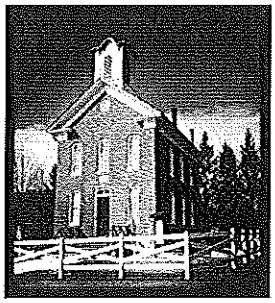
WASHINGTON TOWNSHIP SCHOOL DISTRICT

2016-2017

PARENT HANDBOOK

District Central Office
Old Schoolhouse
One East Front St.
Washington, NJ 07882



Brass Castle School
16 Castle St.
Washington, NJ 07882

Port Colden School
30 Port Colden Rd.
Washington, NJ 07882

September, 2016

We look forward with eager anticipation to the start of the new school year. We would like extend a warm welcome to you and your child. We are truly looking forward to working with you over the course of this school year.

It is critical that the school and the home work closely in the best interest of the child. Educational research confirms that there is a direct correlation to high student achievement and the degree of communication and cooperation that exists between the school and the home. We encourage you to be an active participant in your child's education by talking to your child about school, discussing on-going projects, assisting with homework when appropriate and, most importantly, maintaining frequent contact with your child's teacher throughout the year.

Please begin by reviewing this handbook thoroughly with your child, to the level that your child can comprehend, so that you are both familiar with its contents. After that review, **we ask that you indicate on the "Family Contact Sheet" that you and your child are familiar with its contents.**

We welcome your suggestions, comments and questions. Working together as partners will ensure a productive and successful school year for your child. Please do not hesitate to call us if we can be of assistance. Our goal is to create an environment that recognizes and develops the full potential of your child. Our Mission.....

"It is the mission of the Washington Township School District that each student will be provided with a stimulating environment and opportunities for learning experiences designed to provide the best possible educational opportunity. It is the expectation of the Washington Township School District that all pupils achieve the Common Core State Standards and the New Jersey Core Curriculum Content Standards at all grade levels."

Sincerely,

Administration

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WASHINGTON TOWNSHIP SCHOOL DISTRICT
Mr. Keith Neuhs
Superintendent
(908) 689-1119

Board of Education Office
One East Front St.
Washington, NJ 07882
Mrs. Jean Flynn, Business Administrator
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(908) 689-3748 – Fax

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16 Castle St.
Washington, NJ 07882
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(908) 689-1188
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Port Colden School
30 Port Colden Rd.
Washington, NJ 07882
Mr. Michael Neu, Principal
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Washington, NJ 07882
Mrs. Peggy Edmiston, Transportation Coordinator
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Website – www.washtwpsd.org

Board of Education Members

Karen Graf	-	President
Anita Smith	-	Vice President
Joseph Armstead	-	Member
Kimberly Morris	-	Member
Jude Mohan	-	Member
Lauren Schlaffer	-	Member
John Trush	-	Member
Keith Neuhs	-	Superintendent
Jean Flynn	-	Business Administrator

Board of Education Meeting Dates

September 12, 2016
October 17, 2016
November 14, 2016
December 12, 2016
January 4, 2017
February-TBA
March-TBA
April-TBA
May-TBA
June-TBA

ABSENCES AND TARDINESS

Under the New Jersey statues 18A:38-25 and 18A:38-26 and our policies, 5113 and 5230, children between the ages of 6 and 16 must regularly attend the district public schools or day school in which there is given instruction equivalent to that provided in public schools for children of similar grades and attainments or receive schooling elsewhere, other than at school.

A. Absences: Early Alert Program - If a child is absent from school the nurse must be notified as to the nature of the absence. A message may be left on the nurse's absentee line 24 hours a day. BC line 689-1188 ext.1 PC line 689-0681 ext. 1

Absentee Call Out: So we can all rest assured that our students have arrived to school safely; the health office will contact you promptly if your child has not arrived at school and we have not been notified of the absence.

All absences **must** be accompanied by either a phone call to the absent line or a written excuse to the teacher. If a child is absent five (5) consecutive days or more he/she must present a doctor's excuse upon returning to school. Notes should be brief and to the point explaining the reason for the absence and must bear the parent/guardian's signature. According to the NJ law, all absences are unexcused except those covered by illness of the pupil, death in the immediate family or religious holidays. Every effort should be made to have your child/children attend school regularly. Frequent absences and / or tardiness adversely affect a pupil's progress.

B. Tardiness: Students must arrive to school on time. Arrival times are as follows: Port Colden School - 9am and Brass Castle - 8:45am. Students arriving after those times will be marked tardy.

