendor Description (If Appropriate): Vendors keep money made at event.
Food vendors will have fire permit submitted ahead of time.

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: 7/27/2023
Superintendent/Designee: [Signature] Date: 7/31/23

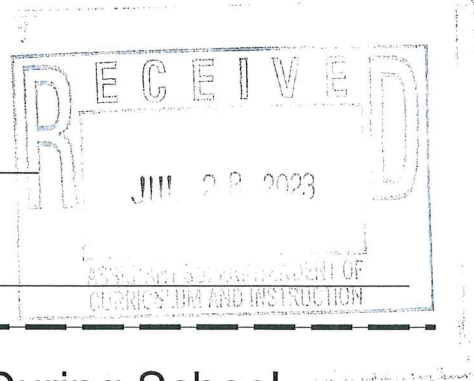
WINSLOW TOWNSHIP SCHOOL DISTRICT FUNDRAISER REQUEST

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

School: 6

Club/Organization: HSA

Person Submitting Request: Meg Hogan



Date(s) of Fundraiser: 12/11-12/15/23

Time of Activity: During School

Fundraising Activity: Holiday Shop

Location of Activity: Library

Cost Per Item/Person: \$1-\$7 Sale Price: \$1-\$7 Anticipated Profit: \$200

Intended Use of Raised Funds: School trips and assemblies grades 4-6

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: Dennis Boyer

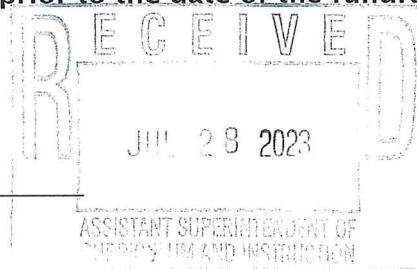
Date: 7/27/2023

Superintendent/Designee: Northy Luccan

Date: 7/31/23

WINSLOW TOWNSHIP SCHOOL DISTRICT
FUNDRAISER REQUEST

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



School: 6

Club/Organization: HSA

Person Submitting Request: Meg Hogan

Date(s) of Fundraiser: 10/16-10/27

Time of Activity: Ongoing

Fundraising Activity: Pie Candle Fundraiser

Location of Activity: School 6

Cost Per Item/Person: \$10 Sale Price: \$10 Anticipated Profit: \$250

Intended Use of Raised Funds: School trips and assemblies grades 4-6

Vendor Description (If Appropriate): Amy's Sweet Comfort Candles

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

If Yes, please explain: _____

APPROVED BY: Administrator: Doris Boun

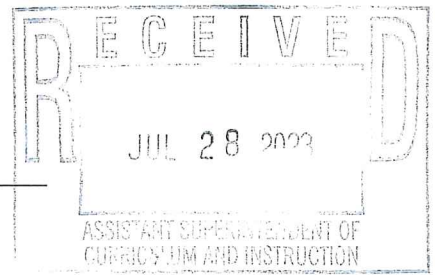
Date: 7/27/2023

Superintendent/Designee: Wendy Carr

Date: 7/31/23

WINSLOW TOWNSHIP SCHOOL DISTRICT
FUNDRAISER REQUEST

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



School: 6

Club/Organization: HSA

Person Submitting Request: Meg Hogan

Date(s) of Fundraiser: Sept-June 2024 Time of Activity: Ongoing

Fundraising Activity: Spirit Wear

Location of Activity: School 6

Cost Per Item/Person: _____ Sale Price: _____ Anticipated Profit: \$500

Intended Use of Raised Funds: School trips and assemblies grades 4-6

Vendor Description (If Appropriate): 1st Place Spiritwear

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

If Yes, please explain: _____

APPROVED BY: Administrator: DuBar Date: 7/27/2023

Superintendent/Designee: Woodley Case Date: 7/31/23

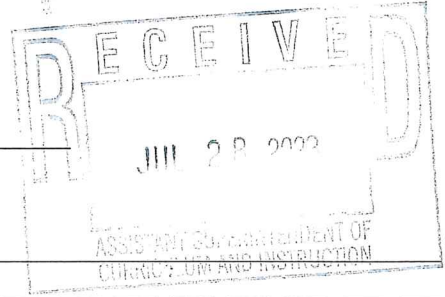
WINSLOW TOWNSHIP SCHOOL DISTRICT
FUNDRAISER REQUEST

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

School: 6

Club/Organization: HSA

Person Submitting Request: Meg Hogan



Date(s) of Fundraiser: Sept-June 2024

Time of Activity: After school

Fundraising Activity: Concession table during school events

Location of Activity: School 6

Cost Per Item/Person: _____ Sale Price: _____ Anticipated Profit: \$300

Intended Use of Raised Funds: School trips and assemblies grades 4-6

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: 7/27/2023

Superintendent/Designee: [Signature] Date: 7/31/23

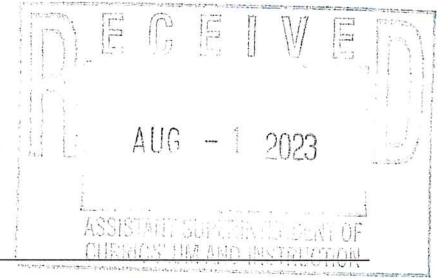
WINSLOW TOWNSHIP SCHOOL DISTRICT
FUNDRAISER REQUEST

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

School: 6

Club/Organization: HSA

Person Submitting Request: Meg Hogan



Date(s) of Fundraiser: 5/17/24 Time of Activity: 5 - 9:30pm

Fundraising Activity: Ice Cream Social & Basket Extravaganza

Location of Activity: Cafeteria/Gym

Cost Per Item/Person: \$5 Sale Price: \$5 Anticipated Profit: \$5000

Intended Use of Raised Funds: Field trips & end of year celebrations for grades 4-6

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: Demo Bey Date: 7/31/2023

Superintendent/Designee: Timothy Carver Date: 8/1/23

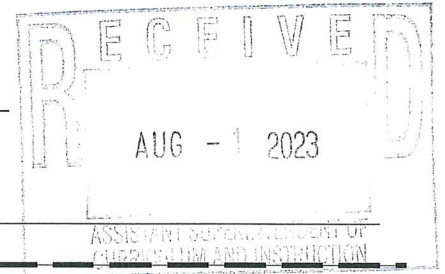
WINSLOW TOWNSHIP SCHOOL DISTRICT
FUNDRAISER REQUEST

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

School: 6

Club/Organization: HSA

Person Submitting Request: Meg Hogan



Date(s) of Fundraiser: 12/14/23 Time of Activity: 5 - 8pm

Fundraising Activity: Gingerbread Building Event

Location of Activity: Cafeteria

Cost Per Item/Person: \$5 Sale Price: \$5 Anticipated Profit: \$100

Intended Use of Raised Funds: School trips and assemblies grades 4-6

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: Dennis Beury Date: 7/31/2023

Superintendent/Designee: Verdell Carter Date: 8/1/23

WINSLOW TOWNSHIP SCHOOL DISTRICT FUNDRAISER REQUEST

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

School: WTMS

Club/Organization: WTMS Student Government Association

Person Submitting Request: Donohue/Parzanese

Date(s) of Fundraiser: Back to School Night Time of Activity: Evening

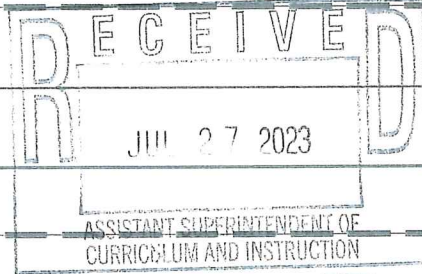
Fundraising Activity: Rice Crispy Back to School Grams

Location of Activity: Cafeteria

Cost Per Item/Person: \$0.50 Sale Price: \$1.00 Anticipated Profit: \$50.00

Intended Use of Raised Funds: Defray cost of student 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: [Signature] Date: 7-26-23
 Superintendent/Designee: [Signature: Dorothy Casen] Date: 7/27/23

WINSLOW TOWNSHIP SCHOOL DISTRICT FUNDRAISER REQUEST

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

School: WTMS

Club/Organization: WTMS SGA

Person Submitting Request: Donohue/Parzanese

Date(s) of Fundraiser: November 2023 Time of Activity: Homeroom

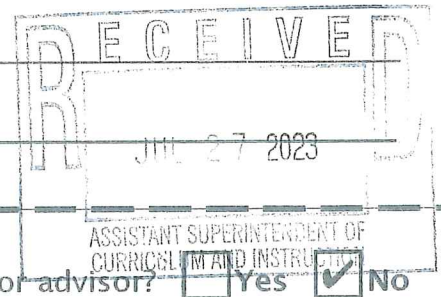
Fundraising Activity: Thanksgiving Community Food Drive

Location of Activity: Student homerooms

Cost Per Item/Person: NA Sale Price: NA Anticipated Profit: NA

Intended Use of Raised Funds: Students and staff donate canned foods and nonperishable items to donate to Sicklerville United Methodist Church for distribution to local Winslow Township Families

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: [Signature] Date: 7-28-23

Superintendent/Designee: [Signature] Date: 7/27/23

WINSLOW TOWNSHIP SCHOOL DISTRICT
FUNDRAISER REQUEST

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

School: WTMS

Club/Organization: WTMS SGA

Person Submitting Request: Donohue/Parzanese

Date(s) of Fundraiser: Nov-Dec 2023 Time of Activity: Outside School Day

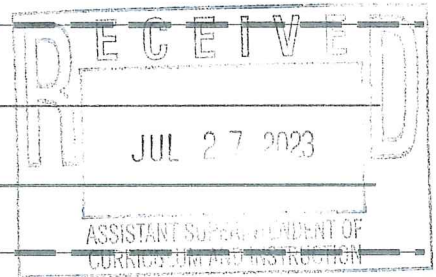
Fundraising Activity: Poinsettia Sale

Location of Activity: WTMS

Cost Per Item/Person: \$6.00 Sale Price: \$12.00 Anticipated Profit: \$150.00

Intended Use of Raised Funds: Defray cost of student activities

Vendor Description (If Appropriate): Mr. Green Jeans



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: 7-26-23

Superintendent/Designee: [Signature] Date: 7/27/23

WINSLOW TOWNSHIP SCHOOL DISTRICT FUNDRAISER REQUEST

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

School: WTMS

Club/Organization: WTMS SGA

Person Submitting Request: Donohue/Parzanese

Date(s) of Fundraiser: Sept 2023-June 2024 Time of Activity: Outside of School Day

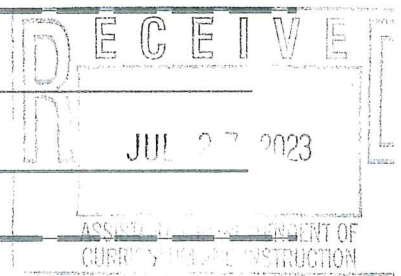
Fundraising Activity: SGA Spirit Wear

Location of Activity: WTMS

Cost Per Item/Person: Varies Sale Price: Varies Anticipated Profit: 20% of sales

Intended Use of Raised Funds: Defray cost of student activities

Vendor Description (If Appropriate): Heavenly Promotions



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: 7-26-23

Superintendent/Designee: [Signature] Date: 7/28/23

WINSLOW TOWNSHIP SCHOOL DISTRICT FUNDRAISER REQUEST

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

School: WTMS

Club/Organization: WTMS 7th Grade Class of 2029

Person Submitting Request: Donohue/Parzanese

Date(s) of Fundraiser: February 2024 Time of Activity: 4:00-8:00pm

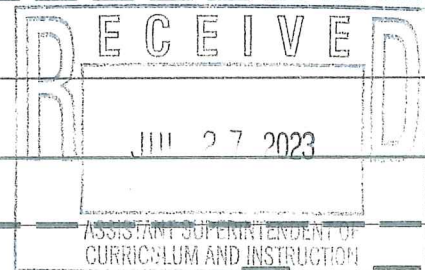
Fundraising Activity: Five Guys Dine Out Night

Location of Activity: Berlin Crosskeys Road Sicklerville, NJ

Cost Per Item/Person: Various Sale Price: Various Anticipated Profit: 10% of sales

Intended Use of Raised Funds: Defray cost of 7th grade class activities and class trip

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: [Signature] Date: 7-26-23

Superintendent/Designee: [Signature] Date: 7/27/23

WINSLOW TOWNSHIP SCHOOL DISTRICT FUNDRAISER REQUEST

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

School: WTMS

Club/Organization: National Junior Honor Society/Student Government Association

Person Submitting Request: Portia Kielt and Carol Donohue

Date(s) of Fundraiser: Nov-Dec 2023 Time of Activity: 8:00am-2:00pm

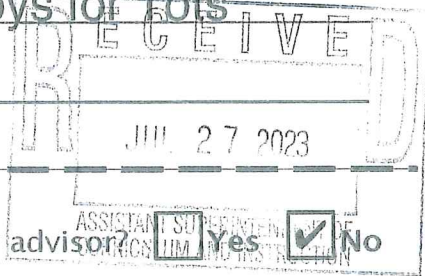
Fundraising Activity: Toy Drive and Coin Drop

Location of Activity: L109, H117 and Cafeteria

Cost Per Item/Person: NA Sale Price: NA Anticipated Profit: \$100.00

Intended Use of Raised Funds: A coin drop and toy drive will be set up in the cafeteria for students/staff to donate ne, unwrapped toys and money. Monetary donations will go towards the purchase of new toys.

Vendor Description (If Appropriate): Camden Marines Toys for Tots



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: 7.26.23
Superintendent/Designee: [Signature] Date: 7/27/23

WINSLOW TOWNSHIP SCHOOL DISTRICT
FUNDRAISER REQUEST

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

School: WTMS

Club/Organization: WTMS 7th Grade Class of 2029

Person Submitting Request: Donohue/Parzanese

Date(s) of Fundraiser: Oct 2023 Time of Activity: 4:00-8:00pm

Fundraising Activity: Chipotle Dine Out Night

Location of Activity: Berlin Crosskeys Road Sicklerville, NJ

Cost Per Item/Person: Various Sale Price: Various Anticipated Profit: 10% of sales

Intended Use of Raised Funds: Defray cost of 7th grade class activities and class trip

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: [Signature] Date: 7-26-23

Superintendent/Designee: [Signature] Date: 7/27/23

WINSLOW TOWNSHIP SCHOOL DISTRICT FUNDRAISER REQUEST

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

School: WTMS

Club/Organization: WTMS SGA

Person Submitting Request: Donohue/Parzanese

Date(s) of Fundraiser: October-Dec 2023 Time of Activity: Outside School Day

Fundraising Activity: Fun Pasta Fundraising

Location of Activity: Catalog Sales

Cost Per Item/Person: Varies Sale Price: Varies Anticipated Profit: \$300.00

Intended Use of Raised Funds: Defray cost of student activities

Vendor Description (If Appropriate): Fun Pasta Fundraising



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: 7-26-23

Superintendent/Designee: [Signature] Date: 7/27/23

Quick Guide to Fun Pasta

For more details, please go to funpastafundraising.com



★ How Do We Sell?

Choose from 2 options:

- 1 Brochure + Online**
Participants will take brochure orders on order form, collect money, and you'll submit master order to distribute. For online orders, see below!
- 2 Online Only**
Sellers will share a link through app or computer. They can text, email and share on social. Orders over \$65 ship free!

★ Profit ★

35%-50%

Brochure Orders:

< \$2000	35% Profit
\$2001-\$5999	40%
>\$6000	50% Profit

Online Orders:

< \$65	35% Profit
>\$65	40% Profit
	+ Free Shipping

★ How Do We Take Orders?

Brochure orders are taken in person with the paper order form and money is collected and submitted to leader. Online link will be shared to customers out of town or who prefer direct to home delivery.

Brochure Orders

- Take orders on order form
- Sellers collect money at time of sale
- Leader inputs brochure orders & creates master order
- Once order & payment received, order ships within 3-5 days
- Leader inputs brochure orders & creates a master order

Online Orders

- Sellers share the fundraiser via the Fun Pasta App.
- Sellers can customize their pages before sharing.
- Sellers can text, email, or post on social with just a few clicks.
- Sellers can also share the group page from their computers via email or posting on Facebook, etc.
- All online orders ship direct to home.

★ Program Benefits

- Brochure & Order Forms are back!
- Contact-Free Program available for Online Only
- Fun Pasta App makes sharing the fundraiser easy
- Set up Emails to Sellers for auto reminders
- Real-time Reports for leaders
- Free Shipping on group's brochure master order

★ Bonus Cash Prizes

Earn \$50-500 more based on total sales!

\$4,000 - \$4,999 = \$50	\$8,000 - \$8,999 = \$300
\$5,000 - \$5,999 = \$100	\$9,000 - \$9,999 = \$400
\$6,000 - \$6,999 = \$150	\$10,000+ =
\$7,000 - \$7,999 = \$200	\$500

Extra Bonus: All groups over \$10,000 will be automatically entered in a raffle for an extra \$1000! Raffle held in December.

★ How do I sign up?

Go to funpastafundraising.com and click **Start Fundraiser Now!** in upper right corner. Returning leaders, log in to dashboard and click on **+ Start a new Fundraiser.**

Questions? 800-247-0188 or email letushelp@funpastafundraising.com

WINSLOW TOWNSHIP SCHOOL DISTRICT FUNDRAISER REQUEST

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

School: WTMS

Club/Organization: WTMS 7th Grade Class of 2029

Person Submitting Request: Donohue/Parzanese

Date(s) of Fundraiser: Sept-Oct 2023

Time of Activity: Outside School Day

Fundraising Activity: Kastle Fundraising

Location of Activity: Catalog Sales

Cost Per Item/Person: Various Sale Price: Various Anticipated Profit: \$275.00

Intended Use of Raised Funds: Defray cost of 7th grade class 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: [Signature] Date: 7-26-23

Superintendent/Designee: [Signature] Date: 7/27/23



KASTLE FAVORITES

FUN FOOD FOR FUNDRAISING



KASTLE
FUNDRAISING

Where The Customer Is Treated Like Royalty

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: Field Hockey Team

Person Submitting Request: Alexa Pierce

Date(s) of Fundraiser: 9/5/23-11/1/23 Time of Activity: after school

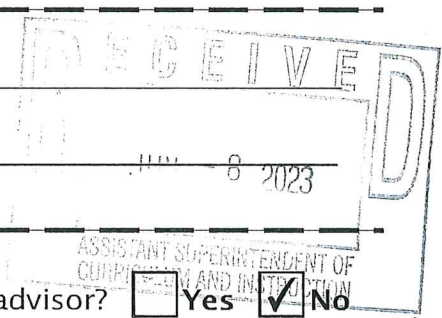
Fundraising Activity: Airheads Sales

Location of Activity: E105 (HS)

Cost Per Item/Person: \$0.15 Sale Price: \$0.50 Anticipated Profit: \$200

Intended Use of Raised Funds: Field Hockey Clinics, Day Camps, Additional Equipment, Indoor Field Hockey League, Scholarships

Vendor Description (If Appropriate): Amazon/Costco



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: 6/8/23

Superintendent/Designee: Deborah Caser Date: 6/9/23

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: Field Hockey Team

Person Submitting Request: Alexa Pierce

Date(s) of Fundraiser: 9/5/23-11/1/23 Time of Activity: after school

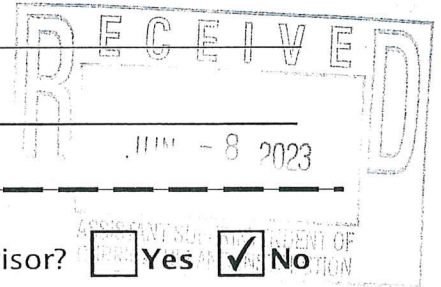
Fundraising Activity: "Grandma's Cookies" Sales

Location of Activity: E105 (HS)

Cost Per Item/Person: \$0.50 Sale Price: \$1 Anticipated Profit: \$400

Intended Use of Raised Funds: Field Hockey Clinics, Day Camps, Additional Equipment, Indoor Field Hockey League, Scholarships

Vendor Description (If Appropriate): Amazon



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

If Yes, please explain: _____

APPROVED BY: Administrator: K. Minella Date: 6-8-23

Superintendent/Designee: Timothy Casco Date: 6/9/23

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: Field Hockey Team

Person Submitting Request: Alexa Pierce

Date(s) of Fundraiser: 9/15/23-6/1/24 Time of Activity: all day

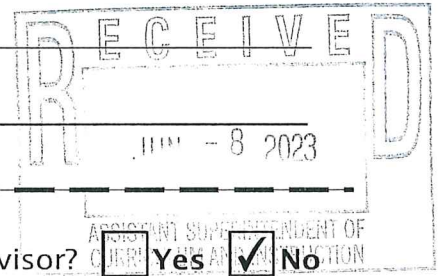
Fundraising Activity: Waist Beads/Beaded Bracelets Sales

Location of Activity: E105 (HS)

Cost Per Item/Person: \$0.50 Sale Price: \$1 Anticipated Profit: \$200

Intended Use of Raised Funds: Field Hockey Clinics, Day Camps, Additional Equipment, Indoor Field Hockey League, Scholarships

Vendor Description (If Appropriate): Amazon



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

If Yes, please explain: _____

APPROVED BY: Administrator: K. M... Date: 6-8-23

Superintendent/Designee: ... Date: 6/9/23

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: Field Hockey Team

Person Submitting Request: Alexa Pierce

Date(s) of Fundraiser: 9/15/23-6/1/24 Time of Activity: all day

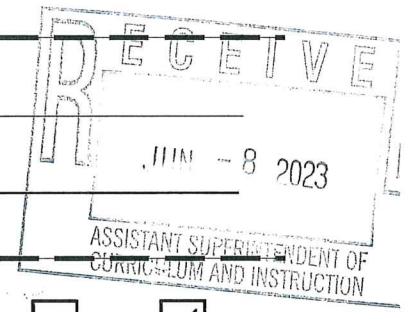
Fundraising Activity: Jibbitz (Croc Charms) Sales

Location of Activity: E105 (HS)

Cost Per Item/Person: \$0.50 Sale Price: \$2 Anticipated Profit: \$1000

Intended Use of Raised Funds: Field Hockey Clinics, Day Camps, Additional
Equipment, Indoor Field Hockey League

Vendor Description (If Appropriate): Amazon, Etsy



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: 6-8-23

Superintendent/Designee: [Signature] Date: 6/9/23

WINSLOW TOWNSHIP SCHOOL DISTRICT FUNDRAISER REQUEST

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

School: High School

Club/Organization: Boys Lacrosse

Person Submitting Request: Anthony Piraino

Date(s) of Fundraiser: 10/6/23-10/17/23 Time of Activity: n/a

Fundraising Activity: SnapRaise Campaign

Location of Activity: Online

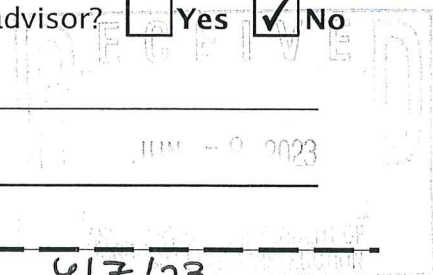
Cost Per Item/Person: 0 Sale Price: Donor's Choice Anticipated Profit: TBD

Intended Use of Raised Funds: Athletic recognition awards

Vendor Description (If Appropriate): SnapRaise is an online fundraising platform designed to support fundraising activities.

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: 6/7/23

Superintendent/Designee: [Signature] Date: 6/9/23

WINSLOW TOWNSHIP SCHOOL DISTRICT
FUNDRAISER REQUEST

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

School: High School

Club/Organization: Field Hockey Team

Person Submitting Request: Alexa Pierce

Date(s) of Fundraiser: 10/1/23-10/15/23 Time of Activity: all day (online)

Fundraising Activity: SnapRaise Campaign

Location of Activity: Online

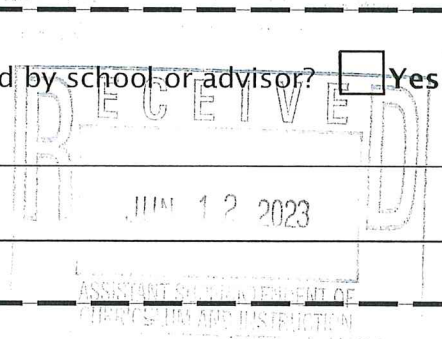
Cost Per Item/Person: 0 Sale Price: Donors Choice Anticipated Profit: TBD

Intended Use of Raised Funds: Field Hockey Clinics, Day Camps,
Indoor Field Hockey League, AND Field Hockey Scholarships

Vendor Description (If Appropriate): SnapRaise is an online fundraising platform
designed to support fundraising activites.

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

If Yes, please explain: _____



APPROVED BY: Administrator: J. Steele 6/9/23 Date: _____
Superintendent/Designee: Deborah Casca Date: 6/12/23

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: Winslow Twp. HS Cheer team

Person Submitting Request: Kecia Rankin, Carol Donahue, April Bey

Date(s) of Fundraiser: 9/01/2023- 9/29/23 Time of Activity: Ongoing (online)

Fundraising Activity: SnapRaise Campaign

Location of Activity: Online

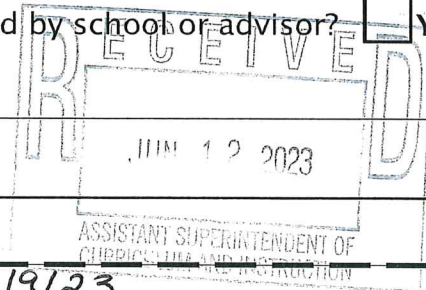
Cost Per Item/Person: 0 Sale Price: Donors Choice Anticipated Profit: TBD

Intended Use of Raised Funds: End of season athletic recognition and senior awards

Vendor Description (If Appropriate): Snap! Mobile, Inc. is the leading online fundraising platform servicing schools, teams, clubs, and booster clubs to help them get the resources they need.

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: _____
Superintendent/Designee: [Signature] Date: 6/12/23

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: Michelle L. Gomez and Ileana Duca

Date(s) of Fundraiser: 9/23 to 5/24 Time of Activity: Before and after school

Fundraising Activity: World's Finest Chocolate Bars

Location of Activity: School and community

Cost Per Item/Person: .60 Sale Price: 1.00 Anticipated Profit: .40

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. Mante Date: 6.20.23

Superintendent/Designee: Dorothy Caser Date: 6/21/23

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: 9th Grade Class

Person Submitting Request: Channel H Jenifer

Date(s) of Fundraiser: 11/8/23 Time of Activity: 3pm - 9pm

Fundraising Activity: Urban Air

Location of Activity: 611 Berlin-Crosskeys Rd Sicklerville, NJ 08081

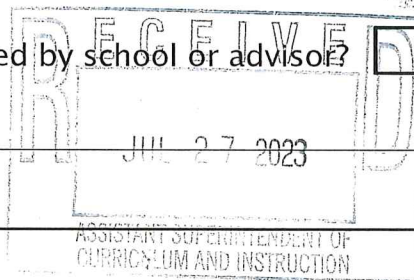
Cost Per Item/Person: _____ Sale Price: \$30 Anticipated Profit: 20% of sales

Intended Use of Raised Funds: 9th Grade Class

Vendor Description (If Appropriate): Urban Air Trampoline & Adventure Park

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

If Yes, please explain: _____



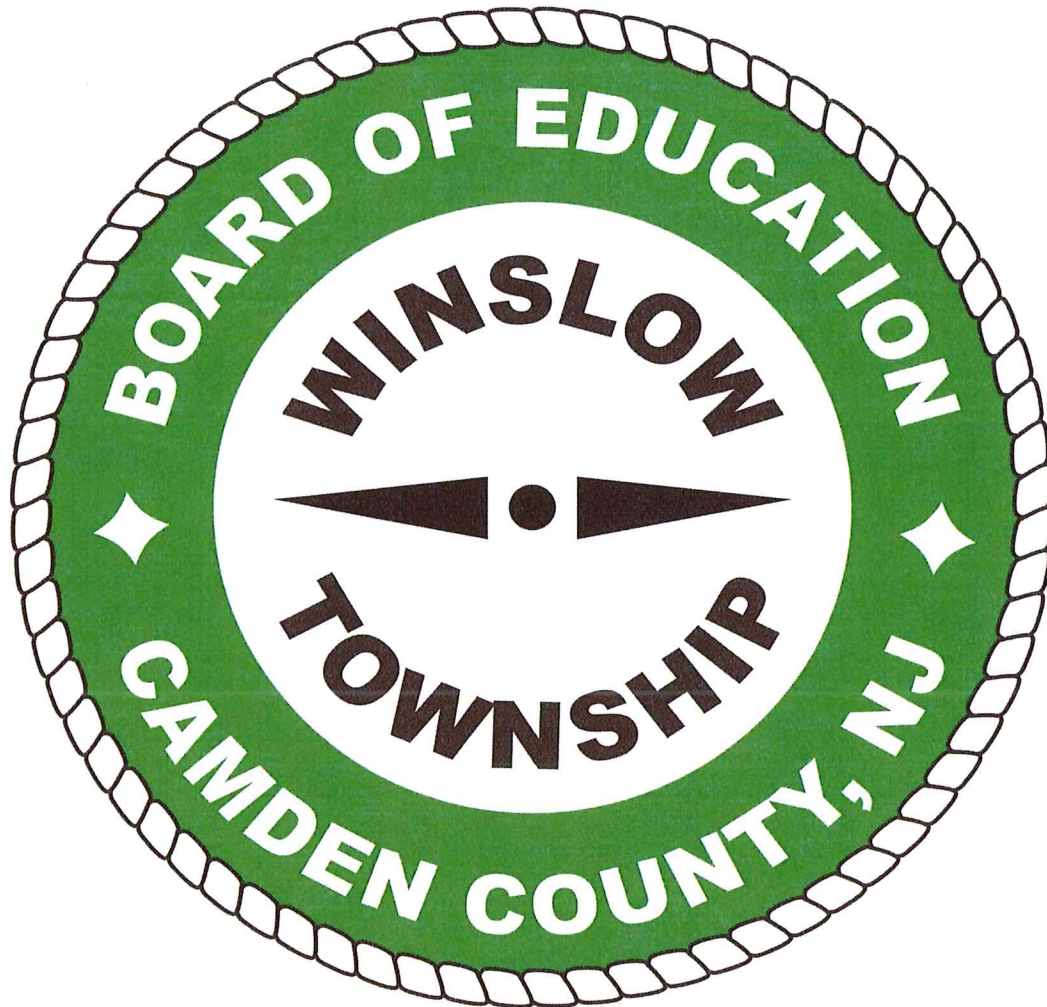
APPROVED BY: Administrator: K. Mule Date: 7.26.23

Superintendent/Designee: Stephy Carr Date: 7/27/23

WINSLOW TOWNSHIP SCHOOL DISTRICT

2023- 2024

DISTRICT MENTORING PLAN



H. Major Poteat, Ed.D., Superintendent

District Profile Sheet

2023-2024 District Teacher Mentoring Plan

Name of District: Winslow Township School District

District Code: 07

County Code: 5820

District Address: 40 Coopers Folly Road

Atco, New Jersey 08801

Chief School Administrator: Dr. H. Major Poteat

Mentoring Program Contact: Mr. Dion Davis

Contact Phone Number: 856-767-2850 ext. 7521

Type of District: K-12

Please provide the following information:

Number of novice teachers with a Certificate of Eligibility: 2

Number of novice teachers with a Certificate of Eligibility with Advanced Standing: 16

Number of novice special education teachers with a Standard license: 0

Number of Mentors: 18

Identify the number of novice teachers in the following areas:

K- 6: 10

7-8: 1

9-12: 7

Special Education (all grades): 3

District Board of Education Approval Form

District: Winslow Township

County: Camden

	Completed		Comments
	Yes	No	
Section 1: District Profile			
a. District profile sheet	X		
b. Board of Education approval form	X		
c. Explanation	X		
Section 2: Needs			
a. Current assessment of mentoring program	X		
b. Current needs of district mentoring plan	X		
Section 3: Vision and Goals			
a. Mentoring program vision	X		
b. Mentoring program goals	X		
Section 4: Mentor Selection			
a. Guidelines for selection of mentors	X		
b. Application process and criteria for selection of mentors	X		
Section 5: Roles and Responsibilities	X		
Section 6: Professional Learning Components for Mentors	X		
Section 7: Professional Learning Components for Novice Teachers	X		
Section 8: Action Plan for Implementation			
Section 9: Resource Options Used	X		
Section 10: Funding Resources	X		
Section 11: Program Evaluation	X		

District Board of Education Approval Notification

District Board of Education Approval Notification: County Superintendent

The Winslow Township School District Board of Education has reviewed and approved the local mentoring plan. The Winslow Township Board of Education assures that the submitted plan is aligned with the New Jersey Professional Standards for Teachers and meets or exceeds the minimum requirements of the mentoring regulations in *N.J.A.C.6A: 9C-5*.

A copy of the district profile sheet and the board of education's review of the plan have been attached.

(Signature of Superintendent)

(Signature of Board of Education President)

(Date)

Explanation of how the plan aligns with the New Jersey Professional Standards for Teachers

This mentoring plan addresses all of the Professional Standards for teachers. The plan is designed to guide the mentor and the novice teacher through a successful mentoring experience. The novice teacher should gain an understanding of learner development, learning environments, content knowledge, application of content, and instructional strategies (Standards 1,3,4,5,8).

In order to become an effective and caring teacher, it is important that the teacher gains an understanding of how children learn, that each child develops into a unique individual with diverse needs, personalities, social and intellectual abilities. Understanding that children are uniquely different in various ways, it is imperative that the novice teacher becomes resourceful at planning for and addressing the needs of the “Special Needs” child (Standards 1,2,3,6,7,8). Addressing the needs of all children, and creating a stimulating learning environment for them, helps to ignite in children an enthusiasm for learning. The experienced teacher, the mentor, accepts this charge as a part of the mentoring process and helps the novice teacher distinguish between acceptable and normal developmental stages of growth and academic development, and helps the novice teacher learn how to create stimulating learning opportunities for the student (Standards 1,2,3,11).

As the building administrator and the mentor work with the novice teacher acquainting him or her with the school environment, the novice teacher should learn through modeling, the importance of building a positive relationship between school and home. A key component of student success can largely be contributed to the relationship between home and school, therefore appropriate and effective communication with parents paves the way to a healthy and rewarding partnership for all stakeholders, especially the child (Standard 10).

All professional development opportunities that are made available to the teachers will be available to the novice teacher. Based upon observations during the mentoring process, the administrator and mentor may direct/suggest professional development opportunities to the novice teacher (Standard 9).

Section 2: Needs Assessment

Current Assessment of mentoring program

During the 2022- 2023 school year, novice teachers completed a survey after the first marking period to provide feedback on the mentoring process. The *Mentoring Feedback Survey* asked the novice teachers to respond to YES or NO statements regarding the type of support they received from their mentor (i.e. “I communicate regularly with my mentor”, “My mentor provided assistance and helped me develop my SGO”, “I understood what was expected of me as a novice teacher”). The survey also asked the novice teacher to provide commentary on the training/information they felt was missing that would have provided an easier transition for their first year of teaching; to list the top three supports, resources or trainings that helped them during the year; and to cite training they would like to see in the future. Overall, the survey revealed that the majority of the novice teachers felt informed and supported by their mentor, principal and district administrators. Specifically, the novice teachers cited the New Teacher Orientation held in August; the on-going professional development (imbedded PD) on Achieve 3000 and Think Central; the Genesis grade book and lesson plan workshops presented by the Educational Technology Supervisor; and the monthly building meetings to review district expectations, as invaluable. The survey validated that most teachers had a great year with support and collaboration from their mentor, Principal and district administration.

Current needs of district mentoring plan

Great care and thought are taken into consideration when assigning mentors to novice teachers. All assigned mentors are viewed as “Master Teachers” and experts in their craft. During the 2021-2022 school year, the Mentor Training handbook and the Mentor Training professional development workshop were revamped. Mentor training workshops were presented in 2021-2022 school year, 2022-2023 school year, and additional training workshops are scheduled for the 2023-2024 school year to rebuild the pool of trained mentors. Currently, we have 63 trained mentors.

Annually, letters are mailed in mid July to both mentors and novice teachers, encouraging them to establish contact prior to New Teacher Orientation. Additionally, the New Teacher Orientation Program, which takes place in August, consists of two days of intensive training dealing with Math and Language Arts initiatives; use of portfolios; SGO process and the establishment of benchmarks; Genesis training (lesson planner and gradebook), IEP direct training, to name a few.

Section 3: Vision and Goals

Mentoring program vision

It is the vision of the Winslow Township School District to build a mentoring program that will equip novice teachers with the skills they need to become strong dedicated teachers, excel in developing programs that positively impact students' performance, acquire content area knowledge and how to effectively impart this knowledge onto students, to engage teachers in on-going training, collaboration and ultimately, to ensure that teachers have a supportive environment that will lead to teacher retention in the district, a love for the teaching field and retention in the teaching profession.

Mentoring program goals

The goals of our mentor program are to:

- Create a meaningful supportive and nurturing program for novice teachers
- Provide mentoring teachers with the skills and resources needed to effectively mentor the novice teacher
- Help the novice teacher learn to work with a diverse student body
- Tap into the creative potential of novice and mentoring teachers
- Promote the need for continuous professional growth
- Empower the novice teacher with skills necessary to be a successful teacher
- Build a climate of trust, promote positive relationship with superiors
- Develop mentors who excel in leading and motivating novice teachers

- Help novice teachers face problems with confidence and assurance
- Help novice teachers learn to respond quickly to new instructions, situations, methods and procedures
- Help novice teachers develop sound techniques to maximize learning
- Help novice teachers understand the need for and the effectiveness of hands-on learning
- Help the novice teacher recognize management problems and develop solutions
- Help the novice teacher recognize the important roles of responsibility and accountability
- Help the novice teacher develop effective communication skills so that the teacher is relaxed, confident and enjoyable
- Help the novice teacher learn to plan, organize and complete tasks in the most efficient manner
- Acquaint the novice teacher with and provide guidance in using various forms of student assessment, formative and summative
- Enhance the teacher's knowledge of and strategies related to the New Jersey Student Learning Standards in order to facilitate student achievement
- Identify exemplary teaching skills and educational practices necessary to acquire and maintain excellence in teaching
- Assist the novice teacher in the performance of their duties and adjustment to the challenges of teaching

Section 4: Mentor Selection

Guidelines for selection of mentors:

Teachers who are selected to mentor novice teachers must meet the following criteria:

- Tenured in the district and viewed as a Master Teacher
- Completion of the application process and commitment to the terms and conditions noted on the application (visiting/observing novice teacher, sharing and modeling effective planning, communication, assessment, instructional and classroom management strategies, helping the novice teacher become familiar with the school procedures and grading policies, and documenting time and procedures spent with novice teacher) (Attached A & B)
- Skilled in employing effective Instructional Strategies
- Possess the traits of a responsive listener and effective communicator
- Promote harmony within the school environment
- Knowledgeable of the resources, policies, and practices of the district
- Possess excellent classroom management skills
- Respectful of the confidential nature of the mentor teacher/novice teacher relationship
- Willingness to invest the time needed to meet the professional needs of the novice teacher
- Demonstrates enthusiasm and commitment to the teaching
- Demonstrate leadership qualities and professionalism

Section 4: Mentor Selection

Application Process

It is the goal of the Winslow Township School district to recruit and train a group of committed mentors. The application process is as follows:

- Letter of recruitment is distributed to all tenured staff in the Spring.
- Mentor applications and recommendation forms are available through the Human Resources Office.
- Completed applications and recommendation forms are returned to the principal for review.
- The principal screens all applications and selects mentors using the mentor criteria selection checklist.
- All applications are then forwarded to the Director of Human Resources for training/placement.
- Based upon need, the principal pairs the mentor with the novice teacher.
- The Director of Human Resources notifies the mentor and novice teacher of the pairing.

Section 5A: Roles and Responsibilities

The roles and responsibilities for a successful mentoring program must be shared by all of the district's key stakeholders.

The District's Responsibilities:

- Ensure that each novice teacher is mentored
- Established procedures for mentor/novice teacher training
- Provide resources needed to support the Teacher Mentor Training program (including funds, teacher training resources, and appropriate stipends for substitute coverage)
- Select administrators to serve as members of the Professional Development Committee
- Ensure compliance with state regulations regarding evaluation of the novice teacher and utilization of state funds
- Ensure annual assessment of the Teacher Mentoring Program

Section 5B: Roles and Responsibilities

The Principal/Administrator's Responsibilities:

- Select mentors from the applicants based on the established mentor criteria
- Assign mentor to novice teacher as soon as possible
- Ensure mentor participation in district mentoring training program
- Provide mentor and novice teacher with a copy of the district's Mentoring Handbook of Guidelines for Mentors & Novice Teachers
- Monitor the on-going activities of the mentor/novice teacher
- Meet monthly with the mentor/novice teacher to support the mentoring process
- Review with the novice teacher the district and state evaluation tools
- Observe and evaluate the novice teacher according to district and state regulations
- Ensure that the mentor conducts monthly visits to novice teacher's class to observe the mentor teacher
- Require the mentor and novice teacher to document time spent during the mentoring process
- Serve as a facilitator of the mentoring activities (reviewing expectations, policies, mentoring fees, roles of the mentor/novice teacher, professional development and the Professional Standards for Teachers)
- When possible, provide for common planning time for the mentor and novice teacher

Section 5C: Roles and Responsibilities

Mentor's Responsibilities:

- Meet with novice teacher as soon as assignment is made to help acquaint the teacher to the district
- Attend all training workshops
- Serve as a role model in professional and classroom practices
- Meet with novice teacher weekly during the initial mentoring process and as frequently as needed by the novice teacher
- Visit and observe the novice teacher in his/her classroom setting and provide appropriate feedback in a non-evaluative manner (This should be done at least once/marking period)
- Serve as the ambassador of instructional support by sharing information and ideas with the novice teacher such as teaching strategies, classroom management, professional development ideas, effective communication, assessment, conferencing techniques, school procedures and policies, and procedures of the teachers' association.
- Serve as an objective observer who maintains confidentiality
- Serve as a collaborator who keeps an open mind and a non-judgmental view

Novice Teacher's Responsibilities:

- Meet regularly with the mentor
- Keep building administrator apprised of concerns, problems during the mentoring process (if the mentor/novice pairing is unacceptable or inappropriate, a new pairing can be made without penalty to either party)
- Participate in professional development opportunities
- Document time spent with the mentor
- Observe the mentor in the mentor's classroom

Sections 6 & 7: Professional Learning Components for Mentors and Novice Teachers

Section 6: Professional learning opportunities for mentors:

- Attendance at workshops
- College Courses
- Participation in district designed mentoring program
- Articulation with peers
- Books & Reference Materials
 - 1) Just Ask – “Why Didn’t I Learn This in College?”
 - 2) What Works in Schools – Translating Research into Action
 - 3) Mentoring Matters: A Practical Guide to Learning Focused Relationships
 - 4) Clinical Practice Handbook
 - 5) Mentoring Across Boundaries
 - 6) The First Days of School
 - 7) Mentoring in 21st Century
 - 8) Mentoring Works
 - 9) Classroom Teaching Skills
 - 10) Mentoring the Beginning Teacher
 - 11) How to Get Things Done

Section 7: Professional learning opportunities for Novice Teachers:

- Attendance at workshops
- Participation in district workshops
- Articulation and informal observation with colleagues
- Observing mentor teachers

Mentoring Activities Checklist

To help with planning, here's a checklist you might review, modify, and share with your mentee to help with the first six to nine weeks of school.

