

**WINSLOW TOWNSHIP
SCHOOL DISTRICT**

WINSLOW TOWNSHIP HIGH SCHOOL



2020-2021

STUDENT

HANDBOOK

Preparing Our Students for Tomorrow... Today!

New Jersey Anti-Bullying Bill of Rights Act Winslow Township School District Policy #5512

The Winslow Township Board of Education prohibits acts of harassment, intimidation and bullying of a pupil. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe and disciplined environment. The New Jersey Anti-Bullying Bill of Rights Act (effective September 1, 2011) and the Winslow Township School District Policy #5512, is intended to strengthen the standards and procedures for preventing, reporting, investigating and responding to incidents of harassment, intimidation and bullying.

The Anti-Bullying law and district policy will be strictly enforced. All staff, students and parents are encouraged to familiarize themselves with the law/policy and support the efforts of the school district for implementation.

Winslow Township High School Student Handbook

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

Ms. Cheryl Pitts, President

Ms. Julie Peterson, Vice-President

Mr. Larry Blake

Ms. Lorraine Dredden

Ms. Abena McClendon

Mrs. LaVanyia Mitchell

Ms. Rita Martin

Mr. John Shaw

District Administration

Dr. H. Major Poteat, Superintendent

Dr. Dorothy Carcamo, Assistant Superintendent

Ms. Tyra McCoy-Boyle, Business Administrator

Mr. Dion Davis, Director of Human Resources

Ms. Karen Loney, Director of Curriculum and Instruction

Mr. Jack Mills, Director of Special Projects

Dr. Robert Riccardi, Director of Student Support Services

Mr. John Gaskill, Director of Transportation

Mr. John Innocenzo, District Mathematics Supervisor

Mrs. Michelle Nisula, District Language Arts Supervisor

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

Mr. Kurtis Marella-Principal

Mr. William Shropshire – 12th Grade Assistant Principal

Mr. Richard Dawkins – 11th Grade Assistant Principal

Ms. Lynette Brown- 10th Grade Assistant Principal

Mr. Christopher Chambers- 9th Grade Assistant Principal

Mr. Mark Whittaker - Athletic Director

Anti - Bully Specialists

Ms. Carrie Norlin

Ext # 8108

Ms. Simone Smith

Ext # 8103

Affirmative Action Officer

Ms. Lynn DiMartino - Cowdin

Ext # 8151

District Affirmative Action Statement

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

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

**Affirmative Action Officer
Mr. Dion Davis**

**District 504 Officer
Dr. Dorothy Carcamo**

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

856-767-2850

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

or

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

Principal's Message....

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

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

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

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

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

Proud to be an Eagle,

Kurt Marella

WINSLOW TOWNSHIP HIGH SCHOOL Bell Schedules

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

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

Emergency School Closing/Delays

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

*If it is necessary to close school for any emergencies, days will be made up at the discretion of the BOE. The school calendar will reflect 180 days for students and 185 days for staff.

STUDENT RIGHTS AND RESPONSIBILITIES

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

FLAG SALUTE AND PLEDGE OF ALLEGIANCE

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

IDENTIFICATION CARDS

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

ATTENDANCE

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

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

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

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

absence, pupils will be allowed one (1) school day to make up missed work for each one day of absence. **The pupil is responsible for requesting missed assignments and any assistance required.**

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

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

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

General Attendance Guidelines

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

- Doctor's notes are required when a pupil is absent for 5 or more consecutive days due to illness. Students returning from absences due to communicable disease must present to the school nurse written evidence of being free from communicable disease, provided by a physician or medical practitioner.
- Doctor's notes not submitted within five (5) days of the pupil's return will not be accepted as proof of absence due to illness.
- Pupils absent for any reason are expected to make up the work missed within one day for every day absent. It is the student's responsibility to request missed assignments and any assistance required.

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

Late To School

Students arriving to school late must enter the building through the Main Lobby entrance at the front of the building. Students arriving after 7:19 a.m. will be considered late and will be issued discipline in accordance with the code of conduct. Any student arriving after 7:25 a.m. must be signed into school by their parent or guardian. Discipline in accordance with the code of conduct will be issued. If a parent / guardian does not sign the student into school, the student will be considered late and truant for the time missed, and will receive an In-school suspension and loss of credit for the day.

