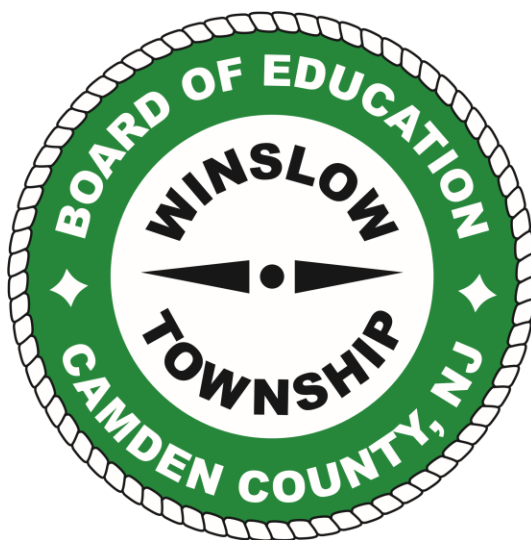


WINSLOW TOWNSHIP SCHOOL DISTRICT

# MIDDLE SCHOOL

# STUDENT HANDBOOK



**2018-2019**

*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

Radio: KYWAM 1060

TV Channels: 3, 6, 10, & Fox

District Website: <https://www.winslow-schools.com/>

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**WINSLOW TOWNSHIP MIDDLE SCHOOL**  
30 COOPER FOLLY ROAD  
ATCO, NEW JERSEY 08004  
PHONE: 856.767.7222  
FAX: 856.767-5411

Ms. Stella Nwanguma, Principal  
Mr. Kent Edwards, Assistant Principal, Gr. 7  
Mr. Shane Rubin, Assistant Principal, Gr. 8  
**School Phone: 856-767-7222**

**Central Office Administration**

Dr. H. Major Poteat, Superintendent  
Dr. Dorothy Carcamo, Assistant Superintendent  
Ms. Tyra McCoy-Boyle, Business Administrator  
Mr. Dion Davis, Director of Human Resources  
Ms. Karen Loney, Director of Curriculum and Instruction  
Dr. Robert Riccardi, Director of Student Support Services  
Mr. John Gaskill, Director of Transportation

**WINSLOW TOWNSHIP BOARD OF EDUCATION**

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

## **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 Coopers Folly Road, Atco, NJ 08004  
856-767-2850

For additional information contact:

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

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

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

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

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

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

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

### **School Messenger**

In an effort to increase the communication level between the school and parents, we have instituted a telephone-based system, called School Messenger, that can notify parents daily of an absence by their son or daughter. Starting at approximately 10:00 am each day, the School Messenger system will generate a taped message to the home of each student who is marked absent from homeroom on that day.

### **Student Responsibilities**

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

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

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

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

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

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

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

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

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

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 their locker. **Cell phones and electrical devices that are visible and/or heard will be**

**confiscated by the teacher or administrator. The 1st violation will result in the device being taken for 30 days, a 2nd violation will result in a 60-day confiscation, and a 3rd violation will result in the device being taken and not returned until the end of the school year. Any student who refuses to surrender the electronic device to the administrator will receive an automatic 4 days out of school suspension. At the end of the confiscation period, a parent conference is required before electronic devices are returned to the parent.**

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

### **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.

### **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.

### **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 Code of Conduct at all times. When a trip is planned, permission slips will be sent home and must be signed by the parents/guardians. Children must travel to and from the field trip location with their group. Parents/guardians may also transport children with medical reasons that must be verified with a medical not 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. Parents of children who are taking prescription drugs, please refer to the Administration of Medication Policy.

**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. Those with other disciplinary issues may be required to have a parent accompany them on a field trip at the expense of the parent. 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.

### **Student Lateness**

The schools allow the necessary amount of time for passing between classes. Students must, however, exercise good judgment in anticipating their textbook and notebook needs as they relate to their schedule. 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.

### **Late to School**

With the institution of a homeroom at the beginning of the school day, the following procedures will be followed in cases of a student arriving after the start of the homeroom period at 7:58 a.m.

**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:**

**1-3**...Warning/record will be kept. Students will be issued a pass.

**4-8** ...Administrative Detention, Parental notification, Notification to the Attendance Officer

**9-10**...In-School Suspension, Notification to the Attendance Officer, and possible legal action.

**11 and above**...Out of School Suspension, Notification to the Attendance Officer and possible legal action.

*Lateness to school for medical or dental appointments must be verified by physician's statement upon arrival to school.*

### **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.

### **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 of any such child 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 effected for the school year, which it is granted, and shall be renewed for subsequent school years upon the fulfillment of the requirements.