Instructional Planning	<ul style="list-style-type: none"> • Review curriculum guides and general course syllabi • Obtain teacher's edition of textbooks • Identify the major areas of instruction for the first four to six weeks • Look at the school calendar for the first six weeks. Develop a timeline of topics and skills for the time frame. Match your outline to the mandated allotment of time required for each subject. • Prepare a topic outline for the year.
Organizational Policies and Procedures	<ul style="list-style-type: none"> • Review school policies and student handbooks. Specially check: Bus Duty Homework policy Fields trips Dress code Emergency procedures (tornado, fire drills, injuries, etc.) • Review school district policies/faculty handbook. Specifically check: Sick/personal leave procedures Conduct code Crisis plan Attendance Substitute procedures Grading procedures • Review the school goals and/or school improvement plans. • Find out about the school culture as it relates to: Induction orientation activities Staff development programs Teacher mentoring options Emphasis on professional development Reassignment and transfer procedures Supervision and evaluation Contracts, regulations, and waivers
Classroom	

Organization	
	<ul style="list-style-type: none"> • Think about the first week of school and design the physical layout: Large group arrangement Small group areas Bulletin boards Quiet/time-out area Position of your desk Organization of materials and supplies Filing system Traffic flow Seating arrangement and seating charts
	<ul style="list-style-type: none"> • Plan how to handle/record daily routines and student Interactions: Entering the room Assigning seats Lunch money and charges Receipt of books Gradebooks Attendance records Absentees' excuses Lesson Plans Textbook distribution
	<ul style="list-style-type: none"> • Plan how to manage student behavior: Establishing class rules and procedures Enforcing rules and consequences fairly Teaching class rules and procedures Helping students to monitor and self-correct their own behavior Minimizing transitions between learning tasks Establishing a businesslike climate Setting reasonable expectations
Instructional Preparation	
	<ul style="list-style-type: none"> • Assess lesson plans: Teacher directed, motivating, differentiation, integration of technology Directions are easy to follow and not overly complicated Students work more as a large group until teacher knows students and classroom management procedures are routine
	<ul style="list-style-type: none"> • Size up activities, projects, groups and learning centers: Planned in advance and match learning objectives Procedures and sequence of events are clearly described Resources and materials ordered/prepared well ahead.
	<ul style="list-style-type: none"> • Develop substitute teacher plans: Includes the daily schedule for each class Includes the seating roster for each class Lesson plans are detailed and all materials are duplicated, ready for distribution, and easily found in your room
	<ul style="list-style-type: none"> • Think about supervision and evaluation:

	<p>Review the school evaluation form</p> <p>Ask for a preliminary assessment before the official one to get sense of evaluator's supervisory style and school focus for teaching</p>
Managing Individuals' Differences	
	<ul style="list-style-type: none"> • Identify student needs and interests: As a class As individuals
	<ul style="list-style-type: none"> • Assess and evaluate students by: Recording daily grades Observing students Varying the type of assessment (cognitive, affective, psychomotor) Placement of students
	<ul style="list-style-type: none"> • Assign students to groups: Devising procedures for group work Communicating expectations to group members, including roles and assignments Finding out about cooperative learning and how groups function
	<ul style="list-style-type: none"> • Develop modified education plans for special needs students
	<ul style="list-style-type: none"> • Design alternative lessons and activities for students with special needs
	<ul style="list-style-type: none"> • Formulate homework policy: Amount and frequency Weight and impact on course grade Coordination with team or department
Implementing Classroom Management Plan	
	<ul style="list-style-type: none"> • Establish rules and procedures and post
	<ul style="list-style-type: none"> • Reinforce positive behavior routinely
	<ul style="list-style-type: none"> • Enforce rules and procedures consistently
	<ul style="list-style-type: none"> • Document student behavior systematically
	<ul style="list-style-type: none"> • Design a classroom management plan and share with peers and administrative team
Home-School Communications	
	<ul style="list-style-type: none"> • Orient parents at night meeting: Handout on course syllabi and grading procedures Student expectations How parents can help
	<ul style="list-style-type: none"> • Develop personal communication skills: Oral Expression Voice tone and modulation Correct grammar and mechanics Clear directions

	<p>Written Expression</p> <ul style="list-style-type: none"> Correct grammar and mechanics Clear and concise writing Professional yet inviting tone
	<ul style="list-style-type: none"> • Develop ways to get students' work home
	<ul style="list-style-type: none"> • Develop a descriptive rather than a judgmental communication style when communicating with students, parents, and peers
	<ul style="list-style-type: none"> • Prepare report cards/evaluation for students: <ul style="list-style-type: none"> Filling in information accurately Marking attendance Determining grades Reporting student conduct Checking for signatures and conference requests
	<ul style="list-style-type: none"> • Monitoring professional development by: <ul style="list-style-type: none"> Observing/modeling good practices of/for a colleague Videotaping your lessons and assessing your performance Attending staff-development workshops Seeking feedback from a colleague Preparing for your first official evaluation

Section 8: Implementation of Mentoring Activities

	Date	Responsible
<p>1. Mentor/Novice orientation Workshops will address:</p> <ul style="list-style-type: none"> • Creating a climate for learning • Preparing for the first day and week of school • State required Right to Know to training • Technology (e-mail, attendance, and grade book) • Acceptable policy for internet • Review of district curriculum • Personnel related benefits and certification procedures. 		
<p>2. Quarterly meeting to discuss: First Meeting:</p> <ul style="list-style-type: none"> • Lesson plans • Substitute plans • Time management • School policies/procedures • Grading procedures/parental notification • Effective classroom management skills • Instructional strategies which impact student achievement and diverse learners • Networking opportunities for novice teachers • Instructional strategies and specific classroom situations • Parent communication, note writing, conferences, phone calls, progress reports and report cards. • Students with special needs, in class support, and writing IEP reports • Classroom management: handling of bullying issues, 		

<p>disciplinary actions</p> <ul style="list-style-type: none"> • Meeting the needs of individualized learning styles, learning centers for differentiated instruction. • Preventative discipline, homework practices, instructional strategies, grading, parent communications, student motivation, and time management. 		
<p>Second Meeting:</p> <ul style="list-style-type: none"> • Difficult parents/conferences • Observation • Standardized testing procedures 		
<p>Third Meeting: Recommendation of student placement Field trips End of year procedures</p>		
<p>Fourth Meeting:</p> <ul style="list-style-type: none"> • Review of school year and mentoring process 		
<p>3. Provide Mentor Handbook to both mentor and novice teacher which includes:</p> <ul style="list-style-type: none"> • Mentor observation model • Mentoring discussion topics • Timeline of suggested activities • Journal/documentation guidelines 		

Section 9: Resource Options Used

Resources used to achieve the program's goals and objectives are:

- District, State and ESSA funding
- Personnel Resources – Principals, Supervisors and Directors
- Commercially purchased reference and training materials
- District designed mentoring handbook and resources

Section 10: Funding Resources

Novice teachers will be responsible for compensation associated with mentoring services in the amount of \$550.00 for traditional route candidates and \$1,000.00 for alternate route candidates. This is a requirement by the New Jersey Department of Education, and Standard certification will not be granted until this obligation has been satisfied. Novice teachers will make two payments in the amount of \$275.00 (for traditional route candidates) or \$500.00 (for alternate route candidates). All mentor payments will be directed to my office for documentation purposes, after which time they will be forwarded to the respective mentor.

Section 11: Program Evaluation

During the 2021- 2022 school year, the Mentor Training Handbook and professional development workshop were updated based upon revisions made by the NJDOE. This update required all mentors to be retrained for continued participation in the program. During the 2021-2022 school year, 20 master teachers were trained. For the 2022-2023 school year, over 40 master teachers were trained. Additional training opportunities will be provided for the 2023-2024, with the hopes of growing our mentor pool to approximately 100 trained mentors by June 2024.

Based upon feedback from the mentor training sessions that took place in November 2022, the mentors reported that they found the training informative, relevant and useful to assist them in their role of supporting novice teachers. The mentors also commented that the Mentor Training manual provided by the district served as a “great resource for talking points with their novice teacher”.

I am proud to report that the majority of the 2022- 2023 novice teachers responded favorably to the District’s mentoring activities (New Teacher Orientation, mentor support, peer to peer observation, building based meetings for novice teachers, and professional development workshops).

For the 2023-2024 school year, we will continue to provide professional development opportunities to train new mentors and follow-up workshops for mentors and mentees, to ensure the success of the novice teacher program. We will also continue to provide “buddy teachers” to educators new to the district, but not new to the teaching profession.

APPENDIX A

Mentoring Program Feedback

As we conclude the first marking period, please give an honest assessment of the mentoring program to date.

Please respond Y (Yes) or N (No) to each of the following statements:

- 1. I communicate regularly with my mentor (daily during first month and at least weekly thereafter).
- 2. I observed my mentor and/or another experienced professionals to enhance my teaching (mandatory 3 observations).
- 3. My mentor observed me to provide support/feedback (mandatory 3 observations).
- 4. My mentor provided assistance and helped me develop my SGO.
- 5. My mentor provided guidance regarding the procedures for Back to School Night, report cards and parent conferences.
- 6. I attend building level and/or district offered professional development workshops.
- 7. I felt comfortable/prepared for my first formal observation.

Please provide commentary for the following:

8. What training/information do you feel was missing that would have provided an easier transition for the start of the school year?

9. What training would you like to have in the future?

10. Any other needs or concerns you have at this time?

APPENDIX B

Teacher Mentor Application

I am interested in being considered for a position of mentor. I understand that the role of the mentor is a critical factor in the success of a beginning teacher.

Directions: Answer the following questions and forward the completed form to Mr. Dion Davis, Director of Human resources, no later than May 30th.

Name _____ School _____ Grade _____

Current Degree Status _____ Certification(s) _____

Years of Classroom Experience _____ Year you received mentor training _____

1. What abilities and experiences do you possess that would make you an effective mentor for a beginning teacher?
2. Have you ever been a mentor in the past? If so, reflect on the impact you had on the beginning teacher and an overview of your interactions with that teacher.
3. List professional development activities you have completed within the last two years. (committee work, workshops attended or presented, college coursework, student teacher, practicum teacher).
4. List professional publications (other than NEA, NJEA publications) read within the last two years.

APPENDIX C

Mentoring Recommendation Form

Mentor Applicant _____

School _____ Subject/Grade Level _____

The above named tenured teacher has demonstrated the ability to be a positive school leader who possesses the essential instructional skills, knowledge, organization, classroom management, and professional attitude to effectively serve as a mentor. The applicant exemplifies the New Jersey Standards for Teaching.

Comments (please be specific as it relates to their ability to serve as a mentor):

PLEASE SEAL THIS RECOMMENDATION IN AN ENVELOPE WITH YOUR NAME WRITTEN ACROSS THE SEAL. RETURN TO THE MENTOR CANDIDATE FOR SUBMISSION TO THE PERSONNEL OFFICE BY JUNE 30TH.

Please rank this applicant in regards to how effective you feel they will be as a mentor, with 5 being extremely effective.

For administrative purposes only: 1 2 3 4 5

Recommendation submitted by:

Name _____

Position _____

School/Building _____

Signature _____

Winslow Township Board of Education 2023-2024 Organizational Chart

Board of Education
 Cheryl Pitts
 Debbie Esposito
 Rebecca Nieves
 Julie Peterson
 Rita Martin
 Joe Thomas
 Lorraine Dredden
 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)

Director - Student Support Services

Building Principals

Nurses

Guidance/SAC

I&RS

504

Sp. Ed.

CST

Support Services

Director - Curriculum and Instruction

Instructional Programs

K-6 Professional Dev.

Testing

Early Childhood

Title Grants

ESL

Director - Evaluation & Planning

7-12 Professional Dev.

Federal Grants

Testing

ESSA

Aramark
 Maintenance &
 Custodial

Solex
 Food Services

Director
 Special Projects

Director
 Transportation

Assistant Business
 Administrator

Payroll/Benefits

Acctg. Dept.

Supervisor
 Language Arts

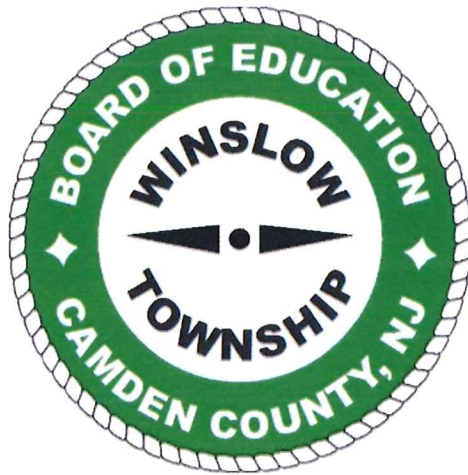
ACSG
 Technology Team

Supervisor
 Technology

Supervisor
 Technology

Supervisor
 Student Support Services

Winslow Township School District



2023 - 2024 Virtual or Remote Instruction Plan

Dr. H. Major Poteat, Superintendent

1. Essential Employees:

- **Administrative Staff** - Required to oversee the overall operation of the district
 1. Central Office Administration- (Superintendent, Assistant Superintendent, Business Administrator, Human Resource Director)
 2. Building Administrators - Required to oversee the delivery to remote instruction
 3. Secretarial Support Staff - **Required to support and assist the building administrator**
- **Teaching Staff**- Required to deliver instruction remotely
- **Custodial Staff**- Required to thoroughly clean, and maintain the cleanliness of the buildings
- **Food Service** - Required to continue providing food (breakfast and lunch) for students during school closure
- **District Technicians** - Required to assist with providing and maintaining communication with the parents and community (i.e. Board of Education Meetings, Web conferences, and teaching platforms). They are also required to maintain technology resources needed for students and staff.

Teaching Staff:

- In the event of a school closure, teachers, Guidance Counselors, and Youth Based Service Providers will be required to continue their service to students. Teachers will provide instruction through computer-based instruction and/or educational packets.
- Teachers will be given time to collaborate, train and prepare lessons and work packets.
- Teachers will be on call as needed to replenish educational packets. As teachers return to the building to replenish work for the students, building limits will be:
 1. **Elementary Schools** - no more than 15 staff including administrators and secretaries for smaller schools, and no more than 20 staff for the larger schools.
 2. **Middle and High School** - no more than 25 staff including administrators and secretarial staff. No building will have more than 25 staff members at a time. While teachers are in the building, teachers will remain a safe distance apart, and be required to practice safety protocols.
 3. **Guidance Counselors/ Youth Based Services Providers**- will be required to deliver their services of monitoring students and assisting students and parents with both academic and personal needs. The mental health provider will remain available to provide support to the student and family.

2. Remote Learning

Technology / Internet Access

The district is committed to ensuring that all students who require the use of technology to continue their instruction, be afforded the opportunity to do so. Chromebooks and hotspots needed for connectivity will be provided to needed students as appropriate, upon request. Staff will be provided with their choice of a chrome book or laptop computer so that they may deliver instruction. Additionally, staff will be available to assist parents with acquiring internet connectivity by providing them with information and assistance with completing forms required to obtain connectivity. Parents will also be provided directions on how to access the platforms used to deliver instruction to the students.

Accelerated Learning

Accelerating the academic growth of all student is the primary goal of the district. Students who need extra support and those who need a more challenging program, will continue receiving the services and program virtually.

Delivery of Instruction/ Assessment of Student

1. All students PK -12 will receive computer-based instruction as their primary instructional mode. Students without access to technology and at the parent's request will receive instructional packets.
2. Teacher guided lessons will be designed for 35 minutes to 1 hour per day, per subject.
3. Instructional resources that may be used to deliver instruction may include, video conferencing, Google classroom, and PowerPoint presentations with voice override so that students who are auditory learners will continue to receive assistance.
4. Textbooks and resources of the programs currently used will be made available online. Additionally, all students and parents will be provided with supplemental resources to support student learning.
5. Students placed on home bound will revert to technology-based instruction.
6. Teachers will assess student performance using teacher developed assessments, class work, commercially designed assessments aligned to the specific subject/ course, oral assessments and district benchmark assessment

Special Education Students:

1. The district will require special education teachers to differentiate instruction to meet the students' needs as outlined in the IEP. Some related services may be provided utilizing a teletherapy approach.
2. Instruction will be provided by instructional modes such as virtual (computer-based) and remotely via paper-based instruction. Program, resources, and platforms to support learning may include the following:
 - Proloquo2 Go Communication app, Read 180, System44, Touch Chat, Think Central, I Read, Google Classroom, Prodigy, Extra Math, Ixl, Epic Books, Lexia Learning, Starfall, and any other supplemental online and paper-based resources determined to be the most appropriate for each individual student.

3. Modifications and accommodations will be made in accordance with the student's IEP and teacher assessment of student's needs. Some accommodation that may be considered are: reduced / shortened assignments, extended time to complete assignment, oral assessment, virtual teaching as opposed to paper-based instruction, breaks, after school tutoring and extended year program. Students currently placed in out-of-district settings will be provided with both access to computer-based and paper-based instruction. Instruction will be provided by the out-of-district teacher and monitored by the district case managers.

4. Teachers and case managers will monitor and track student performance and implementation of IEP goals and objectives through progress report, student contact, evaluation and assessment of student work, participation, grades (where appropriate), and progress of individual goals. Case managers will maintain individual logs of time and date of service and communication with parent/ student. Some services may be documented through SEMI.

5. Case managers will continue as best as possible to conduct evaluations virtually; and will maintain parent and teacher communication through phone calls, text and email.

English Language Learners (ELL):

The district has an established English as a Second Language program aligned to the State and Federal requirements to meet the needs of our ELL students. Currently, Spanish is the primary second language addressed through the ESL program. Although the district does not have a bilingual program, instructional resources are purchased in English and Spanish. Parent resources are also provided as dual language resources. The ESL teachers and the bilingual support staff assist with providing written and oral communication to parents in their native language.

We utilize various educational programs/ strategies and resources such as differentiation of instruction through the use of small group instruction, pull out sessions, and direction instruction to facilitate the growth and development of our students. As well, technology targeted specifically for ESL students is provided. The ESL teacher will continue instruction through both computer and paper-based instruction. Documentation of parent/ student communication will be maintained and submitted to the building administrator. Additionally, each school has translation devices to assist with communication with students and parents and students. Our ELL students will be afforded the same quality of educational services as all students in the district.

Parents and students who may be experiencing emotional challenges will be provided with assistance from the mental Health Providers and provided with available support resources within the community.

The ESL teacher will receive training in sheltered instruction and other professional development opportunities targeted at improving the instruction of all students, particularly, our ELL students. All staff will receive professional development on strategies to support mental health challenges, effective teaching strategies, managing behaviors and teaching for student success - while addressing the needs of the whole child.

3. Attendance

Staff Attendance

1. Staff will be required to be available during the hours of 8 -3 depending upon grade level. Staff will sign in daily through email to verify that they are available to assist students.

2. The administrators will keep a record of staff sign in and communication log.

Student Attendance

During school closure, the intent is to continue instruction to minimize the loss and regression of skills. Therefore, it is critical that students be available and participate in the learning activities.

1. The district's attendance policy will remain in effect, with consideration given to documented extenuating circumstances that would prevent compliance with the policy.
2. Students must be visible during virtual instruction at which time attendance will be taken by the teacher. Students must be on time and appropriately dressed for class. Students attending class late will be recorded as tardy. Class participation and completion of all assigned work will be required. Failure to attend class and to complete assignments will jeopardize a student's promotion and graduation.
3. Any student who was in violation of the attendance and discipline policy during an emergency school closure will be addressed as per the attendance policy and the Student Code of Conduct.
4. Students who did not earn the required credits to meet graduation requirements will be recommended for summer school or retention.
5. Parents will receive an automated notification when a student fails to attend school, as well as messages from the teacher regarding attendance. Additionally, parents will receive written notices after five, ten and fifteen absences. Teachers will notify parents through Genesis Parent Portal of a student's attendance and grades. The district attendance officer will also make home visits when there are excessive absences.

4. Grading:

During a school closure, the intent is to maintain skills and continue learning. Students will be given every opportunity to complete assignments. Class participation and completion of all assigned work will be required. Failure to attend class and to complete assignments will jeopardize a student's promotion and graduation.

5. Facilities/Cleaning Protocol

The custodial, maintenance, and grounds staff will continue their schedule of maintaining the school facilities to ensure that all systems are functioning appropriately and to monitor the air quality in the buildings.

6. Summer Programming

- Extended School Year (ESY) for students with disabilities will be delivered through continued remote learning. Instruction will be both virtual, interactive, and paper-based.
- Students will be provided with technology if needed, to support their learning. If a student does not have access to connectivity, information will be provided to the parents to assist with obtaining connectivity. Additionally, the district will examine possible options for providing connectivity. The ESY program will run five days per week, for four (4) weeks.
- Information on credit recovery programs will be provided to students.

- The district will implement an extended summer learning program for students determined to be in need of additional support.
- Other students may be offered a credit recovery program.

7. Food Service

In the event that the district must implement a virtual or remote instruction plan, Winslow Township School District will seek to revert to a food service plan supported by the School Nutrition Benefits for Eligible Students to ensure that the provision of meals to eligible students continues.

The district will use Winslow Township High School and Elementary School #3 as food distribution sites to supply breakfast and lunch Grab and Go Meals. The two locations are centrally located in separate sections of the Township and will service all students in elementary, middle, and high schools.

The two pick up locations will service students between 9:00 a.m. and 11:00 a.m. Meals will be provided twice weekly, Monday and Thursday. On Monday, every student will receive breakfast and lunch for three days, and on Thursday, students will receive meals for two days. Meals will be delivered to students who do not have transportation to participate in the Grab and Go. The number of meals served will be monitored daily and adjusted accordingly. Recipes and allergens will be posted at pick up stations.

8. Communication

In the event of a closure, the district will immediately communicate with parents and the community using the following modes to:

1. Phone blast
2. Text Message
3. District and School Website
4. Local Media Outlets

9. Before and After School Programs

All before and After School Programs will be cancelled.

Bilingual Waiver Process Data Submission

New Jersey Department of Education

WINSLOW TWP

This is the Bilingual Waiver Process Submission on July 19, 2023 at 09:31 AM.

You may edit or delete any submissions before the deadline of July 31, 2023. **The system will be closed on July 31, 2023 and no further revisions will be able to be made.**

Part A

Date Submitted: 15-JUN-2023 at 09:29 AM

Reason

Geographic Location

Part B

Submitted: 15-JUN-2023 at 09:37 AM

School Winslow Township High School

Language Spanish

Program Sheltered Instruction

Number of LEP Students

KG	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12
0	0	0	0	0	0	0	0	0	12	1	5	1

Total Students: 19

Submitted: 15-JUN-2023 at 09:36 AM

School Winslow Township Middle School

Language Spanish

Program Sheltered Instruction

Number of LEP Students

KG	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12
0	0	0	0	0	0	0	3	4	0	0	0	0

Total Students: 7

Submitted: 15-JUN-2023 at 09:35 AM

School Winslow Township Elementary School Five

Language Spanish

Program Sheltered Instruction

Number of LEP Students

KG	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12
0	0	0	0	15	16	12	0	0	0	0	0	0

Total Students: 43

Submitted: 15-JUN-2023 at 09:33 AM

School Winslow Township Elementary School Two

Language Spanish

Program Sheltered Instruction

Number of LEP Students

KG	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12
5	4	5	5	0	0	0	0	0	0	0	0	0

Total Students: 19

Submitted: 15-JUN-2023 at 09:32 AM

School Winslow Township Elementary School One

Language Spanish

Program Sheltered Instruction

Number of LEP Students

KG	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12
5	6	6	5	0	0	0	0	0	0	0	0	0

Total Students: 22

Submitted: 15-JUN-2023 at 09:34 AM

School Winslow Township Elementary School Four

Language Spanish

Program Sheltered Instruction

Number of LEP Students

KG	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12
8	10	11	6	0	0	0	0	0	0	0	0	0

Total Students: 35

Part C

The number of hours of Sheltered Instruction training received by content teachers in Sheltered Instruction program

Number of hours | 18



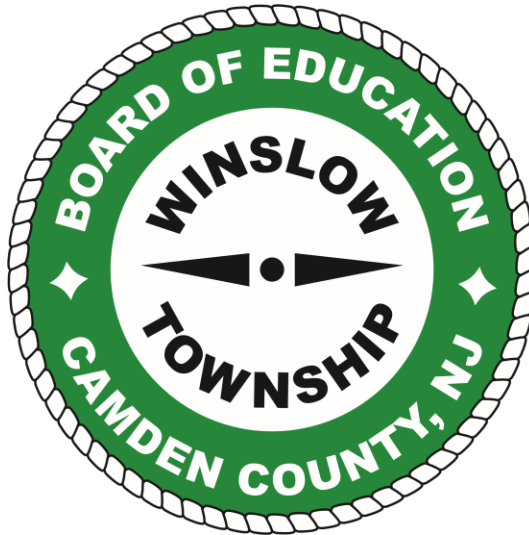
New Jersey Department of Education
Office of Supplemental Educational Programs
Title III, Bilingual/ESL Unit
100 Riverview Plaza, P.O. Box 500
Trenton, NJ 08625-0500
Tel. (609) 376-9080
Email: ML@doe.nj.gov

WINSLOW TOWNSHIP SCHOOL DISTRICT

Exhibit X A: 44

Grades PK - 6

STUDENT HANDBOOK



2023-2024

***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.

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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

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

Alexandra Gonzalez, 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, Sicklerville, NJ 08081

Christa McBride, Principal (609) 561-8450

Lauren Lee, Assistant Principal

WINSLOW TOWNSHIP ELEMENTARY NO. 5

130 Oak Leaf Road, Berlin, NJ 08009

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

Alexandra Gonzalez, Assistant Principal

WINSLOW TOWNSHIP ELEMENTARY NO. 6

617 Sickler Avenue, Sicklerville, NJ 08081

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 #5410 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 statement, citing the date(s) and reason for the absence, and medical clearance is required upon the student's return to school.

6. A student with twenty (20) consecutive unexcused absences will be dropped from roll.

7. Back dated notes/verification of absences will not be accepted.

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 birthday must fall on or before October 1st of the school year.

REQUIRED CERTIFICATES/DOCUMENTS:

1. PROOF OF RESIDENCE

- Mortgage or settlement papers;
- Lease agreement; Real Estate Tax documents or Title documents

2. ORIGINAL BIRTH CERTIFICATE and/or legal proof of guardianship.

3. IMMUNIZATION RECORD

a. Preschool

- i. DPaT – minimum of 4 doses
- ii. Polio – minimum of 3 doses
- iii. MMR (1) must have been given on/after 1st birthday.
- iv. Haemophilus influenzae type b (Hib) series mandated by all children enrolled in preschool programs after 1st birthday.
- v. Hepatitis B series started
- vi. Varicella (chicken pox) (1) must have been given on/after 1st birthday or proof of disease written by doctor.
- vii. PCV-must have been given on/after 1st birthday.
- viii. Influenza – Yearly
- ix. Physical exam

b. Kindergarten

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

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 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. 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 immediate 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.

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 the 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 or downloaded from the school's website, and returned to the Main Office.
5. The home-bound instruction application will be forwarded to the district physician for review.
6. Written notification of approval or denial will be provided to the parent.

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 or 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 vial.

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. Phone contact with parent(s)/Conference
2. Recess Detention-Grade appropriate
3. Out of school suspension

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

Cell Phone 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

The principal may recommend placement in the district's alternative learning placement. The alternative learning placement will be accomplished through an online platform conducted after ***normal school hours***. The program will offer English Language Arts, Mathematics, Science, History and Health.

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 _____

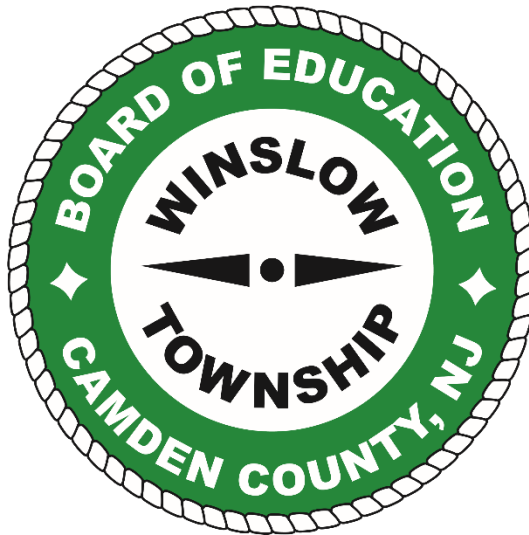
Homeroom No. _____

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

Exhibit X A: 44

WINSLOW TOWNSHIP SCHOOL DISTRICT

**MIDDLE SCHOOL
STUDENT HANDBOOK**



2023-2024

***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

DELAYED OPENING	
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

EARLY DISMISSAL	
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

William Shropshire, Principal

Mr. Daron Wright, Assistant Principal, Gr. 7

Ms. Dominique Upsey, Assistant Principal, Gr. 8

Rachelle Kimbrough- Counselor, Gr. 7

Susie Reid- Counselor, Gr. 8

School Phone: 856-767-7222

WINSLOW TOWNSHIP BOARD OF EDUCATION

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

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

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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.

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 coats, hats or head covering, in the building without administrator permission.
- ❖ 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 immediate 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.

Home-Bound 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 the 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 or downloaded from the school's website, and returned to the Main Office.
5. The home-bound instruction application will be forwarded to the district physician for review.
6. Written notification of approval or denial will be provided to the parent.

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:

Academic		Physical Education	
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 learning placement.* The alternative learning placement will be accomplished through an online platform conducted after *normal school hours*. The program will offer English Language Arts, Mathematics, Science, History and Health.

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. 10 OSS + 45 days Alternative Learning Placement

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
2. 2-ISS
3. 3-OSS

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 OSS
3. 10 days OSS + 45 days Alternative Learning Placement

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
3. 10 OSS + 45 days Alternative Learning Placement

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 INCIDENTENCE –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 + 45 days in Alternative Learning 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 (May include 45-day placement in Alternative Learning Placement).

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 + 45 days in Alternative Learning Placement and 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 OSS, Police notification

2. 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. 4 OSS

2. 10 OSS

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 WHEN 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 –day confiscation period
2. 60 – days
3. Returned end of school year.

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.

Exhibit X A: 44

**WINSLOW TOWNSHIP
SCHOOL DISTRICT**

WINSLOW TOWNSHIP HIGH SCHOOL



2023-2024

**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

Ms. Lorraine Dredden

Mrs. Debbie Esposito

Ms. Rita Martin

Ms. Cynthia Moore

Ms. Rebecca Nieves

Mr. Joe Thomas

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

Dr. Stacy Diggs – 12th Grade Assistant Principal
Mr. Richard Dawkins – 11th Grade Assistant Principal
Ms. Lynette Brown – 10th Grade Assistant Principal
Mr. Matthew Minder– 9th Grade Assistant Principal
Ms. Lisa Steele - Athletic Director

Anti - Bully Specialists

Ms. Carrie Norlin

Ext # 8108

Ms. Mackenzie Collins

Ext # 8103

Affirmative Action Officer

Ms. Lynn DiMartino - Cowdin

Ext # 8151

Ms. Monica Weston

Ext. # 8111

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 21st 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
Bus Departure	Bus Departure	Bus Departure	Bus Departure
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 21st 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 21st 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:

<u>Grade</u>	(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)
- NEW JERSEY GRADUATION PROFICIENCY ASSESSMENT (NJGPA)

ABSENCE

OBTAINING SCHOOL WORK WHEN A STUDENT IS ABSENT FOR MEDICAL REASONS *

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.³ 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 day's 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.

Alternative Learning Placement due to Behavior

Students who engage in physical altercations, assaults, terroristic threats, theft, bullying, possession or use of illegal and or controlled substances, the damaging of school property and those students who present a danger to others, demonstrate willful disobedience, disregard for school policy or defiance of authority will be placed in an alternative learning placement for 45 days. The alternative program will be accomplished through an online platform conducted after normal school hours have concluded. The program will offer courses in English Language Arts, Mathematics, Science, History, World Language and Health/ Physical Education.

DISCIPLINARY ABBREVIATIONS AND CONSEQUENCES

Disciplinary Actions:

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

LD=Late Detention (Assigned in conjunction with specific codes requiring OSS-1:40pm– 2:25pm)

HI- Home Instruction

ISS=In School Suspension

LP=Loss of Parking Privilege

OSS=Out of School Suspension

BS=Bus Suspension

TD=Teacher Assigned 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

142: Tampering with &/or Misuse of Personal &/or School Resources (i.e., any and all technology, athletic, drama, art, music, home economics, or science resources).

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|------------|----------|-----------|
| 1. 1-4 ISS | 2. 5 OSS | 3. 10 OSS |
|------------|----------|-----------|
- Damages will result in restitution.

150: Possession or Use of Fireworks/Incendiary materials/Chemical Devices- Firecrackers, lighters, matches, stink bombs, smoke bombs, et al.

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|----------|-------------------|
| 1. 5 OSS | 2. 10 OSS + 10 LD |
|----------|-------------------|
- Police notification

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

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|-----------------------------------|
| 1. 10 OSS + Alternative Placement |
|-----------------------------------|
- Police Notification

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

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

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

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|------------|--------|----------|
| 1. Warning | 2. OSS | 3. 3 OSS |
|------------|--------|----------|

163: Public Display of Affection.

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|---------|------------|----------|
| 1. 1 AD | 2. 1-2 ISS | 3. 3 OSS |
|---------|------------|----------|

164: Inappropriate/Unsafe Conduct in the Cafeteria.

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

170: Unsafe Conduct: Pushing, Tripping, Running, Roughhousing, Slap-boxing, Play fighting, Multiple Students in a bathroom stall, Endangering self &/or others by Inappropriate Actions.

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|----------|----------|-----------|
| 1. 3 OSS | 2. 4 OSS | 3. 10 OSS |
|----------|----------|-----------|
- Other administrative actions may be imposed.

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

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| 1. 10 OSS |
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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 and 45 Days in Alternative Learning Placement
Police notification required. Other administrative actions may be imposed.

181: Violation of Suspension Policy: Students suspended Out of School may not be on school property, attend any school activities, or participate in a school activity during assigned suspension period. In School Suspension students cannot attend any school activities, or participate in a school activity 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 the exchange of money or property.

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).

1. 10 OSS and other

Administrative discipline actions and interventions as appropriate, to include police notification and 45 Days in Alternative Learning Placement.

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

1. 5 OSS and other

Administrative discipline actions and interventions as appropriate to include possible police notification and 45 Days in Alternative Learning Placement. 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

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 and 45 Days in Alternative Learning Placement.

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

1. 5 OSS and other

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. 10 OSS and 45 Days in Alternative Learning Placement, Police Notification and Arrest, charges filed and other administrative actions and interventions as appropriate.

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

1. 4 OSS + 3 LD 2. 5 OSS + 5 LD 3. 10 OSS + 10 LD

230: Fighting: Mutually engaged physical altercation.

1. 10 OSS and 45 Days in Alternative Learning Placement, Police Notification and Arrest, charges filed and other administrative actions and interventions as appropriate.

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

1. 5 OSS + LD 2. 10 OSS + LD 3. 45 Alternative placement

232: Physical Assault on Staff by a pupil.

1. 10 OSS and 45 Days in Alternative Learning Placement, Police Notification and Arrest, charges filed and other administrative actions and interventions as appropriate. Superintendent and Board of Education Hearing for expulsion.

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

1. 10 OSS and other

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

234: Gun Free School Zone Act: Any Student who is determined to have brought a FIREARM to school.

2. Superintendent and Board of Education Hearing and expulsion

235: Possession of Dangerous Object-Item, Including smoke & stink bombs, which may be used as a weapon or that may cause harm to student or staff.

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

Police Notification, confiscation of item and any other administrative action as appropriate.

236: Possession of and Use of Weapon /Instrument, such as a knife, razor, pepper, chemical or explosive, etc. that causes harm to students and staff.

1. 10 OSS and 45 Days in Alternative Learning Placement.

Police Notification and any other administrative action as appropriate

238: Possession of Imitation Weapon/Look Alike Firearm-An object or device reasonably capable of being mistaken as a weapon or firearm. (Police Notification required).

1. 10 OSS + 10 LD,
Police Notification and any other administrative action as appropriate

SECTION 3: SUBSTANCE ABUSE

300: Use, Abuse, &/or Under the Influence of intoxicants or narcotics or controlled dangerous substance on school property, or during a school activity.

1. 10 OSS + 10 LD, Immediate Physician Assessment, Police Notification as appropriate, SAC, Counseling, Random Ongoing Drug Testing
2. 10 OSS and 45 Days in Alternative Learning Placement, Immediate Physician Assessment, Police Notification as appropriate, SAC, Counseling, Random Ongoing Drug Testing.

301: Use, Abuse, &/or Distribution of Non– Prescription Drugs (i.e. Tylenol, aspirin, acetaminophen, or any other over the counter drug.

1. 10 OSS + 10 LD Immediate Medical Assessment, Police Notification as appropriate, and any other Administrative disciplinary actions and interventions as appropriate.
2. 10 OSS and 45 Days in Alternative Learning Placement, Immediate Physician Assessment, Police Notification as appropriate, SAC, Counseling, Random Ongoing Drug Testing.

305: Possession of Paraphernalia Associated with Controlled Dangerous Substance(s) on School Property or During a School Activity.

1. 10 OSS + 10 LD Immediate Physician Assessment, Police Notification, and any other Administrative disciplinary actions and interventions as appropriate.
2. 10 OSS and 45 Days in Alternative Learning Placement, Immediate Physician Assessment, Police Notification as appropriate, SAC, Counseling, Random Ongoing Drug Testing.

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.
2. 10 OSS and 45 Days in Alternative Learning Placement, Immediate Physician Assessment, Police Notification as appropriate, SAC, Counseling, Random Ongoing Drug Testing.

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.
2. 10 OSS and 45 Days in Alternative Learning Placement, Immediate Physician Assessment, Police Notification as appropriate, SAC, Counseling, Random Ongoing Drug Testing.

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

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. 2 OSS

401: Unexcused Lateness to School. (Every 4th 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

2. 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 school Day (e.g. Radio, Walkman, Cell Phone, Laser Pen, Walkie-Talkie, iPODs, Paging Devices, cameras, videoing devices, Ear Pods, Ear Buds etc.)

4 OSS or Confiscation of Cell Phone;

1. 30 Days
2. 60 Days
3. Remainder of the School Year

615: Multiple or Severe Offenses- 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

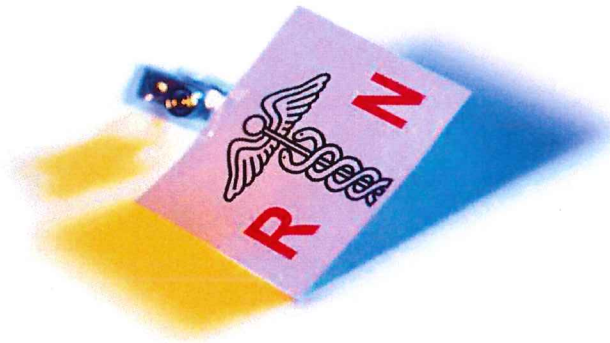
HR

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 30TH.

EXHIBIT NO. XA:52



Winslow Township School District
H. Major Poteat, Ed. D., Superintendent



School Nursing Services Plan

2023-2024

Board of Education approval date: 8/09/2023

WINSLOW TOWNSHIP SCHOOL DISTRICT

SCHOOL NURSING SERVICES PLAN

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SECTION I

BUILDING ASSESSMENTS

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

School Acuity Levels

School	Acuity Levels
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 if 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
 2022-2023

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

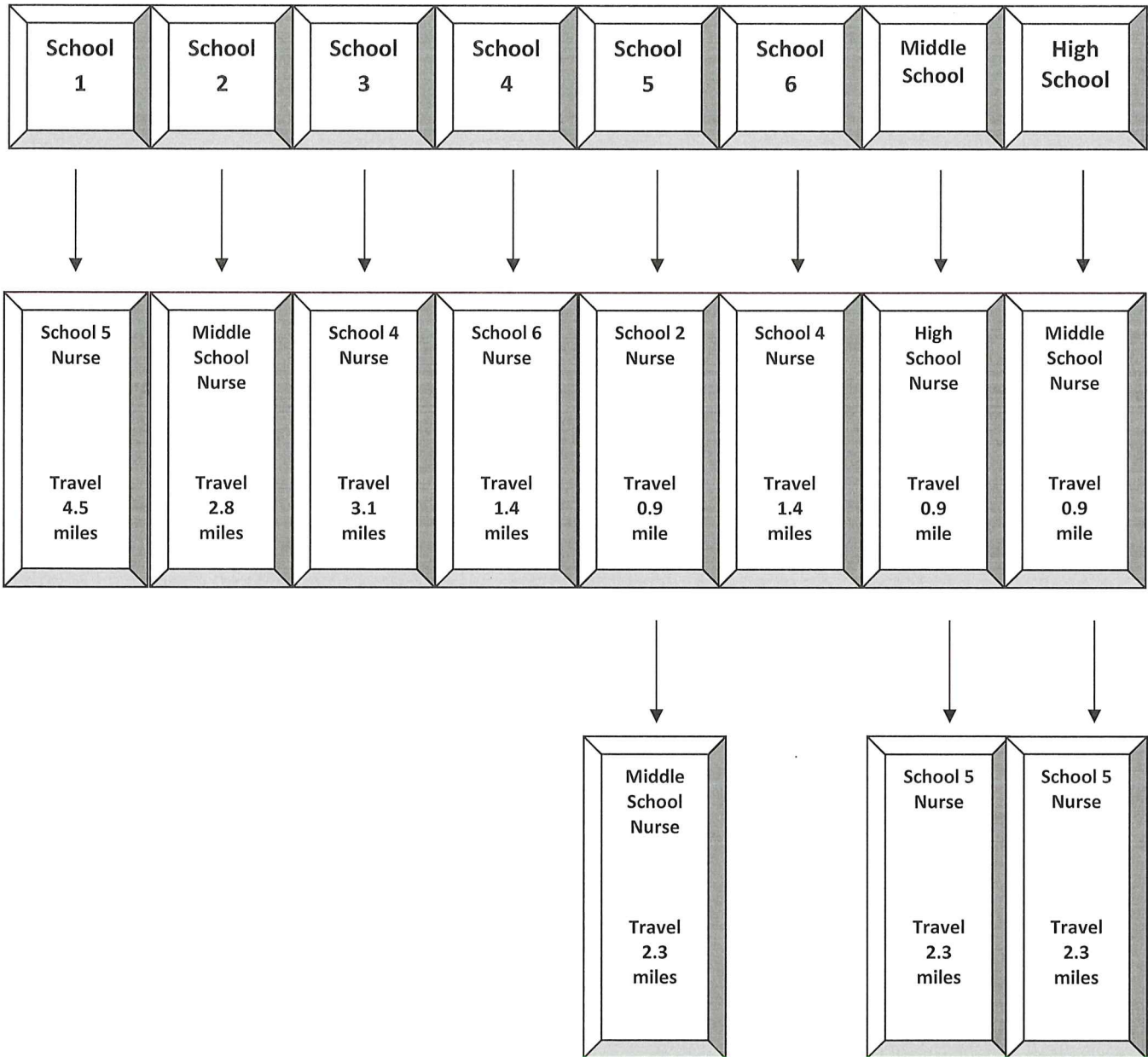
Date

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
Dr. H. Major Poteat, Superintendent

Winslow Township School District



MEDICAL STANDING ORDERS 2023-2024



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

Physician's Approval
Date: 7/28/23
Board of Education
Approval Date: 8/09/2023

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
Introcutaneous.

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 th grade (10-11 yrs.)
Kindergarten (5-6 yrs.)	8 th grade (13-14 yrs.)
2 nd grade (7-8 yrs.)	10 th grade (15-17 yrs.)
4 th 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.