Every fourth (4) lateness accrued will result in one (1) absence. Students receiving 16 or more absence will not receive credit for the school year.

DISMISSAL PROCEDURES

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

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

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

notification, that all school rules and regulations apply at bus stops, and while walking to and from the bus stops.

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

Conduct on the Bus

Students must:

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

Students must NOT:

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

WITHDRAWAL FROM SCHOOL

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

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

ACADEMIC PROGRAMS

The programs that individuals pursue in high school should reflect their aspirations, aptitudes and achievements. Because individuals differ, programs, too, must differ. Since post-high school requirements for employment, college, or vocational-technical

training are constantly changing, students must frequently reevaluate themselves in terms of their immediate and long range goals.

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

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

EARLY GRADUATION

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

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

GRADUATION

Students are expected to attend school daily and be present in every scheduled class until excused as per Board of Education Policy # 5200.

A student is required to carry a minimum of 30 credits unless excused by the Superintendent or his/her designee. To be considered a sophomore a student must have successfully completed 30 credits, during the freshmen year, to be considered a junior a student must have completed 60 credits at the end of the sophomore year, and to be considered a senior, the student must have a completed a minimum of 85 credits by the end of the junior year.

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

High School Graduation Requirements

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

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

STUDENT SCHEDULES

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

GRADING SYSTEM

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

The letter and numeric equivalents for student grades are:

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

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

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

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

GRADE POINT AVERAGE (GPA and WGPA)

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

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

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

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

Grades and Related Weighted Values:

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

CLASS RANK and VALEDICTORIAN / SALUTATORIAN SELECTION

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

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

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

ADVANCED PLACEMENT (AP)

Students enrolling in an advanced placement course must earn a grade of 85 or better in a previous honors course, in the appropriate course sequence, or secure a teacher recommendation in the same subject area. Students may not enroll in an Advanced Placement Course after the first ten (10) school days. Students wishing to enroll in an

advanced placement course coming from a college prep level course must have achieved a minimum grade average of 92 in that subject. Entry into an AP course in the English department requires enrollment in a prerequisite honors level course. Students enrolled in an AP course are expected to take the AP examination corresponding to the course in which they are enrolled in order to receive advanced placement weighting. Those students that do not take the examination will receive the weight of an honors level course. Students are responsible for the cost of the AP examinations. However, a student who earns a score of 3, 4 or 5 may be reimbursed for each exam on which they earn that score. A written request for reimbursement must be made to the Office of the Assistant Superintendent. Included in this request should be a score sheet, indicating a score of 3 or higher and proof of payment. All request must be submitted no later than September 30th of the following school year.

ASSESSMENTS

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

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

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

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

ABSENCE

Obtaining School Work When a Student is Sick*

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

Obtaining School Work When a Student is suspended out of School*

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

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

Homebound Instruction

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

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

CHANGE OF TELEPHONE NUMBER OF ADDRESS

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

MEDICATION

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

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

Health and Medical Services

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

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

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

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

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

Medical Excuse - Physical Education

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

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

Accidents/ Injuries

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

WORKING PAPERS

"Employment Certificates" (working papers) are required for employment of any minor up to 18 years of age in any occupation except for work in agriculture, theatrical and

newspaper distribution trades, for which special permits are required up to 16 years of age. Working papers for all other general employment can be obtained in the Main Office.

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

TELEPHONES

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

TEXTBOOKS

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

BOOK BAGS AND LOCKERS

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

The following are guidelines for use of lockers:

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

6. Students are not permitted to loiter in the hallways or in front of lockers.
7. Use of lockers will not be accepted as an excuse for lateness to class.

COMPUTERS AND TECHNOLOGY

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

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

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

STUDENT ACTIVITIES

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

Clubs/Organizations/Activities

A wide variety of clubs and other student organizations are available to Winslow Township High School students to supplement the curriculum and to satisfy the diverse interests of students. Students are asked to become involved at the beginning of the school year. All activities are open to all students. It should be noted, however, that participation in special

extracurricular activities such as field trips, class trips, junior-senior prom, and commencement is contingent upon, but not limited to, adequate, timely daily attendance, acceptable conduct, and no outstanding fines. Any member of a club or activity suspended will be subject to a re-admittance hearing.