C. Accumulated Absences/Tardiness: Parents will be contacted in writing by the Attendance Officer if a student accumulates five (5), ten (10), fifteen (15) or more days of absence/tardiness for any reason. If a student exceeds twenty (20) days accumulated absence/tardiness, the district Attendance Officer and administrator will carefully review the case and decide if it is appropriate to take legal action. Legal action under state law (NJSA 18A:38-38) requires a court appearance and a possible fine for each day of unexcused absence. This procedure will be adjusted for known cases of excused absences or tardiness. This administrative process is not meant to be punitive, but is designed to highlight the importance of attendance and the consequences to parents/guardians who do not guarantee regular attendance. Please advise the nurse of any and all emergency information changes promptly. Notify the office of any changes regarding, custody, babysitters, address, phone, etc.

ACADEMIC PROGRAMMING

A. Curriculum - Our core curriculum is aligned with the NJ Core Content Curriculum Standards (NJCCCS) and the Common Core State Standards (CCSS). Integration of the NJCCCS and CCSS across the curriculum results in a rich and varied educational environment. Art, music, drama and dance activities, world language and an integrated health/PE program head the list of core standards embedded in the academic endeavors in the classroom. Staff development is based on the NJCCCS and CCSS as they relate to the needs of our students.

B. Enrichment Philosophy - Our district believes that students learn in diverse ways and that all students have the right to an education that will help them develop to their potential. Our belief is that enriched curricula and activities will both challenge students and help them to develop their strengths. Activities to engender independence and responsibility are the focus of our programming for enrichment. All activities encourage students to practice decision making, time management, group process, higher order thinking skills and to foster a desire on the part of students to share their abilities as citizens and leaders in their world. Enrichment is provided in our school in four ways: 1) School-wide enrichment; 2) Classroom enrichment; 3) Focused enrichment; 4) Gifted and Talented program.

1. School-wide Enrichment - School-wide enrichment includes programs and activities such as After-School Clubs, in which students may extend and enrich their school day and curriculum in areas of interest and need. Club information is available on the district website. Throughout the year, a variety of annual school-wide themes generate activities and programs in which all students participate and gain enriched experiences in areas such as diversity, communities of the world, our own town and environmental issues. Those themes include Read Across America, Black History Month, Fire Prevention Month, Senior Publishing, and School Safety Week. In addition, our PTA sponsors a host of cultural arts programs, which further enhance our curriculum.

2. Classroom Enrichment - High-interest, curriculum-focused activities, unique to each grade level, are the cornerstone of our-grade-level classroom enrichment program. For example, our grade six experience features an Ancient Greece Wax Museum, a competitive science fair, an overnight trip to Stokes Environmental Center, and a day trip to a Broadway show in New York City. These sixth graders perform community service, as they volunteer to serve on our safety patrol and participate in a Big Brother Big Sister Bowl-a-Thon. Sixth graders are also paired up with our kindergarten students to read and write, while serving as positive role models and building strong relationships. One of the many grade one experiences features a unit on the study of bugs. This unit culminates with Bug Day, a parent/student afternoon activity held in May. Our fifth grade experience includes the "all-important" LEAD Program, which is facilitated through a partnership with the local Washington Township Police Department, Weller Center presentation and an environmental Watershed Project. Our fourth grade students enjoy a unit on immigration, which culminates with a trip to Ellis Island and the Statue of Liberty. Differentiated instruction is implemented at all grade levels through strategies, such as literature circles, writer's workshop, portfolio development and learning centers for all content areas. Collaborative planning among classroom teachers and specialists is an on-going process which both supports and enriches the curriculum for students at their individual levels and within their personal learning styles.

Classroom projects and field trips extend learning beyond the walls of the room and school, allowing students to experience a richer and broader educational model.

