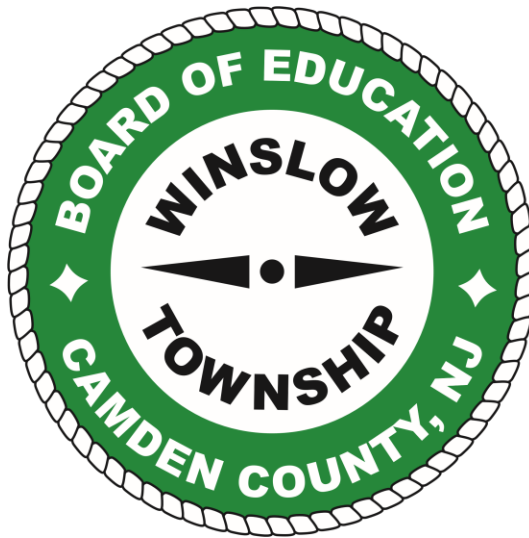


**WINSLOW TOWNSHIP  
SCHOOL DISTRICT**

**Grades PK - 6**

**STUDENT HANDBOOK**



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

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**Please sign and Return Immediately**

**WINSLOW TOWNSHIP BOARD OF EDUCATION**

40 Cooper Folly Road, Atco, New Jersey 08004

(856) 767-2850 (Main Number)

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

**ADMINISTRATIVE STAFF**

Dr. H. Major Poteat, Superintendent

Dr. Dorothy Carcamo, Assistant Superintendent

Karen Loney, Director of Curriculum and Instruction

John Gaskill, Director of Transportation

Dr. Robert Riccardi, Director of Student Support Services

**WINSLOW TOWNSHIP ELEMENTARY**

**NO. 1**

413 Inskip Road, Blue Anchor, NJ 08037

Sharon Galloway, Principal (609) 561-8300

**WINSLOW TOWNSHIP ELEMENTARY**

**NO. 4**

541 Kali Road, Sicklerville, NJ 08081

(856)728-2440

Sheresa Clement, Principal

Bruce Wycoff, Assistant Principal

**WINSLOW TOWNSHIP ELEMENTARY**

**NO. 2**

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**WINSLOW TOWNSHIP ELEMENTARY**

**NO. 3**

131 Sickler Road, Sicklerville, NJ 08081

Tamika Gilbert-Floyd, Principal

(856) 728-1080

**WINSLOW TOWNSHIP ELEMENTARY**

**NO. 6**

617 Sickler Avenue, Sicklerville, NJ 08091

Glen M. Jackson, Sr., Principal

(856)875-4110

Cynthia Reid, Assistant Principal

## **INCLEMENT WEATHER INFORMATION**

### **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.

### **WINSLOW TOWNSHIP SCHOOL DISTRICT START TIMES REGULAR SESSIONS**

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

### **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

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

### **District Affirmative Action Statement**

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

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

Affirmative Action Officer  
**Mr. Dion Davis**

District 504 Officer  
**Dr. Dorothy Carcamo**

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

For further information, contact:

United States Department of Education  
Office for Civil Rights  
New York Office  
32 Old Slip, 25th Floor,  
New York, New York 10005-2500  
Phone: 646.428.3900; Fax: 646.428.3843

E-mail address: [OCRNewYork@ed.gov](mailto:OCRNewYork@ed.gov).

## **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**

## **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.

### **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.

### **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.

## **STUDENT REGISTRATION**

### **Pre-K and KINDERGARTEN ENROLLMENT**

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

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

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

### **REQUIRED CERTIFICATES/DOCUMENTS:**

#### **1. PROOF OF RESIDENCE**

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

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

#### **3. IMMUNIZATION RECORD**

##### **a. Preschool**

- i. DPaT – minimum of 4 doses.
- ii. Polio – minimum of 3 doses.
- iii. MMR (1) must have been given on/after 1st birthday.
- iv. 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 requirements for registration before the first day of school, shall not be permitted to attend until such time as the requirements are met.*

**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.

## **STUDENT ATTENDANCE**

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

The educational program offered by this district is predicated on the presence of the pupil and requires continuity of instruction and classroom participation. Pupils absent from school for any reason are responsible for the completion of the assignments missed because of their absence. **Unverified absences** from school or from class (es) within the school day constitute 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's may result in retention in grade, and possible referral to the court system.