Student Council

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

National Honor Society

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

Renaissance

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

Requirements for Renaissance

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

Behavior - No administrative disciplinary issues during the marking period.

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

Academic Standards:

Gold Card - average of 92 or above

Silver Card - average between 80 - 91

Green Card - average between 65 - 79

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

Athletic and Co-Curricular Eligibility

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

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

Senior Class Trip

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

Commencement

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

FINANCIAL OBLIGATIONS/FINES

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

LOCKER SEARCHES

Under the Constitution, all citizens are protected from unreasonable searches and seizures. However, this does not mean that students are legally protected from search and seizure of any materials in their lockers, which are school property. The Winslow Township Board of Education believes that, in order to foster an environment conducive to education, it has the responsibility to safeguard the welfare of all students by maintaining discipline, order, and safety at all times in all school locations. It also recognizes that each student locker remains the property of the school district and remains under the joint control of both the school district and the student.

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

SCHOOL RECORDS

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

1. Parent(s) or legal guardian(s) of a pupil under the age of 18, and the pupil who has written permission of such parent(s) or guardian(s).
2. The adult pupil and the pupil's parent(s) or guardian(s) who have the written permission of such pupil shall have access to records. Exception: parents or guardians shall have

access to records without consent of the pupil as long as the pupil is financially dependent on the parent(s) or guardian(s) and enrolled in the public school system.

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

PUPIL RECORDS AND DISPENSATION

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

Information other than birth date, sex, address, telephone number, grades, attendance record, classes attended, grade level completed, year completed, name of parents, and citizenship status may be destroyed if reasonable attempts to secure parental or adult pupil permission have been unsuccessful. Requests should be made in writing to the high school counseling office prior to graduation.

ADULT STUDENTS RULES

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

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

ELECTRONIC DEVICES

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

only be returned at the end of the confiscation period, to the parent after a conference has been held with the administrator. Refusal to turn over an electronic device will result in an automatic 4 day Out of School Suspension and other possible administrative actions.

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

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

UNIFORM DRESS CODE

1. Pants/Shorts shall be khaki or navy blue only. Cargo pants, balloon style, multiple pockets are not permitted.
2. Dresses, Jumpers, Skorts, and Skirts shall be khaki, dark green or navy blue only*
3. Shorts may be worn in the warm weather. Shorts cannot be more than 1 inch 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 or dark green) may be worn on gym days. Students will be asked to wear sneakers on their gym days.
7. Leggings, jeggings, and stirups are not permitted.
8. Denim is 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 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

Outdoor garments, coats, jackets, windbreakers, warm-up jackets, hats, and gloves may not be worn in the building after the homeroom bell rings. Students are expected to keep these in their lockers for colder days.

ALL CLOTHES MUST BE WORN PROPERLY AT ALL TIMES

Dress that is Disruptive and/or Offensive is prohibited

1. Clothing that is ripped, torn, revealing, low cut, tight or too short will result in disciplinary action.
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 in inappropriate and/or unsafe clothing shall receive one (1) out of school suspension per infraction.
5. If a student's dress is disruptive and/or offensive the parent/guardian shall be contacted, the clothing may be confiscated if appropriate (only items that are accessories such as hats, jackets, etc...may be confiscated); and issued one (1) out of school suspension per infraction.

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

- T-shirt or sweat shirt (grey or dark green)
- Shorts or sweat pants (grey, navy blue or dark green)
- Approved Winslow Twp. High School clothing is acceptable
- Sneakers are the only approved footwear for physical education classes
- No jewelry of any kind shall be worn during physical education

Exemptions to the Dress Code Policy:

All exemptions will require a waiver approved by the **Principal**. 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;

SCHOOL BUS REGULATIONS

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

The purpose of this meeting includes:

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

ZERO TOLERANCE

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

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

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

HARASSMENT, INTIMIDATION AND BULLYING

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

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

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

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

SUBSTANCE ABUSE

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

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

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

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

ADMINISTRATIVE SECURITY PROCEDURES

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

STUDENTS' USE OF BUILDINGS / GROUNDS

General Facilities

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

Senior Early Dismissal

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

CAFETERIA AND LUNCH PRIVILEGES

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

TAKING FOOD FROM THE CAFETERIA WITHOUT PERMISSION IS PROHIBITED.