3. Focused Enrichment - Focused enrichment activities are provided for students in pull-out format over the course of the school year in various areas of interest and ability. With parental consent, students and teachers devise a schedule so that minimal classroom work is missed. Subject Area Focused Enrichment areas and qualifications for students in grades K-6 include:

a) Math, Science & Technology (Grades K-3): Students in grades K & 1 may be recommended for testing by the classroom teacher or parent request. Grades 2-3 student's standardized test scores, their previous year's report card grade (except kindergarten), and parent/teacher recommendations are placed on a weighted matrix to determine eligibility in the program;

b) Humanities (Grades K-3): Students in grades K & 1 can be recommended for testing by a teacher or parent request. Grades 2-3 students are recommended for reading and language arts by their classroom teachers. Student's standardized test score, their previous year's language arts standardized scores and their previous year's reading and language arts report card grades (except kdg.), and parent/teacher recommendations are placed on a weighted matrix to determine eligibility in the program;

c) Science (Grades 4-6): Student's standardized test score, previous year's science report card grade, and parent and teacher recommendations are placed on a weighted matrix to determine eligibility in the program;

d) Language Arts (Grades 4-6): Student's standardized test scores, previous year's LA report card grade, and teacher and parent recommendations are placed on a weighted matrix to determine eligibility in the program;

e) Reading (Grades 4-6): Student's standardized test scores, previous year's reading report card grade, teacher and parent recommendations are placed on a weighted matrix to determine eligibility in the program;

f) Math (Grades 4-6): Student's standardized test scores, previous year's math report card grade, teacher and parent recommendations are placed on a weighted matrix to determine eligibility in the program; and

Interest-Area Focused Enrichment Areas Include:

a) Instrumental Music (Grades 4-6): Students are eligible to participate in a full range of instrumental band activities including our "Panther Band" and the "Blue and White Band".

b) Chorus (Grade 4-6): Students are eligible to participate in our choral program. They perform during our winter and spring concerts.

c) Battle of the Minds (Grades 5-6): An average of math and language arts scores on a standardized test and Teacher recommendation required;

d) Battle of the Books (Grades 3-4 and 5-6): These 2 student teams compete with other schools in the county.

4. Gifted and Talented Program: Identification of Gifted and Talented students is accomplished through the following process:

a) Students are identified through a multi-step process. At the close of the school year, standardized testing results are closely reviewed. At the end of each grade level, classroom teachers submit to the enrichment coordinator a list of students recommended for testing. These students are given the Screening Assessment for Gifted Elementary Students (SAGES) test. The results of SAGES are entered into a weighted matrix along with report card grades, and standardized scores in math, reading, and language. Then, based on a final score from the matrix, students are placed in the gifted and talented group. These students participate during the next academic year. Parents may nominate their child for the gifted program; and

b) Students must achieve the matrix standard each year in order to remain in the program. Therefore, students who are identified as G&T for the school year will have their standardized test scores automatically reviewed at the end of that school year to determine eligibility for the following year.

C. Interventions:

1. Intervention & Referral Services (I&RS): Students in need of assistance to progress in the NJCCS & CCSS may be referred to our I&RS team. An assistance plan will be written, implemented and monitored by the Building Principal. Students may be referred directly to the Child Study Team, when appropriate.

2. Basic Skills Instruction: For students, who fall below minimum levels of proficiency on a standardized test in the areas of math, reading, written language, and/or are recommended by their teacher based upon classroom performance, supplemental assistance is provided.

3. Programs for students at risk: The Board of Education recognizes that certain conditions place children at risk of not acquiring the knowledge, skills, behaviors and attitudes necessary for school success, school completion, and successful functioning as an adult in society. A "pupil at risk" means a pupil who is in danger of failure to achieve the NJCCCS & CCSS and the high school graduation requirements or dropping out of school because of specific cognitive, affective, economic, social, and/or health needs. The conditions that may place a pupil at risk include the pupil's failure to acquire the essential skills needed to stay on grade level or the pupil's performance below minimum levels of proficiency; history of adjustment or behavioral problems; placement on long-term suspension for violation of school rules; history of poor school attendance; being limited in English language proficiency; being disruptive or disaffected; pregnancy or parenthood; failure to qualify for promotion; condition of poverty as defined by his/her eligibility for free meals or free milk and/or exhibiting other characteristics identified by the Board.

Programs and services for pupils at risk shall meet the goals of:

a) Enhancing the health, self-esteem, and acquisition of the like skills necessary for age-appropriate development and productive functioning in the school setting and society;

b) Identifying and assisting pupils who are not meeting standards for behavior and achievement in areas such as attendance, conduct and mastery of the curriculum, as well as performing below state levels of proficiency; and

c) Improving the school climate so that pupils experience school as a safe, supportive and disciplined place where academic and interpersonal growth and learning can take place. Programs and services for pupils at risk may be offered during the regular school day, beyond the regular school day or during the summer. Any such programs and services that do not require the services of a teaching staff member or cannot be reasonably accommodated in the school setting may be delivered by qualified persons who are not necessarily certified but are supervised by appropriately certified teaching staff members. The Board shall provide staff training necessary to implement the programs and services for pupils at risk.