WINSLOW TOWNSHIP BOARD OF EDUCATION 2023-2024 SCHOOL DISTRICT CALENDAR

www.winslow-schools.com

EXHIBIT NO. 1A:1

JULY 2023

M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

AUGUST 2023

M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

SEPTEMBER 2023

M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

- JULY 2023**
3, 4 Independence Day – Offices Closed
- AUGUST 2023 (S 0 / T 2 Days)**
30, 31 Staff In-Service-School Closed for Students
- SEPTEMBER 2023 (S 18 / T 18 Days)**
1 School Closed for Students/Teachers
4 Labor Day – Schools/Offices Closed
5 First Day of School for Students
25 Yom Kippur - Schools/Offices Closed
- OCTOBER 2023 (S 21 / T 21 Days)**
9 Columbus Day-Schools/Offices Closed
10 Two Hour Delay for Students
11 Interim Reports Mailings

OCTOBER 2023

M	T	W	TH	F
	2	3	4	5
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

NOVEMBER 2023

M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

DECEMBER 2023

M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

- NOVEMBER 2023 (S 17 / T 18 Days)**
7 Staff In-Service-School Closed for Students
9, 10 NJEA Convention-Schools/Offices Closed
10 Veterans Day-Schools/Offices Closed
13 Last Day of 1st Marking Period
22 Early Dismissal
23, 24 Thanksgiving Recess-Schools/Offices Closed
29 Report Card Mailing (7-12)
29 Report Card Distribution (PK-6)
- DECEMBER 2023 (S 16 / T 16 Days)**
5, 6, 7 Early Dismissal Students - Conferences (PK-12)
8 Two Hour Delay for Students
22 Early Dismissal
25-29 Winter Recess – Schools/Offices Closed

JANUARY 2024

M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

FEBRUARY 2024

M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	

MARCH 2024

M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

- JANUARY 2024 (S 21 / T 21 Days)**
1 Winter Recess – Schools/Offices Closed
2 Schools/Offices Reopen
5 Interim Report Mailings
15 Dr. Martin L. King Day-Schools/Offices Closed
26 Last Day of 2nd Marking Period
- FEBRUARY 2024 (S 19 / T 20 Days)**
8 Report Card Mailing (7-12)
8 Report Card Distribution (PK-6)
14, 15 Early Dismissal Students - Conferences (PK-12)
16 Staff In-Service-Closed for Students
19 Presidents Day-Schools/Offices Closed
20 Two Hour Delay for Students

APRIL 2024

M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

MAY 2024

M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

JUNE 2024

M	T	W	TH	F
				1
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

- MARCH 2024 (S 20 / T 20 Days)**
4 Two Hour Delay for Students
12 Interim Report Mailings
28 Early Dismissal
29 Spring Recess-Schools/offices Closed
- APRIL 2024 (S 17 / T 17 Days)**
1-5 Spring Recess-Schools/Offices Closed
8 Schools/Offices Reopen
10 Last Day of 3rd Marking Period
22 Report Cards Mailing (7-12)
22 Report Cards Distribution (PK-6)
- MAY 2024 (S 22 / T 22 Days)**
21 Interim Report Mailings
27 Memorial Day-Schools/Offices Closed

*The school calendar will reflect 180 days for students and 185 for staff.

Revisions Approved: 08/09/2023

- = First Day of School for Students
- = Last Day & Early Dismissal
- = School Closed for Students for Teacher In-Service or Parent Conferences
- = Emergency Closing Make-Up Days. * April 5, 4, 3, 2023
- = Early Dismissal Students
- = Early Dismissal Staff/Students
- = Schools/Offices Closed
- = Emergency School Closing
- = School Closed for Students and Teachers
- = 2 Hour Delay Opening for Students

- JUNE 2024 (S 9 / T 10 Days)**
10 Early Dismissal Students
11 Early Dismissal Students
12 Early Dismissal Students
13 Early Dismissal Students - Last Day of School for Students
13 Report Card Distribution (PK-6)
TBD WTMS & WTHS Report Card Mailing
14 Staff In-Service-Closed for Students
19 Juneteenth Day –Offices Closed

Batch Number	1	Current Payments	\$184,403.66	Batch Total
1098	ALBERTSON; DONNA		\$755.00	Vend Total
	P.O. # 306124	Tuition Reimbursement	\$755.00	PO Total
1117	ALLIED FIRE AND SAFETY EQUIPMENT CO. INC		\$6,410.00	Vend Total
	P.O. # 302497	INTERNAL PIPE INSPECTION	\$6,410.00	PO Total
1206	ARCHWAY PROGRAMS INC.		\$1,576.25	Vend Total
	P.O. # 306076	Transportation-JM/KR/SW	\$1,576.25	PO Total
1352	BAYADA HOME HEALTH CARE, INC.		\$46,672.50	Vend Total
	P.O. # 306092	Nursing Services-KS	\$5,837.50 P	PO Total
	P.O. # 306093	Nursing Services-RS	\$2,300.00 P	PO Total
	P.O. # 306094	Nursing Services-KN	\$2,600.00 P	PO Total
	P.O. # 306095	Nursing Services-CR	\$3,990.00 P	PO Total
	P.O. # 306096	Nursing Services-MK	\$2,037.50 P	PO Total
	P.O. # 306097	Nursing Services-CM	\$2,100.00 P	PO Total
	P.O. # 306098	Nursing Services-KD	\$2,015.00 P	PO Total
	P.O. # 306099	Nursing Services-KD	\$1,705.00 P	PO Total
	P.O. # 306100	Nursing Services-TR	\$6,235.00	PO Total
	P.O. # 306122	Nursing Services-SJCA	\$320.00 P	PO Total
	P.O. # 306137	Nursing Services-KD	\$587.50 P	PO Total
	P.O. # 306140	Nursing Services-MK	\$2,125.00 P	PO Total
	P.O. # 306141	Nursing Services-CM	\$2,845.00 P	PO Total
	P.O. # 306142	Nursing Services-KN	\$1,000.00 P	PO Total
	P.O. # 306143	Nursing Services-CR	\$660.00 P	PO Total
	P.O. # 306144	Nursing Services-TR	\$825.00 P	PO Total
	P.O. # 306145	Nursing Services-KS	\$1,050.00 P	PO Total
	P.O. # 306146	Nursing Services-RS	\$287.50 P	PO Total
	P.O. # 306196	Nursing Services-CM	\$4,510.00 P	PO Total
	P.O. # 306197	Nursing Services-AB	\$3,642.50 P	PO Total
1376	BELMONT AND CRYSTAL SPRINGS		\$80.63	Vend Total
	P.O. # 306106	Water service for SSS	\$23.07 P	PO Total
	P.O. # 306198	WATER	\$57.56 P	PO Total
5661	BLUUM USA, INC		\$1,885.00	Vend Total
	P.O. # 305450	S/R-Wiring for 2 and MS	\$1,885.00	PO Total
1508	BROOKFIELD ACADEMY		\$5,641.17	Vend Total
	P.O. # 306079	Professional Services-KC	\$612.22	PO Total
	P.O. # 306080	Professional Services-AE	\$262.38 P	PO Total
	P.O. # 306081	Professional Services-LS	\$568.49 P	PO Total
	P.O. # 306082	Professional Services-ED	\$1,049.52	PO Total

Batch Number	1	Current Payments	\$184,403.66	Batch Total
1508		BROOKFIELD ACADEMY	\$5,641.17	Vend Total
	P.O. # 306083	Professional Services-LD	\$1,136.98	PO Total
	P.O. # 306084	Professional Services -DK	\$524.76 P	PO Total
	P.O. # 306085	Professional Services-ZW	\$787.14	PO Total
	P.O. # 306086	Professional Services	\$699.68	PO Total
1632		CAMDEN COUNTY EDUCATIONAL SRVCS. COMM.	\$21.73	Vend Total
	P.O. # 306126	OT serv. render for SJCA	\$21.73	PO Total
1732		CDW GOVERNMENT INC.	\$29,907.10	Vend Total
	P.O. # 305963	Chrome Books	\$29,907.10	PO Total
1801		CHILDREN'S HOSPITAL OF PHILADELPHIA	\$243.72	Vend Total
	P.O. # 306078	Professional Services-BM	\$243.72	PO Total
1970		CRESTLINE SPECIALTIES, INC	\$392.24	Vend Total
	P.O. # 305494	STUDENT SUPPLIES	\$392.24	PO Total
2605		GENERAL CHEMICAL AND SUPPLY	\$24,239.12	Vend Total
	P.O. # 305033	CUSTODIAL SUPPLIES	\$24,239.12	PO Total
2667		GLOUCESTER COUNTY SPECIAL SRVCS.	\$4,280.00	Vend Total
	P.O. # 306087	Professional Services-BD	\$1,680.00	PO Total
	P.O. # 306088	Professional Services-IE	\$1,260.00 P	PO Total
	P.O. # 306150	Professional Services-BD	\$980.00 P	PO Total
	P.O. # 306151	Professional Services-IE	\$360.00 P	PO Total
3234		K-LOG INC.	\$3,453.82	Vend Total
	P.O. # 305340	S/R-Pre-K Supplies-Mrkrbd Kits	\$3,453.82	PO Total
T301		LAKESHORE LEARNING MATERIALS, LLC	\$5,222.55	Vend Total
	P.O. # 305502	Chairs	\$5,222.55	PO Total
3315		LAUREL LAWNMOWER SERVICE INC.	\$24,389.98	Vend Total
	P.O. # 305930	GROUNDS EQUIPMENT	\$24,389.98	PO Total
3344		LEE M. FOX BUS SEAT REPAIR	\$1,802.00	Vend Total
	P.O. # 305825	SEAT REPAIRS	\$1,802.00	PO Total
T251		McGEE, PATRICIA	\$6,500.00	Vend Total
	P.O. # 305024	S/R-Prof. Dev.	\$6,500.00	PO Total
3656		MED-FLEX INC.	\$858.00	Vend Total
	P.O. # 305671	MEDICAL WASTE PICK UP	\$858.00	PO Total
I064		NEES; JESSICA	\$840.00	Vend Total
	P.O. # 306179	MAY TRANSPORTATION (SHORTAGE)	\$840.00	PO Total
D753		NEXT GENERATION NEUROPSYCHOLOGY	\$1,500.00	Vend Total
	P.O. # 306128	IndependNeuropsych for OOD stu	\$1,500.00	PO Total

Batch Number	1	Current Payments	\$184,403.66	Batch Total
X763		PARRIS; LAURELL S.	\$4,335.00	Vend Total
	P.O. #	305140 S/R-Prof. Development	\$4,335.00	PO Total
N734		POWER EQUIPMENT COMPANY	\$400.00	Vend Total
	P.O. #	302843 MAINTENANCE SERVICE AGREEMENT	\$400.00 P	PO Total
0551		PRINT KREATIONS LLC	\$244.51	Vend Total
	P.O. #	305134 TRUCK LOGO & LETTERING	\$244.51	PO Total
2992		RICOH USA, INC.	\$294.17	Vend Total
	P.O. #	305983 COPIER RENTAL	\$141.23 P	PO Total
	P.O. #	306133 COPIER OVERAGES BA & HR	\$152.94 P	PO Total
4696		SAFETY-KLEEN SYSTEMS, INC.	\$501.68	Vend Total
	P.O. #	304504 SOLVENT	\$252.38	PO Total
	P.O. #	305644 SOLVENT	\$249.30 P	PO Total
4810		SCHOOL SPECIALTY, LLC	\$145.56	Vend Total
	P.O. #	305863 Supply	\$145.56	PO Total
N511		SOUTH JERSEY GLASS AND DOOR CO. INC.	\$735.28	Vend Total
	P.O. #	305333 MS GLASS REPLACEMENT	\$735.28	PO Total
5158		STAPLES CONTRACT & COMMERCIAL LLC	\$2,244.37	Vend Total
	P.O. #	305551 Athletic Department supplies	\$110.06 P	PO Total
	P.O. #	305658 OFFICE SUPPLIES	\$920.24 P	PO Total
	P.O. #	305832 OFFICE SUPPLIES	\$211.54 P	PO Total
	P.O. #	306061 PAPER; FILE FOLDERS	\$1,002.53 P	PO Total
6380		STAR PEDIATRIC HOME CARE AGENCY	\$7,980.00	Vend Total
	P.O. #	306134 Nursing Services-MT	\$2,484.00	PO Total
	P.O. #	306135 Nursing Services-ND	\$2,484.00	PO Total
	P.O. #	306136 Nursing Services-BD	\$3,012.00	PO Total
5296		TAYLOR-ROBINSON; KIMBERLY	\$104.81	Vend Total
	P.O. #	306112 Mileage Reimburs-H.I. stud	\$104.81	PO Total
F111		THE LITTLE SIGN COMPANY, INC.	\$445.00	Vend Total
	P.O. #	305900 Dismissal tags	\$445.00	PO Total
6068		WINSLOW TWP BOARD OF ED-LUNCHROOM ACCT	\$150.00	Vend Total
	P.O. #	306117 CATERING TOWN-HALL MEETING	\$150.00	PO Total
6650		ZALLIE SUPERMARKETS	\$152.47	Vend Total
	P.O. #	305410 STUDENT LUNCHEON SUPPLIES	\$152.47	PO Total

Total for Report =

\$184,403.66

[Handwritten Signature]
8.11.23

Batch Number	8	Future Year POs	\$510,307.78	Batch Total
1199	ARAMARK		\$403,042.06	Vend Total
P.O. #	400546	SERVICES JULY-JUNE 2023-2024	\$403,042.06	P PO Total
1352	BAYADA HOME HEALTH CARE, INC.		\$935.00	Vend Total
P.O. #	400521	Nursing Services-KN	\$660.00	PO Total
P.O. #	400522	Nursing Services-RS	\$275.00	P PO Total
A371	BRAUNGART INVESTORS, LLC		\$252.00	Vend Total
P.O. #	400545	PLANTS & CONTAINERS AT BOE	\$252.00	PO Total
1603	CALDWELL; PATTI		\$85.00	Vend Total
P.O. #	400540	DOT/CDL PHYSICAL REIMBURSEMENT	\$85.00	PO Total
1364	CHARLES J. BECKER & BRO., INC.		\$107.78	Vend Total
P.O. #	450460	Special Needs	\$13.56	P PO Total
P.O. #	450511	Teaching Aids	\$38.79	P PO Total
P.O. #	450548	Teaching Aids	\$55.43	P PO Total
1901	CONNER STRONG & BUCKELEW CO. LLC		\$1,181.00	Vend Total
P.O. #	400008	SURETY BOND FOR BA	\$1,181.00	PO Total
1941	COURIER-POST - LEGAL		\$110.10	Vend Total
P.O. #	400392	PN - EUS VISION BENEFIT INS	\$60.64	PO Total
P.O. #	400394	PN - AWARD PROF SERV 2023-24	\$49.46	P PO Total
2101	DEMCO INC.		\$78.11	Vend Total
P.O. #	450373	Library Supplies	\$78.11	PO Total
0737	EDUCATIONAL NETWORKS, INC.		\$6,600.00	Vend Total
P.O. #	400559	WEB CONTENT MANAGEMENT	\$6,600.00	PO Total
2303	EDVOCATE INC.		\$2,621.00	Vend Total
P.O. #	400568	MONITORING SERVICES	\$2,621.00	P PO Total
2462	FLAGSHIP DENTAL PLANS		\$654.92	Vend Total
P.O. #	400091	FLAGSHIP DENTAL PLAN 23-24	\$654.92	P PO Total
2605	GENERAL CHEMICAL AND SUPPLY		\$18,375.86	Vend Total
P.O. #	400177	CUSTODIAL SUPPLIES	\$18,375.86	PO Total
F594	HEALTH ADVOCATE SOLUTIONS INC.		\$3,127.50	Vend Total
P.O. #	400391	EAP FOR 8/1/23-10/31/23	\$3,127.50	PO Total
3300	LARC SCHOOL		\$33,310.80	Vend Total
P.O. #	400234	OOD#9681428815	\$5,294.16	P PO Total
P.O. #	400236	OOD#1364343381	\$8,714.16	P PO Total
P.O. #	400237	OOD#3918541565	\$8,714.16	P PO Total
P.O. #	400240	OOD#3102710757	\$5,294.16	P PO Total
P.O. #	400241	OOD#3928757122	\$5,294.16	P PO Total

Batch Count = 1

Batch Number	8	Future Year POs	\$510,307.78	Batch Total
3315	LAUREL LAWNMOWER SERVICE INC.		\$323.95	Vend Total
	P.O. # 400220 TRIMMER LINE FOR THE DISTRICT		\$323.95	PO Total
C713	MAY; DEBORAH		\$125.00	Vend Total
	P.O. # 400339 CDL PHYSICAL REIMBURSEMENT		\$125.00	PO Total
A343	NEW JERSEY MOTOR VEHICLE COMMISSION		\$550.00	Vend Total
	P.O. # 400542 REGISTRATIONS		\$550.00	PO Total
7084	NJFOA-TREASURER		\$330.00	Vend Total
	P.O. # 400065 Football Assignor Fee		\$330.00	PO Total
4016	NJSCHOOL JOBS.COM		\$100.00	Vend Total
	P.O. # 400360 MENTAL HEALTH PROV		\$50.00	PO Total
	P.O. # 400411 PSD TEACHER		\$50.00	PO Total
4796	SCHOOL HEALTH CORPORATION		\$1,385.75	Vend Total
	P.O. # 450324 Health and Trainer Supplies		\$1,385.75	PO Total
4810	SCHOOL SPECIALTY, LLC		\$2,658.68	Vend Total
	P.O. # 450003 General Classroom Supplies		\$90.00 P	PO Total
	P.O. # 450036 General Classroom Supplies		\$97.56 P	PO Total
	P.O. # 450042 General Classroom Supplies		\$99.44 P	PO Total
	P.O. # 450075 General Classroom Supplies		\$99.95 P	PO Total
	P.O. # 450083 General Classroom Supplies		\$121.22 P	PO Total
	P.O. # 450149 General Classroom Supplies		\$98.67 P	PO Total
	P.O. # 450150 General Classroom Supplies		\$98.53 P	PO Total
	P.O. # 450152 General Classroom Supplies		\$83.00 P	PO Total
	P.O. # 450154 General Classroom Supplies		\$98.12 P	PO Total
	P.O. # 450155 General Classroom Supplies		\$94.09 P	PO Total
	P.O. # 450159 General Classroom Supplies		\$97.57 P	PO Total
	P.O. # 450161 General Classroom Supplies		\$99.99 P	PO Total
	P.O. # 450167 General Classroom Supplies		\$99.99 P	PO Total
	P.O. # 450169 General Classroom Supplies		\$99.18 P	PO Total
	P.O. # 450170 General Classroom Supplies		\$96.32 P	PO Total
	P.O. # 450175 General Classroom Supplies		\$184.84 P	PO Total
	P.O. # 450177 General Classroom Supplies		\$20.88 P	PO Total
	P.O. # 450178 General Classroom Supplies		\$99.56 P	PO Total
	P.O. # 450180 General Classroom Supplies		\$99.57 P	PO Total
	P.O. # 450181 General Classroom Supplies		\$98.41 P	PO Total
	P.O. # 450182 General Classroom Supplies		\$97.55 P	PO Total
	P.O. # 450188 General Classroom Supplies		\$102.15 P	PO Total
	P.O. # 450189 General Classroom Supplies		\$99.60 P	PO Total

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Batch Count = 1

Batch Number	8	Future Year POs	\$510,307.78	Batch Total
4810	SCHOOL SPECIALTY, LLC		\$2,658.68	Vend Total
P.O. #	450191	General Classroom Supplies	\$99.54 P	PO Total
P.O. #	450192	General Classroom Supplies	\$97.74 P	PO Total
P.O. #	450193	General Classroom Supplies	\$85.25 P	PO Total
P.O. #	450259	Fine Art Supplies	\$10.82 P	PO Total
P.O. #	450286	Fine Art Supplies	\$25.39 P	PO Total
P.O. #	450468	Special Needs	\$27.51 P	PO Total
P.O. #	450506	Teaching Aids	\$16.86 P	PO Total
P.O. #	450517	Teaching Aids	\$19.38 P	PO Total
5158	STAPLES CONTRACT & COMMERCIAL LLC		\$1,018.03	Vend Total
P.O. #	400175	Emergency Clipboard	\$456.00 P	PO Total
P.O. #	400381	GARAGE & OFFICE SUPPLIES	\$562.03 P	PO Total
5812	VERIZON		\$37.49	Vend Total
P.O. #	400472	JULY 2023 (4) LINES	\$37.49	PO Total
5845	VISION SERVICE PLAN - (EA)		\$16,696.77	Vend Total
P.O. #	400102	VISION BENEFITS 23-24	\$16,696.77 P	PO Total
5866	W.B. MASON CO, INC		\$21.13	Vend Total
P.O. #	450257	Fine Art Supplies	\$4.37 P	PO Total
P.O. #	450260	Fine Art Supplies	\$16.76 P	PO Total
0217	WEX INC.		\$16,579.85	Vend Total
P.O. #	400489	FUEL BILL FLEET & MAINTENANCE	\$16,579.85	PO Total
Total for Report =			\$510,307.78	

Handwritten:
 8-4-23

Check Journal
Rec and Unrec checks

Winslow Twp School District
Hand and Machine checks

08/03/23 09:29

Starting date 8/9/2022

Ending date 8/9/2023

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
143904	08/09/23		C284	CABRERA; ESMERALDA	REFUND BOOK FINE	115.36

Fund Totals

10 GENERAL FUND	\$115.36
Total for all checks listed	\$115.36

M. G. Payne
8.9.23

Prepared and submitted by: *M. G. Payne*
Board Secretary

8.9.23
Date

Check Journal
Rec and Unrec checks

Winslow Twp School District
Hand and Machine checks

Starting date 7/1/2022 Ending date 8/4/2023

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
957114	07/13/23		S752	KELLY, DIANA & BRIGLIA, TINA		2,000.00
957115	07/13/23		F910	SPIRITWEAR EXPRESS		1,786.50
957116	07/26/23		U208	GREGG; GINA V.		514.50
957117	07/26/23		6398	JOSTENS, INC.		2,675.50
957118	07/26/23	07/31/23	6630	WINSLOW BOARD OF EDUCATION TRANSPORTA		500.00

Fund Totals

96	STUDENT ACTIVITY	\$7,476.50
	Total for all checks listed	\$7,476.50

8.9.23

Prepared and submitted by: *Sheryl Payne*
Board Secretary

8.9.23
Date

Batch Count = 1

Batch Number	1	Current Payments	\$1,293,846.70	Batch Total
S070		4IMPRINT, INC.	\$1,352.71	Vend Total
	P.O. #	305612 umbrellas	\$524.79 P	PO Total
	P.O. #	306001 padfolios	\$827.92 P	PO Total
8855		ACADEMY EXPRESS, LLC	\$1,458.25	Vend Total
	P.O. #	305505 FIELD TRIP TRANSPORTATION	\$1,458.25	PO Total
1043		ACCUSCAN	\$2,662.20	Vend Total
	P.O. #	303454 HS DIGITAL SCAN OF PERM CARDS	\$2,050.20 P	PO Total
	P.O. #	306108 IMAGE SILO STORAGE MAY-JUN	\$612.00 P	PO Total
1205		ARCHBISHOP DAMIANO SCHOOL	\$7,231.04	Vend Total
	P.O. #	305615 OOD-9587507514	\$7,231.04	PO Total
1250		ATLANTIC CITY ELECTRIC	\$57,044.47	Vend Total
	P.O. #	306068 JUNE 2023 ELECTRIC	\$7,050.00	PO Total
	P.O. #	306072 JUNE 2023 ELECTRIC	\$23,157.88	PO Total
	P.O. #	306102 JUNE 2023 MS & HS ELEC	\$26,836.59	PO Total
1313		BANCROFT NEURO HEALTH	\$5,670.40	Vend Total
	P.O. #	304206 OOD#1001340340	\$5,670.40 P	PO Total
1352		BAYADA HOME HEALTH CARE, INC.	\$270.00	Vend Total
	P.O. #	306138 SUB NURSE SCHOOL 3	\$270.00	PO Total
1376		BELMONT AND CRYSTAL SPRINGS	\$35.03	Vend Total
	P.O. #	306103 ADMIN BUILDING	\$35.03	PO Total
C426		BEN SHAFFER RECREATION INC.	\$20,573.44	Vend Total
	P.O. #	305094 S/R - Canopy Rep. for Sch. 1-4	\$20,573.44	PO Total
Z432		BIRCH COMMUNICATIONS, LLC	\$196.60	Vend Total
	P.O. #	305096 earpieces for walkies	\$196.60	PO Total
3393		BLOCK LINE SYSTEMS LLC	\$3,162.98	Vend Total
	P.O. #	306104 MAY & JUNE 2023	\$3,162.98	PO Total
4387		BSN SPORTS, LLC	\$2,135.95	Vend Total
	P.O. #	305802 Equipment boys and girls track	\$965.97 P	PO Total
	P.O. #	305899 Gym equip. storage	\$1,169.98 P	PO Total
1632		CAMDEN COUNTY EDUCATIONAL SRVCS. COMM.	\$615,035.03	Vend Total
	P.O. #	306067 JUNE TRANSPORTATION	\$284,010.41 P	PO Total
	P.O. #	306070 AIDE IN LIEU OF TRANSP (2ND)	\$322,426.75 P	PO Total
	P.O. #	306121 PL 192/193 JUNE 2023	\$8,597.87 P	PO Total
1713		CASCADE SCHOOL SUPPLIES, INC	\$141.38	Vend Total
	P.O. #	305156 enrichment supplies	\$141.38	PO Total

Batch Count = 1

07/27/23 12:01

Batch Number	1	Current Payments	\$1,293,846.70	Batch Total
1732		CDW GOVERNMENT INC.	\$1,908.84	Vend Total
	P.O. #	305305 PrintersSSS-CST	\$1,908.84	PO Total
1738		CENGAGE LEARNING INC	\$147,420.00	Vend Total
	P.O. #	304266 Larson Alg., Geo, Alg.2	\$147,420.00	PO Total
1364		CHARLES J. BECKER & BRO., INC.	\$4,523.95	Vend Total
	P.O. #	305327 S/R-Pre-K Carpets	\$4,523.95	PO Total
1880		COMCAST	\$5,288.61	Vend Total
	P.O. #	306120 JUNE NETWORK SERVICES	\$5,288.61	PO Total
1881		COMCAST CABLE	\$229.20	Vend Total
	P.O. #	306036 BUS GARAGE SERVICE	\$199.17 P	PO Total
	P.O. #	306074 DIGITAL ADAPTERS JUNE 2023 #4	\$30.03 P	PO Total
1895		CONCEPTUAL GLASS AND SHOWER DOOR	\$195.00	Vend Total
	P.O. #	302127 BUS #29	\$195.00	PO Total
1918		COOPER LEARNING CENTER	\$1,450.00	Vend Total
	P.O. #	303535 IndependTesting	\$1,450.00	PO Total
1941		COURIER-POST - LEGAL	\$82.90	Vend Total
	P.O. #	306006 PN BOARD MTG CANCELED	\$35.59	PO Total
	P.O. #	306008 PN-BOARD MTG TIME CHANGE	\$47.31	PO Total
2027		DAMBLY'S GARDEN CENTER	\$55.00	Vend Total
	P.O. #	305216 STONE	\$55.00	PO Total
2094		DELTA DENTAL PLAN OF NJ	\$845.66	Vend Total
	P.O. #	306131 COBRA JUNE 2023	\$845.66	PO Total
3729		ESS SUPPORT SERVICES, LLC	\$136,779.86	Vend Total
	P.O. #	306032 TA'S & NIA'S JUN	\$136,517.03 P	PO Total
	P.O. #	306110 BUS AIDES JUN PARTIAL	\$262.83 P	PO Total
A197		FIRST CHILDREN LEARNING SERVICES, LLC	\$26,484.40	Vend Total
	P.O. #	302423 safety care training	\$510.00 P	PO Total
	P.O. #	304914 ABA therapy for OOD student	\$570.00 P	PO Total
	P.O. #	306105 BehavioralServiceJune2023	\$25,404.40	PO Total
2667		GLOUCESTER COUNTY SPECIAL SRVCS.	\$7,096.67	Vend Total
	P.O. #	306059 JUNE TRANSPORTATION	\$7,096.67	PO Total
2781		HAMMONTON BOARD OF EDUCATION	\$9,431.08	Vend Total
	P.O. #	305959 OOD#9745958826	\$9,431.08	PO Total
3269		KURTZ BROS. INC	\$819.26	Vend Total
	P.O. #	305154 summer enrichment supplies	\$34.46 P	PO Total
	P.O. #	305405 S/R Pre-K Supplies-Grn Carpet	\$784.80 P	PO Total

Batch Number	1	Current Payments	\$1,293,846.70	Batch Total
T301		LAKESHORE LEARNING MATERIALS, LLC	\$12,809.83	Vend Total
	P.O. # 305427	kindergarten classroom order	\$65.66 P	PO Total
	P.O. # 305432	S/R-Pre-K Supplies (S1-S4)	\$10,948.67 P	PO Total
	P.O. # 305750	TeachingAids,SpEd class	\$1,795.50 P	PO Total
Z076		MCGOWAN WELL WATER COMPLIANCE MANAGEMEN	\$250.00	Vend Total
	P.O. # 305332	SCHOOL 1 WATER TEST SURVEY	\$250.00	PO Total
O046		MD BUYING GROUP, LLC	\$358.71	Vend Total
	P.O. # 305334	S/R-Pre-K 3 Nurse Offi. Supply	\$358.71	PO Total
3837		MUSIC & ARTS CENTER INC.	\$96.42	Vend Total
	P.O. # 305694	Genral Music	\$96.42	PO Total
3839		MUSIC IN MOTION	\$35.70	Vend Total
	P.O. # 305689	Band Certificates	\$35.70	PO Total
X137		NJ E-ZPASS	\$120.00	Vend Total
	P.O. # 306058	TOLLS	\$120.00	PO Total
4016		NJSCHOOL JOBS.COM	\$350.00	Vend Total
	P.O. # 305995	JOB POSTINGS	\$100.00	PO Total
	P.O. # 306053	JOB POSTINGS 23/24SY	\$150.00	PO Total
	P.O. # 306063	JOB POSTING FOR THE 23/24SY	\$100.00	PO Total
6466		NJSIAA	\$120.00	Vend Total
	P.O. # 306012	TENNIS (B) ENTRY FEE	\$120.00	PO Total
4180		PENNSYLVANIA TURNPIKE COMMISSION	\$322.20	Vend Total
	P.O. # 306040	TRIP TOLLS	\$322.20	PO Total
0551		PRINT KREATIONS LLC	\$3,693.75	Vend Total
	P.O. # 305394	STUDENT PROGRAM JACKETS	\$3,033.75 P	PO Total
	P.O. # 305888	VINYL LETTERING	\$660.00 P	PO Total
4798		SCHOOL OUTFITTERS LLC	\$4,209.74	Vend Total
	P.O. # 305311	S/R- Pre-K Panel	\$4,209.74	PO Total
4810		SCHOOL SPECIALTY, LLC	\$13,257.07	Vend Total
	P.O. # 305013	Office Supplies	\$168.85 P	PO Total
	P.O. # 305422	Kindergarten classroom order	\$4,560.02	PO Total
	P.O. # 305686	Supplies	\$401.36 P	PO Total
	P.O. # 305706	Office Order	\$2,006.27 P	PO Total
	P.O. # 305746	room divider for sped class	\$859.34 P	PO Total
	P.O. # 305808	supplies	\$2,418.25 P	PO Total
	P.O. # 305855	classrm supplies resource	\$2,586.84 P	PO Total
	P.O. # 305902	Gym cones	\$242.50 P	PO Total

Batch Number	1	Current Payments	\$1,293,846.70	Batch Total
4810		SCHOOL SPECIALTY, LLC	\$13,257.07	Vend Total
	P.O. # 305906	Border trim	\$13.64 P	PO Total
4904		SHERWIN WILLIAMS COMPANY	\$2,688.00	Vend Total
	P.O. # 305711	PAINT FOR THE DISTRICT	\$2,688.00	PO Total
8041		SJCTA-WINTER TRACK	\$650.00	Vend Total
	P.O. # 302653	GIRLS TRACK SJTCA ENTRY FEE	\$325.00	PO Total
	P.O. # 302654	GIRLS TRACK SJTCA ENTRY FEE	\$325.00	PO Total
5066		SOUTH JERSEY GAS	\$4,211.27	Vend Total
	P.O. # 306069	JUNE 2023 GAS SERVICE	\$4,211.27	PO Total
N511		SOUTH JERSEY GLASS AND DOOR CO. INC.	\$322.00	Vend Total
	P.O. # 305707	SCHOOL 3 LIBRARY DOOR	\$322.00	PO Total
7326		SOUTH JERSEY TURF CONSULTANTS LLC	\$4,697.42	Vend Total
	P.O. # 300007	ANNUAL TURF MANAGEMENT	\$4,697.42 P	PO Total
5158		STAPLES CONTRACT & COMMERCIAL LLC	\$4,499.69	Vend Total
	P.O. # 305029	office / school supplies	\$1,944.99 P	PO Total
	P.O. # 305476	BUSINESS OFFICE SUPPLIES	\$2,213.94 P	PO Total
	P.O. # 306031	MINI FRIDGE FOR HR	\$340.76 P	PO Total
5173		STATE OF NJ DIV OF PENSIONS AND BENEFITS	\$72,108.84	Vend Total
	P.O. # 306114	RETRO SALARY INCREASE	\$72,108.84	PO Total
3119		T & T SUPPLY CO.	\$1,329.87	Vend Total
	P.O. # 305047	UNITARY VALVES	\$821.91	PO Total
	P.O. # 305709	THERMOSTATE FOR SCH6 CHILLER	\$507.96 P	PO Total
Z966		TARTAGLIONE; CHERYL	\$700.00	Vend Total
	P.O. # 305141	S/R-Prof. Development	\$700.00	PO Total
5391		THE CONTINENTAL PRESS, INC.	\$939.29	Vend Total
	P.O. # 305726	S/R-Title III/III Imm Supplies	\$939.29	PO Total
8567		THE PORT AUTHORITY OF NY & NJ	\$284.00	Vend Total
	P.O. # 306042	TOLLS	\$284.00	PO Total
M592		TREETOP PRODUCTS, INC.	\$2,073.61	Vend Total
	P.O. # 305179	bench for courtyard	\$669.62 P	PO Total
	P.O. # 305181	benches - courtyard	\$1,403.99 P	PO Total
O650		UGI ENERGY SERVICES, LLC	\$1,230.38	Vend Total
	P.O. # 306071	JUNE 2023 GAS SUPPLIER	\$1,230.38	PO Total
O181		VERIZON FIOS	\$269.00	Vend Total
	P.O. # 306073	FIOS GIGABIT INTERNET JUNE	\$269.00	PO Total

Batch Count = 1

Batch Number	1	Current Payments	\$1,293,846.70	Batch Total
5845		VISION SERVICE PLAN - (EA)	\$151.10	Vend Total
	P.O. #	306130 COBRA JUNE 2023	\$151.10	PO Total
5864		W. W. GRAINGER INC.	\$1,498.01	Vend Total
	P.O. #	304174 Shed for storage	\$1,498.01	PO Total
6068		WINSLOW TWP BOARD OF ED-LUNCHROOM ACCT	\$985.00	Vend Total
	P.O. #	305251 STUDENT EVENT CATERING	\$170.00 P	PO Total
	P.O. #	305381 CATERING SERVICES MAY 2023	\$300.00 P	PO Total
	P.O. #	305510 EVENT CATERING	\$65.00 P	PO Total
	P.O. #	305792 CATERING SERVICES BOE JUN 2023	\$450.00 P	PO Total
0548		WINSLOW TWP SOLAR, LLC	\$44,363.92	Vend Total
	P.O. #	306109 JUNE 2023 SOLAR	\$44,363.92	PO Total
6110		WOLFINGTON BODY CO INC	\$31,171.74	Vend Total
	P.O. #	305384 BUS #67 TRANSMISSION CTRL MOD	\$2,612.61 P	PO Total
	P.O. #	305386 TENSIONER, BRAKE CLEEN	\$1,427.77 P	PO Total
	P.O. #	305937 FLEET SUPPLIES	\$7,529.78	PO Total
	P.O. #	305938 FLEET SUPPLIES	\$18,329.10	PO Total
	P.O. #	305999 BUS #8	\$1,272.48 P	PO Total
R567		WOODS SERVICES, INC.	\$10,006.88	Vend Total
	P.O. #	302958 OOD#1753388662	\$10,006.88 P	PO Total
O882		XTEL COMMUNICATIONS, INC.	\$9,687.20	Vend Total
	P.O. #	305699 INTERNET/PHONE JUNE	\$9,687.20	PO Total
6188		YOUTH CONSULTION SERVICE	\$4,776.15	Vend Total
	P.O. #	305857 OOD#2928684161	\$4,776.15	PO Total
Total for Report =			\$1,293,846.70	

Handwritten signature and date: 7.27.23

Batch Number	4	Food Service	\$158,449.14	Batch Total
2992	RICOH USA, INC.		\$323.01	Vend Total
P.O. #	306132	COPIER OVERAGES SODEXO	\$323.01	PO Total
6560	SODEXO INC. & AFFILIATES		\$156,878.76	Vend Total
P.O. #	305407	BANQUET & CATERING APR 2023	\$1,310.50	P PO Total
P.O. #	306115	MINIMUM WAGE DIFF JUNE	\$6,025.07	P PO Total
P.O. #	306116	JUNE 2023 SERVICES	\$149,543.19	PO Total
3119	T & T SUPPLY CO.		\$1,247.37	Vend Total
P.O. #	305064	SCHOOL 1 FREEZER PARTS	\$953.05	PO Total
P.O. #	305101	HS KITCHEN PARTS	\$294.32	P PO Total
Total for Report =			\$158,449.14	

J. J. 23

Batch Count = 1

Batch Number	8	Future Year POs	\$199,516.67	Batch Total
8855		ACADEMY EXPRESS, LLC	\$1,136.25	Vend Total
	P.O. #	400009 FIELD TRIP TRANSPORTATION	\$1,136.25	PO Total
P831		AMF BOWLING CENTERS, INC	\$544.14	Vend Total
	P.O. #	400026 STUDENT FIELD TRIP	\$544.14	PO Total
1231		ASSOC FOR SUPERVISION & CURR. DEV.	\$717.00	Vend Total
	P.O. #	400046 memberships, W.S., D.U., D. W.	\$717.00	PO Total
1610		CAMCOR INC.	\$96.03	Vend Total
	P.O. #	450232 Audio Visual Supplies	\$79.56 P	PO Total
	P.O. #	450235 Audio Visual Supplies	\$16.47 P	PO Total
0627		CENTURY WATER CONDITIONING & PURIF. INC.	\$131.00	Vend Total
	P.O. #	400222 SCHOOL 1 WATER TREATMENT	\$131.00	PO Total
1881		COMCAST CABLE	\$167.21	Vend Total
	P.O. #	400390 SUPERINTENDENT'S OFFICE	\$167.21	PO Total
1894		COMPUTER SOLUTIONS INC	\$17,856.00	Vend Total
	P.O. #	400186 CSI SOFTWARE	\$17,856.00	PO Total
1941		COURIER-POST - LEGAL	\$192.66	Vend Total
	P.O. #	400345 PN BID 2024-01 - DISTRICT AIDE	\$102.78	PO Total
	P.O. #	400350 PN - EUS AWARD FOR INS. COV.	\$89.88 P	PO Total
2094		DELTA DENTAL PLAN OF NJ	\$89,707.97	Vend Total
	P.O. #	400086 DENTAL BENEFITS 23/24	\$89,707.97 P	PO Total
2101		DEMCO INC.	\$105.20	Vend Total
	P.O. #	450364 Library Supplies	\$35.30 P	PO Total
	P.O. #	450367 Library Supplies	\$69.90 P	PO Total
2244		EAI EDUCATION	\$91.51	Vend Total
	P.O. #	450380 Math Supplies	\$91.51	PO Total
2315		ELECTRONIX EXPRESS	\$38.61	Vend Total
	P.O. #	450559 Technology Supplies	\$38.61	PO Total
0098		FRONTLINE TECHNOLOGIES GROUP LLC	\$54,989.94	Vend Total
	P.O. #	400143 evaluation software	\$30,217.83 P	PO Total
	P.O. #	400387 IEPdirectrenewal 23/24	\$24,772.11 P	PO Total
3269		KURTZ BROS. INC	\$73.34	Vend Total
	P.O. #	450499 Teaching Aids	\$2.43 P	PO Total
	P.O. #	450526 Teaching Aids	\$30.68 P	PO Total
	P.O. #	450538 Teaching Aids	\$8.76 P	PO Total
	P.O. #	450542 Teaching Aids	\$31.47 P	PO Total

Batch Count = 1

Batch Number	8	Future Year POs	\$199,516.67	Batch Total
T301		LAKESHORE LEARNING MATERIALS, LLC	\$591.01	Vend Total
P.O. #	450480	Teaching Aids	\$50.38 P	PO Total
P.O. #	450488	Teaching Aids	\$8.99 P	PO Total
P.O. #	450495	Teaching Aids	\$31.49 P	PO Total
P.O. #	450497	Teaching Aids	\$71.99 P	PO Total
P.O. #	450502	Teaching Aids	\$25.17 P	PO Total
P.O. #	450505	Teaching Aids	\$51.28 P	PO Total
P.O. #	450509	Teaching Aids	\$44.97 P	PO Total
P.O. #	450515	Teaching Aids	\$42.27 P	PO Total
P.O. #	450520	Teaching Aids	\$31.48 P	PO Total
P.O. #	450522	Teaching Aids	\$21.58 P	PO Total
P.O. #	450528	Teaching Aids	\$29.69 P	PO Total
P.O. #	450534	Teaching Aids	\$66.57 P	PO Total
P.O. #	450543	Teaching Aids	\$7.19 P	PO Total
P.O. #	450558	Teaching Aids	\$107.96 P	PO Total
3315		LAUREL LAWNMOWER SERVICE INC.	\$118.77	Vend Total
P.O. #	400053	GROUNDS EQUIPEMENT	\$118.77	PO Total
3837		MUSIC & ARTS CENTER INC.	\$137.12	Vend Total
P.O. #	450571	Music Supplies	\$24.16 P	PO Total
P.O. #	450573	Music Supplies	\$112.96 P	PO Total
3839		MUSIC IN MOTION	\$295.05	Vend Total
P.O. #	450570	Music Supplies	\$62.90 P	PO Total
P.O. #	450572	Music Supplies	\$217.20 P	PO Total
P.O. #	450576	Music Supplies	\$14.95 P	PO Total
3864		NASCO EDUCATION LLC	\$208.54	Vend Total
P.O. #	450250	Elementary Science Supplies	\$14.84 P	PO Total
P.O. #	450265	Fine Art Supplies	\$138.36 P	PO Total
P.O. #	450270	Fine Art Supplies	\$1.20 P	PO Total
P.O. #	450379	Math Supplies	\$4.72 P	PO Total
P.O. #	450458	Special Needs	\$0.46 P	PO Total
P.O. #	450476	Teaching Aids	\$48.96 P	PO Total
6450		NASSP	\$385.00	Vend Total
P.O. #	400058	NJHS membership	\$385.00	PO Total
3958		NEW JERSEY SCHOOL BOARDS ASSOCIATION	\$499.00	Vend Total
P.O. #	400035	2023/2024 PAA DUE - D.D.	\$499.00	PO Total
8353		NJ ASSOCIATION FOR MIDDLE LEVEL EDUC.	\$125.00	Vend Total
P.O. #	400056	school membership	\$125.00	PO Total

Batch Count = 1

Batch Number	8	Future Year POs	\$199,516.67	Batch Total
3997		NJ PRINCIPALS AND SUPERVISORS ASSOC.	\$3,555.00	Vend Total
	P.O. #	400066 memberships WS, DU, DW	\$3,555.00	PO Total
4103		PALOS SPORTS, INC	\$476.05	Vend Total
	P.O. #	450409 Physical Education Supplies	\$476.05	PO Total
4139		PASSON'S SPORTS	\$413.79	Vend Total
	P.O. #	450412 Physical Education Supplies	\$413.79	PO Total
0559		PROJECT LEAD THE WAY, INC.	\$950.00	Vend Total
	P.O. #	400050 participation fee	\$950.00	PO Total
4456		REALLY GOOD STUFF, LLC	\$163.95	Vend Total
	P.O. #	450477 Teaching Aids	\$58.19 P	PO Total
	P.O. #	450482 Teaching Aids	\$12.42 P	PO Total
	P.O. #	450486 Teaching Aids	\$68.76 P	PO Total
	P.O. #	450489 Teaching Aids	\$8.24 P	PO Total
	P.O. #	450507 Teaching Aids	\$6.78 P	PO Total
	P.O. #	450529 Teaching Aids	\$5.06 P	PO Total
	P.O. #	450535 Teaching Aids	\$4.50 P	PO Total
2992		RICOH USA, INC.	\$1,298.40	Vend Total
	P.O. #	400067 COPY/PRINTER ABA/ASST SUP	\$985.56 P	PO Total
	P.O. #	400238 COPIER LEASE 23-24 BA/HR	\$312.84 P	PO Total
7610		ROSBERT; LINDA A.	\$64.00	Vend Total
	P.O. #	400075 CROSS COUNTRY ASSIGNOR FEE	\$64.00	PO Total
4796		SCHOOL HEALTH CORPORATION	\$20.90	Vend Total
	P.O. #	450459 Special Needs	\$12.28 P	PO Total
	P.O. #	450469 Special Needs	\$8.62 P	PO Total
4810		SCHOOL SPECIALTY, LLC	\$5,055.26	Vend Total
	P.O. #	450012 General Classroom Supplies	\$95.69 P	PO Total
	P.O. #	450044 General Classroom Supplies	\$99.51 P	PO Total
	P.O. #	450055 General Classroom Supplies	\$3,471.00 P	PO Total
	P.O. #	450057 General Classroom Supplies	\$54.61 P	PO Total
	P.O. #	450059 General Classroom Supplies	\$72.70 P	PO Total
	P.O. #	450060 General Classroom Supplies	\$99.51 P	PO Total
	P.O. #	450061 General Classroom Supplies	\$56.99 P	PO Total
	P.O. #	450062 General Classroom Supplies	\$99.41 P	PO Total
	P.O. #	450064 General Classroom Supplies	\$99.14 P	PO Total
	P.O. #	450065 General Classroom Supplies	\$99.95 P	PO Total
	P.O. #	450066 General Classroom Supplies	\$53.94 P	PO Total

Batch Count = 1

Batch Number	8	Future Year POs	\$199,516.67	Batch Total
4810		SCHOOL SPECIALTY, LLC	\$5,055.26	Vend Total
P.O. #	450067	General Classroom Supplies	\$77.97 P	PO Total
P.O. #	450068	General Classroom Supplies	\$146.36 P	PO Total
P.O. #	450071	General Classroom Supplies	\$99.67 P	PO Total
P.O. #	450072	General Classroom Supplies	\$69.06 P	PO Total
P.O. #	450074	General Classroom Supplies	\$100.00 P	PO Total
P.O. #	450256	Fine Art Supplies	\$93.66 P	PO Total
P.O. #	450274	Fine Art Supplies	\$12.44 P	PO Total
P.O. #	450475	Teaching Aids	\$7.51 P	PO Total
P.O. #	450485	Teaching Aids	\$20.56 P	PO Total
P.O. #	450524	Teaching Aids	\$50.57 P	PO Total
P.O. #	450527	Teaching Aids	\$17.09 P	PO Total
P.O. #	450537	Teaching Aids	\$9.09 P	PO Total
P.O. #	450545	Teaching Aids	\$48.83 P	PO Total
4814		SCHOOL TRANSP. SUPERVISORS OF NJ INC.	\$275.00	Vend Total
P.O. #	400020	2023-2024 MEM DUES- Wall & Pfl	\$275.00	PO Total
5446		THE OMNI GROUP	\$9,546.00	Vend Total
P.O. #	400282	2023-24 403(b) COMPLIANCE	\$9,546.00	PO Total
5968		WEST MUSIC COMPANY	\$88.24	Vend Total
P.O. #	450574	Music Supplies	\$88.24	PO Total
6091		WIRELESS ELECTRONICS INC.	\$442.80	Vend Total
P.O. #	400192	TEMP REPAIR OF RADIO REPEATER	\$442.80	PO Total
0882		XTEL COMMUNICATIONS, INC.	\$8,960.93	Vend Total
P.O. #	400187	INTERNET/PHONE JULY	\$8,960.93	PO Total
Total for Report =			\$199,516.67	

Handwritten signature and date: 7.27.23

Check Journal
Rec and Unrec checks

Winslow Twp School District
Hand and Machine checks

07/14/23 13:31

Starting date 7/5/2022

Ending date 7/5/2023

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
143799	07/05/23		Z735	CROWE; GARY		22.47
143800	07/05/23		I064	NEES; JESSICA		1,050.00

Fund Totals

10	GENERAL FUND	\$1,072.47
	Total for all checks listed	\$1,072.47

7.27.23

Prepared and submitted by: 
Board Secretary

8.9.23
Date

Starting date 7/14/2022 Ending date 7/14/2023

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
900672	H 07/14/23		4018	NJSHBP	ID# 16800 JUL	359.19
900673	H 07/14/23		5173	STATE OF NJ DIV OF PENSIONS AND BENEFITS	ID# 15300	1,117,050.75

Fund Totals

11	GENERAL CURRENT EXPENSE	\$1,117,050.75
95	TRANSITION	\$359.19
	Total for all checks listed	\$1,117,409.94

7.27.23

Prepared and submitted by:

Mr. Boyle
Board Secretary

8.9.23
Date

Board Approved

8-9-23

WINSLOW TOWNSHIP SCHOOL DISTRICT
DISPOSAL OF SCHOOL PROPERTY REQUEST

School: Winslow HS Department: Social Studies Date: 7/24/23

Quantity	Description	Tag or Serial #	Est. Age	Condition/Reason
71	Sociology & You, Student Edition ISBN 13: 9780076631933 © 2014 Room F111-shelf		9 years	Outdated. Use another text.
4	Sociology & You Teacher Edition ISBN 13: 9780076640607 © 2014 Room F111-shelf		9 years	Outdated. Use another text.