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

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

## **General Attendance Guidelines**

1. Students must be present at least four hours to be marked present for the day.
2. In order to participate in an after school activity, a student must be present in school the day of the activity. If a student is absent from school, he/she will not be permitted to participate in any after school activities for that day.
3. For purposes of student safety, parents who know in advance that their child will be absent from school, will arrive late, or will require early dismissal, must notify the Main Office by telephone and submit a written note of explanation. In the event that a parent does not call, the school may contact the parent to verify the child's absence.
4. Parents/guardians must accompany their children when arriving late or signing out early. The school will seek assurance that the parents or guardians are aware of the child's absence from school.
5. Students returning from an absence must present a note to the school with an explanation signed by the parent or guardian. If the absence is greater than 5 days, a physician's note, citing the date(s) and reason for the absence, is also required.

**Reminder: All documentation of verified absences must be submitted within 5 school days of the student's return to school.**

### **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.

### **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 DISMISSAL PROCEDURES**

According to Board of Education Policy No. 3280, no pupil may leave school before the end of the school day without permission from the building principal. Pupils leaving before

regular dismissal, must be met in the school office and be signed out by parent/guardian or a person authorized to act in behalf of a parent/guardian. Parents must provide the following information, in writing, to the school office:

- The means by which a pupil is to be transported to and from school (e.g., school bus, family vehicle, or walk)
  - The location of the pupil pick-up and drop-off points (e.g., home, work, babysitter)
  - The name, address and telephone number of any individual who is authorized to pick up the child from school or accompany a child from school to their after-school destination.
- Any request for changes to the dismissal conditions, outlined above, must be communicated, in writing, and in advance, to the building principal.

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 the beginning of the school day.

## **HOME 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 HAS, and to support the many activities they provide for the 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 and be escorted to the classroom. Siblings or other children are not permitted during the visit.**

## **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 10-30 minutes. The suggested amount of time allocated to homework should increase from Grade 3 to Grade 5 as follows: Grade 3 (30 minutes); Grade 4 (40 minutes); and, Grade 5 (50 minutes), Grade 6 (60 minutes).

**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, for students in Grades 1-6, with progress reports 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.

## **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.

## **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.

## **LUNCH PROGRAMS**

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

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

The following food items may not be served, sold or given out as free promotion anywhere on school property at 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.

## **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.

## **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.

## **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.

## **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.

The staff at Winslow Township Public Schools strongly believes in the educational value of such electronic services and recognizes their potential value of such electronic services and recognizes their potential to support the curriculum. Every effort will be made to



provide quality experiences to students using these information services. Inappropriate and/or illegal interaction with any information service is strictly prohibited.

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

## **FINES**

**Parents/Guardian will be held responsible for all fines accrued with the Winslow Township School District.**

## **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.

## **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.

## **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.

## **COMMUNICABLE DISEASES**

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

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

## **ADMINISTERING MEDICATIONS**

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

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

**A written order by the physician for the particular student which shall include:**

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

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

3. 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.

**4. 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.

# Uniform Dress Code

## **Pants/Dresses and Skirts:**

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

## **Shirts/Blouses:**

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

## **Sweaters/Vests/Dress Jackets:**

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

**Accessories:**

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

**Footwear:**

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

**Other:**

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

**Uniform Dress Code for All Students During Physical Education:**

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

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

**Exemptions to the Dress Code Policy:**

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

1. Health – A valid health issue that would preclude a student from being able to wear the uniform to school. A medical certificate shall be provided.

2. Religious Freedom – For families who belong to a denomination or sect that have historical religious tenets which preclude a student from wearing any clothing other than religious apparel.
3. Financial Hardship – No student shall be denied attendance at school or penalized for failing to wear a uniform by reason of demonstrated financial hardship.

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

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

**The purpose of this meeting includes:**

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

**A. Dress Code Violations and Enforcement of Policy:**

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

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

1. Clothing that is ripped, torn, revealing, low cut, tight or too short.

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

### **BUS 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.**

### **BUS REGULATIONS**

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

1. The rules for student behavior apply at the bus stop and on the bus, as well as the classroom.
2. Observe good rules of safety when walking to and from the bus stop.



3. Be at your bus stop five (5) minutes early and behave yourself while waiting for the bus to arrive.
4. Respect private property at the bus stop location.
5. Do not stand in the road while waiting for the bus.
6. Stay in place until the bus stops and board in single file. Running or pushing is prohibited.
7. Obey the bus driver. The driver is in charge of you and must be respected at all times. Bus drivers are authorized to assign students to a specific seat.
8. Seat belts must be worn when available.
9. Do not distract the bus driver while the bus is moving.
  - a. Sit in your assigned seat.
  - b. Do not stand or change seats.
  - c. 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.
10. Do not open or close windows without the driver’s permission.
11. Keep all parts of the body inside the bus.
12. Do not place your books, coat, boots, etc., in the aisle.
13. Do not leave waste paper or trash on the bus, or throw anything out of the windows.
14. Do not eat on the bus.
15. Remain seated until the bus stops.
16. Leave the bus in an orderly and quiet manner. Be sure to look both ways before crossing the street.
17. All bus students must ride the bus to and from school.