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

Cafeteria Rules:

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

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

ASSEMBLY PROGRAMS

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

STUDENT USE OF MOTOR VEHICLES

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

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

9. Any student who visits a vehicle or the parking lot MUST first obtain permission from the assistant Principal's office.

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

SKATEBOARDS - ROLLERBLADES

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

Conduct at Athletic Events and Co-Curricular Activities

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

STUDENT CODE OF CONDUCT

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

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

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

Three Suspension Rule

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

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

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

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

WinSOAR

The WinSOAR program is meant to establish an alternative learning environment for students experiencing behavioral challenges. The WinSoar program will be conducted from 2:15PM to 6:15PM Monday through Friday. The program will offer English, Mathematics, History, Sciences, World Languages, Health & Physical Education.

Students who engage in physical altercations and those in possession of controlled/illegal substances will be immediately placed in the WinSOAR Program for 45 days. Other severe or progressive discipline infractions may result in student placement in WinSOAR. Placement into the WinSOAR program is at the discretion of the building principal.

DISCIPLINARY ABBREVIATIONS AND CONSEQUENCES

Disciplinary Actions:

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

HI- Home Instruction

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

LP=Loss of Parking Privilege

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

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

TD=Teacher Detention (1:40pm– 2:25pm)

Disciplinary Infractions and Codes

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

SECTION 1: ACTIONS AGAINST THE RIGHTS OF THE COMMUNITY

- 110: Student Misconduct / Classroom Disruption-Actions generally disrupting the learning activities taking place. Parent communication required.
1. TD/PC 2. AD 3. AD 4. ISS 5. OSS
- 120: Profanity Projected in Public: Verbal/Physical-Obscene and vulgar language, graphics, or gestures expressed in public.
1. ISS 2. OSS
- 125: Profanity directed toward STAFF: Verbal/Physical-Obscene and vulgar language, writing, graphics, &/or gestures.
1. 3 OSS 2. 4 OSS
- 130: Non-Compliance with Adult Direction(s)
1. ISS 2. OSS
- 131: Insubordination/Confrontational Behavior Directed toward a Staff Member-Student refusing to comply with the direction(s) of a staff member and challenging staff authority.
1. 1-4 OSS 2. 4 –10 OSS
- 132: Insubordination/During Emergency Situation-Student refusing to respond to the direction(s) of a staff member during an emergency situation or action.
1. 1 OSS 2. 4 OSS
- 133: Obstructing Administration of Law or Government-Interference with officials.
1. 10 OSS
- 140: Theft of or Possession of Property without Permission &/OR knowledge of Owner-Theft or Extortion. (Police Notification as appropriate).
1. 3 OSS 2. 5 OSS 3. 10 OSS
- 141: Willful Destruction of Personal &/or School Property-Supplies, Equipment, Structures, Material, etc. Restitution required.
1. 1-3 OSS 2. 3-5 OSS 3. 5-10 OSS
- 142: Tampering with &/or Misuse of Personal &/or School Resources (i.e., any and all technology, athletic, drama, art, music, home economics, or science resources).
1. 1-3 AD 2. 1-3 ISS or OSS 3. 3-5 OSS
Damages will result in restitution.
- 150: Possession or Use of Fireworks/Incendiary materials/Chemical Devices-Firecrackers, lighters, matches, stink bombs, smoke bombs, et al.
1. 3 OSS, AD 2. 5-10 OSS
3. 10 OSS 4. 10 OSS, Win SOAR, HI
Police notification
- 155: Bomb Threat/Unauthorized Generation of False Alarm/Terroristic Threats.