4. Our Student Personnel Network: The Student Personnel Network is comprised of the Child Study Team, (Learning Disabled Teacher Consultant, Psychologist and Social Worker), Special Ed. Teachers, Counselors, Speech and Language Specialists, Occupational Therapists, Physical Therapists, Teaching Assistants and Basic Skills Instructors. The goal of the Network is to provide a framework of integrated services to children with special needs.

a) Child Study Team (CST): The child's teacher or parent(s)/guardian(s) may refer a child who experiences academic, speech/language or social problems to the Team. (For more information regarding this service, please call the CST Office at 908-689-1188 ext. 3610). CST may evaluate students who have been referred as possible candidates for special-education services. If an evaluation is conducted, members of CST will meet with parent(s)/guardian(s) to determine whether the child is eligible for special education services. If a student is eligible, an IEP team including parent(s)/guardian(s), teachers and administrators will develop an appropriate Individual Educational Program (IEP) for the student.

b) 504 Team: The Washington Township School Board of Education is committed to providing barrier-free access to the disabled. The district's 504 Officer meets with parents and teachers to determine eligibility, develop 504 plans, and monitor progress for students requiring accommodations.

c) Speech/Language Specialists consider for evaluation children with potential problems in the areas of articulation, voice or fluency, and/or who are referred by teachers and/or parents. If a child is evaluated and found eligible, speech/language services are then provided. If you have any questions, please contact our CST office secretary at 908-689-1188 x 3610.

ACCEPTABLE USE OF COMPUTER NETWORK/RESOURCES POLICY 2361

Computer network/computer storage areas shall be treated in the same manner as other school storage facilities. The system computer network/computer administrator may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private. In order to be eligible to use the district computer equipment, a one-time signing of the Acceptable Use Form by students in grades 1-6 is required.

Within reason, freedom of speech and access to information will be honored. During school, teachers of younger pupils will guide them toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio and other potentially offensive media. As outlined in Board policy and procedures on pupil rights and responsibilities, copies of which are available in school offices, behavior including but not limited to the following are prohibited:

A. Sending or displaying offensive messages or pictures;
B. Using obscene language and/or accessing visual depictions that are obscene as defined in section 1460 of Title 18, United States Code;
C. Using or accessing visual depictions that are of children under 18, pornography, as defined in section 2256 of Title United States Code;
D. Using or accessing visual depictions that are harmful to prurient interest in nudity, sex or minors including pictures, images, graphic image file or other visual depiction that taken as a whole and with respect to minors;
E. Depicts, describes, or represents in a patently offensive way, with respect to what is suitable for minors, sexual acts or conduct; or taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors;
F. Harassing, insulting or attacking others;
G. Damaging computers, computer systems or computer networks;
H. Violating copyright laws;
I. Using another's password;
J. Trespassing in another's folders, work or files;
K. Intentionally wasting limited resources;
L. Employing the network/computers for commercial purposes; and/or
M. Engaging in other activities that do not advance the educational purposes for which computer network/computers are provided.

Violations of the Acceptable Use of Computer Network/Computers and Resources may result in a loss of access as well as other disciplinary or legal action. Disciplinary action shall be taken as indicated in Policy and Regulation Nos. 2361, - Acceptable Use of Computer Network/Computers and Resources; Regulations No. 5600, - Pupil Discipline, No. 5610, - Suspension and No. 5620, - Expulsion as well as possible legal action and reports to the legal authorities and entities. The particular consequences for violations of this policy shall be determined by the Information Technology Coordinator in matters relating to the use of computer networks/computers and by the Principal in matters of school suspension. The Superintendent or designee and the Board shall determine when school expulsion and/or legal action or actions by the authorities are the appropriate course of action.

N. Individuals violating this policy shall be subject to the consequences as indicated in Regulation No. 2361 and other appropriate discipline, which includes but are not limited to: use of Computer Network/Computers only under direct supervision; suspension of network privileges; revocation of network privileges; suspension of computer privileges; revocation of computer privileges; suspension from school; expulsion from school; and/or legal action and prosecution by the authorities.