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

## **CELL PHONES AND ELECTRONIC DEVICES**

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

Therefore, students bring these items into school at their own risk. Electrical or battery operated devices, cell phones and other nuisance devices that cause a distraction, or a danger to students and staff, are not permitted in class or on the bus. If a parent feels that a student must have a cell phone, then the child must keep the cell phone turned off and in

his/her book bag. **Cell phones and electrical devices that are visible and/or heard will be confiscated by the teacher or administrator. The 1st violation will result in the device being taken for 30 days, a 2<sup>nd</sup> violation will result in a 60 days' confiscation, and a 3rd violation will result in the device being taken and not returned until the end of the school year. The device will only be returned to the parent after a conference has been held with the administrator. A student who refuses to surrender the electronic device to the administrator will receive a 4-day suspension.** Students who need to contact parents during the school day may use a phone in the grade level office. Parents who need to contact students may call the school and leave a message with the main office or a grade level office. Any and all video and/or audio recordings of school activities or staff members before, during, and/or after school are not permitted without the written authorization of the school administration.

## **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 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.

### **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 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.

### **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.

## **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  
Principals Hearing with Student and Parent  
Bus Privilege Suspension  
Recess Detention – Grade appropriate

### **LEVEL ONE**

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

#### **Level One – Management Interventions**

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

1. Teacher/Staff member discussion, informal counseling of student(s)
2. Phone contact with parent(s)
3. Conference
4. Discipline Report to Administration
5. Recess Detention- Grade appropriate

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

### **LEVEL 1 BEHAVIORS**

Student Misconduct (minor)

Profanity Projected in Public: verbal/physical

Non-compliance with Adult Direction(s)

Theft or Possession of Property without Permission or Knowledge of Owner

Tempering with School Equipment or Another Person's Possessions

Dress Code Violation

Eating/Drinking Outside Assigned Areas

Unsafe Conduct

Forgery

Gambling/Participating in Games of Chance/Betting Pools, etc., and

Possession of Water Pistol/Toy Weapon

### **LEVEL TWO**

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

#### **Level Two – Management Intervention**

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

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

- a. Parent/Staff/Administrative conference(s)
- b. Loss of privileges
- c. Recess detention- Grade appropriate
- d. Suspension – In or Out-of-School
- e. Referral to counseling
- f. Police notification.

## **LEVEL 2 BEHAVIORS**

Classroom Disruption (major)

Profanity Projected in Public: verbal/physical

Insubordination/Confrontation Behavior Directed Toward a Staff Member

Insubordination/During Emergency Situation

Obstructing Administration of Law or Government

Willful Destruction of School or Personal Property

Tampering with School Equipment or Another Person's Possessions

Possession or Use of Fireworks/Incendiary Materials/Chemical Devices

Unsafe Conduct

Reckless Endangerment

Gang Activity

Lewdness/Sexually Explicit Action/Indecent Exposure

Violation of Suspension Policy

Forgery

Gambling/Participation in Games or Chance/Betting Pools, etc.

Harassment

Sexual Harassment

Racial or Ethnic Slurs/Gender Related Bias or Inflammatory Statement

Assault (verbal threats)

Assault on Student

Incitement/Instigation

Fighting

Verbal Assault of Staff Member

Possession of Dangerous Object

Possession of Water Pistol/Toy Weapon

Possession of Imitation Weapon/Look Alike Firearm

Possession of Tobacco Products on School Property, Buses, and/or Activities

Cutting Class

In Unauthorized Area without Permission or Supervision

Loitering Between Classes or Before/After School

Willful Failure to Report to the Office when Directed to Do So

Truancy

Leaving School Building or Grounds without Permission

Leaving Classroom without Permission

## **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

Possession of Weapon

Use of a Weapon

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

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

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

Cheating, Plagiarism or Participating in Cheating Situations.

Possession or Use of Paging Device in School

Multiple or Severe Offenders.

Other – i.e., an action by a student that is deemed inappropriate.

## **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



## 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 – PARENT AND STUDENT SIGNATURES ARE REQUIRED**