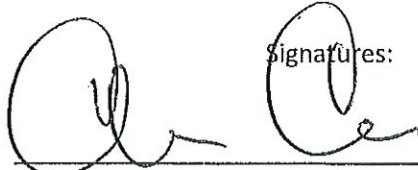
Location of items for disposal: _____

Action to be taken to be determined by the Board Secretary:

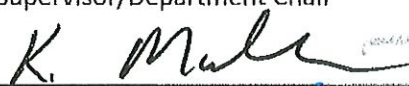
- Deliver items to Building Supervisor to be destroyed.
- HOLD! Item will be sold at public sale.
- Hold for administrative review.

Board Secretary

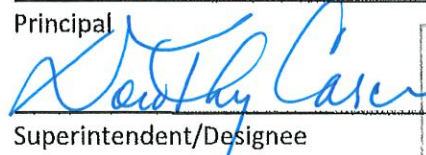
Signatures:



Supervisor/Department Chair



Principal



Superintendent/Designee

RECEIVED
7/27/23
JUL 27 2023
ASSISTANT SUPERINTENDENT OF CURRICULUM AND INSTRUCTION

A work request (with a copy of the approved form attached) will be required for the maintenance department to transfer materials and/or equipment.

Submit requests to dispose of books to the office of the Assistant Superintendent's on the appropriate form.

RECEIVED
JUL 28 2023
BUSINESS ADMINISTRATOR

Board Approved

8-9-23

WINSLOW TOWNSHIP SCHOOL DISTRICT DISPOSAL OF SCHOOL PROPERTY REQUEST

School: Winslow HS Department: Social Studies Date: 7/25/23

Quantity	Description	Tag or Serial #	Est. Age	Condition/Reason
11	Sociology & You, Student Edition ISBN 13: 9780076631933 © 2014 Room B222-shelf	<i>hand</i>	9 years	Outdated. Use another text.
14	Sociology Study Of Human Relationships ISBN: 0030975891 © 1995 Room B222-shelf		28 years	Outdated. Use another text.
24	Psychology Concepts and Applications ISBN-10 0618749829 © 2007 Room B222-shelf		16 years	Outdated. Use another text.

Location of items for disposal: B222

Action to be taken to be determined by the Board Secretary:

- Deliver items to Building Supervisor to be destroyed.
- HOLD! Item will be sold at public sale.
- Hold for administrative review.

[Signature]
Board Secretary

Signatures:

[Signature]
Supervisor/Department Chair

K. M...
Principal

Anthony Carter
Superintendent/Designee

RECEIVED
JUL 27 2023
ASSISTANT SUPERINTENDENT OF CURRICULUM AND INSTRUCTION

A work request (with a copy of the approved form attached) will be required for the maintenance department to transfer materials and/or equipment.

Submit requests to dispose of books to the office of the Assistant Superintendent's on the appropriate form.

RECEIVED
JUL 28 2023
BUSINESS ADMINISTRATOR

Board Approved

8-9-23

WINSLOW TOWNSHIP SCHOOL DISTRICT
DISPOSAL OF SCHOOL PROPERTY REQUEST

School: _____ Department: TRANSPORTATION Date: 7/27/23

Quantity	Description	Tag or Serial #	Est. Age	Condition/Reason	
40	1	International School Bus	4DRBUAAPX8A491614	15yrs	Mandatory Retirement
42	1	International School Bus	4DRBUAAP68A494624	15yrs	Mandatory Retirement
43	1	International School Bus	4DRBUAAP88A494625	15yrs	Mandatory Retirement
44	1	International School Bus	4DRBUAAP8XA494626	15yrs	Mandatory Retirement
46	1	International School Bus	4DRBUAAP38A494628	15yrs	Mandatory Retirement
47	1	International School Bus	4DRBUAAP58A494629	15yrs	Mandatory Retirement
48	1	International School Bus	4DRBUAAP08A494606	15yrs	Mandatory Retirement
49	1	International School Bus	4DRBUAAP28A494607	15yrs	Mandatory Retirement
50	1	International School Bus	4DRBUAAP48A494608	15yrs	Mandatory Retirement
M-7	1	International School Bus (2016)	4DRBUAANK26B0226098	7yrs	Accident

Location of items for disposal: _____

Action to be taken to be determined by the Board Secretary:

- Deliver items to Building Supervisor to be destroyed.
- HOLD! Item will be sold at public sale.
- Hold for administrative review.

Board Secretary

Signatures:

Jimmy Wall
Supervisor/Department Chair

Principal

[Signature]
Superintendent/Designee

A work request (with a copy of the approved form attached) will be required for the maintenance department to transfer materials and/or equipment.

Submit requests to dispose of books to the office of the Assistant Superintendent's on the appropriate form.



Batch Number	1	Current Payments	\$282,140.56	Batch Total
W577	ABIOLA; JOSEPH		\$511.00	Vend Total
	P.O. #	306208 AIDE IN LIEU OF TRANSPORTATION	\$511.00	PO Total
1376	BELMONT AND CRYSTAL SPRINGS		\$73.21	Vend Total
	P.O. #	306195 cooler rental and water	\$73.21	PO Total
8906	CAMDEN COUNTY COLLEGE		\$72,500.00	Vend Total
	P.O. #	306148 Transition to College Spring	\$72,500.00	PO Total
1732	CDW GOVERNMENT INC.		\$57,469.56	Vend Total
	P.O. #	304267 Microsoft licenses	\$57,469.56	PO Total
2405	FALASCA MECHANICAL, INC.		\$13,490.00	Vend Total
	P.O. #	205447 HVAC SCHOOL #6-MAIN OFFICE	\$13,490.00	P PO Total
D457	LAN ASSOCIATES		\$11,432.73	Vend Total
	P.O. #	201337 ARCH FEES SECURITY ALARM MS/HS	\$3,367.73	P PO Total
	P.O. #	203559 UPGRADES MAIN OFFICE SCH #6	\$4,915.00	P PO Total
	P.O. #	304635 PREPARE ROD GRANT APPLICATION	\$3,150.00	P PO Total
Y510	MJF ELECTRICAL CONTRACTING, INC.		\$71,999.00	Vend Total
	P.O. #	205446 FIRE ALARM SYSTEMS-SCH #5 & 6	\$67,163.00	P PO Total
	P.O. #	303777 CHANGE ORDER FIRE ALARM-5&6	\$4,836.00	P PO Total
4270	PIONEER VALLEY EDUCATION PRESS, INC		\$3,942.75	Vend Total
	P.O. #	305475 S/R-Title I Supplies - Sch. 3	\$3,942.75	PO Total
0794	RENZULLI; LISA & VINCENT		\$1,022.00	Vend Total
	P.O. #	306200 AIDE IN LIEU OF TRANSPORTATION	\$1,022.00	PO Total
0264	TRAN; MINH-TAN		\$1,022.00	Vend Total
	P.O. #	306212 AIDE IN LIEU OF TRANSPORTATION	\$1,022.00	PO Total
U243	TURNER, MAGGIE		\$1,022.00	Vend Total
	P.O. #	306211 AIDE IN LIEU OF TRANSPORTATION	\$1,022.00	PO Total
5873	WADE, LONG & WOOD, LLC		\$40,672.35	Vend Total
	P.O. #	306216 MAY 2023	\$20,112.35	PO Total
	P.O. #	306217 JUNE 2023	\$20,560.00	PO Total
6650	ZALLIE SUPERMARKETS		\$6,983.96	Vend Total
	P.O. #	301342 FOOD FOR CLASSES	\$147.92	PO Total
	P.O. #	301880 FOOD FOR CLASSES	\$332.42	PO Total
	P.O. #	301883 FOOD FOR CLASSES	\$99.97	P PO Total
	P.O. #	302130 FOOD FOR CLASSES	\$182.97	PO Total
	P.O. #	302131 FOOD FOR CLASSES	\$201.72	PO Total
	P.O. #	302132 FOOD FOR CLASSES	\$95.29	P PO Total
	P.O. #	302392 FOOD FOR CLASSES	\$182.94	PO Total

Batch Number	1	Current Payments	\$282,140.56	Batch Total
6650		ZALLIE SUPERMARKETS	\$6,983.96	Vend Total
P.O. #	302395	FOOD FOR CLASSES	\$133.27 P	PO Total
P.O. #	302396	FOOD FOR CLASSES	\$97.20 P	PO Total
P.O. #	302538	FOOD FOR CLASSES	\$160.29	PO Total
P.O. #	302539	FOOD FOR CLASSES	\$268.13	PO Total
P.O. #	302540	FOOD FOR CLASSES	\$155.87	PO Total
P.O. #	302742	fOOD FOR CLASSES	\$213.66	PO Total
P.O. #	302745	FOOD FOR CLASSES	\$259.00	PO Total
P.O. #	302747	FOOD FOR CLASSES	\$230.69	PO Total
P.O. #	302793	FOOD FOR CLASSES	\$88.51 P	PO Total
P.O. #	302800	FOOD FOR CLASSES	\$199.43	PO Total
P.O. #	303106	FOOD FOR CLASSES	\$345.93	PO Total
P.O. #	303448	FOOD FOR CLASSES	\$171.53	PO Total
P.O. #	303504	FOOD FOR CLASSES	\$123.21 P	PO Total
P.O. #	303769	FOOD FOR CLASSES	\$137.41 P	PO Total
P.O. #	303772	FOOD FOR CLASSES	\$97.47 P	PO Total
P.O. #	303886	FOOD FOR CLASSES	\$82.54 P	PO Total
P.O. #	303887	FOOD FOR CLASSES	\$175.04	PO Total
P.O. #	304094	FOOD FOR CLASSES	\$149.78	PO Total
P.O. #	304534	FOOD FOR CLASSES	\$186.72	PO Total
P.O. #	304538	FOOD FOR CLASSES	\$106.63 P	PO Total
P.O. #	304541	FOOD FOR CLASSES	\$131.42 P	PO Total
P.O. #	304542	FOOD FOR CLASSES	\$197.10	PO Total
P.O. #	304543	FOOD FOR CLASSES	\$130.53 P	PO Total
P.O. #	304544	FOOD FOR CLASS	\$110.18 P	PO Total
P.O. #	304685	FOOD FOR CLASSES	\$11.94 P	PO Total
P.O. #	304686	FOOD FOR CLASSES	\$135.92 P	PO Total
P.O. #	305279	FOOD FOR CLASSES	\$103.06 P	PO Total
P.O. #	305287	FOOD FOR CLASSES	\$146.13 P	PO Total
P.O. #	305289	FOOD FOR CLASSES	\$103.11 P	PO Total
P.O. #	305291	FOOD FOR CLASSES	\$137.63 P	PO Total
P.O. #	305297	FOOD FOR CLASSES	\$70.13 P	PO Total
P.O. #	305298	FOOD FOR CLASSES	\$204.68	PO Total
P.O. #	305299	FOOD FOR CLASSES	\$69.09 P	PO Total
P.O. #	305621	FOOD FOR CLASSES	\$200.83	PO Total
P.O. #	305622	FOOD FOR CLASSES	\$59.08 P	PO Total
P.O. #	305631	FOOD FOR CLASSES	\$102.80 P	PO Total

Batch Count = 1

Batch Number	1	Current Payments	\$282,140.56	Batch Total
6650		ZALLIE SUPERMARKETS	\$6,983.96	Vend Total
P.O. #	305669	FOOD FOR CLASSES	\$201.74	PO Total
P.O. #	305670	FOOD FOR CLASSES	\$130.46 P	PO Total
P.O. #	305749	FOOD FOR CLASSES	\$112.59 P	PO Total
Total for Report =			\$282,140.56	

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8.9.23

Batch Count = 1

Batch Number	4	Food Service	\$3,250.45	Batch Total
D457	LAN ASSOCIATES		\$3,250.45	Vend Total
P.O. #	204804	ARCHIT/ENGIN SERVICES WALK-INS	\$3,250.45	P PO Total
Total for Report =			\$3,250.45	

Handwritten signature
8.9.23

Batch Count = 1

Batch Number	8	Future Year POs	\$84,700.42	Batch Total
1250		ATLANTIC CITY ELECTRIC	\$7,387.47	Vend Total
	P.O. # 400633	JULY 2023 ELECTRIC	\$7,387.47	PO Total
1881		COMCAST CABLE	\$199.17	Vend Total
	P.O. # 400636	BUS GARAGE SERVICES	\$199.17	PO Total
2233		DUNPHY; KEVIN	\$149.74	Vend Total
	P.O. # 400580	Mileage Reimburs July 2023	\$149.74	PO Total
2358		EPIC ENVIRONMENTAL SERVICES LLC	\$2,865.00	Vend Total
	P.O. # 400494	SCHOOL 3 ABATEMENT MONITORING	\$2,865.00	PO Total
3750		MOLINOWSKI; JACQUELINE	\$85.00	Vend Total
	P.O. # 400637	DOT PHYSICAL REIMBURSEMENT	\$85.00	PO Total
2992		RICOH USA, INC.	\$27,253.04	Vend Total
	P.O. # 400185	COPIER LEASE 23/24 CONTRACT	\$27,253.04	P PO Total
0181		VERIZON FIOS	\$269.00	Vend Total
	P.O. # 400590	FIOS GIGABIT INTERNET JUL	\$269.00	PO Total
7397		VISCIANO; TRACY	\$990.00	Vend Total
	P.O. # 400635	JULY TRANSPORTATION	\$990.00	PO Total
5592		WINSLOW TOWNSHIP D.M.U.	\$45,502.00	Vend Total
	P.O. # 400591	WATER/SEWER QTR 1	\$45,502.00	PO Total
Total for Report =			\$84,700.42	

[Handwritten signature]
8.9.23

Initial Application for Temporary Instructional Space
__2023-2024__ School Year

EXHIBIT NO. 111 A:4

Date of Application 8.9.23

Please check one: In an existing school building Off-Site TCU/ Van/ Mobile Classroom

District: Winslow Township School District _____

School or Building: Shirley B. Foster Elementary School _____

Address of School Location: 511 Edwards Ave., Chesilhurst, New Jersey 08084 _____

Room Location/ Number (be specific) 106, 108, 109, 110, Kindergarten, Facility & PreK State Approved Use Yes _____

Basement 1st Floor 2nd Floor Other _____

Dimensions: Length _____ ft. Width _____ ft. Ceiling height 9 ft. 10 in.

Total Area: 5,304 square ft. NET Area: _____ square ft.

Grade Level(s): Pre-K Instructional Activity(s): PreK Educational Activities _____

Maximum number of students and teachers/aides (total) at one time: 120

Building construction: Frame Type: Masonry Lavatory Facilities Yes No Drinking Fountain Yes No Lighting at 50' candles: Yes No

Ventilation: Tempered Air Exhaust Fan Window Other (specify) Unit ventilators _____

Fire/ Smoke detection device in room: Yes No

Exits from room: How many 2 To Outside 1 To Hallway 1 Other Faculty 2 exits to Hallway

Reason(s) for the need to use this temporary instructional area: New Preschool Program _____

What improvements will be made to this space prior to September 1 of the next school year? New Flooring, painting, upgrade lighting, 4 new Unit ventilators (Anticipated Use January 2024) _____

The Board of Education approved this initial temporary application for the 2023 - 2024 school year on 8.9.23 _____ Date

*** A COPY OF RESOLUTION FROM MINUTES MUST BE ATTACHED ***

Certified by: [Signature]
Chief School Administrator

8-9-23
Date

[Signature]
School Business Administrator

8.9.23
Date

FOR EXECUTIVE COUNTY SUPERINTENDENT'S USE ONLY:

Date of Inspection by County Office: _____ Inspected by: _____

Included in Long-Range Facility Plan: Yes No

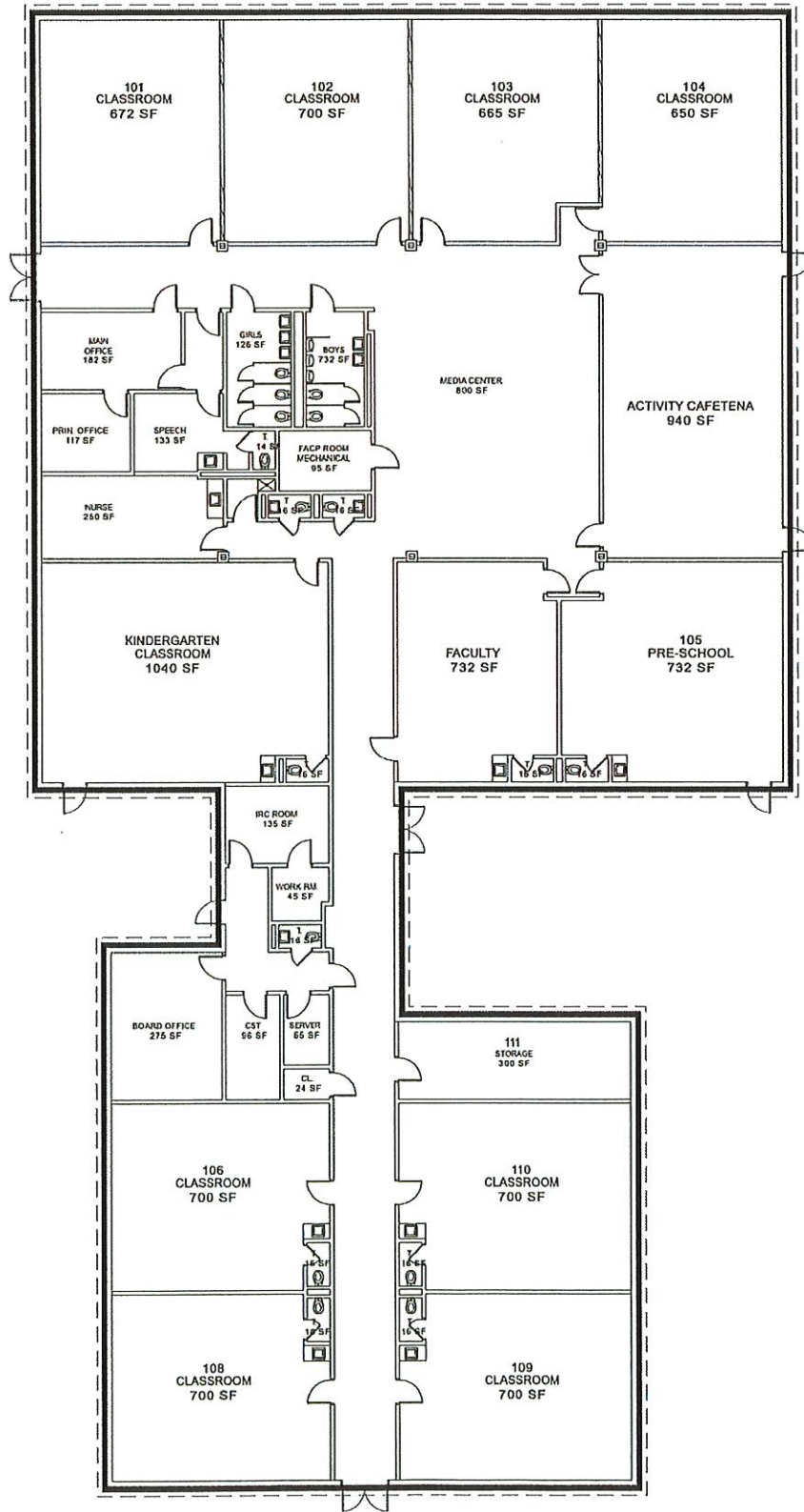
For the _____ - _____ school year, approval: is granted is not granted

Subject to the following conditions: _____

Executive County Superintendent

Date

Chesilhurst Board of Education
511 Edwards Avenue
Chesilhurst, NJ 08089





New Jersey Department of Education

Application for Dual Use of Educational Space

This form is to be used when educational space is required but limited. Dual use of educational spaces is permitted under limited circumstances wherein two small group classes of similar nature separated by a movable divider are operating simultaneously within the same educational space. Permission to operate a dual-use educational space must be obtained from the Executive County Superintendent annually.

District: Winslow Township School: School #3 School Year: 2023-2024

Room Number/ Name: #10 State Approved Use: Yes

Requested Use Group One: Occupational Therapy # Students 5 # Teachers 1

Requested Use Group Two: Physical Therapy # Students 5 # Teachers 1

Description of movable divider used (e.g. height, length, bookshelf, acoustical, etc.):

- Divider 6'8 feet Height, 13' feet Length
- Acoustical
- See attached sketch

The Board of Education approved the Dual Use application on 08/09/2023
(Date)

***** Attach Copy of Board Resolution *****

SUBMIT THE FOLLOWING WITH THIS APPLICATION:

- A sketch/photo of the space showing room size, location of exit doors, fire detection systems, ventilation systems, and divider.
- Attach a Copy of the Board Resolution

Superintendent of Schools: *J. W. Pate* Date: 8-9-23

School Business Administrator: *A. P. Payne* Date: 8.9.23

For County Office Use Only

Inspected by: _____ Date: _____

Approved as is: _____ Not approved: _____ Approved subject to the following conditions: _____

Executive County Superintendent: _____ Date: _____

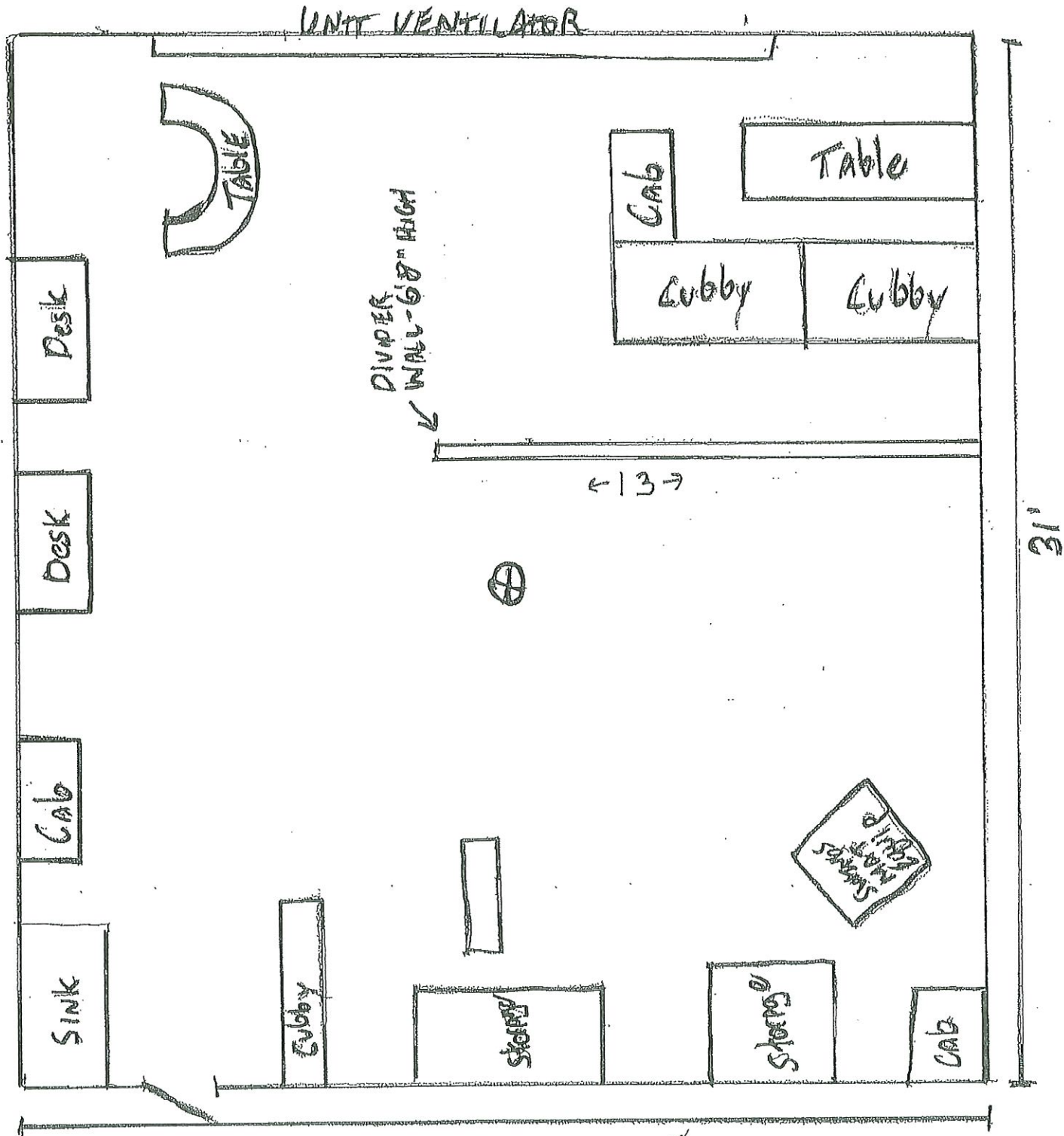
Executive County Business Official _____ Date: _____

School 3

Rm 10

Scale = 1" = 4'

Winslow Schools



28'

⊗ HEAT DETECTOR

31'

← 13 →



New Jersey Department of Education

Application for Dual Use of Educational Space

This form is to be used when educational space is required but limited. Dual use of educational spaces is permitted under limited circumstances wherein two small group classes of similar nature separated by a movable divider are operating simultaneously within the same educational space. Permission to operate a dual-use educational space must be obtained from the Executive County Superintendent annually.

District: Winslow Township School: School #3 School Year: 2023-2024

Room Number/ Name: #24 State Approved Use: Yes

Requested Use Group One: Gifted & Talented # Students 5 # Teachers 1

Requested Use Group Two: Speech # Students 5 # Teachers 1

Description of movable divider used (e.g. height, length, bookshelf, acoustical, etc.):

- Divider 6'8 feet Height, 12' feet Length, 3' feet Length
- Acoustical
- See attached sketch

The Board of Education approved the Dual Use application on 08/09/2023
(Date)

*****Attach Copy of Board Resolution *****

SUBMIT THE FOLLOWING WITH THIS APPLICATION:

- A sketch/photo of the space showing room size, location of exit doors, fire detection systems, ventilation systems, and divider.
- Attach a Copy of the Board Resolution

Superintendent of Schools: J. Maria Pateal Date: 8-9-23

School Business Administrator: [Signature] Date: 8.9.23

For County Office Use Only

Inspected by: _____ Date: _____

Approved as is: _____ Not approved: _____ Approved subject to the following conditions: _____

Executive County Superintendent: _____ Date: _____

Executive County Business Official _____ Date: _____

School #9

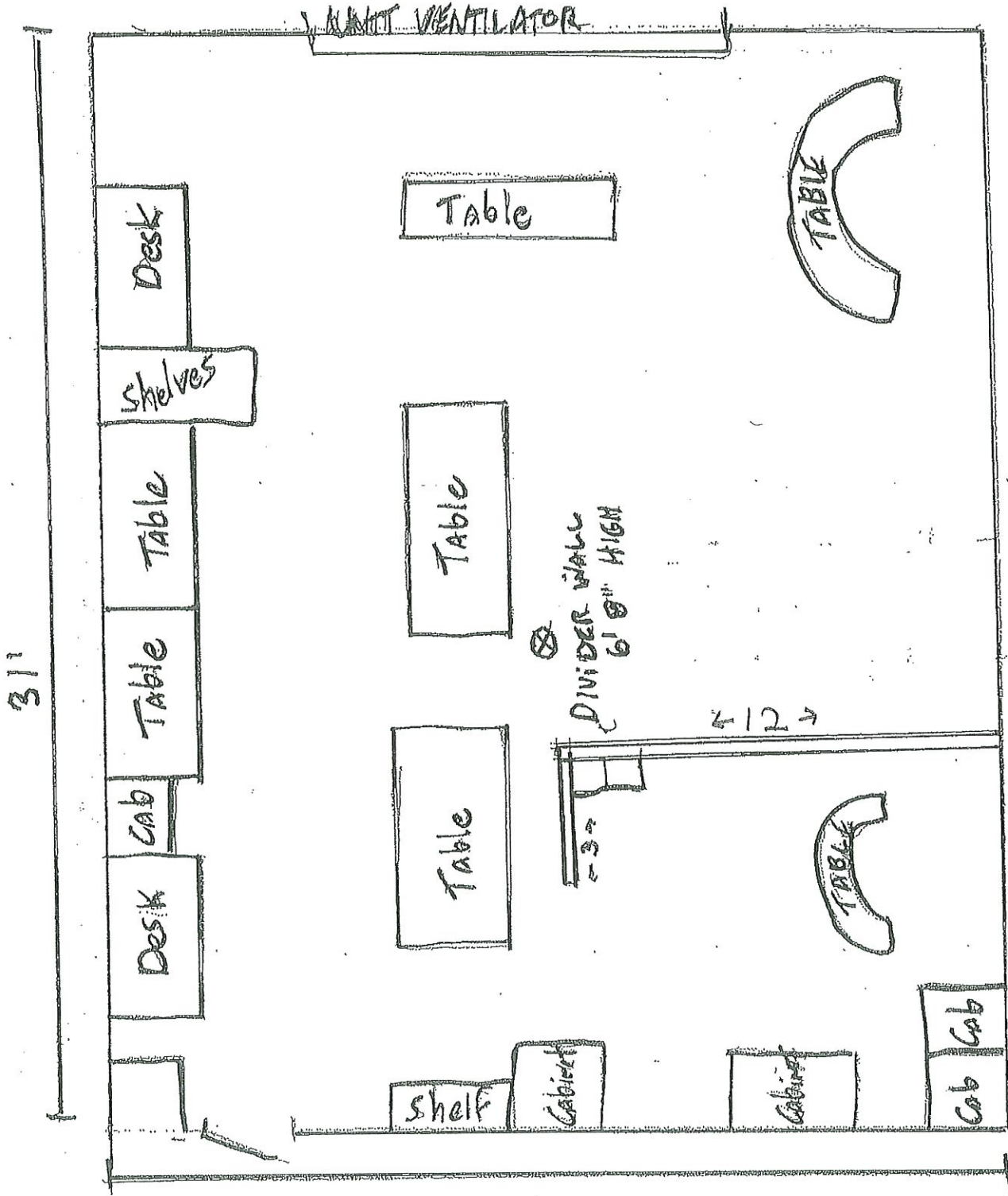
Rm 24

Scale 1" = 4'

Winston Schools

25

⊗ = HEAT DETECTOR



Pointkowski (LOA Mleskolainen)	30
Livingston	29
Massey	28
Akins	27
Rybka	26
Grainger	25

Hall C

Micka	23	Hagan	23	Weiss	Music Davis	Girls Rm.	Ford	Boy's	Ciprianni	20
		Chlumento	22							
Kirshner		Delguercio McCarthy Krouse		McCarroll		19				
				McMahon		18				
				Boyle		17				
				Jacobs		16				
				Dolbow		15				

WINSLOW TOWNSHIP SCHOOL NO. 3
BUILDING GUIDE

Hall D

Parker	14
VanZelst	13
Adolf	12
Lee (LOA Honeyford)	11
Cohen	10
Storage	9
Venere	9

Bearint Disipio Germano Unick Jones	31
Bennett Yellen Martino Voss	32
Franconeri	33
Beck	34

Hall B

Mrs. Hagen	Kitchen	Hallway	Storage	Faculty	8
				Thumm	8
				Verlander	7
				Blong	6
				Miller (LOA Brown)	5

Hall A

Office	
Goulburn Grossman Gunter	
MacDonnell	
Storage	
Liabe (LOA) Cappuccio	2
Barabuscio	2
Cataldi	3
Bahn	4



New Jersey Department of Education

Application for Dual Use of Educational Space

This form is to be used when educational space is required but limited. Dual use of educational spaces is permitted under limited circumstances wherein two small group classes of similar nature separated by a movable divider are operating simultaneously within the same educational space. Permission to operate a dual-use educational space must be obtained from the Executive County Superintendent annually.

District: Winslow Township School: High School School Year: 2023-2024

Room Number/ Name: #H101 State Approved Use: Yes

Requested Use Group One: Special Education # Students 8 # Teachers 1

Requested Use Group Two: Resource Room # Students 8 # Teachers 1

Description of movable divider used (e.g. height, length, bookshelf, acoustical, etc.):

- Divider 6'5 feet Height, 28'5 feet Length, 4' feet Length
- Divider 6'5 feet Height, 6 feet Length, 4' feet Length
- Divider 6'5 feet Height, 13 feet Length, 3' feet Length
- Acoustical (all divider walls are partitions)
- See attached sketch

The Board of Education approved the Dual Use application on 08/09/2023
(Date)

***** Attach Copy of Board Resolution *****

SUBMIT THE FOLLOWING WITH THIS APPLICATION:

- A sketch/photo of the space showing room size, location of exit doors, fire detection systems, ventilation systems, and divider.
- Attach a Copy of the Board Resolution

Superintendent of Schools: *J. Maria Pate* Date: 8-9-23

School Business Administrator: *Phyllis Boyle* Date: 8.9.23

For County Office Use Only

Inspected by: _____ Date: _____

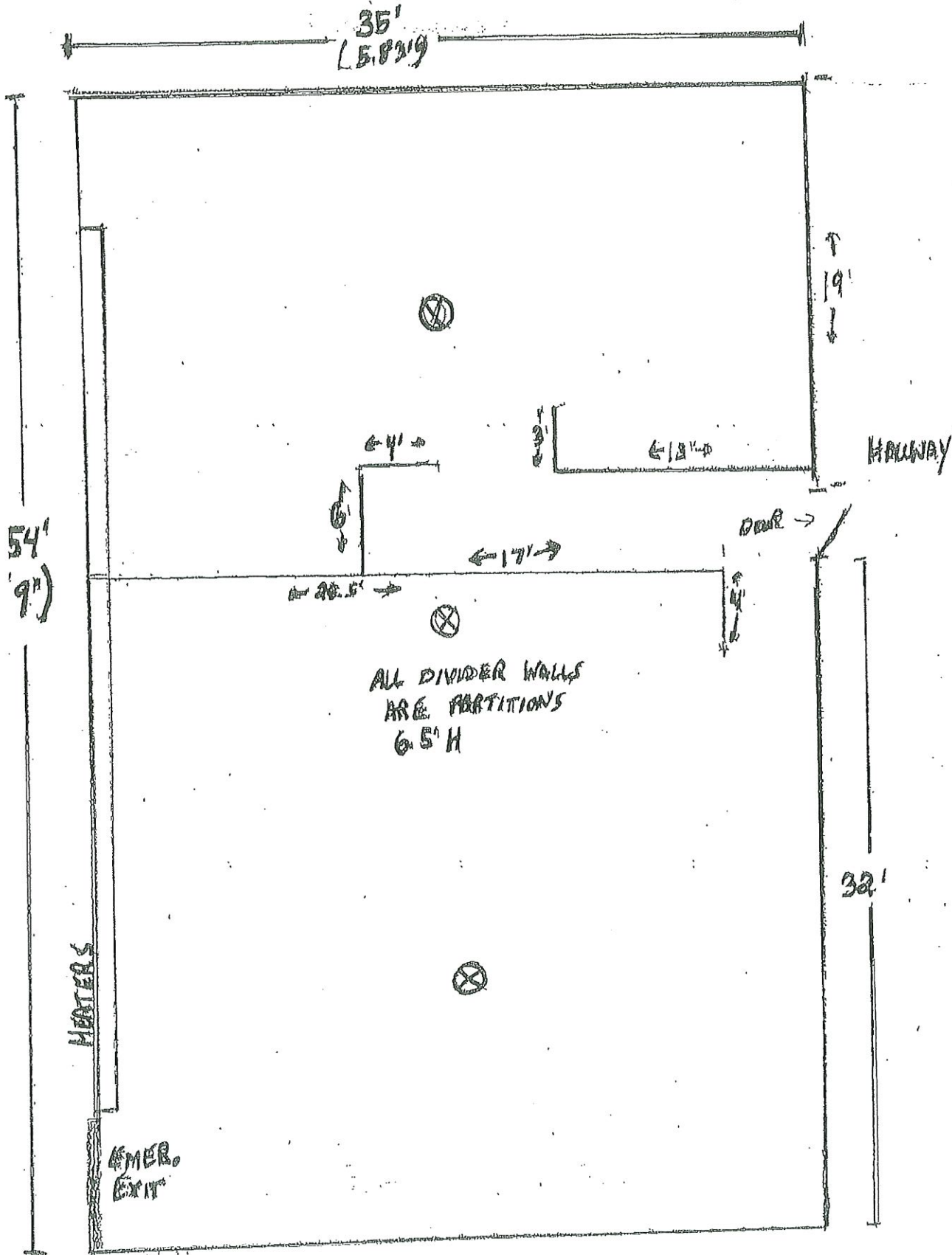
Approved as is: _____ Not approved: _____ Approved subject to the following conditions: _____

Executive County Superintendent: _____ Date: _____

Executive County Business Official _____ Date: _____

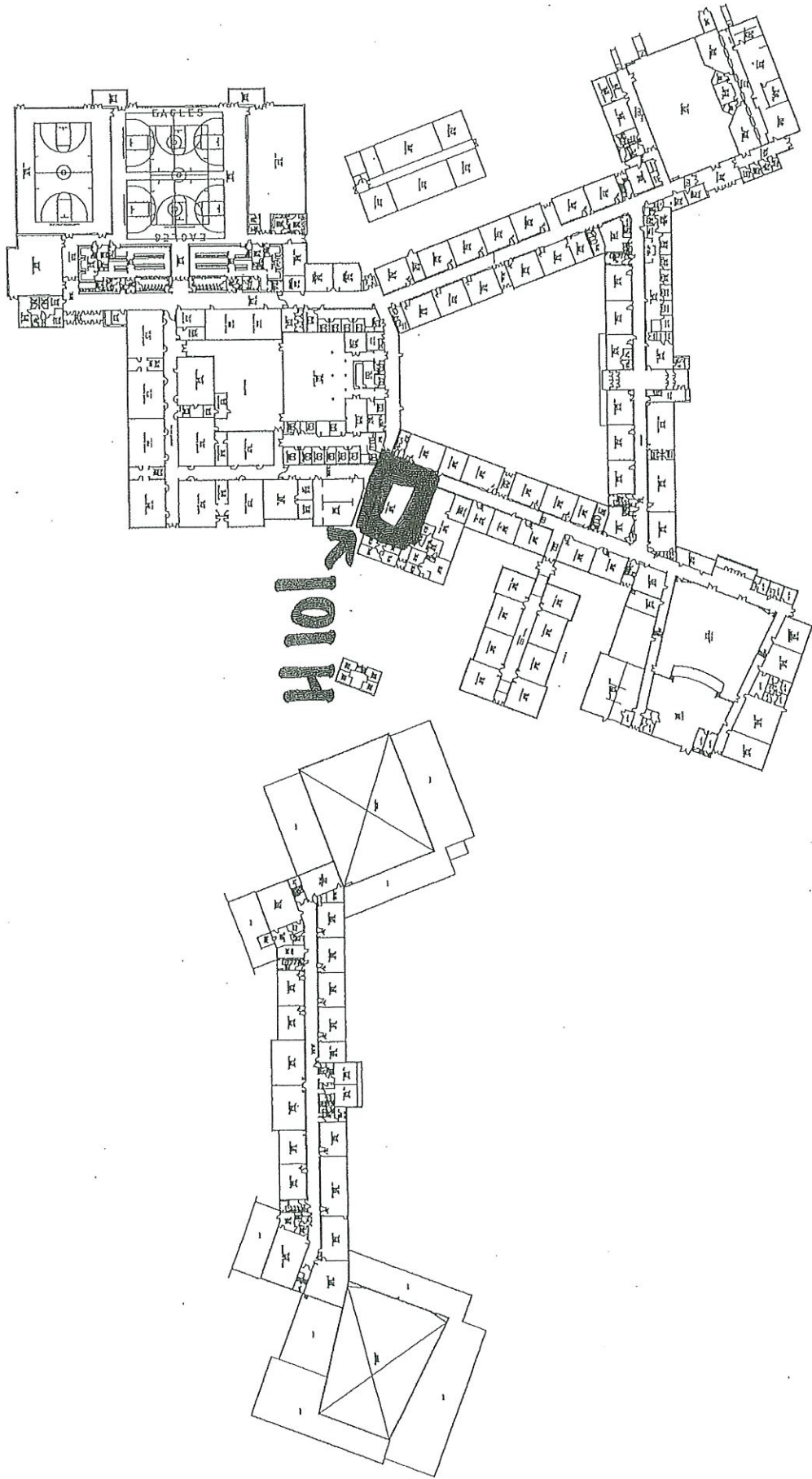
WINSLOW SCHOOLS

HIGH SCHOOL R.M. H101



⊗ = SMOKE DETECTOR

SCALE 1" = 6'



WINSLOW TOWNSHIP HIGH SCHOOL
10 COOPERS FOLLY ROAD
ATCO, N.J. 08104



New Jersey Department of Education

Toilet Room Facilities for Early Intervention, Pre-Kindergarten and Kindergarten Classrooms

**** A SEPARATE FORM IS REQUIRED FOR EACH ROOM ****

District: Winslow Township School District School: School #1

Room Number/: #7 School Year: 2023-2024

Our school district elects to use the alternate method of compliance in accordance with N.J.A.C. 6A:26-6.3. In lieu of individual toilet rooms in each classroom, toilet rooms may be provided adjacent to or outside the classroom, if the following criteria are satisfactorily addressed:

- No child or group of children shall be left unsupervised at any time when traveling to or from the facilities. Provisions shall be made for adult supervision in a manner that will not infringe upon instructional time;
- Toilet facilities shall be readily accessible and the toilet room and signage shall be visible to the child from the classroom door;
- Toilet facilities shall be provided for both boys and girls and shall meet the requirements of NJAC 6A:26-6.3(h)4ii.