O. Pupil Use of Privately-Owned Technology Policy 2363 – The use of privately owned technology by a pupil in the educational program during the school day must be approved by the pupil's parent/guardian and the school teaching staff member responsible for supervising and/or providing the pupil's instruction. A teaching staff member may approve a pupil's use of privately-owned technology based on the assignment to the pupil. The teaching staff member may also prohibit the use of privately owned technology for an assignment. The school district shall assume no responsibility for the security of or damage to any privately-owned technology brought to school by a pupil. Pupils are encouraged to purchase private insurance for loss, damage, or theft of any privately-owned technology the pupil brings to school.

AFFIRMATIVE ACTION/ AMERICANS w/ DISABILITIES ACT

As required by Title IX of the Educational Amendments of 1972 and N.J.A.C. 6.4-1.1., our Board of Education is committed to providing an equal educational opportunity to every individual regardless of race, creed, color, sex, national origin, economic or social background, religion or place of residence. The Brass Castle Principal serves as the district Affirmative Action Officer. If there are any concerns regarding discrimination in any form, parent(s)/guardian(s) are urged to contact the Brass Castle Principal.

ARRIVING AT SCHOOL TIMES / TARDINESS / LEAVING SCHOOL EARLY

Arriving/Tardiness: Please do not drop students off at school prior to arrival times for Brass Castle and Port Colden Schools. Students must arrive at Port Colden School by 9am and at Brass Castle School by 8:45am. There is no supervision for students prior to 8:45am at Port Colden School and 8:30am at Brass Castle. All doors are locked in those building until those times.

Leaving School Early: The Board recognizes that from time-to-time compelling circumstances will require a pupil be late to school or dismissed before the end of the school day. Parents are reminded that remaining in school till the end of the school day is just as important as arriving on time to start the day. As the agent responsible for the education of the children of this district, the Board shall request that the school be notified in advance, when possible, of such late arrivals/early dismissals by written request of the pupil's parent(s) or legal guardian(s), which shall state the reason for the tardiness or early dismissal. Justifiable reasons may include: medical or dental appointments which cannot be scheduled outside of school hours; medical disability; family emergency; court appearance; and such good cause as may be acceptable to the administration. No pupil shall be permitted to leave the school before the close of the school day unless he/she is met in the school office by his/her parent(s) or legal guardian(s) or alternate contact.

ASBESTOS

The Washington Township School District has been inspected for asbestos. Although some asbestos-containing building materials are present in the schools, they have been determined not to be of danger to the occupants. An asbestos management plan approved by the NJ State DOE is on file in the school offices and is available for review by the public.

BIRTHDAYS

Birthday Invitations: Invitations to home birthday parties should be prepared and given to classroom teachers for distribution. Birthday party invitations distributed in school need to be distributed as follows with **no exceptions: the entire class; or all boys or all girls.**

Birthday Treats: In order to provide a safe environment for all students and to comply with nutritional regulations, **students should not bring in birthday treats to their classroom.** If a student brings in birthday treats to share with the class, the treats will be sent to the office and the parents / guardians called to pick up the items.

CARE OF SCHOOL PROPERTY

The Board of Education supplies textbooks, workbooks, supplies and equipment for pupil use. Pupils are expected to exercise reasonable care in the handling of all school materials. Pupils should realize that the school building, grounds and other facilities provided for their education are paid for out of general tax funds. Damaging and/or destroying school property is inexcusable and is subject to fine and punishment for those responsible.

CELLULAR PHONES

Pupils may, with their parent/guardian's permission, bring or possess a cellular phone on school district property. Pupils may not, however, have the cellular phone activated when on school property, while on the school bus or while attending a school function such as a concert, play and/or dance. Pupils who bring cellular phones to school must safely store them in their backpack in their homeroom. In the event of a family emergency a parent/guardian may always contact their child by dialing the main office of the school in which their child attends. Pupils who violate this policy will receive a verbal warning and their parent/guardian will receive a written notice of the infraction. Upon the second violation the Cellular telephone will be confiscated by the Building Principal and will be returned to the parent(s) or legal guardian(s).

CHILD CARE

Washington Township School sponsors two parent-paid child care programs during the school year. Before School Care meets daily in the Brass Castle School from 7am until 8:45am. After School Care meets daily in the Port Colden School from 3:30pm until 6pm. After School Care is not in session the day before Thanksgiving, the last day prior to the winter break, the last day prior to spring break and the last day of school. After School Care operates from 1:05pm - 6:00pm on days when school closes for early dismissal, except when After School Care is closed as noted above. Child Care is not in session when schools have emergency closings or delayed openings.