- 1. 10 OSS, Police Notification
- 160: Failure to possess & Produce I.D. Badge or Identify Oneself Appropriately
 - 1. 1 AD 2. 1 ISS, PC 3. 1 OSS
- 162: Dress Code Violation- Inappropriate dress in school or at school sponsored activity.
 - 1. OSS and confiscation of hoodies.
- 163: Public Display of Affection.
 - 1. 1 AD 2. 1 ISS 3. OSS
- 164: Inappropriate/Unsafe Conduct in the Cafeteria
 - 1. 1 AD 2. 1 ISS 3. 1 OSS
 - Other administrative actions may be imposed.
- 170: Unsafe Conduct: Pushing, Tripping, Running, Roughhousing, Slap-boxing-Endangering self &/or others by Inappropriate Actions.
 - 1. AD 2. ISS 3. OSS
 - Other administrative actions may be imposed.
- 171: Reckless Endangerment-Placing Student or staff in serious likelihood of harm.
 - 1. 10 OSS
- 172: Gang Activity-Group of Two (2) or more persons joined together for destructive &/or violent purposes. Police notification required.
 - 1. 4 OSS 2. 10 OSS and other administrative actions as appropriate
 - Destruction of property will result in restitution.
- 180: Lewdness/Sexually Explicit Action/Indecent Exposure/ Involvement in Sexual Acts-Including deliberate actions intended to embarrass or offend others.
 - 1. 1-10 OSS 2. 5-10 OSS 3. 10 OSS

Police notification required. Home Instruction may also be imposed.

- 181: Violation of Suspension Policy: Students on suspension- Out of School/ In School may not be on school property, or attend any school activities, during assigned suspension period. Violation will result in additional suspensions.
 - 1. 3 OSS 2. 5 OSS 3. 10 OSS
- 182: Arson-Willful intent to destroy or endanger by use of fire or explosive.
 - 1. 10 OSS - Police notification and other administrative actions as appropriate to include possible expulsion

183: Forgery-Creating replica absence notes, early dismissal notes, vacation notes, hall passes, false signatures, et. al., and presenting same as authentic.
1. 3 ISS 2. 3 OSS 3. 5 OSS

184: Gambling/Participating in games of chance/pools with or without exchange of money.
1. 1 AD 2. 1 ISS 3. OSS
Any and all related gambling items will be confiscated.

SECTION 2: ACTIONS AGAINST THE RIGHTS OF THE PERSON

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

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

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

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

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

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

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

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

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

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

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

1. Administrative discipline actions and interventions as appropriate to include possible police notification. Disciplinary actions determined based upon severity.
- 221: Physical Assault on Student- An unwanted, uninvited, &/or unprovoked hostile physical actions by another pupil.
 1. 4 OSS, plus 45 days in WinSOAR, and Police Notification
- 222: Incitement-Acting to promote/ encourage any confrontation or other prohibited act.
 1. 3 OSS 2. 5 OSS 3. 10 OSS
- 230: Fighting: Mutually engaged physical altercation.
 1. 4 OSS, plus 45 days in WinSOAR and Police Notification
- 231: Obstructing staff members breaking up a fight. (Police Notification as appropriate).
 1. 5 OSS 2. 10 OSS 3. 10 OSS
- 232: Physical Attack on Staff by a pupil.
 1. 10 OSS plus 45 days in WinSOAR, Police Notification and Arrest, Charges filed and other administrative actions and interventions as appropriate.
- 233: Verbal Assault of Staff Member-Obscene &/or vulgar language, gestures, graphics, &/or threats toward ANY SCHOOL EMPLOYEE.
 1. 4 OSS 2. 10 OSS
- 234: Gun Free School Zone Act: Any Student who is determined to have brought a FIREARM to school.
 1. Superintendent and Board of Education Hearing and expulsion
- 235: Possession of Dangerous Object-Item, Including smoke & stink bombs, which may be used as a weapon or that may cause harm to student or staff.
 1. 4 OSS, Police Notification, Confiscation of item and any other administrative action as appropriate
- 236 /237: Possession of and Use of Weapon /Instrument, such as a knife, razor, pepper, chemical or explosive, etc. that causes harm to students and staff.
 1.10 OSS, plus 45 days in WinSOAR, Police Notification and any other administrative action as appropriate
- 238: Possession of Imitation Weapon/Look Alike Firearm-An object or device

reasonably capable of being mistaken as a weapon or firearm. (Police Notification required).