### **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.**

### **ID Cards**

**All students must possess and wear their ID Cards 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.

**Temporary Id's can be purchased for \$1.00 and permanent replacement Id's 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.

## Uniform Dress Code

**Hoodies, sagging pants and denim are not permitted!**

### **Shirts/Blouses:**

- Colors (solid): white, dark green or navy blue.
- Style: Long or short sleeve with a collar.
- Turtlenecks/t-shirts of the same color may be worn under uniform collared shirt.

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

- Colors: white, dark green or navy blue.
- Zippered crew neck/v neck sweaters and sweatshirts may be worn over a collared shirt, but not in place of the collared shirt.
- The following are not permitted to be worn during the school day:
  - Hoodies and jackets.

### **Pants/Shorts:**

- Colors: khaki, navy blue.
- Style: standard
  - The following are not permitted: denim, cargo, balloon style, & multiple pockets.
- Shorts may be worn during warm weather. Shorts cannot be above the knee.
- All pants and shorts must be worn with the waistband at the waist.

### **Dresses/Skirts/Jumpers/Skorts:**

- Colors: khaki, dark green, or navy blue.
- Must be worn with the waistband at the waist.
- Stockings/tights/socks, and regular stockings (hose) may be worn beneath skirts, skorts, jumpers, or dresses.
- Skirts, skorts, jumpers and dresses are to be no more than 3 to 4 inches above the knee.

**Leggings, jeggings, and stirrups 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.

- The following is not permitted: Slides, flip-flops, thongs, or slippers.

**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, hoodies, hats, and gloves may not be worn in the building after the homeroom bell rings.
4. Students are not permitted to wear distractive accessories.

**ALL CLOTHES MUST BE WORN PROPERLY AT ALL TIMES**

**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
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**

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 our bus stops and on our school buses 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 see that he/she arrives at 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 as 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 up to the remainder of the school year.

### **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 (every night) and complete any written work assigned by the teacher(s).

### **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, drill work and the like”.

### **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, 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.

## Honors Algebra

Winslow Township Middle School continues to embrace opportunities to provide our students with rigorous and challenging educational experiences. The goal of offering Honors Algebra in grade 8 is to maintain the advantage of enrichment in mathematics for as many students as qualify. Areas of focus include properties of the number system, linear and quadratic functions, operations on real numbers, inequalities, and polynomials exponents and radicals. This is a high school equivalent course.

### Requirements

Students must be carefully selected for the Honors Algebra course so that they have an increased probability of success. They must meet all of the following criteria:

Demonstrate an A average (92%) in Mathematics.

Receive a recommendation for the course from the previous Math teacher.

Score at a level of “meets expectation” or “exceeds expectation” in Math on the PARCC; a score of 750 or higher.

## 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**

Although the student code of conduct contains a listing of infractions, it is clearly intended not to be all-inclusive, since no list can be. It is intended that the administration and/or the Board of Education have 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.

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 endure a school environment conducive to learning.

Each student is guaranteed the right to be heard, to have fair and constituent 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 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.

### **Four Suspension Rule**

A student who is **suspended four (4) times** during the school year will be excluded from participating in the **8th Grade Promotional Ceremony, athletics, and all co-curricular activities including school dances and class trips**. The administration of Winslow Township Middle School

recognizes the seriousness of the forfeiture of the aforementioned activities, and acknowledges that all violations of the Code of Conduct are not equal. **Thus, a student's first two (2) In-school suspensions (ISS) will equal one (1) Out of school suspension. All subsequent In-school suspensions (ISS) will carry the weight of (1) Out-of-school suspension.**

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

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

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

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

### **Harassment/Bullying**

- ❖ Sexual Harassment is viewed as unwelcome, unwanted offensive physical, verbal, or written behavior, which causes a hostile or intimidating environment. Sexual harassment in school or at school-sponsored activities is not acceptable behavior for an individual or group. Behavior that emphasizes the sexual identity, physical attributes or sexuality of another individual in a manner that prevents or impairs the individual's full enjoyment of educational opportunities is not acceptable.
- ❖ Racial or religious torment may be characterized as any inappropriate action, comment, behavior and/or demonstration expressed against a particular race or religious group or individual. Any display of racial or religious bias, which offends an individual or causes a disruption in the educational process will not be tolerated.