District alternate method of compliance pursuant to N.J.A.C. 6A:26-6.3(h)4iii:

- Directional and additional signage in school hallways/outside of the classroom per toilet room location. Toilet facilities are readily accessible and signage is visible to the child from their classroom.
- Students are accompanied by their teacher during scheduled bathroom breaks in the mornings, after their scheduled lunch period and during the afternoons.
- Toilet facilities are provided for both boys and girls (each assures privacy for the student).

Board of Education has approved this alternate method of compliance on 08/09/2023.
Date

**** Attach Copy of Board Resolution ****

I certify that all requirements of N.J.A.C. 6A:26-6.3 and/or 6.4 have been met.

Superintendent of Schools: J. Majin Pateat Date: 8-9-23

School Business Administrator: [Signature] Date: 8.9.23

For County Use Only

Approved: _____

Not Approved: _____

Executive County Superintendent

Date

Executive County Business Official

Date



New Jersey Department of Education

Toilet Room Facilities for Early Intervention, Pre-Kindergarten and Kindergarten Classrooms

**** A SEPARATE FORM IS REQUIRED FOR EACH ROOM ****

District: Winslow Township School District School: School #1

Room Number/: #14 School Year: 2023-2024

Our school district elects to use the alternate method of compliance in accordance with N.J.A.C. 6A:26-6.3. In lieu of individual toilet rooms in each classroom, toilet rooms may be provided adjacent to or outside the classroom, if the following criteria are satisfactorily addressed:

- No child or group of children shall be left unsupervised at any time when traveling to or from the facilities. Provisions shall be made for adult supervision in a manner that will not infringe upon instructional time;
- Toilet facilities shall be readily accessible and the toilet room and signage shall be visible to the child from the classroom door;
- Toilet facilities shall be provided for both boys and girls and shall meet the requirements of NJAC 6A:26-6.3(h)4ii.

District alternate method of compliance pursuant to N.J.A.C. 6A:26-6.3(h)4iii:

- Directional and additional signage in school hallways/outside of the classroom per toilet room location. Toilet facilities are readily accessible and signage is visible to the child from their classroom.
- Students are accompanied by their teacher during scheduled bathroom breaks in the mornings, after their scheduled lunch period and during the afternoons.
- Toilet facilities are provided for both boys and girls (each assures privacy for the student).

Board of Education has approved this alternate method of compliance on 08/09/2023.
Date

****Attach Copy of Board Resolution****

I certify that all requirements of N.J.A.C. 6A:26-6.3 and/or 6.4 have been met.

Superintendent of Schools: [Signature] Date: 8-9-23

School Business Administrator: [Signature] Date: 8.9.23

For County Use Only

Approved: _____

Not Approved: _____

Executive County Superintendent

Date

Executive County Business Official

Date



New Jersey Department of Education

Toilet Room Facilities for Early Intervention, Pre-Kindergarten and Kindergarten Classrooms

**** A SEPARATE FORM IS REQUIRED FOR EACH ROOM ****

District: Winslow Township School District School: School #1

Room Number/: #15 School Year: 2023-2024

Our school district elects to use the alternate method of compliance in accordance with N.J.A.C. 6A:26-6.3. In lieu of individual toilet rooms in each classroom, toilet rooms may be provided adjacent to or outside the classroom, if the following criteria are satisfactorily addressed:

- No child or group of children shall be left unsupervised at any time when traveling to or from the facilities. Provisions shall be made for adult supervision in a manner that will not infringe upon instructional time;
- Toilet facilities shall be readily accessible and the toilet room and signage shall be visible to the child from the classroom door;
- Toilet facilities shall be provided for both boys and girls and shall meet the requirements of NJAC 6A:26-6.3(h)4ii.

District alternate method of compliance pursuant to N.J.A.C. 6A:26-6.3(h)4iii:

- Directional and additional signage in school hallways/outside of the classroom per toilet room location. Toilet facilities are readily accessible and signage is visible to the child from their classroom.
- Students are accompanied by their teacher during scheduled bathroom breaks in the mornings, after their scheduled lunch period and during the afternoons.
- Toilet facilities are provided for both boys and girls (each assures privacy for the student).

Board of Education has approved this alternate method of compliance on 08/09/2023.
Date

****Attach Copy of Board Resolution****

I certify that all requirements of N.J.A.C. 6A:26-6.3 and/or 6.4 have been met.

Superintendent of Schools: *J. Wayne Pate* Date: 8-9-23

School Business Administrator: *[Signature]* Date: 8.9.23

For County Use Only

Approved: _____

Not Approved: _____

Executive County Superintendent

Date

Executive County Business Official

Date



New Jersey Department of Education

Toilet Room Facilities for Early Intervention, Pre-Kindergarten and Kindergarten Classrooms

**** A SEPARATE FORM IS REQUIRED FOR EACH ROOM ****

District: Winslow Township School District School: School #2

Room Number/: #7 School Year: 2023-2024

Our school district elects to use the alternate method of compliance in accordance with N.J.A.C. 6A:26-6.3. In lieu of individual toilet rooms in each classroom, toilet rooms may be provided adjacent to or outside the classroom, if the following criteria are satisfactorily addressed:

- No child or group of children shall be left unsupervised at any time when traveling to or from the facilities. Provisions shall be made for adult supervision in a manner that will not infringe upon instructional time;
- Toilet facilities shall be readily accessible and the toilet room and signage shall be visible to the child from the classroom door;
- Toilet facilities shall be provided for both boys and girls and shall meet the requirements of NJAC 6A:26-6.3(h)4ii.

District alternate method of compliance pursuant to N.J.A.C. 6A:26-6.3(h)4iii:

- Directional and additional signage in school hallways/outside of the classroom per toilet room location. Toilet facilities are readily accessible and signage is visible to the child from their classroom.
- Students are accompanied by their teacher during scheduled bathroom breaks in the mornings, after their scheduled lunch period and during the afternoons.
- Toilet facilities are provided for both boys and girls (each assures privacy for the student).

Board of Education has approved this alternate method of compliance on 08/09/2023.
Date

****Attach Copy of Board Resolution****

I certify that all requirements of N.J.A.C. 6A:26-6.3 and/or 6.4 have been met.

Superintendent of Schools: [Signature] Date: 8-9-23

School Business Administrator: [Signature] Date: 8.9.23

For County Use Only

Approved: _____

Not Approved: _____

Executive County Superintendent

Date

Executive County Business Official

Date



New Jersey Department of Education

Toilet Room Facilities for Early Intervention, Pre-Kindergarten and Kindergarten Classrooms

**** A SEPARATE FORM IS REQUIRED FOR EACH ROOM ****

District: Winslow Township School District School: School #2

Room Number/: #8 School Year: 2023-2024

Our school district elects to use the alternate method of compliance in accordance with N.J.A.C. 6A:26-6.3. In lieu of individual toilet rooms in each classroom, toilet rooms may be provided adjacent to or outside the classroom, if the following criteria are satisfactorily addressed:

- No child or group of children shall be left unsupervised at any time when traveling to or from the facilities. Provisions shall be made for adult supervision in a manner that will not infringe upon instructional time;
- Toilet facilities shall be readily accessible and the toilet room and signage shall be visible to the child from the classroom door;
- Toilet facilities shall be provided for both boys and girls and shall meet the requirements of NJAC 6A:26-6.3(h)4ii.

District alternate method of compliance pursuant to N.J.A.C. 6A:26-6.3(h)4iii:

- Directional and additional signage in school hallways/outside of the classroom per toilet room location. Toilet facilities are readily accessible and signage is visible to the child from their classroom.
- Students are accompanied by their teacher during scheduled bathroom breaks in the mornings, after their scheduled lunch period and during the afternoons.
- Toilet facilities are provided for both boys and girls (each assures privacy for the student).

Board of Education has approved this alternate method of compliance on 08/09/2023.
Date

**** Attach Copy of Board Resolution ****

I certify that all requirements of N.J.A.C. 6A:26-6.3 and/or 6.4 have been met.

Superintendent of Schools: [Signature] Date: 8-9-23

School Business Administrator: [Signature] Date: 8.9.23

For County Use Only

Approved: _____ Not Approved: _____

Executive County Superintendent Date

Executive County Business Official Date



New Jersey Department of Education

Toilet Room Facilities for Early Intervention, Pre-Kindergarten and Kindergarten Classrooms

**** A SEPARATE FORM IS REQUIRED FOR EACH ROOM ****

District: Winslow Township School District School: School #2

Room Number/: #11 School Year: 2023-2024

Our school district elects to use the alternate method of compliance in accordance with N.J.A.C. 6A:26-6.3. In lieu of individual toilet rooms in each classroom, toilet rooms may be provided adjacent to or outside the classroom, if the following criteria are satisfactorily addressed:

- No child or group of children shall be left unsupervised at any time when traveling to or from the facilities. Provisions shall be made for adult supervision in a manner that will not infringe upon instructional time;
- Toilet facilities shall be readily accessible and the toilet room and signage shall be visible to the child from the classroom door;
- Toilet facilities shall be provided for both boys and girls and shall meet the requirements of NJAC 6A:26-6.3(h)4ii.

District alternate method of compliance pursuant to N.J.A.C. 6A:26-6.3(h)4iii:

- Directional and additional signage in school hallways/outside of the classroom per toilet room location. Toilet facilities are readily accessible and signage is visible to the child from their classroom.
- Students are accompanied by their teacher during scheduled bathroom breaks in the mornings, after their scheduled lunch period and during the afternoons.
- Toilet facilities are provided for both boys and girls (each assures privacy for the student).

Board of Education has approved this alternate method of compliance on 08/09/2023.
Date

****Attach Copy of Board Resolution****

I certify that all requirements of N.J.A.C. 6A:26-6.3 and/or 6.4 have been met.

Superintendent of Schools: [Signature] Date: 8-9-23

School Business Administrator: [Signature] Date: 8.9.23

For County Use Only

Approved: _____

Not Approved: _____

Executive County Superintendent

Date

Executive County Business Official

Date



New Jersey Department of Education

Toilet Room Facilities for Early Intervention, Pre-Kindergarten and Kindergarten Classrooms

*** A SEPARATE FORM IS REQUIRED FOR EACH ROOM ***

District: Winslow Township School District School: School #2

Room Number/: #12 School Year: 2023-2024

Our school district elects to use the alternate method of compliance in accordance with N.J.A.C. 6A:26-6.3. In lieu of individual toilet rooms in each classroom, toilet rooms may be provided adjacent to or outside the classroom, if the following criteria are satisfactorily addressed:

- No child or group of children shall be left unsupervised at any time when traveling to or from the facilities. Provisions shall be made for adult supervision in a manner that will not infringe upon instructional time;
- Toilet facilities shall be readily accessible and the toilet room and signage shall be visible to the child from the classroom door;
- Toilet facilities shall be provided for both boys and girls and shall meet the requirements of NJAC 6A:26-6.3(h)4ii.

District alternate method of compliance pursuant to N.J.A.C. 6A:26-6.3(h)4iii:

- Directional and additional signage in school hallways/outside of the classroom per toilet room location. Toilet facilities are readily accessible and signage is visible to the child from their classroom.
- Students are accompanied by their teacher during scheduled bathroom breaks in the mornings, after their scheduled lunch period and during the afternoons.
- Toilet facilities are provided for both boys and girls (each assures privacy for the student).

Board of Education has approved this alternate method of compliance on 08/09/2023.
Date

Attach Copy of Board Resolution

I certify that all requirements of N.J.A.C. 6A:26-6.3 and/or 6.4 have been met.

Superintendent of Schools: J. Main Patreat Date: 8-9-23

School Business Administrator: John J. Sayre Date: 8.9.23

For County Use Only

Approved: _____

Not Approved: _____

Executive County Superintendent

Date

Executive County Business Official

Date



New Jersey Department of Education

Toilet Room Facilities for Early Intervention, Pre-Kindergarten and Kindergarten Classrooms

**** A SEPARATE FORM IS REQUIRED FOR EACH ROOM ****

District: Winslow Township School District School: School #3

Room Number/: #12 School Year: 2023-2024

Our school district elects to use the alternate method of compliance in accordance with N.J.A.C. 6A:26-6.3. In lieu of individual toilet rooms in each classroom, toilet rooms may be provided adjacent to or outside the classroom, if the following criteria are satisfactorily addressed:

- No child or group of children shall be left unsupervised at any time when traveling to or from the facilities. Provisions shall be made for adult supervision in a manner that will not infringe upon instructional time;
- Toilet facilities shall be readily accessible and the toilet room and signage shall be visible to the child from the classroom door;
- Toilet facilities shall be provided for both boys and girls and shall meet the requirements of NJAC 6A:26-6.3(h)4ii.

District alternate method of compliance pursuant to N.J.A.C. 6A:26-6.3(h)4iii:

- Directional and additional signage in school hallways/outside of the classroom per toilet room location. Toilet facilities are readily accessible and signage is visible to the child from their classroom.
- Students are accompanied by their teacher during scheduled bathroom breaks in the mornings, after their scheduled lunch period and during the afternoons.
- Toilet facilities are provided for both boys and girls (each assures privacy for the student).

Board of Education has approved this alternate method of compliance on 08/09/2023.
Date

****Attach Copy of Board Resolution****

I certify that all requirements of N.J.A.C. 6A:26-6.3 and/or 6.4 have been met.

Superintendent of Schools: J. Moring Petrait Date: 8-9-23

School Business Administrator: [Signature] Date: 8.9.23

For County Use Only

Approved: _____

Not Approved: _____

Executive County Superintendent

Date

Executive County Business Official

Date



New Jersey Department of Education

Toilet Room Facilities for Early Intervention, Pre-Kindergarten and Kindergarten Classrooms

**** A SEPARATE FORM IS REQUIRED FOR EACH ROOM ****

District: Winslow Township School District School: School #3

Room Number/: #13 School Year: 2023-2024

Our school district elects to use the alternate method of compliance in accordance with N.J.A.C. 6A:26-6.3. In lieu of individual toilet rooms in each classroom, toilet rooms may be provided adjacent to or outside the classroom, if the following criteria are satisfactorily addressed:

- No child or group of children shall be left unsupervised at any time when traveling to or from the facilities. Provisions shall be made for adult supervision in a manner that will not infringe upon instructional time;
- Toilet facilities shall be readily accessible and the toilet room and signage shall be visible to the child from the classroom door;
- Toilet facilities shall be provided for both boys and girls and shall meet the requirements of NJAC 6A:26-6.3(h)4ii.

District alternate method of compliance pursuant to N.J.A.C. 6A:26-6.3(h)4iii:

- Directional and additional signage in school hallways/outside of the classroom per toilet room location. Toilet facilities are readily accessible and signage is visible to the child from their classroom.
- Students are accompanied by their teacher during scheduled bathroom breaks in the mornings, after their scheduled lunch period and during the afternoons.
- Toilet facilities are provided for both boys and girls (each assures privacy for the student).

Board of Education has approved this alternate method of compliance on 08/09/2023.
Date

****Attach Copy of Board Resolution****

I certify that all requirements of N.J.A.C. 6A:26-6.3 and/or 6.4 have been met.

Superintendent of Schools: [Signature] Date: 8-9-23

School Business Administrator: [Signature] Date: 8.9.23

For County Use Only

Approved: _____

Not Approved: _____

Executive County Superintendent

Date

Executive County Business Official

Date



New Jersey Department of Education

Toilet Room Facilities for Early Intervention, Pre-Kindergarten and Kindergarten Classrooms

**** A SEPARATE FORM IS REQUIRED FOR EACH ROOM ****

District: Winslow Township School District School: School #3

Room Number/: #19 School Year: 2023-2024

Our school district elects to use the alternate method of compliance in accordance with N.J.A.C. 6A:26-6.3. In lieu of individual toilet rooms in each classroom, toilet rooms may be provided adjacent to or outside the classroom, if the following criteria are satisfactorily addressed:

- No child or group of children shall be left unsupervised at any time when traveling to or from the facilities. Provisions shall be made for adult supervision in a manner that will not infringe upon instructional time;
- Toilet facilities shall be readily accessible and the toilet room and signage shall be visible to the child from the classroom door;
- Toilet facilities shall be provided for both boys and girls and shall meet the requirements of NJAC 6A:26-6.3(h)4ii.

District alternate method of compliance pursuant to N.J.A.C. 6A:26-6.3(h)4iii:

- Directional and additional signage in school hallways/outside of the classroom per toilet room location. Toilet facilities are readily accessible and signage is visible to the child from their classroom.
- Students are accompanied by their teacher during scheduled bathroom breaks in the mornings, after their scheduled lunch period and during the afternoons.
- Toilet facilities are provided for both boys and girls (each assures privacy for the student).

Board of Education has approved this alternate method of compliance on 08/09/2023.
Date

****Attach Copy of Board Resolution****

I certify that all requirements of N.J.A.C. 6A:26-6.3 and/or 6.4 have been met.

Superintendent of Schools: J. Marjorie Poterat Date: 8-9-23

School Business Administrator: [Signature] Date: 8.9.23

For County Use Only

Approved: _____

Not Approved: _____

Executive County Superintendent

Date

Executive County Business Official

Date



New Jersey Department of Education

Toilet Room Facilities for Early Intervention, Pre-Kindergarten and Kindergarten Classrooms

**** A SEPARATE FORM IS REQUIRED FOR EACH ROOM ****

District: Winslow Township School District School: Shirley B. Foster- Chesilhurst

Room Number/Name: Kindergarten School Year: 2023-24

Our school district elects to use the alternate method of compliance in accordance with N.J.A.C. 6A:26-6.3. In lieu of individual toilet rooms in each classroom, toilet rooms may be provided adjacent to or outside the classroom, if the following criteria are satisfactorily addressed:

- No child or group of children shall be left unsupervised at any time when traveling to or from the facilities. Provisions shall be made for adult supervision in a manner that will not infringe upon instructional time;
- Toilet facilities shall be readily accessible and the toilet room and signage shall be visible to the child from the classroom door;
- Toilet facilities shall be provided for both boys and girls and shall meet the requirements of NJAC 6A:26-6.3(h)4ii.

District alternate method of compliance pursuant to N.J.A.C. 6A:26-6.3(h)4iii:

- Directional and additional signage in school hallways/outside classroom per toilet room location. Toilet facilities are readily accessible and signage is visible to the child from their classroom.
- Students are accompanied by their teacher during scheduled bathroom breaks in the mornings and during the afternoons, after lunch.
- Toilet facilities are provided for both boys and girls, each assures privacy for the student.

Board of Education has approved this alternate method of compliance on 8.9.23 _____ Date

****Attach Copy of Board Resolution****

I certify that all requirements of N.J.A.C. 6A:26-6.3 and/or 6.4 have been met.

Superintendent of Schools: J. Maxim Potest Date: 8-9-23

School Business Administrator: John G. Boyle Date: 8.9.23

For County Use Only

Approved: _____

Not Approved: _____

Executive County Superintendent

Date

Executive County Business Official

Date

AGREEMENT

between the

WINSLOW TOWNSHIP EDUCATION ASSOCIATION

and the

BOARD OF EDUCATION OF WINSLOW TOWNSHIP

THE COUNTY OF CAMDEN, NEW JERSEY

2022-2025

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PREAMBLE

This Agreement entered into this 9th day of August 2023, by and between the Board of Education of Winslow Township, the City of Atco, New Jersey, hereinafter called the "Board", and the Winslow Township Education Association, hereinafter called the "Association".

DURATION OF AGREEMENT

- A. This Agreement shall be effective as of July 1, 2022 and shall continue in effect until June 30, 2025.
 - 1. This Agreement shall not be extended by oral or written Agreement; and it is expressly understood that it shall expire on the date indicated.
- B. In witness thereof, the parties hereto have caused this Agreement to be signed by their duly authorized officers, all as of the day and year first above written.

**WINSLOW TOWNSHIP
EDUCATION ASSOCIATION**

By [Signature]
(President)

By [Signature]
(Secretary)

**WINSLOW TOWNSHIP
BOARD OF EDUCATION**

By [Signature]
(President)

By [Signature]
(Secretary)

WITNESSETH:

- Whereas,** The Board and the Association recognize and declare that providing a quality education for the children of the Winslow Township School District is their mutual aim and that the character of such education depends in part upon the quality and morale of the teaching service, and
- Whereas,** The members of the teaching profession are qualified to be consulted concerning the formulation of policies and programs designed to improve educational standards, and
- Whereas,** The Board has an obligation, pursuant to Chapter 123, Public Laws, 1974, to negotiate with the Association as the representative of unit members hereinafter designated with respect to the terms and conditions of employment, and
- Whereas,** The Winslow Township Board of Education is committed to ensuring that our schools are safe and secure for children and staff. The District will develop and maintain a safety and security management plan and provide for a means of communication to inform students, staff and parents about safety and security matters, and
- Whereas,** The parties have reached certain understandings which they desire to confirm in this Agreement,
- Therefore,** In consideration of the following mutual covenants, it is hereby agreed as follows:

MISCELLANEOUS PROVISIONS

- A. This Agreement constitutes Board policy for the term of said Agreement, and the Board shall carry out the commitments contained herein and give them full force and effect as Board policy.
- B. If any provision of this Agreement or any application of this Agreement is held to be contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.
- C. Any individual contract between the Board and an individual, heretofore or hereafter executed, shall be subject to and consistent with the terms and conditions of this Agreement. If an individual contract contains any language inconsistent with the Agreement, this Agreement, during its duration, shall be controlling.

- D. The Board and the Association agree that there shall be no discrimination and that all practices, procedures and policies of the school system shall clearly exemplify that there is no discrimination in the hiring, training, assignment, promotion, transfer or discipline of unit members or in the application or administration of this Agreement on the basis of race, creed, religion, national origin, gender, domicile, marital status, age or handicapped status as per Statutory Requirements.
- E. Copies of this Agreement shall be printed and the expense shared equally by the Board and the Association within thirty (30) days, unless an extension is mutually agreed upon, after the Agreement is signed and presented to all unit members now employed or when a contract is offered.
- F. Whenever any notice is required to be given by either of the parties to this Agreement to the other, pursuant to the provisions of this Agreement, either party shall do so by letter at the following:
1. If by the Association, to the Board at:
Secretary
Board of Education of Winslow Township
40 Coopers Folly Road
Atco, New Jersey 08004
 2. If by the Board, to the Association at:
Association President
Winslow Township Education Association
24 North Route #73
Suite 103, P.O. Box 328
Cedar Brook, NJ 08018-0328
or
Association Grievance Representative
Winslow Township Education Association
24 North Route #73
Suite 103, P.O. Box 328
Cedar Brook, NJ 08018-0328

RECOGNITION

- A The Board recognizes the Association as the exclusive and sole representative for collective negotiations concerning the terms and conditions of employment for all personnel under contract including those on leave. The following personnel are excluded: all administrative and supervisory personnel, superintendent's and assistant superintendent's secretaries, business office support staff, human resources support staff, residency officer. Also excluded are the substitute caller(s), substitutes, occupational and physical therapists and community and recreational personnel.

1. Unless otherwise indicated, the term “unit member” when used in this Agreement shall refer to all employees represented by the Association in the negotiating unit as defined above.
 2. The term “teacher” when used herein expressly excludes teacher assistants.
- B. The parties agree and understand that the position of teacher assistant does not carry with it the requirement for a teacher certificate; and therefore, teacher assistants are not considered teachers within the meaning of the Statutes (18A).
- C. The Association hereby recognizes that the Board reserves for itself full jurisdiction and authority over matters of policy and retains the right in accordance with applicable laws and regulations and subject to the provisions of this Agreement:
1. To direct unit members of the district;
 2. To hire, promote, transfer, assign, and retain unit members in positions within the district and to suspend, demote, discharge or take other disciplinary actions against unit members;
 3. To release unit members from duties because of a lack of work or other legitimate reasons;
 4. To maintain the efficiency of the district operations entrusted to them;
 5. To determine the methods, means and personnel by which such operations are to be conducted;
 6. To take whatever actions might be necessary to carry out the goals of the school district in situations of emergency.
- D. The term “Support Staff” refers to the following non-certificated staff:
- Teacher Assistants, District Delivery Mailperson, Community Liaison Officer, Hall Monitors, Clerical Assistants, District Secretaries, Medical Assistants, District Electrician, Plumber, Carpenter, Maintenance/Grounds, Custodians, Cleaners, Receptionist, Maintenance Helper, Mechanic and Bus Drivers.

SECTION A

Provisions in this section of the contract pertain to all unit members.

ARTICLE I

NEGOTIATION PROCEDURE

- A. The parties agree to enter into collective negotiations over a successor Agreement in accordance with NJSA 34:13A-1, in a good-faith effort to reach agreement concerning the terms and conditions of unit members' employment.
 - 1. Such negotiations shall begin not later than February 1st of the calendar year preceding the calendar year in which this Agreement expires, when each party will submit its written proposal for the next Agreement. This exchange will constitute the beginning of negotiations. Formal discussions shall begin not later than February 1st.
 - 2. Any Agreement so negotiated shall apply to all unit members covered by this Agreement, shall be reduced to writing, shall be subject to ratification by the Association and the Board, and shall be executed by the Board and the Association.
- B. Either party retains the right to professional or lay counsel to be present at the session(s) to take part in the deliberations. All meetings between the parties shall be regularly scheduled, whenever possible, to take place when the unit members involved are free from assigned instructional responsibilities, unless otherwise agreed.
- C. During negotiations, the Board and the Association shall present data, exchange points of view, and make proposals and counterproposals. The Board agrees, subject to reasonable request, to provide the Association with information which is in the public domain.
- D. The Board agrees not to negotiate concerning said unit members in the negotiating unit, as defined in the Recognition Section of this Agreement, with any unit member organization other than the Association for the duration of this Agreement.
- E. Proposed new rules or modifications of existing rules governing terms and conditions of employment shall be negotiated with the majority representative before they are implemented.
- F. Except as this Agreement shall otherwise contain, established past practices under this contract providing benefits shall continue in effect during the term of this Agreement.

- G. Should a mutually perceived problem arise requiring a negotiated change or alteration in the contractual provisions, then a mutually acceptable amendment to the Agreement shall be negotiated by the parties; it shall be reduced to writing, shall be signed by the Board and the Association, and shall be adopted by the Board and ratified by the Association.
- H. This Agreement incorporates the entire understanding of the parties and shall not be modified in whole or in part by the parties except by an instrument, in writing, duly executed by both parties.

ARTICLE II

GRIEVANCE PROCEDURE

A. Definition

A "grievance" shall mean a complaint by a unit member of the bargaining unit that there has been to him/her a personal loss, injury or inconvenience because of a violation, misinterpretation or inequitable application of an established policy governing unit members. A grievance to be considered under this procedure must be initiated by the unit member or Association within thirty (30) calendar days of its occurrence. Failure at any step to appeal a grievance within the specified time limits shall be deemed waiver of further appeal of this decision. Failure by the Board at any step of this procedure to communicate the decision on the grievance within the specified time limits shall permit the Association to proceed to the next step.

B. Representation

1. Any unit member may be represented at all stages of the grievance procedure by himself/herself, or at his/her option, by the Association or by a representative selected or approved by the Association.
2. When an aggrieved unit member is not represented by the Association in the processing of a grievance, the Association shall be notified by the Superintendent that the grievance is in existence and shall be notified of the result.

C. Procedure

1. Level I - Informal Discussion

Any unit member who has a grievance shall discuss it informally and confidentially with the school principal (or immediate superior or department head, if applicable) in an attempt to resolve the matter informally at that level.

2. Level II - Written Response
 - a. If, as a result of the discussion, the matter remains unresolved, the Association shall, within ten (10) school days, submit the grievance, in writing, to the principal/immediate supervisor specifying:
 - 1) the nature of the grievance
 - 2) the nature and extent of the injury, loss or inconvenience
 - 3) the results of previous discussions
 - 4) the Association's dissatisfaction with decisions previously rendered
 - b. The principal/immediate supervisor shall communicate a decision to the unit member or Association, in writing, within five (5) school days of receipt of the written grievance.
3. Level III - Appeal to Superintendent
 - a. Within five (5) school days, after receipt of the decision, the unit member or Association may appeal the principal's/immediate supervisor's decision to the Superintendent of Schools. The appeal to the Superintendent must be made in writing reciting the matter submitted to the principal/immediate supervisor as specified above and the dissatisfaction with the decision(s) previously rendered.
 - b. The Superintendent shall attempt to resolve the matter as quickly as possible but within a period not to exceed ten (10) school days. The Superintendent shall communicate his/her decision, in writing, to the unit member and to the Association.
4. Level IV - Board Hearing
 - a. If the grievance is not resolved to the unit member's or Association's satisfaction, the Association may request a review by the Board of Education. The request shall be submitted within ten (10) school days after receipt of the Superintendent's decision.
 - b. The Board, or a committee thereof, shall review the grievance and may, at the option of the Board, hold a hearing with the unit member or Association. A decision, in writing, will be rendered within thirty (30) calendar days of receipt of the grievance by the Board or of the date of the hearing with the unit member or Association, whichever comes later.
 - c. The Superintendent of Schools shall attach all related papers and forward the request to the Board of Education.

5. Level V - Request for Arbitration

If the unit member or Association is dissatisfied with the decision of the Board of Education, the Association may request the appointment of an arbitrator; however, the decision of the Board of Education is final and binding concerning grievances as follows:

- a. any matter for which a method of review is prescribed by law
- b. any rule or regulation of the State Commissioner of Education
- c. any by-law, rule, regulation and/or policy of the Board of Education
- d. any matter which according to law is either beyond the scope of the Board's authority or limited to unilateral action by the Board alone
- e. a complaint of a non-tenured teacher which arises by reasons of his/her not being re-employed
- f. a complaint by any certificated personnel occasioned by appointment to or lack of appointment to, retention in or lack of retention in, any position for which tenure is either not possible or not required

6. Procedures for securing the services of an arbitrator:

- a. A request shall be made to the American Arbitration Association or Public Employment Relations Commission to submit a roster of persons qualified to function as an arbitrator in the dispute in question. The request for arbitration shall be made by the Association within forty (40) calendar days of when the Board received the grievance or within forty (40) calendar days following the Board hearing, if any, whichever occurs later.
- b. If the parties are unable to determine a mutually satisfactory arbitrator from the submitted list, they will request that the American Arbitration Association or Public Employment Relations Commission submit a second roster of names.
- c. If the parties are unable to determine, within ten (10) school days of the initial request for arbitration, a mutually satisfactory arbitrator from the second submitted list, the American Arbitration Association or Public Employment Relations Commission may be requested, by either party, to designate an arbitrator.

- d. The arbitrator shall limit himself/herself to the issues submitted to him/her and shall consider nothing else. He/she can add nothing to nor subtract anything from the Agreement, the parties or any policy of the Board of Education. The recommendations of the arbitrator shall be binding. Only the Board and the aggrieved and his/her representatives shall be given copies of the arbitrator's report of findings and recommendations. This shall be accomplished within thirty (30) days of the completion of the arbitration hearing.

D. Costs

1. Each party will bear the total cost incurred by themselves.
 2. The fees and expenses of the arbitrator shall be shared by the Board and the Association.
 3. If time is lost by any unit member due to arbitration proceedings necessitating the retention of a substitute, the Board of Education will pay only the cost of the substitute. The time lost by the unit member must either be without pay or charged to personal time. However, if the arbitrator rules in favor of the unit member and directs that pay or personal time be restored wholly or in part, the Board shall comply accordingly.
- E. No unit member, Association representative, Board member, member of the Administration, witness or any other participant in a grievance procedure shall suffer reprisals in any way or suffer any professional disadvantage by reason of participation in the processing of any grievance.

ARTICLE III

COMPLAINT PROCEDURE

A. Statement of Purpose:

1. To provide procedures for the investigation of a complaint involving pupil and unit member or parent and unit member.
2. The Principal, Superintendent or the Board of Education shall inform the complaining party that there is a procedure that has been established for the resolving of complaints and shall encourage the utilization of said procedure. The complaint procedure will be disseminated annually to all custodial parents or guardians. Distribution will be in accordance with the direction of the Administration.

B. Procedural Steps:

1. Unit member and pupil or unit member and parent may confer at this step to attempt to resolve any and all complaints. Any unresolved complaints will then be processed to Step 2.
2. Upon request, unit members are entitled to Association representation at all meetings throughout this process. Any complaint unresolved under Step 1 will be reviewed by the building Principal or Assistant Principal in an attempt to resolve the matter to the satisfaction of all parties concerned. If the matter still remains unresolved, it will then be processed to Step 3.
3. Any complaint not resolved at Step 2, submitted by the complainant to the building Principal, shall be forwarded to the Superintendent and a copy forwarded also to the unit member or unit members involved.
4. Upon receipt of the written complaint, the Superintendent will confer with all parties. The unit member has the right to be present at all meetings of the Superintendent and the complainant. This right includes representation by any representative of the unit member's choosing at any meetings with the Superintendent or at any meetings between the Superintendent and the complainant.
5. If the Superintendent is unable to resolve this complaint to the satisfaction of all parties concerned, he/she shall forward the results of his/her investigation, along with his/her recommendations, in writing, to the Board of Education and forward copies to all parties concerned.
6. After receipt of the Superintendent's findings and recommendations, and before action thereon, the Board shall afford the parties the opportunity to meet with the Board of Education and show cause why the Superintendent's recommendations should not be followed. All parties shall have the right of representation by any representative of the parties' choosing.
7. Copies of the action taken by the Board of Education shall be forwarded to all parties.

- C. In the event that a complainant refuses to utilize the above complaint procedure, the Board shall not hear the complaint.

ARTICLE IV

ASSOCIATION PRIVILEGES

- A. The Association may, upon request to and approval by the building Principal or his/her designee, have the privilege to use school equipment, typewriters, copiers, computer equipment, calculating machines and all types of audiovisual equipment, at reasonable times, when such equipment is not otherwise in use. Such office equipment shall remain in its fixed and permanent position. Permission will not be withheld unreasonably. All supplies and materials are to be charged to the Association at the cost to the Board.
- B. The Association shall have the privilege to use the inter-school mail facilities and school mail boxes as it deems necessary. Inter-school mail facilities shall be used in accordance with postal regulations.
- C. Officers, members of the Executive Committee and building representatives of the Association, representatives of the County Association, the New Jersey Education Association and the National Educational Association shall be permitted to transact official business on school property at all reasonable times provided that there is advanced notification to the building Principal.
1. Reasonable times shall be defined as when personnel are not assigned to regular or emergency school duties.
 2. All Association visitors shall report to the office upon arrival to the building.
 3. The Board agrees that the Association President shall be a guaranteed duty-free release time as current to conduct Association related business as per the current practice in each year of the Agreement. The Association is responsible for fifty percent (50%) of the President's salary and health benefits.
 4. One (1) Head Representative in the High School and one (1) Head Representative in the Middle School will not be assigned a duty period; however, the Principal will retain the right to assign duties as required in an emergency. Twice per month, a Head Representative at the Lower/Upper Elementary Schools will receive release time equal to a special area period. Twice per month, the Transportation Head Representative will be excused from a morning or afternoon run to conduct Association business. The activities of the Association shall in no way interrupt or interfere with the operations of the school. Reasonable times shall be defined as when personnel are not assigned to regular or emergency school duties.
 5. The Association Treasurer will be given two (2) release days per year to meet with the auditor and to conduct other related Association business.

- D. The Association and its representatives shall have the privilege to use school buildings as long as administrative permission has been granted in accordance with Board policy. The Principal of the building in question shall be notified one (1) day in advance of the time and place of all such meetings. Approval shall be required within the framework of building availability.
- E. The Association shall have, in each school building, the exclusive use of a bulletin board in each faculty lounge, work area and unit member's dining room provided that the facilities are not used for classrooms.
 - 1. The location of Association bulletin boards in each room shall be designated by the Association and the Administration.
 - 2. Copies of all materials shall be given to the Principal at the time of posting. The Principal has the right to remove any material deemed inappropriate for the school setting.
- F. The Association shall be entitled to nine (9) Association days per school year, with full pay, for support personnel to attend the NJEA Convention. One (1) day shall be allotted to each building for use by one (1) unit member. The Association shall notify the Board of the names of those attending the convention ten (10) days prior to the convention.
- G. The Board of Education shall notify the Association before any reduction in force is implemented.

ARTICLE V

REPRESENTATION FEE

A. Purpose of Fee

If a unit member does not become a member of the Association during any membership year, during the duration of the term of the most current contract, which is covered in whole or in part by this Agreement, said unit member will be required to pay a representation fee to the Association for the membership year. The purpose of this fee will be to offset the unit member's per capita cost of services rendered by the Association as majority representative. Any public unit member who pays a representation fee in lieu of dues shall have the right to demand and receive from the majority representative, under the proceedings established and maintained in accordance with the provisions of Chapter 477 P.L. 1979, N.J.S.A., "a return of any part of that fee paid by him/her which represents the unit member's additional pro-rata share of expenditures by the majority representative that is either in aid of activities or causes of a partisan, political or ideological nature only incidentally related to the terms and conditions of employment or applied toward the cost of any other benefits available only to members of the majority representative."

B. Notification of Fee

Prior to the beginning of each membership year, the Association will notify the Board, in writing, of the amount of the regular membership dues, initiation fee and assessments charged by the Association to its own members for the membership year. The representation fee to be paid by non-members shall be determined by Statute.

C. Deduction and Transmission of Fee

1. Notification

Once during each membership year, covered in whole or part of this Agreement, the Association will submit to the Board a list of those eligible employees who have not become members of the Association for the then current membership year. The Board will deduct from the salaries of such employees, in accordance with paragraph 2 below, the full amount of the representation fee and promptly will transmit the amount so deducted to the Association.

2. Payroll Deduction Schedule

The Board will deduct from the salaries of the employees referred to in Section C, paragraph 1 the full amount of the yearly representation fee in equal installments beginning with the first (1st) paycheck in February and will promptly transmit this fee to NJEA.

3. Termination of Employment

If a unit member who is required to pay a representative fee terminates his/her employment with the Board before the Association has received the full amount of the representation fee to which it is entitled under this Article, the Board will deduct the unpaid portion of the fee from the last paycheck paid to said unit member during the membership year in question.

D. Mechanics

1. Except as otherwise provided in this Article, the mechanics for the deduction of representation fee and the transmission of such fees to the Association will, as nearly as possible, be the same as those used for deduction and transmission of the regular membership dues to the Association.
2. Changes in the list provided for in paragraph C-1 will be in accordance with the present Automated Payroll Deduction dues deduction procedures.

E. New Unit Members

1. On or about the last day of each month, beginning with the month this Agreement becomes effective, the Board will submit, to the Association, a list of all unit members who began their employment in a bargaining unit position during the preceding thirty (30) day period. The list will include names, job titles and dates of employment for all such unit members.
2. The date of employment will have said to begun when the unit member is placed on the payroll and not the date when the Board approves his/her employment.

F. Liability

The Association agrees to indemnify and hold the Board harmless against any liability which may arise by reason of any action taken by the Board in strict compliance with the provisions of this Article provided that:

1. The Board gives the Association thirty (30) days' notice, in writing, of any claim, demand, suit or other form of liability in regard to which it will seek to implement this paragraph.
2. If the Association so requests, in writing, the Board will surrender to it full responsibility for the defense of such claim, demand, suit or other form of liability and will cooperate fully with the Association in gathering evidence, securing witnesses and in all other aspects of said defense.