1.10 OSS, plus 45 days in WinSOAR, Police Notification and any other administrative action as appropriate

SECTION 3: SUBSTANCE ABUSE

300: Use, Abuse, &/or Under the Influence of intoxicants or narcotics or controlled dangerous substance on school property, or during a school activity.

1. 10 OSS, Immediate Physician Assessment, Police Notification, SAC, Counseling, Random Ongoing Drug Testing

301: Use, Abuse, &/or Distribution of Non– Prescription Drugs (i.e. Tylenol, aspirin, acetaminophen, or any other over the counter drug.

1. 10 OSS and/ or 45 days in WinSOAR. Immediate Medical Assessment, Police Notification as appropriate, and any other Administrative disciplinary actions and interventions as appropriate.

305: Possession of Paraphernalia Associated with Controlled Dangerous Substance(s) on School Property or During a School Activity.

1. 10 OSS plus 45 days in WinSOAR, Immediate Physician Assessment, Police Notification, and any other Administrative disciplinary actions and interventions as appropriate.

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

1. 10 OSS plus 45 days in WinSOAR, Immediate Physician Assessment, Police Notification, and any other Administrative disciplinary actions and interventions as appropriate.

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

1. 10 OSS plus 45 days in WinSOAR, Required Medical Examination, Including Urinalysis &/or Blood Test to verify use and extent of use, SAC treatment plan and clearance by Physician Assessment or SAC.

314/315: Possession of Tobacco Products and electronic cigarettes on School Property, Buses, &/or Activities. Products will be confiscated.

1. 4- OSS 2. 10-OSS, SAC 3. Placement in WinSOAR

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

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

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

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

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

1. AD 2. ISS, PC (loss of driving privileges) 3. OSS, Parent notification

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

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

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

1. 3 OSS 2. 5 OSS

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

1. ISS 2. OSS

405: Leaving Classroom Without Permission.

1. AD 2. ISS 3. OSS

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

1. 1-3 AD 2. 1 ISS 3. 3 ISS 4. OSS

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

1. 1-3 ISS 2. 3-5 OSS & Referral to Court

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

1. 3 OSS 2. 4 OSS

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

1. 1 ISS 2. 3 ISS 3. OSS

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

1. ISS 2. OSS

SECTION 5: TRANSPORTATION

510: Bus Misconduct.

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

511/512: Unauthorized Parking on School Grounds/ Area /Space(s).

1. 1-3 ISS, 1 Week LP
2. 3-5 OSS, Car Towed, 2 Week LP
3. Car Towed, Permanent LP, TOWING at OWNER'S EXPENSE

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

- | | |
|---|---|
| <ol style="list-style-type: none"> 1. LP-30 Days Damages will result in restitution. | <ol style="list-style-type: none"> 2. LP for Remainder of Year |
|---|---|

SECTION 6: MISCELLANEOUS

610: Cheating and/or Plagiarism- including participation

1. Loss of Credit & Parent Contact by Teacher.
Actions may result in removal and/or elimination of eligibility from clubs, activities and programs.

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

4 OSS or Confiscation of Cell Phone;

- | | | |
|------------|------------|---------------------------------|
| 1. 30 Days | 2. 60 Days | 3. Remainder of the School Year |
|------------|------------|---------------------------------|

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

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

PARENT ASSURANCE OF THE BEHAVIORAL CODE

This certificate assures the Winslow Township High School Administration that I have read, understood, and discussed with my child the school's expectations for student behavior while in school, at the bus stop, on the bus and at school functions as outlined in the Student/Parent Handbook. It is understood that student behavior should support student learning and maintain a peaceful and congenial atmosphere in the school.

I also understand that misbehavior, disruption to the school day or harm to others will result in consequences as outlined. The consequences will be in line with the misdeed to encourage more responsible conduct and behavior by the student in the future.

Parent/Guardian's Signature

Date

__/__/__

Student Signature

Date

__/__/__

Student's Name (Please Print)

Grade

HR

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