- ❖ Hazing, teasing, bullying or abusive behavior of any kind directed at any student will not be permitted. Students who take advantage of or act unkindly to others will be dealt with by administration.
- ❖ Any behavior which creates an offensive, intimidating or hostile environment because of an individual's gender, sexual orientation, race, religion, age, social status, emotional being and/or personal belief is subject to disciplinary actions. Any student or staff member who feels they have been or are being harassed or hazed is to report this to a counselor, administrator or teacher immediately.
- ❖ Any student who feels harassed or bullied is to report the incident immediately to a Winslow Middle School staff member. (Any person witnessing the harassment or bullying of another individual should report the incident immediately.)

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

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

Once a student is referred to the school administration, administrative prerogative applies in the application of the discipline. Prescribed interventions in this policy manual are subject to administrative discretion in their application. The administrative staff may apply a greater or lesser disciplinary penalty after consideration of the disciplinary history of the student and the totality of the circumstances surrounding an event. *The principal may recommend placement in the district's alternative educational program.*

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

**LD-Lunch Detention**

**SB-Bus privilege suspension**

**ISS-In-school suspension**

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

**PH-Principal's 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. LD
2. AD
3. ISS
4. OSS

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

1. 1-3 LD
2. AD
3. ISS
4. OSS – 4 days

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

1. OSS & 2 days ISS
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. LD
2. AD
3. ISS – 2 days
4. 1-3 OSS – 3 days

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

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

1. ISS/OSS – 3 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. ISS or OSS, Administrative action

2. 4 OSS
3. 10 OSS
4. Police notification and restitution as appropriate.

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

1. 1-2 ISS, OSS, restitution, Police notification
2. 3-4 OSS, restitution, Police notification
3. 4 OSS & 3 ISS, AH, restitution, Police notification
4. 4 OSS & 5 ISS, PH, 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. Instead, AD or 1 Day ISS, OSS

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

1. AD or ISS as determined by Administrator.

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

1. 1-2 OSS
2. 3-4 OSS
3. 4 OSS,
4. 10 OSS, & Police notification as appropriate

**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. 1-3 LD or AD

**1620 DRESS CODE VIOLATION**

1. 1-OSS per violation

**1630 PUBLIC DISPLAY OF AFFECTION –**

1. 1-3 LD
2. AD or ISS

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

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

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

1. AD, ISS, or OSS at Administrator discretion
2. 1-3 ISS, OSS, at Administrator discretion

3. 4 OSS

**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. 3-4 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. 1-5 OSS
2. 4-10
3. 10 OSS, other Administrative action/intervention as appropriate.

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

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

1. AD, or 1-2 ISS, OSS

**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. AD, Confiscation of paraphernalia
2. 1-2 OSS
3. 3-4 OSS
4. 4 OSS & paraphernalia will be confiscated.

## **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. 1-3 OSS, Police notification

2. 5 OSS
3. 10 OSS, Police notification required

**2110 HAZING** – Forcing other person(s) to do ridiculous, humiliating, or painful actions.

1. Depending upon severity: AD, ISS or OSS, Police notification as appropriate

**2111 SEXUAL INCIDENCE** –An act of sexual contact with the victim under any circumstances.

1. 4-10 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. 1-2 OSS
2. 3-4 OSS
3. 4-10 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. 1 AD
2. 2 ISS
3. 5 OSS
4. 4-10 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. 4 OSS, 45 day Winsoar placement

**2215 INCITEMENT** – Acting in a way to promote or encourage any confrontation or other prohibited act.

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

Any and all other Administrative actions as appropriate.

**2300 FIGHTING** – Mutual participation in a physical altercation

1. 4 OSS & 45 day Winsoar placement

**2310 OBSTRUCTING STAFF MEMBERS BREAKING UP A FIGHT**

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

**2320 PHYSICAL ATTACK ON STAFF** – Physical actions by one pupil upon a staff member resulting in physical &/or emotional harm.

1. 10 OSS and other Administrative actions to include possible expulsion.

**2330 VERBAL ASSAULT OF STAFF MEMBER** – Obscene &/or vulgar language, gestures, graphics, &/or threats toward ANY SCHOOL EMPLOYEE.