ARTICLE VI

UNIT MEMBER RIGHTS

- A. The Board and the Association agree that there shall be no discrimination and that all practices, procedures and policies of the school system shall clearly exemplify that there is no discrimination in the hiring, training, assignment, promotion, transfer or discipline of unit members or in the application or administration of this Agreement on the basis of race, creed, color, religion, national origin, gender, domicile, marital status, age, handicapped status or sexual orientation as per Statutory Requirements.
- B. Pursuant to existing laws, the Board agrees that unit members shall have the right to organize and support the Association and its designated affiliates or refrain there from. The Board agrees that it shall not deprive or coerce any unit member in the enjoyment of any rights confirmed by existing laws of the State of New Jersey, and the Board further agrees that it shall not discriminate against any unit member because of membership in the Association. No unit member shall be disciplined, reprimanded, or reduced in rank or compensation without just cause.

- C. The Board agrees that no unit member shall be prevented from wearing pins or identification of membership in the Association or its affiliates.
- D. Whenever a unit member is required to appear before the Board or any agent thereof concerning any matter which could adversely affect that unit member's position, employment, salary or any increments pertaining thereto, then the unit member shall be given prior written notice of the reasons for such meeting or interview and shall be entitled to have a representative of the Association present to give advice and representation during such meeting or interview.
 - 1. Every unit member shall be notified of meetings and/or conferences with the Administration, and the subject of the meetings shall be clearly stated.
 - 2. Said meetings shall be held at a mutually agreed upon time whenever possible.
- E. Any material that is to be placed in the employee's file shall be signed for acknowledgement purposes by the employee before it is placed into the file. Such acknowledgement shall not indicate agreement to the contents of the material, only that the employee has seen the material. If unsigned, a period of seven (7) workdays will be granted before it is placed into the file. Official Board records such as attendance sheets or leave of absence forms do not require an employee's signature.
- F. All unit members shall have the right to periodically review their personnel files, as maintained by the Board, provided they give two (2) working days' notice to the Superintendent. The Board agrees to make copies of all files pertaining to the individual available, upon request, provided that five (5) working days' notice has occurred with the exception of Employer's Confidential Reports. (These are comments made by former employers which cannot be made available without the former employer's consent.) The Board further agrees to maintain only one (1) official personnel file for each unit member and to make that file available upon request.
- G. No unit member shall be disciplined or reprimanded in front of students or other uninvolved unit members. Any question or criticism by a supervisor, administrator or Board member of any employee or an employee's performance or any question or criticism by any employee of a supervisor, administrator, or Board member shall be made in confidence and not in the presence of students, parents or at public gatherings, except those acts which must be taken by law at a public meeting. It is understood that this provision does not limit Free Speech rights as provided by The Constitution of the United States.

ARTICLE VII

PROTECTION OF UNIT MEMBERS AND THEIR PROPERTY

- A. Unit members shall immediately report cases of assault or stolen property suffered by them in connection with their employment to the principal or their immediate supervisor. This should be done on the appropriate forms.
- B. The Board shall reimburse any unit member for the reasonable cost (not to exceed \$200) of any clothing or personal property torn or damaged as a result of restraining students in the discharge of his/her duties within the scope of employment.
- C. No unit member shall be required to transport students.
- D. Assistance in Assault
 - 1. The Board shall provide legal counsel and assistance in accordance with N.J.S.A. 18A: 16-6.1.
 - 1. Time required for appearance in any criminal aspect of a legal proceeding connected with an assault on an employee sustained in the course of employment shall be granted as leave and shall not be deducted from sick or other days. If an employee is charged with assault and found guilty, the employee shall not be granted paid leave for any legal proceedings necessitating absence from his/her duties.
 - 2. If an employee is absent from duty as a result of a personal injury incurred due to an assault upon him/her while in the performance of assigned duties, the unit member shall submit a Workers' Compensation claim under the Board's policy.
 - 3. An employee who is charged with assault by a student, and who is found not guilty thereof, shall be entitled to an expungement of the arrest record which expungement shall be obtained by and through the Board of Education.

ARTICLE VIII

PERSONAL FREEDOM

- A. The personal life of a unit member is only an appropriate concern of the Board when it prevents the unit member from performing his/her assigned functions during the workday.
- B. Unit members shall be entitled to full rights of citizenship, and no religious or political activities of any unit member, or lack thereof, shall be grounds for any discipline or discrimination with respect to the professional employment of such unit member providing such activities do not violate any local, state or federal laws.

ARTICLE IX

SICK LEAVE

- A. All persons holding any office, position, or employment in all school districts, regional school districts, or county vocational schools of the State who are steadily employed by the Board or who are protected in their office, position, or employment under the provisions of Sections 18A:30-2 to 18A:30-7 of the Revised Statutes or under any other applicable law shall be allowed sick leave, with full pay, for a minimum of eleven (11) school days in any school year. Unit members hired after February 8, 2000 will receive 10 sick days. Sick leave not utilized that year shall be accumulative to be used as additional sick leave days as needed in subsequent years. Sick leave days shall be compensated and used as accrued: full days for full days and partial days for partial days.
- B. Eleven (11) month unit members shall be allowed twelve (12) sick leave days per year. Twelve (12) month unit members shall be allowed thirteen (13) sick leave days per year. Eleven (11) month unit members hired after 2/8/00 will receive eleven (11) sick leave days per year. Twelve (12) month unit members hired after 2/8/00 will receive twelve (12) sick leave days per year.
- C. The need for the presentation of a medical certificate, after sick leave, shall be at the discretion of the Superintendent or Principal.
- D. All unit members may transfer a maximum of ten (10) unused sick leave days from a previous school district of employment if the amount is certified by the Superintendent of Schools or the Secretary of the Board of Education. These ten (10) days will be available for use by the employee after the employee has been under contract for ninety (90) days.
- E. A Sick Leave Bank has been established to provide compensable leave coverage to bargaining unit members who are absent for an extended period due to catastrophic illness or injury. This Bank shall operate in accordance with the following rules and regulations.

1. A unit member may participate in the Sick Bank if he/she has given written notice of his/her desire to donate a minimum of one (1) sick or personal day during an enrollment period prior to the unit member's request to utilize the Sick Bank. Each year, the enrollment period shall be from June 1st to June 30th. The contributed sick day(s) will be deducted from the employee's accumulated sick leave days on July 1st.
 2. Unit member contributions shall be voluntary.
 3. The Sick Leave Bank shall be available only to those unit members who have:
 - a) exhausted all of their earned and accumulated leave time (i.e. vacation, sick, personal)
 - b) been absent a minimum of sixty (60) consecutive workdays
 4. A unit member who is eligible to utilize the Sick Bank must submit a written request to do so to the Superintendent or his/her designee. The request shall outline the nature of the problem and the reason(s) for the requested use of the Sick Bank and shall include medical verification of illness, injury or disability. Verification of continued disability will be required at reasonable intervals. The Board reserves the right to have the unit member examined by medical personnel of its choice.
 5. A unit member's use of the Sick Bank shall be subject to the approval of the Sick Bank Committee comprised of three members selected by the BOE and three members selected by the WTEA. The applicant will only be granted sick bank days if a majority of committee members (four members) agree to approve the granting of days from the sick bank.
 6. A unit member shall be limited to no more than one hundred fifty (150) Sick Bank days in a three (3) year period.
 7. Sick Leave Bank days cannot be extended automatically from one (1) work year to another. However, in the event any unit member using the Sick Leave Bank at the end of the work year is still unable to return to work at the beginning of the next work year, that member must first (1st) use all of his/her new entitlements (sick days, personal days, vacation days, etc.) for that new year before he/she is approved to continue Sick Leave Bank use. The minimum and maximum numbers of days' limits still apply.
- F. Unused sick leave shall be compensated at forty-five (45) percent of the daily rate (daily rate equals 1/200 for ten (10) month unit members and 1/240 for twelve (12) month unit members) up to a maximum of one hundred five (105) days provided that the unit member retires in accordance with the regulations of the

T.P.A.F. or P.E.R.S. and has completed fifteen years in the pension fund. In the event of death, the monies will be paid to the named beneficiary. In order to receive this benefit on the July 1st following the retirement, the unit member must notify the Board of his/her intention to retire by December 1st. Failure to notify the Board by December 1st may result in a one (1) year delay in the payment. The only exception to this rule would be unforeseen illness that necessitated retirement, in which case payment will be made on July 15th of the next fiscal year.

- G. Family Illness Days: Any unit member may take up to five (5) days per year of annual allotment of unused sick days and use as family illness days to care for children/dependents, spouses, or parents, domiciled in the same household residence as the member. While unused sick time may continue to roll over from year to year, the use of family illness days are capped at five (5) days per year.

ARTICLE X

PERSONAL LEAVE

- A. Every unit member shall be granted personal leave of no more than three (3) days per year, without deduction, for urgent personal reasons provided that such leave be requested and approved by the Superintendent or his/her designee at least three (3) working days in advance of the time for which the leave is requested, except in cases of extreme emergency. Anyone who violates the terms of this provision may be subject to discipline, including loss of pay for the day in question.
1. Unused personal leave days shall accumulate as sick leave days.
 2. Personal days may not be used on the following days: before or after the NJEA Convention, on Back to School Night, during Conferences, before or after Spring Break, or before or after Winter Break. The restrictions will apply except in extenuating circumstances and/or with the approval of the Superintendent.
- B. Every unit member shall be granted bereavement leave, without deduction, of up to five (5) days in the case of a death within the immediate family (father, mother, brother, sister, husband, wife, child, mother-in-law, father-in-law and any household member), (2) two days bereavement for a grandparent and one (1) day in the case of other close relatives, up to a maximum of two (2) such days per year. The Superintendent or designee may ask for a letter of explanation of the deceased's relationship to the unit member upon the unit member's return. Bereavement leave is to commence within ten (10) days of the date of death, except in extenuating circumstances with prior approval of the Superintendent.
- C. Any unit member serving on a jury shall receive full pay for such time he/she is required to serve on such jury less the amount paid for the jury service.

- D. Personal leave shall be granted to part-time unit members in proportion to their period of employment. Part time employees who work less than five (5) days per week shall receive personal leave days prorated by the number of days worked.
- E. Personal days shall be used or credited as accrued: full days for full days and hourly if accrued on a part-time basis.

ARTICLE XI

LEAVES OF ABSENCE

- A. A leave of absence, without pay, for one or two full school years shall be granted to any unit members who join the Peace Corps., VISTA, National Teacher Corps, or serve as exchange teachers or overseas teachers and are full-time participants in either of such programs or accept a Fulbright Scholarship. Applicants shall submit requests, in writing, sixty (60) days in advance.
- B. Any unit member under contract with the Board in military service of his/her country shall be placed upon military leave of absence in accordance with the Statutes of the State of New Jersey (Section 18A:6-33) and the ruling of the Attorney General for such time as the unit member shall remain in military service. The unit member shall, upon written application, be entitled to re-employment in the original or similar position together with the necessary salary adjustment to which he/she is entitled by virtue of his/her combination of military service and teaching experience provided, if applicable:
 - 1. The unit member makes such application for re-employment within ninety (90) days after release from the military service;
 - 2. The separation from military service shall be any type other than dishonorable;
 - 3. That in the computation of salary benefits, the unit member shall be entitled to increments based upon either his/her military service or the crediting of such service but in no circumstance to be granted double increments for the same period of time.
 - 4. Further, that at the time of applying for reinstatement, the unit member provides acceptable proof of his/her military service and of his/her type of separation as required by the Statutes of the State of New Jersey (Section 18A:6-33) and the interpretations thereof by the Attorney General. During the period of such military service, the Board shall pay for the unit member his/her pension annuity contribution in accordance with legal requirements which shall be adjusted annually in accordance with the automatic increments of the particular salary schedule then in full force and effect. Nothing contained above shall in any way be construed as to prevent the Board from considering the needs of the district at the time the

unit member applies for reinstatement or to require the Board to re-employ a unit member returning from military leave when the circumstances have dictated a reduction in force and all remaining unit members have seniority due to tenure. In such instances, the particular unit member shall be placed on a waiting list in accordance with his/her rank. Time spent by a unit member in military service may count toward salary and toward meeting the requirements for permanent certification but shall not count as time credited toward tenure. Time spent by a unit member in military service may count toward salary.

- C. The Board agrees that one (1) employee designated by the Association shall, upon request, be granted a leave of absence, without pay, for up to two (2) years for the purpose of engaging in activities of the Association.
- D. A leave of absence, without pay, for up to two (2) years may be granted for the purpose of caring for a sick member of the unit member's immediate family or a member of the household for whom the unit member is legally receiving an income tax deduction.
- E. All benefits to which a unit member was entitled at the time that his/her leave of absence commenced, including unused accumulated sick leave eligibility, shall be restored to him/her upon his/her return; and he/she shall be assigned to the same position which he/she held at the time said leave commenced, if available, or, if not, to a substantially equivalent position.
- F. All applications for extensions or renewals of leaves of absence less than the maximum provided in the leave policy shall be applied for, in writing, and a decision shall be rendered in writing. Additional leave may be granted at the discretion of the Board.
- G. Disability Leaves
 - 1. A unit member who anticipates a disability shall notify his/her immediate supervisor, in writing, of the anticipated commencement of the disability as soon as the unit member knows of it. All benefits to which a unit member was entitled at the time the leave of absence commenced, including unused accumulated sick leave, shall be restored upon return; and every effort shall be made to assign the unit member to the same position which was held at the time said leave commenced, if available.
 - 2. In the case of pregnancy, the unit member shall inform her supervisor of the anticipated delivery date.
 - a. No later than sixty (60) calendar days prior to the anticipated delivery date, the unit member shall request a leave of absence while she is disabled for which accumulated sick leave may be utilized.

- b. Unless a medical certificate is provided to the contrary, it shall be presumed that the pregnant unit member's period of disability shall commence thirty (30) calendar days prior to the delivery of her child(ren) and terminate thirty (30) calendar days subsequent to the delivery of said child(ren).
- c. When this occurs, a unit member who is placed on disability leave shall be entitled to all sick leave and insurance benefits during the period of actual disability, according to the negotiated Agreement and the rules of the insurance carrier. However, time spent on an unpaid leave shall not be counted for accrual of any benefits. Whenever possible, the Board will permit the immediate return of a unit member whose disability terminates within forty-five (45) calendar days of delivery. In the alternative, the only time a unit member may return to work, if not within forty-five (45) calendar days of said delivery, shall be on the commencement day of each marking period of a school year.
- d. Following the grant of such leave to any unit member, the commencement and termination dates thereof may be further extended or reduced, for medical reasons, upon application by the unit member to the Board.
- e. It is the intent of the Board and the Association to abide by all Federal and State Statutes, and Federal and State judicial decisions as they may pertain to the unalterable rights of either the unit member or the employer.

H. Child Care Leaves

- 1. A leave of absence, without pay, for up to one (1) year shall be granted for child rearing for all unit members under the negotiated Agreement. Leave granted for child care leave shall be charged against the unit member's entitlement, if any, under the New Jersey Family Leave Act or the Federal Family and Federal Medical Leave Acts, whichever is applicable.
 - a. A unit member granted such a leave shall return to his/her teaching position at the commencement of any marking period.
 - b. Any unit member whose normal work year commencement day would be prior to the commencement of the first marking period shall return by his/her normal commencement date or by the commencement of a marking period.
 - c. All leaves granted to non-tenured teachers shall terminate at the end of the school year in which they began. The granting of such leaves to non-tenured teachers does not obligate the Board to continue the employment of these teachers for the following school year.

- d. Notwithstanding the above, a unit member may return to work immediately upon completion of a leave of absence taken pursuant to the Federal or State Family Leave Acts.
- 2. A unit member desiring an unpaid child care leave shall apply no less than sixty (60) calendar days before the anticipated date for commencing child care leave.
- 3. If a ten (10) month unit member (excluding Bus Drivers) has been employed for part of the school year, an increment of service shall not be granted unless the unit member has been under contract with the Board of Education of Winslow Township for at least ninety-three (93) days. A unit member who has completed two (2) marking periods is also eligible for an increment. A Bus Driver must be employed by the Board of Education for at least ninety-one (91) school days to be eligible for an increment of service. If a twelve (12) month unit member has been employed for part of the school year, an increment of service shall not be granted unless the unit member has been under contract with the Board of Education of Winslow Township for at least one hundred twenty-one (121) days.
- 4. A unit member on a voluntary unpaid leave of absence shall not be eligible to either receive or accrue benefits, except as statutorily required.
- 5. A unit member on an unpaid leave of absence must notify the Superintendent by March 1st of his/her intention to return to work or extend his/her leave, if eligible. If the employee fails to notify the Superintendent, in writing, by March 1st of his/her intent, the Superintendent will notify the employee and the Association that a decision, in writing, must be forwarded to the Superintendent by April 15th to eliminate the possibility of a loss in job status.
- I. The Board of Education, at its option, may grant a leave of absence, with or without pay, upon application by the employee. The decision to grant or not to grant leave shall not be precedent setting.

ARTICLE XII

EMPLOYMENT AND REDUCTION IN FORCE

- A. Each Winslow Township unit member shall continue to be placed on the entitled step of the salary scale, except when an increment is withheld, in accordance with N.J.S.A. Title 18A.

B. If a ten (10) month unit member has been employed for part of the school year, an increment of service shall not be granted unless the unit member has been under contract with the Board of Education of Winslow Township for at least ninety-three (93) days. A unit member who has completed two (2) marking periods is also eligible for an increment. If a twelve (12) month unit member has been employed for part of the school year, an increment of service shall not be granted unless the unit member has been under contract with the Board of Education of Winslow Township for at least one hundred twenty-one (121) days.

C. The Superintendent shall inform the President of the Association of a possible reduction in force in a timely manner prior to any individual personnel recommendation being presented for action by the Board.

1. Unit members having the least length of service within the job classification affected shall be the first reduced in rank or laid off.
2. The Association shall be provided a list of the names and job classifications of laid-off employees.

D. In the event a reduction in force for a non-certificated unit member becomes necessary, such reduction shall be made according to the following guidelines:

1. Length of service within the job description
2. Additional training and/or licensure
3. Length of service in the district

If a recall of effected staff becomes possible, the recall will be in order of seniority. If there are non-certificated unit members with the same date of hire, the following procedure will determine the order of recall:

1. Length of service within the job category/description
2. Additional training and/or licensure

E. The procedure for recall will be as follows:

1. Notice of recall to work shall be addressed to the employee's last known address appearing on the records of the school district, by certified mail, return receipt requested. Within ten (10) working days from receipt of such notice of recall, the employee shall notify the Board of Education, in writing, whether or not he/she desires to return to the work involved in the recall. If he/she fails to reply, or if he/she indicates that he/she does not desire to return to such work, he/she shall forfeit all of his/her seniority and all rights to recall.
2. In the event of a medical contingency, the member's status will be maintained until the member is medically cleared to return to work. Proof

of medical certification shall be the responsibility of the member. The member will be offered the next available position.

3. An individual may accept a position with the District that is not in the original job description/category without adversely affecting his/her status on the original recall list.
4. Seniority shall not be accumulated during the period of layoff. Upon recall, non-certificated employees shall have their accumulated seniority restored to the date of layoff.
5. Recalled employees shall have all benefits restored to the level prior to their layoff, including but not limited to vacation eligibility, step on guide, etc.

F. Privatization/Subcontracting

In the event of privatization of any employee category, the Board shall implement and abide by the following procedures:

1. The Board agrees that the privatization of any employee category shall not occur until the next school year in which formal action is taken (e.g., If the formal vote is taken in school year 2006/2007, the implementation could not occur until school year 2007/2008.)
2. The Board agrees to form a joint Review Committee composed of representatives of Administration and the Association representing the employee category. This committee shall discuss the matter of privatization fully, including the proposed implementation plan. The Board agrees that this joint committee shall be formed no later than ninety (90) days prior to the end of the school year in which the board has taken formal action (e.g., If the Board takes formal action in school year 2006/2007, the Joint Review Committee should form before April 1, 2007.)
3. The Board agrees to include in its Request for Proposal (RFP) or bid specifications the following stipulations:
 - a. A requirement that all effected Board employees may, at their option, become employees of the entity providing the privatized services.
 - b. A requirement that job specifications are equivalent to those existing within the school district.

ARTICLE XIII

TRANSFERS, REASSIGNMENTS AND PROMOTIONS

- A. Transfers, reassignments and promotions
1. No later than May 15th of each school year, the Superintendent shall deliver to the Association a list of the known vacancies and new positions including location, grade level(s) and subject(s) which shall occur for the following school year.
 2. Upon the Board determining that a vacancy exists, all vacancies due to death, retirement, discharge, resignation or by the creating of new positions shall be filled pursuant to Article XIII, Section B, paragraphs 1, 2, 3, 4, and 5.
 3. Unit members who desire a change in assignment or who desire to transfer to another building may file a written statement of such desire with the Superintendent no later than June 1st. Such statement shall include the position to which the unit member desires to be assigned, the school or schools to which he/she desires to be transferred, day/evening assignment or desired bus run(s). A new request must be submitted yearly.
- B. All vacancies in administrative or supervisory positions, promotional in nature, caused by death, retirement, discharge, resignation or by the creating of new positions, shall be filled pursuant to the following procedure:
1. Such vacancies shall be adequately publicized, including a posting notice in every school as far in advance of the date of filling such vacancy as possible (ordinarily at least thirty (30) days in advance and in no event less than seven (7) days in advance). The Association will receive a copy of the notice at the time of the posting.
 - a. Said notice of vacancy shall clearly set forth the qualifications for the position.
 - b. In addition, the Superintendent may concurrently publicize the position outside the school district.
 - c. Vacancies which arise during summer recess shall be posted in the district administrative office of the Board, on the district website and in each school.
 - d. Staff members who wish to be considered for a promotion to a position which may develop during the summer must submit a letter each year, by June 1st, to the Superintendent notifying him/her of their desire. Should an opening occur for which a staff member is qualified, a registered letter will be sent to the address

that he/she designates as his/her summer address. The staff member must reply within ten (10) days of receiving the certified letter delivered to the addressee only. On September 1st, the Superintendent may destroy all letters.

2. Vacancies shall be filled on the basis of fitness for the vacancy as determined by the Superintendent with the approval of the Board of Education. Consideration and interviews will be given to qualified applicants within the school district. No candidate will be hired until after the expiration of the final date of the posting period.
3. Qualified persons who desire to apply for such vacancies shall file their applications, in writing, with the Office of Human Resources within the time limit specified in the notice.
4. Promotional positions are defined as positions paying a salary differential and positions on the administrative-supervisory level including, but not limited to, positions such as:
 1. Superintendent
 2. Assistant Superintendent
 3. Business Administrator
 4. Director (Basic Skills, Guidance, Athletic, etc.)
 5. Supervisor
 6. Coordinator
 7. Principal
 8. Assistant Principal
 9. Administrative Assistant
 10. Certified Facilities Manager
 11. Department Chairperson
 12. Content Area Coach
 13. Team Leader
 14. Head Teacher
 15. Teacher
5. All recommendations for employment must be made by the Superintendent of Schools.

ARTICLE XIV

FACILITIES

- A. When practical, each school shall have the following facilities:
 1. An appropriately furnished room, with a working refrigerator and microwave, which shall be reserved for the exclusive use of unit members and other adults as a lounge and dining area. The adults shall be expected to exercise reasonable care in maintaining the appearance and cleanliness of said lounge.
 2. Well lighted and clean unit member rest rooms, separate for each gender, and separate from the students' rest rooms.
 3. Free and adequate off-street parking facilities, properly maintained.

4. Suitable closet space for each unit member to store coats, overshoes and personal articles.
 5. A place to secure/lock each unit member's personal items.
 - a. Identified lockers at Winslow Middle School and Winslow High School.
- B. Upon the request of the Association, permission may be granted by the Board to install vending machines in the lounges. The Association will be responsible for the maintenance of the machines both physically and financially.
- C. The district-wide WTEA health and safety committee shall meet with the Superintendent (or designee) and the Director of Facilities in an effort to resolve problems or address areas of concern.
1. Such meetings will be scheduled at least once per month at a mutually agreed upon time.
 2. There will be no additional monetary compensation for those staff members involved in these meetings.
 3. The committee, at its option, may meet with the Board of Education two (2) times per year.

ARTICLE XV

PROFESSIONAL DEVELOPMENT AND EDUCATIONAL IMPROVEMENT

- A. In our rapidly changing society, unit members must constantly review curricular content, methods and materials, educational philosophy and goals, social change and other topics related to education. The Board recognizes that it shares with its professional staff the responsibility for upgrading and updating unit members' performance and attitudes. The Board and the Association support the principle of continuous training of unit members and the improvement of instruction. All courses must be approved prior to the semester starting. To work toward the ends stated above, the Board agrees to:
1. Cooperate with the Association in arranging in-service courses, workshops, conferences, visits to industries or neighborhood school systems and programs designed to improve the quality of education. Such activities shall be coordinated through the Liaison Committee and/or the Instructional Council.

2. Pay the full cost of tuition and other reasonable expenses incurred in connection with any courses, workshops, seminars, conferences, in-service training sessions or other such sessions which a unit member is required by the Administration to take. Unit members who submit vouchers for reimbursement of designated compensable expenses will receive payment from the Board within forty-five (45) days. Said expenses will include but not be limited to registration fees, transportation, materials, food and lodging.
3. Provide in-service improvement programs for all unit members which shall be cooperatively planned to meet the priorities jointly determined by the Association and the Administration through the Local Professional Development Committee in compliance with current regulations.
 - a. For all unit members, in-service programs shall be conducted during the regular work day if their attendance is required.
 - b. Unit members who participate in in-service programs shall be eligible for continuing education credits as specified in ARTICLE XV, Section E.

B. A maximum of the following amounts will be paid to any unit member engaged in advanced study at any administratively approved program or accredited college/university for the duration of this Agreement.

	Certified Staff	Support Staff
'22-23	\$2440	\$1464
'23-24	\$2440	\$1464
'24-25	\$2440	\$1464

1. The cost of tuition, registration and fees shall be paid at the exact cost but not to exceed the above limits. Any cost beyond the established limit will not be reimbursed.
2. Reimbursement shall be based upon the furnishing of satisfactory proof of payment to the program or college and the submission of an official transcript with an acceptable grade. Courses approved for reimbursement which are non-graded must be accompanied by the appropriate license, certificate of attendance or letter from the instructor indicating satisfactory completion of the course.
3. Courses taken shall be related to the field or position of the unit member.
4. Courses taken as a term and condition of an employee's initial employment are not reimbursable.
5. Payments shall not be made for courses taken to satisfy emergency or provisional certification requirements.

6. Payments shall not be made for courses taken to pursue an advanced or baccalaureate degree not related to the teaching profession (CPA, Law, etc.)
 7. Payments shall not be made for courses taken under NDEA, NSF or any other public or private funding.
- C. Reimbursement will be made within forty-five (45) days of submission of required documentation.
- D. Unit members may utilize non-consumable district resources and facilities in order to fulfill requirements for professional development, advanced degree courses and National Teacher Certification. Staff is responsible for returning non-consumable resources in operable order.
- E. In-District Credits may be awarded for participation in mutually agreed upon committees, courses or workshops with the following conditions applying:
1. One credit for 15 hours of participation.
 2. The Association and the Administration will negotiate activities and credit to be offered prior to posting the activity.
 3. There will be no cap on the number of credits earned.
 4. In-district credits will be treated the same as graduate credits for lateral movement as per Article XXIX, Section A-5.
 5. The Board shall accept approved C.E.U.'s and professional development hours, resulting in a certificate of completion, toward in-district credit and lateral movement on the salary guide for support staff provided that the program does not occur during the school day.
 6. A mutually acceptable form designed to report and record earned in-district credits will be used.
- F. Any unit member advancing to a different salary scale, as a result of courses and/or in-district credits taken, will be placed on a new scale in September or in February of that teaching year provided that advanced notice has been given to the Superintendent. Lateral requests received June 1st – December 31st will be eligible for movement the following September, with proof of course completion due by August 15th. Lateral movement requests received January 1st – May 31st will be eligible for movement the following February, with proof of course completion due by January 15th.
- G. All support staff who intend to exercise the provisions of Section B in this Article must receive prior approval from the Superintendent. The decision of the Board will be final and not subject to arbitration. Such approval shall not be unreasonably denied.

- H. Courses required for continued licensing of staff members who must sign off on Medicaid reimbursements for the district services they provide are reimbursable.
- I. It is specifically agreed that tuition reimbursement is for only Article XV, Section B. In-service, In-District credit and the NJ State mandated twenty (20) hours per year are separate and apart from this section.
- J. Any unit member who receives tuition reimbursement must remain in the district two years after receiving reimbursement, or must refund the reimbursement received in the aforesaid two-year period prior to separation. This requirement to return tuition moneys will be waived if the employee retires pursuant to a disability retirement.

ARTICLE XVI

As of July 1, 2011 the Association agrees to be placed in the School Employees' Health Benefits Program (SEHBP). The maximum allowable amount an employer may offer and eligible employee who waives coverage during any fiscal year is twenty-five (25%) of the amount saved by the employer or \$5,000, whichever is less. Upon sunset of the four year phase-in for health benefits, the HBC will remain at the Year 4 level. However, if at any time the District moves into a private health care plan the following levels of benefit will apply.

HEALTH INSURANCE PROTECTION

- A. Except as otherwise provided in this Article, the Board shall provide complete health coverage for unit members and their eligible dependents. A summary of these benefits is listed in Appendix A. The Board guarantees that all insurance providers who deliver health, dental, prescription and vision insurance to unit members shall be "equal to or better than" the plan provided to unit members in 1995-96 subject to the following conditions:
 - 1. The health plan standard of reference shall be the State Health Benefits Program in effect during the 1995-96 school year plus the specific benefit enhancements provided by CIGNA in 1995-96.
 - 2. The "equal to or better than" standard shall apply to all benefit levels, deductibles, co-insurance, final out-of-pocket expenses and the administration of the benefits by the provider.
 - 3. If a unit member incurs a loss in the level of benefits and/or the administration of the benefits as defined above, the individual will utilize the following grievance procedure:
 - a. The unit member shall first call the broker employed by the Board. The broker shall document the call and the nature of the complaint on a form jointly developed by the Board and the Association.

- b. Following the call by the unit member to the broker, the broker shall have seven (7) work days to resolve the complaint.
 - c. Regardless of the broker's efforts to resolve the complaint, the broker shall forward his/her disposition of the complaint on the grievance form to the individual, the Association and the Board within ten (10) days of the complaint.
 - d. If the matter is not resolved to the satisfaction of the unit member, the matter shall be scheduled for expedited arbitration.
 - e. Insurance Arbitration:
 - (1) The parties agree that a mutually agreed upon arbitrator for the sole purpose of deciding insurance complaints shall be selected by the parties.
 - (2) At the end of each school year, the parties shall schedule six dates for insurance arbitration.
 - (3) All unresolved insurance complaints which are submitted to the broker prior to thirty (30) days before the hearing shall automatically be scheduled for arbitration.
 - (4) The decision of the arbitrator shall be final and binding on the parties. All disputes between insurance contracts and this Agreement shall be decided in favor of the Collective Bargaining Agreement.
4. Rights to information - The Board agrees to provide the Association with all information which the Association deems necessary to process insurance grievances including, but not limited to, the following information:
- a. The parties shall sign and keep separate copies of all insurance contracts in effect for the 1995-96 work year.
 - b. The broker will provide the Association and the Board with a monthly summary of all inquiries and/or complaints by unit members. This survey will include the nature of the inquiry and the disposition of the same. Every effort shall be made to ensure member confidentiality.
 - c. The broker agrees to provide each employee with a summary plan document for all of the insurance programs each October 1st. Each handbook shall clearly state that the resolution of all complaints shall follow the expedited grievance procedure in Article XVI, Section A-3.

- d. The Board agrees to require the broker to visit each work location once per month, if needed, at a time convenient to employees and arranged in cooperation with the building Principal and the Association representative.
 - e. The Board will publish and distribute all changes in the level of benefits or changes in the administration of insurance programs only after said changes have been negotiated with the Association.
- B. The Board will provide HMO options through June 30, 2008. Effective July 1, 2008, unit members previously on the “Premiere” plan will move to “Patriot V” for the life of this agreement. A joint committee will be established to educate unit members regarding health benefits.
- C. All employees shall be placed in the appropriate coverage category (i.e. single, family, parent/child(ren), husband/wife). New hires will be placed in the Patriot V Plan, single only, for the first (1st) three (3) years. The employees, at their option, may purchase additional coverage during this time.

D. Prescription Plan - Family Coverage

The Board shall provide prescription drug plans with co-pays listed in the table below for all unit members and their eligible dependents. This coverage is limited to one (1) per family when more than one (1) person of a married couple is employed by the school district. A summary of the benefits is included in Appendix B. New hires will receive single coverage for their first (1st) three (3) years in the district. The employees, at their option, may purchase additional coverage during this time period.

Name Brand	\$20	Generic	\$10	Mail-In	\$10
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- E. The Board will provide a full-family dental insurance plan. A summary of the benefits is included in Appendix C. New hires will receive single coverage for their first (1st) three (3) years in the district. The employees, at their option, may purchase additional coverage during this time period.
- F. The Board will provide a full-family vision insurance plan. A summary of the benefits is included in Appendix D. New hires will receive single coverage for their first (1st) three (3) years in the district. The employees, at their option, may purchase additional coverage during this time period.
- G. The Board retains the right to select the carrier as long as the plan is “equal to or better than” the existing plan.
- H. All employees who have a change in coverage status must notify the Benefits Office within sixty (60) days before or after the anticipated change. Failure to do so may require the employee to wait until the next enrollment period to make the necessary changes.

- I. Bus drivers will receive single medical benefits through the first thirty-six (36) months of employment. Bus drivers shall receive full-family health, dental, prescription and vision coverage in the thirty-seventh (37th) month of employment.
- J. In the event the Board subcontracts during the term of the contract, full-family medical coverage will be paid as severance for the term of this Agreement.
- K. The Board will maintain an Employee Assistance Program at no cost to employee.
- L. IRS Chapter 125 Option

The parties agree to establish a voluntary Section 125 (IRS Code) Plan for the purpose of making available a cash option. Vision and Dental are at fifty percent (50%).

- 1. An employee otherwise entitled to insurance coverage shall have the option to withdraw from any or all such coverage and be paid a sum equal to one-half (1/2) of the eligible premium coverage(s) for the year that the withdrawal remains in effect.
 - 2. All withdrawals from insurance coverage shall be for a minimum of one (1) year, corresponding to the benefits period established by the carrier. The cash payment shall be in the form of a stipend payable bi-annually on December 30th and June 30th.
 - 3. The basis for the employee's reimbursement shall be the cost of the plan which the employee is currently or was most recently enrolled in or for which plan he/she is eligible.
 - 4. Employees who have a change in status (i.e., termination of employment, divorce, legal separation, death, military discharge) which causes them to lose coverage elsewhere shall be entitled to reenroll in the health plan(s). Reinstatement in the district plan(s) will take place within three (3) weeks of notification of such change. Otherwise, all elections for a cash option shall be in effect for a twelve (12) month period.
 - 5. Return to the benefits plan(s) for reasons other than a change of status is subject to the terms of the carrier (Open Enrollment).
 - 6. The adopted plans will be on file in the Board of Education Office.
- M. Flexible Spending Account (FSA) and Dependent Care Flexible Spending Account (DCFSA)
 - 1. Employees will have the opportunity to participate in a Section 125 Cafeteria Plan that enables them to set aside pre-tax dollars into a medical FSA and/of DCFSA, subject to limitations set forth in law, and consistent with IRS rules.

2. Consistent with law, there will be a grace period that allows employees to use funds remaining in their account from the previous plan year to pay for qualified medical expenses incurred up to 2½ months after the end of the plan year. Any unspent moneys will be forfeited.

ARTICLE XVII

SALARIES

- A. The salaries of all unit members covered by this Agreement are set forth in the attached salary schedules, as amended, to become effective July 1, 2022 – June 30, 2023; July 1, 2023 – June 30, 2024; July 1, 2024 – June 30, 2025.
 1. Unit members who are employed on a twelve (12) month basis shall be paid in twenty-four (24) equal semi-monthly installments.
 2. Unit members who are employed on a ten (10) month basis shall be paid in twenty (20) equal semi-monthly installments.
 3. Unit members who are employed on a ten (10) month basis may individually elect to have ten percent (10%) of their monthly salary deducted from their pay and placed in the “Summer Payment Plan”. These funds will be deposited in a savings account, provided that the bank of depository is willing to accept this responsibility, and the funds will be distributed to the unit members on the last working day. Deductions shall be made September through May only.
 4. When a pay falls on or during a school holiday, vacation, or weekend or parent conference day, all unit members shall receive their pay checks on the preceding work day.
 5. Unit members shall receive their final checks and the pay schedule for the following year on the last work day in June, provided that the Administration has indicated that the unit member has satisfactorily completed all school closing obligations.
 6. Employees who are engaged in year long positions which require stipend compensation shall be paid in two (2) installments as follows: fifty (50%) in the last check paid in December and fifty percent (50%) in the last check paid in June. Final payment shall be contingent upon successful completion of the end-of-activity check-out procedures.
 7. The Board agrees to make available electronic direct deposit of unit members’ paychecks.
 8. Payroll errors will be corrected upon the Business Office being notified of the mistake.

9. The Board will provide for payroll deductions for tax-sheltered annuity programs in accordance with Board policy.
- B. All salary deductions will be made by the Secretary in accordance with the Statutes.
1. All dues deducted for the Winslow Township Education Association, the Camden County Council of Education Associations, the New Jersey Education Association and the National Education Association may be forwarded to the Winslow Township Education Association no later than fifteen (15) days after the close of the month for which they were deducted.
 2. All funds from voluntary salary deductions will be transmitted/mailed in the appropriate accounts before the end of business on the day that the paychecks are issued.
- C. Any unit member who at the direction of or with the advanced approval of the Administration participates in extra-curriculum workshops, orientation, in-service, the Intramural Sports Program, art, dance, drama, gymnastics, music (or any other Board approved extra-curricular programs), Summer Speech Program, Summer Instrumental Program, Home-Bound Instruction, Professional Development Committee or Board sponsored programs for unit members extending beyond the school work day (not including required extended meetings) shall be compensated at the following rates per hour:

'22-23 \$43.73 '23-24 \$43.73 '24-25 \$43.73

ARTICLE XVIII

LIAISON COMMITTEE

- A. Building Level Council
1. Organization

The Association shall select a Council for each school building which shall meet with the Principal at least once a month after the school day, without compensation, for the duration of the school year. Said Council shall consist of not more than one (1) member for every twelve (12) unit members in the school building, but shall in no event have less than one (1) member per building.
 2. Areas for Council Consideration

Areas for consideration by the Council shall include, but not be limited to, school building level decisions regarding:

 - a. Administration of this Agreement

- b. Facilitation of programs and recommendations of the Instructional Council hereafter established in this Agreement
- c. Revision and development of building policies and practices

B. Meetings with Superintendent

- 1. Representatives must bring issues of concern to the building Principal at least fourteen (14) days prior to the meeting with the Superintendent, except in cases of emergency or when the Principal has been unavailable.
- 2. The Association’s representatives shall meet with the Superintendent at least once a month during the school year to review and discuss current school problems, practices and the administration of this Agreement.

C. These committees serve only in an advisory capacity. The committees’ recommendation(s) will be presented to the Superintendent. The Superintendent will convey to the Board the committees’ recommendations and will respond, if necessary, in writing, within thirty (30) days.

ARTICLE XIX

INSTRUCTIONAL COUNCIL

A. Purpose

One (1) Instructional Council shall be established for the Elementary level and one (1) Instructional Council shall be established for the Middle School and High combined, and both councils shall have their first meeting no later than September 30th of each school year. The purpose of the Council(s) shall be to strengthen the educational program through recommendations, research, implementation, and evaluation by the Superintendent and the Association to best meet the needs of the students, the schools, and the community. The Council may consider, but not be limited to, advising the Board and the Association on such matters as curriculum improvement, student discipline, teaching techniques, instructional organization patterns, experimentation, extracurricular programs, in-service training and staff development, pupil testing and evaluation, philosophy and educational goals of the district, unit member recruitment, research, educational specifications for buildings and other related matters regarding the effective operation of the Winslow Township School District.

B. Membership

The Councils shall consist of two (2) representatives per building who are appointed by the Association.

C. Committees

The Councils shall be authorized to establish sub-committees or ad hoc committees for specific projects to allow for those who would be affected by Council recommendations to have an opportunity to be involved.

D. Individual Initiative for Suggestions

The Councils shall encourage the initiation of ideas and suggestions for projects by individual unit members, departments, grade levels, Association committees, Administrators, Board members, students, parents or other interested parties.

E. Meetings Scheduled

Each Council meeting will be scheduled after school without any additional monetary compensation for those involved.

1. Each Council will meet a minimum of seven (7) times during each school year.
2. A joint Council meeting will be held twice a year in November and May.
3. Each Council may meet with the Board of Education two (2) times per year before regularly scheduled Board meetings.

F. Instructional Councils

The Instructional Councils will serve only in an advisory capacity. The committees' recommendations will be presented to the Superintendent. The Superintendent will convey the Instructional Councils' recommendations, approved minutes and agendas to the Board. The Superintendent will convey the Board's position when requested, in writing, within thirty (30) days.

SECTION B

This section contains provisions pertaining to professional certificated staff.

ARTICLE XX

TEACHER WORK YEAR

- A. The Superintendent shall prepare a school calendar for recommendation to the Board after consulting with the Association to receive its suggestions and recommendations.
- B. The work year for teachers shall include one hundred eighty (180) instructional days and five (5) non-instructional days. For all Teachers, the five (5) non-instructional days will include:
 - a. two (2) days prior to the first student day for preparation and morning meetings as needed
 - b. two (2) in-service days scheduled during the school year
 - c. one (1) parent/teacher conference day. Effective 7/1/2017, one (1) year-end close-out day of two hours' duration.
- C. New personnel may be required to attend two (2) additional days of orientation prior to the first student day with no additional compensation. A mutually agreed upon time will be set aside for WTEA to meet with the new personnel.
- D. On the last day for certificated teaching staff (i.e., the close-out day), principals will complete the check-out process by the end of the teachers' two-hour workday.
- E. The in-school work year shall include days when students are in attendance, orientation days and other days when unit member attendance is required. Unit members who have not completely checked-out at the end of the school year may be required to do so on their own time.

ARTICLE XXI

TEACHERS' HOURS AND LOAD

- A. Teachers shall indicate their presence for duty by initialing the unit members' attendance register in the main office.
- B. The starting and ending times of each day shall be determined by the Superintendent of Schools after consultation with the Administrative Staff and the Liaison Committee.
- C. Teachers' length of day will be seven (7) hours.

- D. Elementary teachers shall be required to report to duty twenty-five (25) minutes before the start of the student day and shall be permitted to leave twenty (20) minutes following the student afternoon dismissal. Teachers in the Middle and High Schools shall be required to report ten (10) minutes before the opening of the students' school day and shall be permitted to leave thirty (30) minutes following the end of the school day. These schedules will be maintained provided the day does not exceed the hours in paragraph C above.
1. Abbreviated days, designated as in-service or workshops, are considered full days and shall require the usual hours.
 2. On Fridays or on days preceding holidays or vacations, the unit members' day shall end following the departure of the last school buses unless otherwise directed by the Administration. Unit members will not be detained if there is adequate supervision for the remaining students.
 3. For all schools, there shall be three (3) parent conference days in the fall. Two days will have an afternoon schedule and one day will have an evening schedule. Conference days will have an abbreviated student day.
 - a. On afternoon conference days, there will be an early dismissal for students (time to be determined by the administration). Certificated staff will remain for three (3) hours after student dismissal for parent conferences. Conferences shall begin no later than 30 minutes after student dismissal.
 - b. On the evening conference day, there will be an early dismissal for students (time to be determined by the administration). Certificated staff will be dismissed with the students and will return to conduct evening conferences from 5:00-8:00 p.m.
 4. For all schools there shall be two (2) parent conference days in the winter/spring. One day will have an afternoon conference schedule and one day will have an evening conference schedule. Conference days will have an abbreviated student day. The language in Section 3, subparagraphs (a) and (b) above shall apply to winter/spring conference days.
 5. In all buildings, conference days are subject to the following conditions:
 - a. Teachers will ensure that all requested conferences are held.
 - b. The actual time schedule for conferences shall be determined by the individual teachers. If the initial schedules are produced in the office, they will be disseminated to the appropriate teachers at least five working days prior to distribution of parent notifications. Teachers have the right to make adjustments to their own time schedule and will notify the office of the necessary changes within two days. The office will then notify parents of their conference time.

- c. An administrator will be available in the building for all scheduled parent conferences.
- 6. In recognition of the extra work time on parent conference days, certificated staff members' last day of the work year will be a two-hour, non-instructional day.
- 7. The Administration may schedule up to eight (8) meetings beyond the normal work day per school year subject to the following conditions:
 - a. Such meetings may last no longer than forty-five (45) minutes beyond the normal work day.
 - b. There shall be no more than one (1) meeting per month.
 - c. Notice of said meeting(s) and the agenda(s) shall be provided to the staff seven (7) work days in advance of the meeting(s).
- E. Unit members may leave the building without requesting permission during their scheduled 40-minute duty-free lunch period. Nurses at Schools 1, 2, and 5 and the nurses at Schools 3, 4, and 6 will develop a schedule to provide coverage at all schools in the event of an emergency while the one nurse is out of the building. Therefore, nurses at Schools 1, 2, and 5 will not have the same lunch period. Similarly, the nurses at Schools 3, 4, and 6 will not have the same lunch period. Signing in and out will be required.
- F. The High School will follow a half ($\frac{1}{2}$) day schedule (students only) for midterm and final examination days. Final examinations will not take place on the last day of school.
- G. Elementary School teachers shall be guaranteed a minimum of one hundred seventy-five (175) minutes per week for duty-free preparation to begin after the starting of the pupil day and prior to the ending of the pupil day. Preparation time will be scheduled in blocks of no less than thirty-five (35) minutes in duration.
- H. All Middle School and High School teachers shall be guaranteed one (1) daily duty-free preparation period not less than the length of a normal instructional period, except as noted in Article XXI J.2.f.
- I. Elementary school nurses shall be guaranteed one hundred seventy-five (175) minutes of duty-free preparation time. Middle and High School nurses shall be guaranteed one (1) daily duty-free preparation period no less than the length of a normal instructional period. The following limitations will apply:
 - 1. Nurses will be available to handle any emergency that arises.
 - 2. Nurses will not leave the building without the prior approval of the building Principal.

J. Teaching Load for Middle School, High School

1. The normal daily teaching load for academic teachers, in the core areas only, for Middle School and High School staff members shall be five (5) teaching periods in not more than two (2) content areas with no more than three (3) preparations. In subject areas where a single teacher handles the entire program, the number of preparations shall be determined by the program. The Principal shall have the right to assign teachers to other duties (special education and language instructors included). The normal daily teaching load for all other staff members, beyond the academic core courses, shall be six (6) teaching periods in not more than two (2) content areas with no more than three (3) preparations. The academic core courses shall be defined as Mathematics, English, Social Studies, Language Arts Reading, Language Arts Writing, Science, Special Education, and World Languages subjects.
2. Sixth Teaching Period: In those instances where any academic teacher in the core areas, only as defined in J1, agrees to teach a sixth (6th) class, the following will apply:
 - a. In 2022-2023, \$8,489 will be paid in compensation for teaching a sixth (6th) period.
 - b. In 2023-2024, \$8,489 will be paid in compensation for teaching a sixth (6th) period.
 - c. In 2024-2025, \$8,489 will be paid in compensation for teaching a sixth (6th) period.
 - d. All monies will be pensionable.
 - e. This additional compensation is for extra work and does not constitute an entitlement to the teacher which must be guaranteed each succeeding year.
 - f. Unit members teaching a sixth (6th) period will not have a prep period.
 - g. The teaching of six (6) periods, by any teacher, will occur only as a last resort as the Administration balances the demands of scheduling, educational program(s) and teacher certification for the year in question.
 - h. The maximum number of sixth (6th) period classes shall be held to twenty (20) whenever possible.
 - i. Teachers of non-academic/core subjects who teach a seventh (7th) instructional period will be paid on the same scale as above.

3. Teachers may volunteer to cover assignments.
 - a. The first six (6) coverages are without compensation. The seventh (7th) and each additional coverage will be compensated per class coverage period as follows and shall be calculated annually:

'22-23	\$14.14	'23-24	\$14.14	'24-25	\$14.14
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 - b. Substitute personnel will be used first for class coverage, followed by staff assigned to a duty period at that time.
4. Elementary teachers who take additional students, not on their current roster, due to a lack of a substitute, will be compensated \$100 (split between teachers that take additional students).

K. Hours and duties for “specialized personnel” (CST members, guidance staff, and nurses) shall be the same as enumerated in the contract for teachers; and, except in extreme emergencies, they will not be assigned to the following:

1. Study halls
2. Homerooms
3. Cafeteria supervision

L. Department Heads, Team Leaders, Content Area Coaches, I&RS Coordinators, Building Testing Coordinators and Homeless Liaisons shall be assigned no more than five (5) instructional/ supervision periods each day and shall be excused from regular study hall duties, homeroom assignments and shall not be assigned any other “class of duty” coverages whenever possible. Compensation for the above positions shall be paid as follows:

	<u>'22-23</u>	<u>'23-24</u>	<u>'24-25</u>
Department Heads	\$6,321	\$6,321	\$6,321
Content Area Coaches	\$5,260	\$5,260	\$5,260
	<u>'22-23</u>	<u>'23-24</u>	<u>'24-25</u>
Team Leaders	\$4,338	\$4,338	\$4,338
I&RS Coordinators	\$4,773	\$4,773	\$4,773
Building Testing Coord.	\$3,978	\$3,978	\$3,978
Homeless Liaison	\$1,592	\$1,592	\$1,592

M. For all Teachers, there shall be one (1) required back-to-school night (i.e. open house, parent-teacher night, curriculum night, etc.) per year.

- N. Each Elementary School will have one (1) physical education program, beyond the school day, as an extension of the P.E. program. The physical education teachers will be required to present this program. Program design shall be developed by the P.E. teacher and approved by the building Principal. In the event scheduling requires a particular teacher to present more than one (1) program, that teacher will be compensated for four (4) hours at the home instruction rate for each additional program.
- O. Elementary School music teachers shall be required to present one (1) winter and one (1) spring evening concert as an extension of the vocal/instrumental music programs. In the event scheduling requires a particular teacher to present more than one (1) fall and/or more than one (1) spring concert, that teacher will be compensated for four (4) hours at the home instruction rate for each additional concert.
- P. If a staff member is approved for and is involved in a program that requires teacher supervision beyond the normal work day/week, he/she will be compensated at the extra-curricular hourly rate as specified in ARTICLE XVII, SECTION C.
- Q. When an evening program requires additional student supervision, unit members will be encouraged to volunteer as chaperones; however, their attendance is not mandatory.
- R. Unit members will not be required to transport students.
- S. All overnight trips will be voluntary.
- T. Reading Specialists
 - 1. During the regular school day, Reading Specialists may not be assigned to job duties outside the scope of their performance responsibilities, as provided in the job description for Reading Specialists, or outside their area of certification. Reading Specialists are not responsible for inventory, maintenance, or distribution of materials.
 - 2. Reading Specialists will receive an additional pensionable compensation of \$1,186 for 2022-2023; \$1,186 for 2023-2024; and \$1,186 for 2024-2025 to compensate them for performing duties such as test administration, developing class lists, gathering and collating, and maintaining records.
 - 3. During the summer, the Reading Specialists will be compensated at their per diem rate for a maximum of five (5) days for conducting testing of new entrants and for performing other tasks related to the preparation for the opening of school. These summer tasks shall be limited to those necessary to support directly the management of the instructional program. Scheduling shall be mutually agreed upon between the teacher and principal and determined on a voluntary basis.

- U. Teachers assigned to the following non-teaching assignments: pupil assistance committees (e.g. PRIM, I&RS) and moderator/coordinator/chair of standardized tests (e.g. grade level state testing, norm-referenced testing [NJASK, HSPA, GEPA, etc.]) shall be compensated according to the terms of this Agreement.

ARTICLE XXII

ASSIGNMENTS AND TRANSFERS

A. Assignments

- 1. All unit members shall be given written notice of their tentative class and/or subject assignment, where applicable, as well as their tentative building assignment and room assignment for the forthcoming year not later than June 15th.
- 2. In the event that changes in such schedule(s), class and/or subject assignment(s), building assignment(s) or room assignment(s) are required, the unit member affected shall be notified, if possible, in writing by a letter sent to the summer address previously designated by the unit member. A conference may be scheduled with the Superintendent if so desired by the unit member.

B. Involuntary transfers and reassignments

- 1. When all other factors are equal (as determined by the Superintendent), length of service shall be the deciding factor.
- 2. Teachers who are either reassigned or transferred shall be compensated for the work required to effectuate the change in assignment or transfer as follows:

'22-23 \$120.21 '23-24 \$120.21 '24-25 \$120.21

ARTICLE XXIII

TEACHER FACILITIES

A. When practical, each school shall have the following facilities:

- 1. Space in each classroom in which teachers may store instructional materials and supplies

2. A serviceable desk, chair, and filing cabinet for the exclusive use of each teacher
3. Copies, exclusively for each teacher's use, of all texts used in each course that is taught
4. Adequate chalkboard space in every classroom
5. A complete, current, and unabridged dictionary in every classroom
6. Adequate books, paper, pencils, pens, chalk, erasers and other such materials required in a teacher's daily responsibilities
7. A teacher's work area to aid in the preparation of instructional materials

ARTICLE XXIV

TEACHER EVALUATION

Certificated staff shall be evaluated by administrative and supervisory personnel according to the requirements of TEACHNJ, no later than June 1st.

- A. Non-tenured Teachers shall be evaluated by their administrative and supervisory personnel at least three (3) times in each school year.
- B. Tenured teachers shall be evaluated by administrative and supervisory personnel at least two (2) times in each school year and shall receive their final evaluation no later than June 1st.
- C. Procedures
 1. In each instance, a written evaluation report shall be presented to the teacher, followed by a conference between the teacher and the administrative or supervisory evaluator for the purpose of identifying any deficiencies, extending assistance for their correction and improving instruction.
 2. Classroom observations shall be conducted for a minimum duration of one (1) complete subject lesson, each occurring on separate days.
 3. Teachers shall have the option for an additional observation through classroom visitation by another certified district supervisor, to be followed by a written evaluation report and by a conference between the teacher and said supervisor for the purpose of making recommendations for the improvement of instruction.

4. All monitoring of the work performance of a teacher, if it is included in a written evaluation report, shall be conducted openly.
5. A teacher shall be given a copy of the written evaluation report prepared by the evaluator at least one (1) day before any conference to discuss the report. No such report shall be submitted to the central office, placed in the teacher's file or otherwise acted upon without a prior conference with the teacher. No teacher shall be required to sign a blank or incomplete evaluation form. The teacher's signature indicates receipt of the evaluation but not necessarily agreement. The teacher shall have the right to submit a written response to any material within the written evaluation report within five (5) school days of the post-evaluation conference.
6. Evaluation conferences of classroom visitations shall occur within ten (10) school days of the observations. The conferences shall be held within the teacher's workday. The times for all conferences shall be mutually agreed upon.
7. The Annual Written Performance Report for all teachers shall follow the same procedures concerning a conference, time limits and placement in the teacher's file as the procedures for written evaluation reports and in accordance with New Jersey Administrative Code Rules and Regulations (6:3-1.21).

D. Coaches' Evaluation

Coaches shall receive their evaluation no later than June 1st or within twenty (20) workdays after the end of the season, whichever comes first.

E. Department Chairpersons, Content Area Coaches and Team Leaders

The Board and the Association agree to form a committee to jointly develop an evaluation instrument for Department Chairpersons, Content Area Coaches and Team Leaders all of whom shall receive their final evaluation by June 1st.

ARTICLE XXV

SPECIAL SCHOOLS AND HOMEBOUND/BEDSIDE INSTRUCTION

- A. All openings for positions in the evening school, summer school, homebound/bedside instruction and other programs (including non-teaching positions for which teachers may be qualified and eligible) shall be adequately publicized by the Superintendent in accordance with the Board's policy for publicizing promotional vacancies.

- B. Salary schedules for positions included in this Article shall be negotiated under the procedures outlined in Article I, Section A of the Agreement along with regular salary schedules, whenever possible, or at such other times as may be appropriate in order to conform to the time requirements for the implementation of said program.
- C. Applicants shall be notified in writing no less than two (2) weeks prior to start of program for all positions covered under this article with the exception of bedside/home bound instruction, whenever possible.

ARTICLE XXVI

MAINTENANCE OF CLASSROOM, CONTROL AND DISCIPLINE

- A. The Board recognizes its responsibility to continue to give administrative backing and support to its unit members, although each unit member bears the primary responsibility for maintaining proper control and discipline in the classroom and in his/her immediate presence.
- B. The unit members, Board and Administrators recognize that all disciplinary actions and methods shall be impartially implemented, reasonable, just and in accordance with the Board approved discipline policy or as permitted by law.

ARTICLE XXVII

TEACHERS' RIGHTS

- A. The Board agrees that teachers shall have the right and obligation to determine student grades within the policy of the Winslow Township School District. A student's grades may be changed after a conference between the teacher and the Principal or among teachers and the Principal with reasons for the proposed grade change supplied by the Administrator. If no resolution of a grade change is forthcoming, the teacher may appeal the decision to the Superintendent, whose decision in the matter shall be final.
- B. All teachers will be provided with the Teacher's Edition for any approved textbook that they utilize for all courses and subjects, as soon as possible, provided such a Teacher's Edition exists.

ARTICLE XXVIII

SABBATICAL

- A. Sabbatical leave shall be granted to qualified applicants for:
 - 1. A planned program of study.
 - 2. Study and travel, providing the experience, will result in a discernible benefit to the school district, to those teachers who have completed ten (10) years of educational service within the district.
- B. Sabbatical leave shall be granted on the basis of seniority of service to no more than two (2) members of the staff district-wide within a given school year.
- C. Application for Sabbatical leave must be made no later than December 1st. Preliminary applications may be submitted on September 1st of any school year, but the deadline for final application is December 1st.
- D. Sabbatical leave will be granted for a period of one (1) year, running from September through June.
 - 1. All applicants shall be notified by March 15th as to which individual(s) will obtain a Sabbatical leave. Applicants who are judged eligible will be placed on a priority list from which a replacement will be selected within one (1) month in the event an initial receiver is unable to take such leave.
 - 2. All applicants who are denied Sabbatical leave will be informed, in writing, as to the reasons for this denial.
- E. Reimbursement:
 - 1. For the purpose of full-time study, reimbursement will be granted at fifty percent (50%) of the current year's salary.
 - 2. Payment of the above reimbursement will be made in accordance with regular payroll dates.
- F. All of the work for the approved program must be completed during the Sabbatical year period; however, the thesis does not have to be completed during the Sabbatical leave year.
- G. If the original program is not approved, it can be adjusted for approval later.
- H. No one is eligible for more than one (1) Sabbatical leave.
- I. Teachers must teach in the district for two (2) years following the completion of the Sabbatical leave. Release from this obligation shall be at the discretion of the Board.

ARTICLE XXIX

SALARIES AND EXTRA COMPENSATIONS

- A. Lateral Movement
1. Credits obtained for the purpose of obtaining a first (1st) Bachelor's Degree shall not be used for lateral movement on the salary guide.
 2. Credits obtained prior to an initial Bachelor's Degree, but not part of that degree, shall not count for lateral movement.
 3. Credits used to obtain the teaching certificate for the position in which the person was initially employed shall not count for lateral movement on the salary guide whether or not those credits were earned after the awarding of the Bachelor's Degree.
 4. Credits obtained in the pursuit of additional degrees, additional certificates or advanced training shall count for the purpose of lateral movement on the salary guide.
 5. All credits for lateral movement on the guide must be graduate credits or in-district credits unless prior approval is given by the Superintendent. Unless otherwise noted herein, the date the degree is completed starts the accumulation of "plus" credits for the purposes of lateral movement on the guide.
- B. Certified unit members shall be notified of their contract and salary status no later than May 15th. Non-certified unit members shall be notified of their contract and salary status no later than June 1st.
- C. In 2022-2023 members of the Child Study Team who are currently employed shall receive a stipend of \$1,186 which is pensionable. In 2023-2024 members of the Child Study Team who are currently employed shall receive a stipend of \$1,186 which is pensionable. In 2024-2025 members of the Child Study Team who are currently employed shall receive a stipend of \$1,186 which is pensionable. Child Study Team members hired after January 1, 1997 shall receive a stipend of \$593 in 2022-2023 and \$593 in 2023-2024 and \$593 in 2024-2025 which is pensionable for the first thirty-six (36) months of employment. In the thirty-seventh (37) month, the stipend shall increase to \$1,186. The school nurses shall receive, in addition to their regular salary, a stipend of \$593 in 2022-2023 and \$593 in 2023-2024 and \$593 in 2024-2025 which shall be pensionable.
- D. School Counselor work performed during the summer will be compensated at the member's per diem. CST work performed during July and August shall be compensated at the rate of 1/200th of the unit member's salary per day.
- E. Coaches for fall sports shall be paid on November 30th. Coaches for winter sports shall be paid on March 30th. Coaches for spring sports shall be paid on June 15th.

- F. Extra compensation for Middle and High School advisors and coaching positions covered by this Agreement are set forth in the attached schedules.
- G. The Board will pay the membership dues for organizations that require staff membership in order for students to participate in programs sponsored by said organizations (including but not limited to FBLA, DECA, All State Band/Orchestra, All Conference Programs).

SECTION C

This section pertains to non-certificated staff.

ARTICLE XXX

WORK YEAR, WORK DAY, WORK LOAD AND ASSIGNMENTS

- A. Secretaries and Clerical Assistants
 - 1. Secretaries and Clerical Assistants shall be entitled to two (2) duty-free fifteen (15) minute breaks per day.
 - 2. No Secretary or Clerical Assistant shall be required to report to work when the schools are closed due to inclement weather or hazardous conditions.
 - 3. The approved office hours will not exceed eight and one-half (8.5) hours per day, depending upon the circumstances in each building, from September 1st to June 30th.
 - a. Office staff have one (1) hour for lunch when this schedule prevails.
 - b. Office staff shall work a thirty-seven and one-half (37 ½) hour work week and will be paid on a forty (40) hour basis.
 - 4. Summer office hours will reflect the current practice of seven and one-half (7.5) hours per day, from July 1st to August 31st, with an hour lunch.
 - 5. Secretaries and Clerical Assistants may elect to have a half-hour lunch break, from July 1st to August 31st, in order to shorten their workday by thirty (30) minutes.
 - 6. On Fridays Secretaries shall be permitted to leave 30 minutes early, provided the following requirements are met: Elementary School Secretaries shall be permitted to leave 30 minutes early on Fridays, provided there is at least one (1) secretary who stays in each elementary school for the full day, to provide main office coverage. The Association shall need to administer an equitable rotating list to provide coverage as stated above. Middle School Secretaries shall be permitted to leave 30 minutes early on Fridays, provided there is at least two (2) secretaries who stays in the Middle School for the full day, to provide main office coverage. The Association shall need to administer an equitable rotating

list to provide coverage as stated above. High School Secretaries shall be permitted to leave 30 minutes early on Fridays, provided there is at least two (2) secretaries who stays in the High School for the full day, to provide main office coverage. The Association shall need to administer an equitable rotating list to provide coverage as stated above.

B. Teacher Assistants

1. Teacher Assistants shall indicate their presence for duty by initialing the unit members' attendance register in the main office.
2. The work year for Teacher Assistants will be 180 days. Teacher Assistants shall not be required to attend any in-service programs.
3. All Teacher Assistants shall have the same workload whenever possible.
4. Non-certified Teacher Assistants shall not be required to cover classes.
5. The length of the Teacher Assistants' workday shall be consistent with the normal student day.
6. Full time teacher assistants not in the Regional Day School shall have a daily, duty-free lunch period equivalent to student lunch periods in their building but in no case less than thirty (30) minutes.
7. A committee of Administrative staff and WTEA representatives will be formed to study options for providing appropriate "preparation / communications" time for Teacher Assistants at all levels and make recommendations to the Board.

C. Hall Monitors

1. The work year for Hall Monitors shall be 181 days. One (1) day will be prior to the first student day of the school year.
2. Each Hall Monitor is to be on duty, at the assigned station, and ready for work at the start of the normal student day.
3. Each Hall Monitor shall receive a duty-free lunch equivalent to one (1) instructional period and one (1) fifteen (15) minute duty-free break per day.

D. Community Liaison Officer

1. The work year for the Community Liaison Officer shall be 186 days. One (1) day shall be prior to the first student day; and five (5) days shall be immediately following the last student day in the month of June.

2. Each Community Liaison Officer will begin work at the start of the normal Middle School student day and will remain available until the buses or students normally leave.
3. Each Community Liaison Officer shall receive one (1) duty-free regular instructional period for lunch and one (1) fifteen (15) minute break per day.

E. Bus Drivers

1. The regular work year for Bus Drivers will be consistent with the one hundred eighty (180) student days.
2. The normal two-week schedule shall be a minimum of sixty-five (65) hours but shall not exceed sixty-five (65) hours. The schedule includes morning runs, afternoon runs, midday runs, bus safety checks and the preparation of the bus for daily use.
3. The Transportation Coordinator or his/her designee may assign drivers transportation related work in order to obtain a minimum of sixty-five (65) hours over a two (2) week period.
 - a. "Related work" shall include, but not be limited to, field trips, after school activities, sports runs, in-service and authorized standby.
 - b. Effective July 1, 2007, when all drivers have obtained their sixty-five (65) hours, assignments to "related work" will be offered for drivers to accept or reject on a rotating basis. A list of all drivers, by seniority, will be posted and followed for this rotation. Whenever possible, two weeks notice will be given.
4. Should "related work" cause a driver to exceed sixty-five (65) hours in two (2) weeks, the compensation shall be made according to Article XXXIV, Section D.
5. When a driver is directed to pick up an additional student while en route to a particular school, this pick up shall be considered as part of the regular run and not as an extra run or duty.
6. At the end of a driver's driving assignment for the day, the vehicle shall be returned to the transportation parking lot and remain there overnight unless the driver has received advanced written permission from the Administration to drive the vehicle to the driver's home. If a driver has received written administrative permission to drive his/her assigned vehicle home, the driver shall not drive the bus off his/her home property except for a driving assignment authorized by the Administration.
7. Drivers will be able to select non-sub-contracted route packages on a seniority basis.

8. Tentative bus run assignments will be posted as soon as practical but no later than August 15th.
9. There will be a contact person, with authority to offer assistance in case of emergency, assigned whenever a bus is deployed. The district will provide a means of communication between deployed drivers and the district contact person.
10. The start-up meeting will be held in September. This meeting is beyond the work year and will be compensated at the substitute driver rate (Article XXXIX, Section D.)

F. Custodial/Maintenance Hours and Assignments

1. The Custodians' work day shall consist of eight (8) hours including a thirty (30) minute meal break and two (2) fifteen (15) minute breaks.
 - a. The breaks may not be combined nor are they to be taken to extend the meal break.
 - b. Custodians will be required to clock in and out at the beginning and end of the day.
2. Custodians will not be assigned additional duties due to absenteeism unless additional time and compensation is provided. Compensation shall be paid at one and one-half (1.5) times the hourly rate.
3. The Custodians' normal work week shall be forty (40) hours.
4. Work day schedules shall be established by the unit member's immediate supervisor and/or building principal.
5. Regular overtime shall be defined as any hours worked over forty (40) hours between Monday through Friday and shall be paid at a rate of one and one-half (1.5) times the hourly rate of the unit member.
6. Saturday and Sunday work shall be paid at a rate of one and one-half (1.5) times the hourly rate of the unit member except for Easter Sunday which shall be paid at the rate of two (2.0) times the hourly rate of the unit member.
7. Vacation and Holiday overtime shall be paid at a rate of two (2.0) times the hourly rate of the unit member for the hours worked plus the unit member's regular rate of pay in lieu of the vacation day or holiday. The unit member may also elect to take a comp day in lieu of the overtime pay which shall be scheduled at the unit member's discretion.
8. Overtime shall not be assigned if a suitable volunteer is available.

9. Call backs will be reimbursed at one and one-half (1.5) times the actual time or one and one-half (1.5) times one (1) hour, whichever is greater.
10. Overtime will be offered to employees if a substitute is not available and before work is completed by supervisors. Overtime will be offered on a rotating seniority basis.
 - a. A chart will be developed to track and to post overtime.
 - b. Overtime charts will be kept, by building, in the Middle, the High and the Regional Day Schools. A separate list for all lower Elementary Schools will be kept in a central location.
 - c. The Facilities/Operations Director or a designee will keep all overtime records.
 - d. The records will be kept up-to-date on a bi-weekly basis and posted on the custodial bulletin board in each building.
 - e. Association members are asked first, in order of seniority, in their respective buildings.
 - (1) The first (1st) person asked is the person who qualified with the fewest number of refusals and times worked. (Refusals for overtime count the same as overtime worked.)
 - (2) If in the Elementary Schools all unit members have been offered overtime and no one is available, the overtime will then be offered to a unit member from the master list.
 - (3) An employee may not work or be asked to work overtime for a position higher than his/her classification.
 - f. An overtime shift may be divided between Association members if the foreman and Association members in the building agree.
 - g. Foremen may work, as necessary, when Association members in the respective buildings are not available to work.
 - h. Association members may make a written request to have their names removed from the overtime list.
 - i. Once an Association member has removed his/her name from the overtime list, he/she may restore his/her name with one (1) week's written notice.
 - j. Weekend/Holiday Boiler Watch overtime will be offered to all service personnel with a valid Black Seal license. This shall be on a rotating seniority basis with District Maintenance staff assigned to a building for this purpose.

- k. Weekend overtime will be kept on a separate list but will use the same format as weekday overtime.
- l. Weekend Boiler Watch overtime will be kept on a separate list but will use the same format as weekday overtime.
- m. Overtime arising when an Association member is on sick or personal leave is counted as a refusal.

G. Bus Mechanics

- 1. Bus Mechanics' work day shall consist of a one-hour lunch break and two (2) fifteen-minute breaks.
- 2. Bus mechanics' normal work week is forty (40) hours.
- 3. Regular overtime is any hours worked over forty (40) hours, Monday-Friday, and will be paid at the rate of 1.5 times the hourly rate of the unit member. Saturday and Sunday work will be paid at the rate of 1.5 times the hourly rate of the unit member. Overtime requires prior approval from the Director of Transportation.
- 4. The BOE will provide mechanics with five (5) uniforms.
- 5. Bus mechanics will be provided a \$500 payment annually at the end of the school year toward tool insurance. Only bus mechanics who are still employed in the district as of the last day of the school year will be eligible for this payment. If a bus mechanic is hired after the beginning of the school year, his/her payment will be prorated.
- 6. The District will provide and maintain a washing machine and clothes dryer for the purposes of laundering uniforms.

ARTICLE XXXI

VACATIONS/HOLIDAYS/HAZARDOUS CONDITIONS

A. Vacations

- 1. Ten (10) working days for twelve (12) month unit members. All others prorated. After five (5) years, one (1) additional day each year until a total of twenty-five (25) days is reached.
- 2. Ten (10) unused vacation days may be:
 - a. transferred as accumulated vacation in the next year

- b. converted to accumulated sick leave
- c. taken in the form of cash reimbursement on the per diem salary of the unit member in the year in which they were earned

(An employee may choose any combination of the three options listed above.)

- 3. Vacation days will not be granted during the last week of August. Exceptions may be granted by the Superintendent in extenuating circumstances. Such requests will not be unreasonably denied.

B. Holidays

- 1. A minimum of fourteen (14) holidays to be approved annually by the Board. The number of days will be the same for all employees in the district.
- 2. The approved winter and spring vacations for support staff will be the same as the recesses for certificated staff and teacher assistants.

ARTICLE XXXII

EVALUATION AND FAIR DISMISSAL PROCEDURES

- A. All non-certified personnel shall be evaluated a minimum of once each school year. Each evaluation shall be in writing and a conference with the employee's evaluator shall occur within ten (10) working days of such evaluation.
 - 1. The evaluation report should identify the strengths and weaknesses. If any weaknesses should occur, remedies for correction should be included.
 - 2. All monitoring of the work performance, if it is included in a written evaluation report, shall be conducted openly.
 - 3. A unit member shall be given a copy of all evaluation reports. No unit member shall be required to sign a blank or incomplete evaluation form. The unit member's signature indicates receipt but not necessarily agreement. The unit member shall have the right to submit a written response to any material contained in the written evaluation report within five (5) school days of the date the post-evaluation conference has been scheduled.
- B. The Board agrees to protect the confidentiality of personal references and other documents. It shall not establish any separate personnel file which is not available for the unit member's inspection.
- C. Upon request, a contractual employee will be entitled to a statement of reasons for any dismissal. In addition, if said employee is not satisfied with the statement of

reasons given, then the employee is entitled to appear before the Board of Education, in conference session, to present the employee's position.

- D. The evaluation procedures will be consistent with current Board policy #4220 (adopted March 17, 2010).

ARTICLE XXXIII

ASSIGNMENTS AND TRANSFERS

- A. Custodial/Maintenance/Bus Driver/Secretary Transfers
1. Custodians, Maintenance, Bus Drivers and/or Secretaries who desire a transfer shall file a written statement with the Superintendent no later than June 5th. The statement should include the building requested, day/evening assignment or desired bus run(s). The request will remain on file at the Board Office for one (1) year.
 2. A request for transfer or change of assignment shall be granted at the sole discretion of the Board of Education or its designee.
 3. No transfer between shifts of regularly employed unit members shall occur without at least ten (10) working days' notice to the unit member except in the case of extreme emergency as defined by the Superintendent. A unit member's regular shift shall not be changed if a suitable volunteer is available. Any shift transfer shall not be for more than fifteen (15) working days.

ARTICLE XXXIV

SUPPORT STAFF SALARIES AND EXTRA COMPENSATIONS

- A. In the event a teacher assistant is assigned to cover the class of a teacher, he/she shall be compensated at his/her daily rate plus the additional amounts as follows:

	<u>22-23</u>	<u>23-24</u>	<u>24-25</u>
Fully Certified	\$37.30	\$37.30	\$37.30
County Certified	\$32.42	\$32.42	\$32.42

- B. In the event a teacher assistant or support staff unit member participates, with advanced approval, in extra-curriculum workshops, orientations, in-service or any other Board-sponsored activity which is not part of his/her normal work day, he/she will be compensated at the following hourly rates:

	<u>22-23</u>	<u>23-24</u>	<u>24-25</u>
	\$29.87	\$29.87	\$29.87

In the event that a teacher assistant serves in the capacity of a teacher, after school hours, he/she will be paid in accordance with the rates listed in Article XVII, Section C.

C. Secretarial Staff who received stipends for course credits prior to July 1, 2007 will continue to receive those stipends. No additional stipends will be granted for the life of this agreement.

D. Bus Driver Compensation:

1. Runs beyond 65 hr. minimum	<u>22-23</u>	<u>23-24</u>	<u>24-25</u>
a. Field trips per hour	\$24.52	24.52	24.52
b. Activity runs premium	\$40.91	40.91	40.91
c. Sub driver per run	\$24.52	24.52	24.52
d. On call per hour	\$16.34	16.34	16.34
e. All other duties per hour, including summer runs (guaranteed one (1) hour min.)	\$24.52	24.52	24.52

2. Guidelines will be established by the Transportation Department to provide drivers with cash, in advance, for any known expenses of Board approved trips.

3. The Board will pay the cost of license renewals for bus drivers (including all associated costs).

4. Bus drivers who work 65 hours in a two-week pay period (i.e., 32.5 hours per week), will be enrolled in the Public Employee Retirement System (PERS).

E. Custodian/Maintenance Extra Compensation

1. Custodial/Maintenance personnel on the Night Shift will receive a differential of \$643 which shall be pensionable.

2. Custodial personnel who obtain a Black Seal License shall be compensated as follows which shall be pensionable:

2022-2023	\$919	2023-2024	\$919	2024-2025	\$919
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3. The Board shall provide all Custodians, Maintenance and Mechanics with uniforms to be selected by the employees as follows:

- a. 5 work pants
- 3 long sleeve sweat shirts
- 7 short sleeve shirts

b. Employees are to launder clothing at their own expense.

- c. Clothing is to be replaced, as necessary, by the Board according to fair wear and use standards.
4. The Board agrees to pay a stipend to employees who hold a current, usable license or certification in the areas of electrical, plumbing, pest control, and automotive repair:

<u>'22-23</u>	\$1,909	<u>'23-24</u>	\$1,909	<u>'24-25</u>	\$1,909
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- a. These licenses and/or certificates must be usable within the district, must be issued by the State of New Jersey, and must relate to the field of work performed.
- b. Payment for licenses and/or certificates must be presented to the Board annually, in writing. Reimbursement will not be made for licenses not applicable to the needs of the district. No retroactive payments will be made.
- c. The stipend will be paid on a quarterly basis and be pro-rated.
- d. Eligibility for payment will not automatically be renewed or carried over in cases of job classification changes, etc. or from year to year.
- e. A copy of each license or certificate shall be submitted each contract year and at any time during the year when the license or certificate is either renewed or altered in any way. Failure to do so may result in forfeiture of payment or proration of same.
- f. If a license expires or copies of current licenses or certificates are not received on time, payment will be pro-rated and/or eligibility will cease.

BUS DRIVERS' SALARY GUIDE

STEP	Base Year 2021-2022	STEP	July 1, 2022 Thru June 30, 2023	STEP	July 1, 2023 Thru June 30, 2024	STEP	July 1, 2024 Thru June 30, 2025
1	20,341	1	25,341	1	32,760	1	32,880
2	20,641	2	25,341	2	32,780	2	32,930
3	20,941	3	25,641	3	32,800	3	32,980
4	21,241	4	25,941	4	32,820	4	33,030
5	22,141	5	26,241	5	32,840	5	33,080
6	23,041	6	27,141	6	32,860	6	33,100
7	23,991	7	28,041	7	32,880	7	33,120
8	24,941	8	28,991	8	32,900	8	33,140
9	25,891	9	29,941	9	32,920	9	33,160
10	26,841	10	30,891	10	32,940	10	33,180
11	32,441	10a	32,441	10a	34,191	10a	34,411
		11	37,500	11	38,400	11	38,720

BUS MECHANICS' SALARY GUIDE

STEP	Base Year 2021-2022	STEP	July 1, 2022 Thru June 30, 2023	STEP	July 1, 2023 Thru June 30, 2024	STEP	July 1, 2024 Thru June 30, 2025
1	46,444	1	47,369	1	48,039	1	48,529
2	47,444	2	48,369	2	49,039	2	49,529
3	48,444	3	49,369	3	50,039	3	50,529
4	49,444	4	50,369	4	51,039	4	51,529
5	50,444	5	51,369	5	52,039	5	52,529
6	51,944	6	52,869	6	53,539	6	54,029
7	52,944	7	53,869	7	54,539	7	55,029
8	53,944	8	54,869	8	55,539	8	56,029
9	54,944	9	55,869	9	56,539	9	57,029
10	55,944	10	56,869	10	57,539	10	58,029
11	56,944	11	57,869	11	58,539	11	59,029
12	57,944	12	58,869	12	59,539	12	60,029
13	59,944	13	60,869	13	61,539	13	62,029
14	61,944	14	62,869	14	63,539	14	64,029

SECRETARIES' SALARY GUIDE

STEP	Base Year 2021-2022	STEP	July 1, 2022 Thru June 30, 2023	STEP	July 1, 2023 Thru June 30, 2024	STEP	July 1, 2024 Thru June 30, 2025
1	34,348	1	35,373	1	36,273	1	37,273
2	35,563	2	36,588	2	37,488	2	38,488
3	36,833	3	37,858	3	38,758	3	39,758
4	38,159	4	39,184	4	40,084	4	41,084
5	39,392	5	40,417	5	41,317	5	42,317
6	40,353	6	41,378	6	42,278	6	43,278
7	41,343	7	42,368	7	43,268	7	44,268
8	42,363	8	43,388	8	44,288	8	45,288
9	43,589	9	44,614	9	45,514	9	46,514
10	44,857	10	45,882	10	46,782	10	47,782
11	46,170	11	47,195	11	48,095	11	49,095
12	47,335	12	48,360	12	49,260	12	50,260
13	50,442	13	51,467	13	52,367	13	53,367
14	53,249	14	54,274	14	55,174	14	56,174
15	59,202	15	60,227	15	61,227	15	62,227

MEDICAL ASSISTANTS' SALARY GUIDE

Base Year 2021-2022	July 1, 2022 Thru June 30, 2023	July 1, 2023 Thru June 30, 2024	July 1, 2024 Thru June 30, 2025
55,246	57,401	59,410	61,400

COMMUNITY LIAISON OFFICERS' SALARY GUIDE

Base Year 2021-2022	July 1, 2022 Thru June 30, 2023	July 1, 2023 Thru June 30, 2024	July 1, 2024 Thru June 30, 2025
65,643	68,203	70,590	72,955

TEACHERS' SALARY GUIDES

BASE YEAR 2021-2022

STEP	BA	BA+15	BA+30	MA	MA+15	MA+30	MA+45	DOC
1	55,970	56,770	57,570	58,370	59,170	59,970	60,770	61,570
2	56,270	57,070	57,870	58,670	59,470	60,270	61,070	61,870
3	56,570	57,370	58,170	58,970	59,770	60,570	61,370	62,170
4	56,870	57,670	58,470	59,270	60,070	60,870	61,670	62,470
5	57,170	57,970	58,770	59,570	60,370	61,170	61,970	62,770
6	57,470	58,270	59,070	59,870	60,670	61,470	62,270	63,070
7	57,770	58,570	59,370	60,170	60,970	61,770	62,570	63,370
8	59,745	60,545	61,345	62,145	62,945	63,745	64,545	65,345
9	64,745	65,545	66,345	67,145	67,945	68,745	69,545	70,345
10	70,395	71,195	71,995	72,795	73,595	74,395	75,195	75,995
11	76,095	76,895	77,695	78,495	79,295	80,095	80,895	81,695
12	81,595	82,395	83,195	83,995	84,795	85,595	86,395	87,195
13	89,279	89,999	90,879	91,679	92,479	93,279	94,079	94,879

TEACHERS' SALARY GUIDES

Year 1 July 1, 2022 thru June 30, 2023

STEP	BA	BA+15	BA+30	MA	MA+15	MA+30	MA+45	DOC
1	56,990	57,790	58,590	59,390	60,190	60,990	61,790	62,590
2	57,290	58,090	58,890	59,690	60,490	61,290	62,090	62,890
3	57,590	58,390	59,190	59,990	60,790	61,590	62,390	63,190
4	57,890	58,690	59,490	60,290	61,090	61,890	62,690	63,490
5	58,190	58,990	59,790	60,590	61,390	62,190	62,990	63,790
6	58,490	59,290	60,090	60,890	61,690	62,490	63,290	64,090
7	58,790	59,590	60,390	61,190	61,990	62,790	63,590	64,390
8	60,765	61,565	62,365	63,165	63,965	64,765	65,565	66,365
9	65,765	66,565	67,365	68,165	68,965	69,765	70,565	71,365
10	71,415	72,215	73,015	73,815	74,615	75,415	76,215	77,015
11	77,115	77,915	78,715	79,515	80,315	81,115	81,915	82,715
12	82,615	83,415	84,215	85,015	85,815	86,615	87,415	88,215
13	90,329	91,049	91,929	92,729	93,529	94,329	95,129	95,929

TEACHERS' SALARY GUIDES

Year 2 July 1, 2023 thru June 30, 2024

STEP	BA	BA+15	BA+30	MA	MA+15	MA+30	MA+45	DOC
1	57,680	58,480	59,280	60,080	60,880	61,680	62,480	63,280
2	57,980	58,780	59,580	60,380	61,180	61,980	62,780	63,580
3	58,280	59,080	59,880	60,680	61,480	62,280	63,080	63,880
4	58,580	59,380	60,180	60,980	61,780	62,580	63,380	64,180
5	58,880	59,680	60,480	61,280	62,080	62,880	63,680	64,480
6	59,180	59,980	60,780	61,580	62,380	63,180	63,980	64,780
7	59,480	60,280	61,080	61,880	62,680	63,480	64,280	65,080
8	61,455	62,255	63,055	63,855	64,655	65,455	66,255	67,055
9	66,455	67,255	68,055	68,855	69,655	70,455	71,255	72,055
10	72,105	72,905	73,705	74,505	75,305	76,105	76,905	77,705
11	77,805	78,605	79,405	80,205	81,005	81,805	82,605	83,405
12	83,305	84,105	84,905	85,705	86,505	87,305	88,105	88,905
13	91,329	92,049	92,929	93,729	94,529	95,329	96,129	96,929

Year 3 July 1, 2024 thru June 30, 2025

STEP	BA	BA+15	BA+30	MA	MA+15	MA+30	MA+45	DOC
1	58,780	59,580	60,380	61,180	61,980	62,780	63,580	64,380
2	59,080	59,880	60,680	61,480	62,280	63,080	63,880	64,680
3	59,380	60,180	60,980	61,780	62,580	63,380	64,180	64,980
4	59,680	60,480	61,280	62,080	62,880	63,680	64,480	65,280
5	59,980	60,780	61,580	62,380	63,180	63,980	64,780	65,580
6	60,280	61,080	61,880	62,680	63,480	64,280	65,080	65,880
7	60,580	61,380	62,180	62,980	63,780	64,580	65,380	66,180
8	62,555	63,355	64,155	64,955	65,755	66,555	67,355	68,155
9	67,555	68,355	69,155	69,955	70,755	71,555	72,355	73,155
10	73,205	74,005	74,805	75,605	76,405	77,205	78,005	78,805
11	78,905	79,705	80,505	81,305	82,105	82,905	83,705	84,505
12	84,405	85,205	86,005	86,805	87,605	88,405	89,205	90,005
13	92,329	93,049	93,929	94,729	95,529	96,329	97,129	97,929

GROUNDS/MAINTENANCE SALARY GUIDE

STEP	2022-2023		STEP	2023-2024		STEP	2024-2025
1	37749		1	39029		1	40567
2	37962		2	39249		2	40795
3	38175		3	39469		3	41024
4	38388		4	39689		4	41253
5	38943		5	40263		5	41850
6	39503		6	40842		6	42451
7	40113		7	41473		7	43107
8	40483		8	41855		8	43504
9	40852		9	42237		9	43901
10	41221		10	42618		10	44398
11	41957		11	43380		11	45089
12	43621		12	45100		12	46877
13	46140		13	47704		13	49583
14	49173		14	50840		14	52843

CUSTODIANS' SALARY GUIDE

STEP	2022-2023		STEP	2023-2024		STEP	2024-2025
1	22829		1	23197		1	23675
2	23031		2	23402		2	23884
3	23233		3	23607		3	24094
4	23738		4	24120		4	24617
5	23819		5	24202		5	24701
6	24460		6	24854		6	25366
7	25441		7	25851		7	26384
8	26422		8	26847		8	27400
9	28820		9	29284		9	29887
10	31217		10	31719		10	32373
11	33616		11	34157		11	34861
12	35747		12	36323		12	37071
13	37261		13	37861		13	38641
14	43525		14	44226		14	45137
15	44409		15	45124		15	46053

CLEANERS' SALARY GUIDE

STEP	2022-2023		STEP	2023-2024		STEP	2024-2025
1	21190		1	21190		1	21190
2	21377		2	21377		2	21377
3	21565		3	21565		3	21565
4	21752		4	21752		4	21752
5	22108		5	22108		5	22108
6	22704		6	22704		6	22704
7	23614		7	23614		7	23614
8	24524		8	24524		8	24524
9	26750		9	26750		9	26750
10	28975		10	28975		10	28975
11	31202		11	31202		11	31202
12	33181		12	33181		12	33181
13	34610		13	34610		13	34610
14	40399		14	40899		14	41399

CLERICAL ASSISTANTS' SALARY GUIDE

STEP	2022-2023		STEP	2023-2024		STEP	2024-2025
1	23257		1	24176		1	25103
2	23797		2	24737		2	25714
3	24337		3	25299		3	26298
4	24878		4	25860		4	26882
5	25418		5	26422		5	27466
6	25958		6	26984		6	28050
7	26499		7	27545		7	28633
8	27039		8	28107		8	29217
9	27579		9	28669		9	29801
10	28119		10	29230		10	30385
11	30569		11	31805		11	33061
12	33073		12	34379		12	25737
13	35459		13	36954		13	38413
14	38135		14	39641		14	41207
15	40503		15	42102		15	43766

RECEPTIONISTS' SALARY GUIDE

STEP	2022-2023		STEP	2023-2024		STEP	2024-2025
1	23000		1	23250		1	23500
2	23500		2	23250		2	24000
3	24000		3	24210		3	24500
4	24500		4	24750		4	25000
5	25000		5	25250		5	25500

FULL TIME HALL MONITOR/MAIL DRIVERS' SALARY GUIDE

STEP	2022-2023		STEP	2023-2024		STEP	2024-2025
1	16479		1	17164		1	17881
2	16694		2	17389		2	18115
3	17251		3	17968		3	18718
4	17807		4	18548		4	19322
5	18920		5	19707		5	20529

Part time hall monitors will be compensated at 85% of the appropriate step on the fulltime guide.