1. 3 OSS
2. 4 OSS
3. 10 OSS, Police notification

**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. 3-10 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
3. 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. 3 OSS, Police notification
2. 4-10 OSS, Police notification

### **SECTION 3: SUBSTANCE ABUSE**

**3100 USE, ABUSE, AND/OR UNDER THE INFLUENCE OF INTOXICANTS OR NARCOTICS OR CONTROLLED DANGEROUS SUBSTANCES ON SCHOOL PROPERTY OR DURING A SCHOOL ACTIVITY**

1. 10 OSS, Immediate physician assessment, Police notification, and other Administrative actions as appropriate.

**3101 USE, ABUSE AND/OR DISTRIBUTION OF NON-PRESCRIPTION DRUGS** (i.e. Tylenol, aspirin, ibuprofen, Advil, acetaminophen or any other Over-The-Counter drug).

1. Discipline determined by severity of incident

**3105 POSSESSION OF PARAPHERNALIA ASSOCIATED WITH CONTROLLED DANGEROUS SUBSTANCE(S) ON SCHOOL PROPERTY OR DURING A SCHOOL ACTIVITY –**

1. 4 OSS, Immediate physician assessment, Police notification  
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. 2 OSS
2. 4 OSS
3. 10 OSS

**3135 POSSESSION OF TOBACCO PRODUCTS ON SCHOOL PROPERTY, BUSES, &/OR SCHOOL ACTIVITIES**

1. 2 OSS
2. 4 OSS
3. 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. 1-3 Offenses – LD
2. 4th - 6th offense – ISS
3. 7th - more – OSS

**4105 UNEXCUSED LATENESS TO SCHOOL (Cumulative over the semester)**

1. 1st-3rd offense - LD
2. 4th-6th offense - ISS
3. 7th- more - 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. AD
2. ISS
3. 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. 1-3 LD
2. AD
3. 1-3 ISS
4. 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. 1-2 OSS
2. 4 OSS

**4155 LEAVING CLASSROOM WITHOUT PERMISSION -**

1. 1-3 LD
2. AD or ISS
3. 1-3 ISS or OSS

**4160 FAILURE TO SIGN AT THE ATTENDANCE OFFICE WHE LATE TO SCHOOL -**

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

**4170 CUTTING TEACHER OR ADMINISTRATIVE DETENTION -**

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

**4180 CUTTING EXTENDED DETENTION -**

1. 1 ISS
2. 1 OSS
3. 1-3 OSS

## **SECTION 5: TRANSPORTATION**

### **5100 BUS MISCONDUCT -**

1. AD or 1 ISS
2. Bus suspension 3 DAYS
3. Bus suspension 2 WEEKS
4. Bus suspension remainder of the year

## **SECTION 6: MISCELLANEOUS**

### **6100 CHEATING AND/OR PLAGIARISM PARTICIPATING IN CHEATING &/OR PLAGIARISM SITUATIONS -**

1. AD or 1 ISS, loss of credit
2. AD or 1-3 ISS, loss of credit
3. 3-4 OSS, loss of credit
4. 4 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. 4-OSS,
2. 30 – 60 days confiscation period

**6150 MULTIPLE OFFENSES OR SEVERE OFFENDERS-** In cases of severe or multiple offenders, the Administration and the Board will consider both the magnitude and the totality of offenses in determining an appropriate disciplinary response.

**6190 OTHER** – i.e. an action by a student which is not specifically referred to in this policy. Discipline determined by severity of a single event or magnitude and number of repeat referrals.