TEACHER ASSISTANTS' SALARY GUIDE

STEP	2022-2023		STEP	2023-2024		STEP	2024-2025
1	15250		1	15350		1	15450
2	16650		2	16750		2	16850
3	18050		3	18100		3	18200
4	19450		4	19839		4	20573
5	20200		5	20300		5	20900
6	20950		6	21050		6	21150
7	21700		7	21800		7	21900
8	22450		8	22550		8	22650
9	23200		9	23200		9	23400
10	24252		10	24752		10	25400

NON-ATHLETIC STIPENDS
July 1, 2019 – June 30, 2022

ACTIVITY	STEP 1			STEP 2			STEP 3		
	7/1/2022-6/30/2023	7/1/2023-6/30/2024	7/1/2024-6/30/2025	7/1/2022-6/30/2023	7/1/2023-6/30/2024	7/1/2024-6/30/2025	7/1/2022-6/30/2023	7/1/2023-6/30/2024	7/1/2024-6/30/2025
Coordinator Intro. To Vocations	3,782	3,782	3,782	3,930	3,930	3,930	4,080	4,080	4,080
Assistant Band Director	4,068	4,068	4,068	4,216	4,216	4,216	4,365	4,365	4,365
Band Front Coordinator	4,949	4,949	4,949	5,097	5,097	5,097	5,247	5,247	5,247
Choir Advisor	4,934	4,934	4,934	5,085	5,085	5,085	5,232	5,232	5,232
Concert Band Director	4,934	4,934	4,934	5,085	5,085	5,085	5,232	5,232	5,232
Jazz Band Director	2,912	2,912	2,912	3,062	3,062	3,062	3,211	3,211	3,211
Majorettes & Drill Squad	4,934	4,934	4,934	5,085	5,085	5,085	5,232	5,232	5,232
Marching Band Director	8,921	8,921	8,921	9,071	9,071	9,071	9,220	9,220	9,220
Marching Band Trainer	4,599	4,599	4,599	4,749	4,749	4,749	4,897	4,897	4,897
Pep Squad (Basketball)	916	916	916	1,063	1,063	1,063	1,213	1,213	1,213
Percussion & Drill Instructor	7,871	7,871	7,871	8,019	8,019	8,019	8,169	8,169	8,169
Strings/Orchestra Advisor	4,934	4,934	4,934	5,085	5,085	5,085	5,232	5,232	5,232
Summer Music Instructor	5,129	5,129	5,129	5,278	5,278	5,278	5,428	5,428	5,428
All Club Advisors	1,549	1,549	1,549						
Audio Visual Aids	2,729	2,729	2,729	2,877	2,877	2,877	3,027	3,027	3,027
Junior Class Advisor	2,729	2,729	2,729	2,877	2,877	2,877	3,027	3,027	3,027
Senior Class Advisor	2,729	2,729	2,729	2,877	2,877	2,877	3,027	3,027	3,027
7 th , 8 th and Frosh Class Advisor	1,686	1,686	1,686	1,834	1,834	1,834	1,980	1,980	1,980
Sophomore Class Advisor	2,147	2,147	2,147	2,294	2,294	2,294	2,443	2,443	2,443
Assistant Drama Director	3,978	3,978	3,978	4,127	4,127	4,127	4,274	4,274	4,274
Choreographer	1,129	1,129	1,129	1,275	1,275	1,275	1,426	1,426	1,426
Drama Director	6,118	6,118	6,118	6,266	6,266	6,266	6,415	6,415	6,415
Drama Music Director	1,841	1,841	1,841	1,987	1,987	1,987	2,136	2,136	2,136
Stage Manager-High School	5,050	5,050	5,050	5,199	5,199	5,199	5,348	5,348	5,348
Stage Manager-Middle School	2,729	2,729	2,729	2,877	2,877	2,877	3,027	3,027	3,027
National Honor Society	1,629	1,629	1,629	1,775	1,775	1,775	1,923	1,923	1,923
High School Newspaper	2,729	2,729	2,729	2,877	2,877	2,877	3,027	3,027	3,027
High School Yearbook-Business	2,018	2,018	2,018	2,168	2,168	2,168	2,317	2,317	2,317
High School Yearbook-Editorial	2,729	2,729	2,729	2,877	2,877	2,877	3,027	3,027	3,027
Middle School Newspaper	2,018	2,018	2,018	2,168	2,168	2,168	2,317	2,317	2,317
Middle School Yearbook	2,018	2,018	2,018	2,168	2,168	2,168	2,317	2,317	2,317
High School Student Government	4,934	4,934	4,934	5,085	5,085	5,085	5,232	5,232	5,232
Middle School Student Government	3,189	3,189	3,189	3,337	3,337	3,337	3,487	3,487	3,487
Public Relations	1,930	1,930	1,930	2,077	2,077	2,077	2,227	2,227	2,227

ATHLETIC STIPENDS
July 1, 2019 – June 30, 2022

ACTIVITY	LEVEL	STEP 1			STEP 2			STEP 3		
		7/1/2022-6/30/2023	7/1/2023-6/30/2024	7/1/2024-6/30/2025	7/1/2022-6/30/2023	7/1/2023-6/30/2024	7/1/2024-6/30/2025	7/1/2022-6/30/2023	7/1/2023-6/30/2024	7/1/2024-6/30/2025
Group A										
Basketball	Head	8,683	8,683	8,683	9,033	9,033	9,033	9,395	9,395	9,395
Football	Assistant	5,277	5,277	5,277	5,487	5,487	5,487	5,709	5,709	5,709
Wrestling										
Group B										
Baseball	Head	6,815	6,815	6,815	7,090	7,090	7,090	7,372	7,372	7,372
Hockey	Assistant	5,001	5,001	5,001	5,202	5,202	5,202	5,410	5,410	5,410
La Cross										
Soccer										
Softball										
Spring Track & Field										
Swimming										
Winter Cheerleading										
Group C										
Fall Cheerleading	Head	5,277	5,277	5,277	5,487	5,487	5,487	5,709	5,709	5,709
Tennis	Assistant	3,519	3,519	3,519	3,658	3,658	3,658	3,805	3,805	3,805
Volleyball										
Winter Track										
Cross Country										
Group D										
Bowling	Head	3,627	3,627	3,627	3,774	3,774	3,774	3,922	3,922	3,922
Golf	Assistant	2,308	2,308	2,308	2,402	2,402	2,402	2,496	2,496	2,496
Group D1										
Strength Training Coach		2,308	2,308	2,308	2,402	2,402	2,402	2,496	2,496	2,496
Group E										
All Middle School Coaches										
	Head	2,748	2,748	2,748	2,859	2,859	2,859	2,972	2,972	2,972
	Assistant	1,759	1,759	1,759	1,829	1,829	1,829	1,903	1,903	1,903
Group F										
Middle School Athletic Director		4,838	4,838	4,838	5,030	5,030	5,030	5,232	5,232	5,232
High School Athletic Director		4,838	4,838	4,838	5,030	5,030	5,030	5,232	5,232	5,232

As of July 1, 2011 the Association agrees to be placed in the School Employees' Health Benefits Program (SEHBP). However, if at any time the District moves into a private health care plan the following levels of benefit will apply.

Appendix A Medical Insurance Schedule of Benefits

Summary of CIGNA Medical Insurance Benefits (1995-1996)

Hospital Room and Board	Semi-private in full for 365 days per calendar year; 30 days for Mental Illness.
Hospital Miscellaneous Pre-Admission Testing	Unlimited Charges involved with all tests performed on an outpatient basis within 7 days of confinement at the same hospital will be covered in full.
Surgical	Reasonable & Customary in full.
Anesthesia	Reasonable & Customary in full.
2 nd Opinion Consultation	Reasonable & Customary in full for non-emergency electives surgery.
X-Ray and Lab	Reasonable & Customary in full.
Doctor's Visit (In-hospital)	Reasonable & Customary in full, 365 per calendar year.
Additional Accident	\$300 Maximum
Radiotherapy	\$560 Schedule allowance, per person per year.
Physical Therapy	\$50 per year per person on 100% basis.
Routine Physical	One routine physical every 24 consecutive months per person. Reasonable & customary in full.
<u>MAJOR MEDICAL</u>	
Maximum	Unlimited
Deductible	\$100 per person, per calendar year with no more than \$200 accumulative per family per year.
Coinsurance	80% on 1 st \$2000 expenses; then 100% for balance of calendar year.
Mental & Nervous: (Outpatient)	80% of the first \$2,000 of Reasonable and Customary charge; 100% thereafter to maximum.
(Inpatient)	80% of the Reasonable and Customary charges from the 31 st day of confinement to maximum.
Total Maximum	For outpatient and inpatient, there is a lifetime maximum of \$20,000 each.
Well Baby Care	80% of routine care up to age 4.
Dependent Children	Unmarried children until the end of the calendar year in which they turn 23.

NOTE: Appendix A is being provided as a reference to those benefits

**Customized Horizon Blue Cross/Blue Shield of New Jersey
Patriot X Matching Program - Traditional Plan**

	<u>In-Network</u>	<u>Out-of-Network</u>
FINANCIAL		
Deductible: Single Family	N/A	\$100/\$200
Coinsurance	N/A	80%
Coinsurance Limit: Single Family	N/A	\$400/\$1,200
Lifetime Maximum Benefit	N/A	Unlimited
PRIMARY CARE PHYSICIAN VISITS		
Office Hours deductible	\$10 copay	80% after
After Hours / Home Visits deductible	\$15 copay	80% after
SPECIALTY CARE		
Office Visits deductible	\$15 copay	80% after
Diagnostic Outpatient Testing	\$15 copay	100% covered
Phys, Occ, Speech Therapy	No copay	100% covered
SPU SURGERY	No copay	100% covered
HOSPITALIZATION	No copay	100% covered
SKILLED NURSING FACILITY	No copay	100% covered
EMERGENCY ROOM (Copay waived if admitted.)	\$35 copay	\$35 copay
HOME CARE	100%	100% covered
MATERNITY		
First OB Visit deductible	\$15 copay	80% after
Hospital	No copay	100% covered
MENTAL HEALTH		
Inpatient covered; 31-90d D & C	No copay, 35 days	0-30d 100%
Outpatient deductible	\$25 copay/V, 20 visits	80% after
SUBSTANCE ABUSE		
Detoxification 7 days	No copay	100% coverage,
Inpatient Rehabilitation 30 days	No copay, 30 days	100% coverage,
Outpatient Rehabilitation deductible, 30 visits	\$15 copay/V, 60 days	80% after
PREVENTIVE CARE		
Routine Eye Exam (per benefit schedule)	\$15 copay	Not covered
Routine Physicals (specific guidelines)	\$10 copay	100% (state-
Immunizations (specific guidelines)	\$10 copay	100% (state-
Routine Mammography	\$15 copay	100% (state-

specific guidelines)

Routine GYN Exam to \$150	\$15 copay	100% of UCR up
Pediatric Preventive Dental Exam	\$15 copay	Not covered
CHIROPRACTIC CARE deductible	\$15 copay , 20 visits	80% after
PRESCRIPTION LENS REIMBURSEMENT	\$70 every 24 months	
DURABLE MEDICAL EQUIPMENT deductible	Not Covered	80% after
GLOBAL ART RIDER	No copay	

* Member recertification required or benefits paid will be substantially reduced.

**Customized Horizon Blue Cross/ Blue Shield of New Jersey
Patriot V Matching Program - PPO Plan**

	<u>In-Network</u>	<u>Out-of-Network</u>
FINANCIAL		
Deductible: Single Family	N/A	\$100/\$200
Coinsurance	N/A	70%
Coinsurance Limit: Single Family	N/A	\$2,000/\$4,000
Lifetime Maximum Benefit	N/A	\$1,000,000
PRIMARY CARE PHYSICIAN VISITS		
Office Hours deductible	\$5 copay	70% after
After Hours Home Visits deductible	\$10 copay	70% after
SPECIALTY CARE		
Office Visits deductible	\$5 copay	70% after
Diagnostic Outpatient Testing deductible	No copay	70% after
Phys, Occ, Speech Therapy deductible	No copay	70% after
SPU SURGERY	No copay	70% after
HOSPITALIZATION	No copay	70% after
SKILLED NURSING FACILITY - deductible	No copay	70% after
EMERGENCY ROOM (Copay waived if admitted.)	\$25 copay	\$25 copay
HOME CARE deductible, 60 visits	No copay	70% after
MATERNITY		
First OB Visit deductible	No copay	70% after
Hospital deductible	No copay	70% after
MENTAL HEALTH		
Inpatient deductible, 60 days	No copay, 35 days	70% after
Outpatient deductible, 30 visits	\$5 copay /V, 30 visits	70% after
SUBSTANCE ABUSE		
Detoxification deductible, 7 days	No copay	70% after
Inpatient Rehabilitation deductible, 30 days	No copay, 30 days	70% after
Outpatient Rehabilitation deductible, 30 visits	No copay, 60 days	70% after

PREVENTIVE CARE		
Routine Eye Exam (per benefit schedule)	\$5 copay	Not covered
Routine Physicals	\$5 copay	See Insurance
Certificate		
Immunizations	\$5 copay	See Insurance
Certificate		
Routine Mammography specific guidelines)	No copay	Covered (state-
Routine GYN Exam	\$5 copay	Not covered
Pediatric Preventive Dental Exam	\$5 copay	Not covered
CHIROPRACTIC CARE	\$5 copay / V	70% after
deductible		
PRESCRIPTION LENS REIMBURSEMENT	\$70 every 24 months	
DURABLE MEDICAL EQUIPMENT	No copay	70% after
deductible		
GLOBAL ART RIDER	No copay	
* Member precertification required or benefits paid will be substantially reduced.		

**Customized Horizon Blue Cross/ Blue Shield of New Jersey
Premiere Matching Program - HMO Plan**

	<u>In-Network</u>	<u>Out-of-Network</u>
FINANCIAL		
Deductible: Single Family	N/A	\$1,000/\$3,000
Coinsurance	N/A	50%
Coinsurance Limit: Single Family	N/A	\$10,000/\$30,000
Lifetime Maximum Benefit	N/A	\$500,000
PRIMARY CARE PHYSICIAN VISITS		
Office Hours deductible	\$2 copay	50% after
After Hours / Home Visits deductible	\$5 copay	50% after
SPECIALTY CARE		
Office Visits deductible	No copay	50% after
Diagnostic Outpatient Testing deductible	No copay	50% after
Phys, Occ, Speech Therapy deductible	No copay	50% after
SPU SURGERY		
deductible	No copay	50% after
HOSPITALIZATION		
deductible	No copay	50% after
SKILLED NURSING FACILITY		
deductible	No copay	50% after
EMERGENCY ROOM (Copay waived if admitted.)		
deductible, 60 visits	\$15 copay	\$15 copay
HOME CARE		
deductible, 60 visits	No copay	50% after
MATERNITY		
First OB Visit deductible	No copay	50% after
Hospital deductible, 30 visits	No copay	50% after
MENTAL HEALTH		
Inpatient deductible	No copay, 35 days	50% after
Outpatient deductible, 30 visits	\$10 copay/V, 30 visits	50% after
SUBSTANCE ABUSE		
Detoxification deductible, 7 days	No copay	50% after
Inpatient Rehabilitation deductible, 30 days	No copay, 28 days	50% after
Outpatient Rehabilitation	No copay, 30 visits	50% after

deductible, 30 visits

PREVENTIVE CARE

Routine Eye Exam (per benefit schedule)	\$2 copay	Not covered
Routine Physicals	\$2 copay	See Insurance

Certificate

Immunizations	\$2 copay	See Insurance
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Certificate

Routine Mammography specific guidelines)	No copay	Covered (state-
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Routine GYN Exam	\$2 copay	Not Covered
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Pediatric Preventive Dental Exam	\$2 copay	Not covered
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CHIROPRACTIC CARE

	\$2 copay	50% after
--	-----------	-----------

deductible, \$500 annual max.

PRESCRIPTION LENS REIMBURSEMENT

	\$100 every 24 months	
--	-----------------------	--

DURABLE MEDICAL EQUIPMENT

	Not Covered	50% after
--	-------------	-----------

deductible

GLOBAL ART RIDER

	No copay	
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* Member precertification required or benefits paid will be substantially-reduced.

APPENDIX B

PRESCRIPTION DRUG PLAN

- DEDUCTIBLE:** **\$20.00** co-pay for Brand Name drugs
- \$10.00** co-pay for Generic drugs
- \$10.00** co-pay for up to 90 day supply
 through participating mail order program.
- ORAL CONTRACEPTIVES:** Included provided they are prescribed for
 non-contraceptive purposes.
- DEPENDENT CHILDREN:** Unmarried children until the end of the calendar
 year in which they turn 23.
- LIMITATIONS:** No payment will be made for expenses incurred for:
- immunization agents, biological sera, blood or blood plasma;
 - experimental drugs labeled "Caution-limited by Federal Law to investigational use";
 - medication which is taken or administered, in whole or in part, at the place where it is dispensed or while a person is a patient in an institution which operates or allows to be operated, on its premises, a facility for dispensing pharmaceuticals;
 - any refill dispensed more than one year from the date of a physician's order;
 - more than a 34-day supply or more than 100 unit doses, whichever is greater, when dispensed in any one prescription order. See mail order benefit above;
 - any medication which may be obtained without charge through any public program, other than Medicaid.

APPENDIX C

DENTAL PLAN

ADMINISTERED BY: Delta Dental
INSURED BY: Delta Plan of New Jersey
DEDUCTIBLE: None

MAXIMUM: The maximum payable per person, per calendar year with Orthodontia limited to an additional \$2,000 per person, over 5 consecutive years.

BENEFITS:

Class I - Diagnostic and Preventive - pays 100%

(i) *Covered Services*

Diagnostic:

Provides the necessary procedures to assist the dentist in evaluating the existing conditions to determine the required dental treatment. These services include: oral examination and diagnostic services (including necessary dental x-rays).

Preventive:

Oral Prophylaxis. Topical application of fluoride. Space maintainers except when used as an activating device.

(ii) *Limitations*

Diagnostic:

Examinations are limited to three (3) per calendar year. Panorex or complete mouth radiograph series will be provided only once in a three (3) year period, unless special need is shown. Supplementary bitewing radiographs will be provided at most three times per calendar year.

Preventive:

(A) Prophylaxis is limited to three (3) per calendar year.

(B) Topical application of fluoride will only be provided to Covered Persons prior to attaining 19 years of age, and only once per calendar year.

(iii) *Specific Exclusions*

Procedures primarily for the purpose of plaque control (except prophylaxis), oral hygiene, or dietary instructions.

Class II-Basic - pays 80%

(i) *Covered Services*

Restorative:

Restorations consisting of silver amalgam, acrylic, plastic or silicate cement (or other material approved by Delta at its sole discretion).

Oral Surgery:

Extraction of teeth, as well as minor surgical preparation of the mouth for insertion of dentures, and surgical and adjunctive treatment for minor pathological conditions. General anesthesia when administered by a Dentist.

Periodontics:

Necessary procedures for treatment of the tissues supporting the teeth.

Endodontics:

Necessary procedures for pulpal therapy and root canal therapy.

Emergency Care:

Necessary palliative treatment or other emergency care relating to any eligible dental services under this Contract.

(ii) *Limitations*

(A) Application of sealants (i.e., topically applied acrylic, plastic or composite material used to seal development grooves and pits in teeth for the purpose of preventing decay) is an eligible service only for Dependents under 14 years of age; includes the application of sealants only to permanent molar teeth with the occlusal surfaces intact, no caries (decay), and with no restorations; and does not include any repair or replacement of a sealant on any tooth. (Such repair or replacement is considered to be included in the fee for the initial placement of the sealant.) The application of a sealant is an eligible service only once in a lifetime per tooth.

(B) Curettage is not an eligible service in conjunction with periodontal surgery.

(C) Osseous surgery is an eligible service only once in a three (3) year period.

(D) Periodontal scaling is not an eligible service when provided in conjunction with prophylaxis.

(E) Allowance is made for only one (1) restoration in each tooth surface irrespective of the number of combinations of restorations placed.

(F) Periodontal Prophylaxis will only be an eligible service after a Periodontal Surgical Procedure has been performed.

(iii) *Specific Exclusions*

Surgical procedures to correct congenital malformations or development malformations, and procedures, appliances or restorations solely for cosmetic purposes or to increase vertical dimension, restore occlusion or restore tooth structure lost by attrition.

Class III - Crowns- pays 80%

(i) *Covered Services*

Crowns, inlays, and onlays when teeth cannot be restored with silver amalgam, acrylic, plastic or silicate cement (or other material approved by Delta at its sole discretion).

(ii) *Limitations*

(A) Replacement of crowns, inlays, and onlays will be made only after five (5) years have elapsed from the date of prior service.

(B) Porcelain crowns or jackets, cast crowns with acrylic veneers, and/or full cast crowns are not eligible services for children under 12 years of age. An allowance will be made for an acrylic crown or preformed stainless steel crown.

(iii) *Specific Exclusions*

Periodontal splinting and/or crown and bridgework used in conjunction with periodontal splinting.

Class IV - Prosthodontics - pays for 50%

(i) *Covered Services*

Dental Prosthesis is to be provided where masticatory function is impaired and/or teeth are missing. Full or partial dentures should be constructed when deemed necessary to replace missing teeth (not including third molars). The adjustment or repair of existing prosthetic appliances is included.

Fixed bridgework will only be an eligible service when the use of a removable prosthetic device is inadequate.

(ii) *Limitations*

(A) Replacement will be made of an existing denture only if it is unsatisfactory and cannot be made satisfactory. Services which are necessary to make such appliances satisfactory will be provided in accordance with this Contract. Prosthodontic appliances including abutment crowns will be replaced only after five (5) years have elapsed from the date of prior service.

(B) If, in the provision of prosthodontic services, the Covered Person and the Dentist decide on personalized restorations or employ specialized techniques as opposed to standard procedures, Delta will allow the appropriate amount for the standard denture toward such treatment and the Covered Person is responsible for the difference in cost.

(C) A fixed bridge is not an eligible service in conjunction with an allowance for a partial denture in the same arch.

(iii) *Specific Exclusions*

Periodontal splinting and/or crown and bridgework used in conjunction with periodontal splinting.

Class V - Orthodontics - pays for 75%

(i) *Covered Services*

Orthodontic Services for a correctible malocclusion, if prescribed in a Treatment Plan (Attending Dentist's Statement), and consisting of the initial and subsequent installations of orthodontic appliances and all orthodontic treatments concerned with the reduction or elimination of existing malocclusion and its attendant sequelae through the correction of malposed teeth.

(ii) *Limitations*

- (A) All Covered Persons are eligible to receive orthodontic services under this Contract.
- (B) For the purpose of determining benefits available for treatment in progress at the commencement or termination of a Covered Person's coverage hereunder, all orthodontic services shall be deemed to have been rendered on the date such services were performed.
- (C) Delta's obligation to make monthly payments, pursuant to Article IV, Section 1(e), for orthodontic services set forth in an approved Treatment Plan shall cease upon termination of orthodontic treatment for any reason prior to the completion of the services set forth in the Treatment Plan.
- (D) If a Covered Person is receiving orthodontic services when his/her coverage under this Contract begins, Delta shall only be responsible for the cost of that portion of the Covered Person's orthodontic services, determined in accordance with Article IV, Section 1(e), which corresponds to the time period during which the Covered Person is actually covered by this Contract.

(iii) *Specific Exclusions*

- (A) The replacement and/or repair of any appliance furnished under a Treatment Plan shall not be an eligible service under this Contract.
- (B) After the completion of orthodontic services as set forth in a Treatment Plan, any further orthodontic services rendered to the same Covered Person shall not be eligible services under this Contract.

CHILDREN:

Unmarried children until the end of the calendar year in which they turn 23.

APPENDIX D

VISION PLAN

ADMINISTERED BY: N.J. Vision Services Plan

DEDUCTIBLE: None

MAXIMUM BENEFITS: Vision examination once every (12) months
Lenses once every (12) months
Frames once every (12) months
Contact lenses once every (12) months

BENEFITS: Plan pays 100% of charges made by a participating provider except as follows:

CORRECTIVE LENSES: The participating provider will order whatever lenses are required to correct any vision deficiency indicated by your examination. Cosmetic or fashion items, such as oversized or light sensitive lenses, are not covered by your plan. They may be, however, selected by you, but their additional cost is payable by you to the provider.

FRAMES: Your plan offers you a wide selection of fashionable frames. If, however, you select a frame with a wholesale cost greater than your maximum plan allowance, you will be responsible for payment of that extra cost to the provider.

CONTACT LENSES: If your vision acuity cannot be corrected to at least 20/70 in the better eye, or when made necessary due to keratoconus, irregular astigmatism or irregular corneal curvature, the entire cost of contact lenses will be covered.

For contact lenses acquired for cosmetic reasons or any other purposes, the plan will make a fixed dollar indemnification toward their purchase in lieu of all other corrective lenses and frames during the benefit period.

If the covered person does not obtain the benefit form in advance but visits the participating provider as a private patient, the participating provider is not obligated to accept the plan fees as full payment for these services but may elect to charge his usual and customary fees. Services through a nonparticipating provider are reimbursed in accordance with the following schedule:

PROFESSIONAL FEES:

Examination, up to	\$35
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MATERIALS:

	PAIR
Single Vision, up to	\$25
Bifocals, up to	\$40
Trifocals, up to	\$55
Lenticlar, up to	\$80
Frames, up to	\$35

CONTACT LENSES:

Necessary (for visual acuity not correctable to 20/70 in the better eye by use of conventional lenses), up to	\$ 200
All other contact lenses up to	\$ 100

EXCLUSIONS:

- Orthoptics or vision training and any associated supplemental testing; plans lenses; or two pair of glasses in lieu of bifocals.
- Replacement of lenses and frames furnished under this plan which are lost or broken except at the normal intervals when services are otherwise available.
- Medical or surgical treatment of the eyes.
- Any examination or any corrective eye wear required by an employer as a condition of employment.

DEPENDENT CHILDREN: Unmarried children until the end of the calendar year in which they turn 23.

MANAGEMENT TEAM AGREEMENT

BETWEEN

**THE WINSLOW TOWNSHIP
ADMINISTRATORS ASSOCIATION**

and

**THE WINSLOW TOWNSHIP
BOARD OF EDUCATION**

July 1, 2022– June 30, 2025

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**Management Team Agreement Between
The Winslow Township Administrators Association
and
The Winslow Township Board of Education**

PREAMBLE

This agreement covering July 1, 2022 through June 30, 2025 is entered into this _____ day of _____, _____ by and between the Board of Education of Winslow Township, Atco, New Jersey, hereinafter called the "Board," and the Winslow Township Administrators' Association, hereinafter called the "Association."

PHILOSOPHY STATEMENT

The Winslow Township Board of Education and the Winslow Township Administrators' Association agree to work as a Management Team in order to promote educational excellence, to ensure that all students receive a thorough and efficient education, and to provide educational services in the most cost-efficient manner.

Furthermore, both parties agree to do whatever is necessary to create an environment of trust and mutual respect.

To this end, the Board of Education and the Administrators Association recognize the role of the Board of Education, that is, to establish policy and serve in the capacity of employer; as well as the role of the administrative staff to implement Board policy and serve as the leaders of the schools' educational program.

The Management Team is a formally constituted body of administrators who exercise collaboratively all the administrative processes: goal setting, planning, organizing, implementing, coordinating, communicating, decision-making, and evaluating. It is composed of central office and building level administrative and supervisory personnel. The Management Team is responsible for executing the policies of the School Board. As in other collaborative efforts, when appropriate, input is gathered from teachers, students, parents, and community.

In order to function in these roles, the Association agrees to:

- Pursue professional excellence at all times
- Continually improve management skills
- Serve as models of professional excellence to all members of the *staff*
- In policy and personnel matters, to follow the administrative chain of command at all times
- Provide advice and consultations regarding personnel and policy matters through established channels
- Avoid public criticism of the Board, its members, and its policies
- Uphold all policies of the Board

In addition, the Board of Education agrees to:

- Provide administrators with opportunities to improve their management skills
- Provide incentives to administrators to improve these skills
- Respect the administrative chain of command by not discussing policy matters and professional appointments with administrators unless they have cleared this with the Superintendent and the Board
- Avoid public criticism of administrators
- Refrain from interference in the day-to-day operations of the schools and limit their activities to policy making
- Provide the necessary resources, within financial constraints, to ensure the accomplishment of the District's educational goals

RECOGNITION

In accordance with N.J.S.A. 34: 13A-1 et. Seq., the Board recognizes the Winslow Township Administrators Association herein known as "the Association" as the exclusive and sole representative for discussion of the terms and conditions of employment of all certified personnel, whether under contract, on leave, on a per diem basis, employed, or to be employed by the Winslow Township Board of Education, hereinafter known as "the Board" including only Principals, Assistant Principals, Supervisors, Dean of Students and Athletic Director.

RESOLVING DIFFERENCES

Definition

A difference is any complaint or claim that there has been an improper application, interpretation, or violation of any term or provision of this Agreement, administrative decision, board policy, or state statute affecting an individual, group of members, or the Association.

Purpose

The purpose of this procedure is to resolve, at the lowest possible level, problems which may arise from time to time affecting members of the Management Team. Both parties agree that these proceedings will be kept as informal as possible and confidential as may be appropriate at any level of the procedure in order to ensure the Management Team concept.

Procedure

Level I

The individual, a group, or the Association having the complaint should contact the appropriate individual within the chain of command within twenty (20) workdays of the event or when the complainant first becomes aware of the occurrence.

Level II

In the event that the concern is not resolved to the satisfaction of the individual, group, or the Association, the matter may be brought to the Superintendent within five (5) working days.

Level III

In the event that these procedures do not resolve the issue, the matter may be brought to the Personnel Committee of the Board of Education with a response due from the Committee within ten (10) working days.

Level IV

If the decision of the Personnel Committee does not resolve the grievance to the satisfaction of the grievant, the matter may be brought to the full Board at their next regularly scheduled meeting, with a response due from the Board in Ten (10) working days.

No administrator shall be disciplined, reprimanded, reduced in rank or compensation, or given adverse evaluation of his/her services. No complaint shall be the basis of an unfavorable evaluation or disciplinary action, nor shall a record of any complaint be made part of an administrator's personnel file unless the administrator is the subject of the complaint, has been formally notified of the existence of the complaint, and has been given full opportunity to respond.

The Board of Education shall not discuss publicly a complaint against an administrator which could result in an imposition of penalty or discipline, without adequate prior notice to the administrator.

UNIT MEMBER RIGHTS

Whenever a unit member is required to appear before the Board or any agent thereof concerning any matter which could adversely affect the unit member's position, employment or salary, or any increments pertaining thereto, then the unit member shall be given prior written notice of the reasons for such meeting or interview and shall be entitled to have a representative of the Association present to give advice and representation during such meeting or interview. The unit shall be notified of meetings and or conferences with administrator(s) with the subject of the meeting being clearly stated. Said meeting shall be held at a mutually agreed upon time whenever possible.

EVALUATION

All evaluations shall be conducted in accordance with state law, administrative code and Board of Education policy.

LEAVES OF ABSENCE

Sick Leave

Twelve month administrators shall be allowed sick leave with full pay for thirteen (13) working days in an academic year (July 1- June 30). Ten-month administrators shall be allowed sick leave with full pay for eleven (11) working days in an academic year.

Any unit member may take up to five (5) days per year of the annual allotment of unused sick days and use as family illness days to care for children/dependents, spouses, or parents, domiciled in the same household residence as the member. While unused sick time may continue to roll over from year to year, the use of family illness days is capped at five (5) days per year.

If any such person requires in any school year less than the specified number of days of sick leave with pay allowed, all days of such sick leave not utilized that year shall be accumulated to be used for additional sick leave as needed in subsequent years. The need for presentation of a medical certificate after sick leave shall be at the discretion of the Board of Education.

Unused Sick Leave Upon Retirement

Administrative employees will be paid for unused sick days upon retirement at the rate of forty percent (40%) of their daily rate with a maximum of one hundred ten (110) days. An Administrator with fifteen plus (15+) years of service within the district will be paid for unused sick days upon retirement at the rate of forty-five percent (45%) of their daily rate with a maximum of one hundred ten (110) days.

The administrator, in order to be eligible for this benefit, must notify the Board of Education in November prior to the adoption of the budget for the fiscal year in which he/she plans to retire. The only exception to this rule would be an unforeseen illness that necessitated retirement and, when applicable, to the estate of the administrative employee.

The sick leave retirement benefit shall be paid in one lump sum or in three (3) annual installments, at the discretion of the administrative employee. In addition, to the extent permitted by law, the sick leave retirement benefit may be paid by the Board in whole or in part as designated by the employee, directly into a tax-deferred plan designated by the employee and recognized under IRS code.

Temporary Leaves of Absence

All administrative employees shall be entitled to the following leaves of absence with pay.

Death in Family

Every administrator shall be granted leave, without deduction, of up to five (5) days in case of death within the immediate family (i.e., father, mother, brother, sister, husband, wife, child, mother-in-law, father-in-law). This leave may be extended by the use of personal leave. Every administrator shall be granted leave, without deduction, of up to two (2) days in case of death of a grandparent.

Funerals

An allowance of one (1) day shall be granted to attend the funeral of other relatives of the administrative employee (i.e., uncle, aunt, cousin, niece, and nephew). This leave may be extended by the use of personal days.

Personal

All administrators shall be granted personal leave of no more than three (3) days per year without deduction for personal reasons. Except in emergency, personal leave must be approved in advance.

This personal leave, if unused at the conclusion of the fiscal year, shall be added to the accumulated sick leave on the first day of the next fiscal year.

Legal

Each administrative employee shall be granted time off without deduction in pay for any appearance in a court of law, or other judicial proceeding, wherein the administrative employee's presence is required by the Board of Education, the Superintendent, as a representative of the district, or as a result of a subpoena by another district employee in the course of his/her employment with the Winslow Township Board of Education.

Extended Leaves of Absence

A leave of absence, without pay shall be granted for child rearing to tenured administrators for up to one (1) year. Other leaves of absence without pay may be granted by the Board for good reason.

Return From Leave

Upon return from leave granted by the Board, the administrator's salary shall be fixed in accordance with the provisions of the salary guide. All benefits to which an administrator was entitled at the time his/her leave of absence commenced shall be restored, and he/she shall be assigned the same position, if the position still exists within the organization.

VACATION

Vacation accrues for the twelve (12) month administrators commencing July 1 through June 30. Vacation will be credited at the commencement of the following fiscal year. Vacation days are not cumulative from one fiscal year to the next fiscal year. Twelve month administrators may choose one or more of the following options, which may not exceed ten (10) unused vacation days: Transfer balance of vacation days to accumulated sick leave balance; carryover balance of vacation days; or receive pay for balance of vacation days, at the end of each year, at the per diem salary in the year such days were earned, upon advance written notice of intention.

The majority of vacation time must be used during the summer and prior to August 15th (no more than two consecutive weeks). Vacation time cannot be taken before/after NJEA Convention, Winter or Spring break or during the first week of September or last week in June. During the school year, administrators cannot utilize more than seven (7) vacation days (not to exceed five (5) consecutive days), except in extenuating circumstances and with permission of the Superintendent or his/her designee.

If an administrator retires or resigns during the contract year, he/she shall receive all earned prorated vacation days or full payment for all said days at the discretion of the Board of Education. If an administrator is unable to use earned vacation prior to June 30th due to illness, the unused vacation time may be carried over to be used during the following fiscal year (July 1 - June 30). If an administrator dies during the year, the estate shall be paid for all unused vacation.

Twelve month administrators with five or more years of administrative service in the District shall receive twenty-five (25) days vacation a year. Twelve month administrators with less than five years of service in the District shall receive twenty (20) days vacation a year, but shall thereafter receive one (1) additional vacation day each year until they reach twenty-five (25) vacation days. Irrespective of the foregoing, vacation days shall be capped at thirty (30) days per year. Any unused days in excess of thirty (30) days shall be forfeited.

During the first year of administrative service in the district twelve month administrators will receive ten (10) vacation days. Administrators employed after September will earn one (1) vacation day per month.

Administrators working on a ten (10) month basis (September 1 – June 30) will not be entitled to any vacation benefits and will not be required to work during winter and/or spring recesses. They shall work five days in August to help prepare for the opening of school. Should the Board determine that the administrators will become twelve (12) month employees, they will receive the same terms and conditions as all other twelve (12) month employees in this bargaining unit.

The past practice of a “four day” work week is no longer available for any employees during the summer months.

HOLIDAYS

Twelve month administrators shall receive annually a minimum of fifteen (15) holidays and two (2) professional days for the teachers’ convention in November. Administrators will not be required to work during winter and/or spring recesses.

Ten month Assistant Principals shall not work any of the days that the teachers have off during the school year since they do not earn vacation.

INCLEMENT WEATHER

When school is unexpectedly closed for students and teachers due to inclement weather or emergency conditions, administrators shall be required to report to work at the discretion of the Superintendent.

ADMINISTRATIVE VACANCIES

All vacancies in administrative positions, caused by death, retirement, discharge, resignation or by the creation of new positions, shall be filled pursuant to the following:

Such vacancies shall be adequately publicized, including a notice in every school (by position, through the Superintendent’s bulletin, or otherwise) as far in advance of the date of filling such vacancy as possible (ordinarily at least thirty (30) days in advance and in no event less than seven (7) days in advance). The Superintendent may concurrently publicize the position outside the school district. Said notice of vacancy shall clearly set forth the qualifications for the position.

WORKDAY/WORKLOAD

The Administrators’ workday shall be defined as the time that is necessary to provide for continuous building supervision when either students and/or staff are expected to be present. Excluded are time periods when the facilities have been contracted for outside use.

PROFESSIONAL DEVELOPMENT

With the approval of the Superintendent, the Board of Education will provide each administrator the following:

Advanced Study

The Board recognizes that it shares with its professional staff the responsibility for upgrading and updating Administrator's performance and attitudes. The Board and the WTAA support the principle of continuous training of unit members and the improvement of instruction. Any unit member engaged in furthering their studies must have all courses approved prior to the start of the semester to be considered for reimbursement.

A. A maximum of the following amounts will be paid to any WTAA member engaged in advanced study at any administratively approved program or accredited college/university for the duration of this Agreement.

▪	2022-2023	\$2,440
▪	2023-2024	\$2,440
▪	2024-2025	\$2,440

1. The cost of tuition, registration and fees shall be paid at the exact cost but not to exceed the above limits. Any costs beyond the established limit will not be reimbursed.
2. Reimbursement shall be based upon furnishing of satisfactory proof of payment to the program or college and submission of an official transcript with an acceptable grade
3. Courses taken shall be related to the field or position of the unit member.
4. Courses taken as a term and condition of an employee's initial employment are not reimbursable.
5. Payments shall not be made for courses taken to pursue an advanced or baccalaureate degree not related to the teaching profession (CPA, Law, etc.).

- B. Reimbursement will be made within sixty (60) days of submission of required documentation.
- C. Any unit member who receives tuition reimbursement must remain in the district for three years after the completion of a degree program or refund the total reimbursement received prior to separation.

Conferences/Workshops

The Board of Education recognizes the value of professional development. Each administrator shall be allotted \$1,500 per year for attendance at conferences and conventions at the discretion of the Superintendent. Reimbursement for travel, registration, meals and miscellaneous expenses shall be consistent with Board policy.

ASSOCIATION MEMBERSHIPS

Each administrator will be entitled to association memberships of his or her choice, paid for by the Board up to a maximum of one percent (1%) of his/her salary or nine hundred and fifty dollars (\$950), whichever is higher.

HEALTH INSURANCE PROTECTION

Health and Insurance benefits shall be provided for all administrators and their eligible dependents by the Board of Education.

These benefits shall include the following:

Medical, Dental, and Vision as currently offered to all other groups, and as currently offered to WTAA through the NJSHBP. Coverage in these plans shall be equal to or better than that provided to any other bargaining group. If the Board of Education successfully negotiates changes in any of the existing plans of health insurance protection with any other group which exceeds the administrators' health insurance protection, this article will be subject to re-negotiation with the Board of Education and the Administrators.

PROTECTION OF ADMINISTRATORS AND THEIR PROPERTY

The Board shall reimburse administrators for the reasonable cost (not to exceed \$200) of any clothing or personal property torn or damaged as a result of restraining students in the discharge of their duties within the scope of employment.

USE OF AUTOMOBILE

All members of the Association who may be required to use their own automobiles in the performance of their duties, outside of their typical job responsibilities, shall be reimbursed at the mileage rate approved by the Board.

SALARY

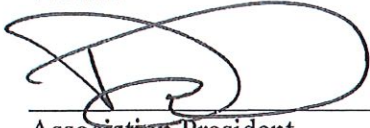
Salary Schedules

ADMINISTRATIVE SALARY RANGES – Effective July 1, 2016
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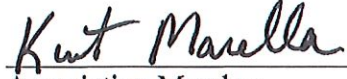
High School Principal	\$111,000- \$153,000
Middle School Principal	\$105,200- \$146,000
Elementary Principal	\$100,000- \$138,000
Assistant Principal/Athletic Director (HS)	\$95,000- \$131,000
Assistant Principal (Elementary/MS)	\$92,000- \$127,000
Supervisors	\$82,000- \$120,000

***Administrative Salaries are to be increased by 3.35% for the 2022- 2023 school year, 3.35% for the 2023- 2024 school year, and 3.35% for the 2024- 2025 school year.**

WTAA



Association President

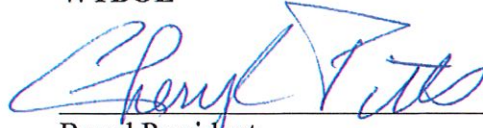


Association Member

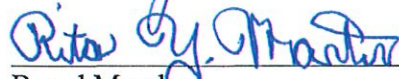
8/2/23

Date

WTBOE



Board President



Board Member

8/9/2023

Date