## WINSLOW TOWNSHIP BOARD OF EDUCATION 2018-2019 SCHOOL DISTRICT CALENDAR

Emergency Closing Number: 572

www.winslow-schools.com

JULY 2018	AUGUST 2018	SEPTEMBER 2018	OCTOBER 2018	NOVEMBER 2018	DECEMBER 2018
M T W TH F	M T W TH F	M T W TH F	M T W TH F	M T W TH F	M T W TH F
2 3 (4) (5) 6	1 2 3	(3) (4) (5) 6 7	1 2 3 4 5	1 2	3 (4) (5) (6) 7
9 10 11 12 13	6 7 8 9 10	10 11 12 13 14	(8) 9 10 11 12	5 (6) 7 (8) (9)	10 11 12 13 14
16 17 18 19 20	13 14 15 16 17	17 18 (19) 20 21	15 16 17 18 19	(12) 13 14 15 16	17 18 19 20 (21)
23 24 25 26 27	20 21 22 23 24	24 25 26 27 28	22 23 24 25 26	19 20 (21) (22) (23)	(24) (25) (26) (27) (28)
30 31	27 28 29 30 31		29 30 31	26 27 28 29 30	(31)
JANUARY 2019	FEBRUARY 2019	MARCH 2019	APRIL 2019	MAY 2019	JUNE 2019
M T W TH F	M T W TH F	M T W TH F	M T W TH F	M T W TH F	M T W TH F
(1) 2 3 4	1	1	1 2 3 4 5	1 2 3	3 4 5 6 7
7 8 9 10 11	4 5 6 7 8	4 5 6 7 8	8 9 10 11 12	6 7 8 9 10	10 11 12 13 14
14 15 16 17 18	11 12 (13) (14) (15)	11 12 13 14 15	(21) 22 23 24 25	13 14 15 16 17	(17) (18) (19) (20) 21
28 29 30 31	(18) 19 20 21 22	18 19 20 21 22	(22) (23) (24) (25) (26)	20 21 22 23 24	24 25 26 27 28
	25 26 27 28	25 26 27 28 29	29 30	(27) 28 29 30 31	

- JULY 2018
- 4, 5 Independence Day Holiday - Offices Closed
- AUGUST 2018
- SEPTEMBER 2018 (S 16 / T 18 Days)
- 3 Labor Day-Schools/Offices Closed
- 4, 5 Staff In-Service-Closed for Students
- 6 1st Day of School for Students
- 19 Yom Kippur - Schools/Offices Closed
- OCTOBER 2018 (S 22 / T 22 Days)
- 8 Columbus Day -Schools/Offices Closed
- 17 Interim Reports Distributed
- NOVEMBER 2018 (S 16 / T 17 Days)
- 6 Staff In-Service/School Closed for Students
- 8, 9 NJEA Convention -Schools/Offices Closed
- 12 Veterans Day -Schools/Offices Closed
- 16 Last Day of 1st Marking Period
- 21 Early Dismissal
- 22, 23 Thanksgiving Recess-Schools/Offices Closed
- 28 Report Card Mailing (7-12)
- 28 Report Card Distribution (PK-6)
- DECEMBER 2018 (S 16 / T 16 Days)
- 4, 5 Early Dismissal Students (Conferences)
- 21 Early Dismissal
- 24-31 Winter Recess-Schools/Offices Closed
- JANUARY 2019 (S 21 / T 21 Days)
- 1 Winter Recess-Schools/Offices Closed
- 2 Schools/Offices Reopen
- 10 Interim Report Mailings
- 21 Dr. Martin L. King Day-Schools/Offices Closed
- FEBRUARY 2019 (S 18 / T 19 Days)
- 4 Last Day of 2nd Marking Period
- 11 Report Card Mailing (7-12)
- 11 Report Card Distribution (PK-6)
- 13, 14 Early Dismissal Students - Conferences (PK-12)
- 15 Staff In-Service-Closed for Students
- 18 Presidents Day -Schools/Offices CLOSED
- MARCH 2019 (S 21 / T 21 Days)
- 13 Interim Report Mailings
- APRIL 2019 (S 16 / T 16 Days)
- 10 Last Day of 3rd Marking Period
- 17 Report Cards Mailing (7-12)
- 17 Report Cards Distributed (PK-6)
- 18 Early Dismissal
- 19-26 Spring Recess- Schools/Offices Closed\*
- MAY 2019 (S 22 / T 22 Days)
- 20 Interim Report Mailings
- 27 Memorial Day-Schools/Offices Closed
- JUNE 2019 (S 13 / T 14 Days)
- 17 Early Dismissal Students
- 18 Early Dismissal Students
- 19 Last Day for Students & Early Dismissal PK-12
- 19 Report Card Distribution (PK-6)
- 20 Staff In-Service - Closed for Students
- TBD WTMS & WTHS Reports Cards Mailed

- First Day of School for Students
- ☒ -Last Day & Early Dismissal for Students
- △ -School Closed for Students for Teacher In-Service
- ⊗ -Emergency Closing Make-Up Days April 26, 23, 24, 2019
- -Early Dismissal Students
- ☒ -Early Dismissal Staff/Students
- -Schools/Offices Closed

BOE Approved: February 28, 2018  
Revisions Approved: June 27, 2018

The school calendar will reflect 180 days for students and 185 for staff.

# WINSLOW TOWNSHIP MIDDLE SCHOOL