CHILD FIND

The State mandate requires the district to employ procedures to locate potentially disabled students in the district ages 3-21. Child Find Activities include: Development and distribution of district referral process throughout the community; Staff Development opportunities in Intervention and Referral Services, 504 and Special Services office, 908-689-1188 Ext. 3610; and Contacts with non-public schools. Parents may obtain a copy of the Parental Rights in Special Education, New Jersey Special Education Code book and the district's Special Education Policy #2460 by contacting the Child Study Team office.

COMMUNICATION PROCEDURE (CONCERNS)

The school procedure regarding areas of concern between parents and teachers about a student needs to be addressed in the following manner:

A. The parent/guardian should contact the teacher either in writing, by phone, or voice-mail message and request a parent/teacher conference.

B. If the problem is not resolved at this conference then the parent/guardian may schedule an appointment to meet with the Principal.

C. If the parent/guardian feels the issue is still not resolved they may present the problem to the Superintendent.
D. If after all the steps listed above have been exhausted the parents may request a meeting with the Board's Education Committee.
E. If the parent/guardian believes the issue is still not resolved they may ask to be placed on the Board agenda to present their concerns. Requests should be presented in writing to the Business Admin. 10 days prior to the meeting.

DISCIPLINE/STUDENT BEHAVIOR (Policy #5600)

A. Zero Tolerance Policy: There is "Zero" tolerance for drugs, alcohol, and sexual harassment. Washington Township School will react to the following offenses to protect the safety and rights of all students:

1. Drug or alcohol possession: Police and parents will be contacted;
2. Verbal Harassment: Parent will be contacted;
3. Cigarettes or other tobacco: Parent will be contacted; and
4. Sexual Harassment: Parent will be called & police may be contacted.

B. Conduct: All students are expected to conduct themselves in a manner appropriate for the situation. Student's individual rights and responsibilities are recognized. However, when their behavior infringes upon the rights of others within the structure of the school's responsibilities corrective measures will be taken. Therefore, in order to enhance a positive school-learning climate, the following general Classroom/School Rules are in effect:

1. Arrive to class on time;
2. Be prepared for class with all necessary materials including, but not limited to, assignment books, pens, pencils, notebooks, textbooks, etc.;
3. Have homework completed on time;
4. Pay attention and actively participate in class;
5. Be respectful and courteous to other students and staff;
6. Study outside of school time; and
7. Be responsible for work missed due to absence.

C. Misbehavior Consequences: Behavior of students who disrupt the learning of others, or who do not obey classroom/school rules, will generally be managed in the following manner:

1. Informal meeting between teacher and student;
2. Student lunch and/or recess detention;
3. Parent/guardian contacted;
4. After-school detention;
5. Parent/teacher conference;
6. Referral to Principal;
7. Denial of privileges;
8. Suspension (parent contact);
9. Referral to Board of Education; and
10. Continued disruption may result in placement in an alternative-learning environment.

DRESS AND GROOMING – Policy 5511

A. The following dress code has been developed in accordance with Policy No. 5511 and in consultation with staff members of the district.

1. General Rules:
    a) Pupils are expected to be clean and well groomed in their appearance;
    b) Pupils are expected to avoid extremes in appearance that are so disruptive or distracting that the reaction of other pupils is beyond normal control; and
    c) Dress or grooming that jeopardizes the health and/or safety of the pupil or of other pupils or is injurious to school property will not be tolerated.

2. Clothing and Articles Guidelines:

a) Outer garments and hats are to be kept in the pupil's HR during the day;

b) Shoes should be worn at all times. Plastic or rubber beach/shower-type footwear is not permitted - no "flip flops". Shoes should be properly laced, buckled, or tied for safety in walking;

c) Skirts/dresses must be at least fingertip length and shorts must be no shorter than 4 or 5 inches from the top of the knee;

d) Black-soled work boots should not be worn;

e) Tank tops can be worn, but must have straps that are at least one inch in with and cover any undergarments. Cami-tank tops, half-shirts, halter tops, spaghetti straps, backless tops, spandex pants, and bare midriffs may not be worn;

f) Shirts and outerwear that include graphics, or inappropriate language, advertisements or slogans which advertise alcohol/drugs, or contain questionable language or pictures, or are offensive to the community at large are not allowed;

g) Pants should be worn at waist level and at no time should undergarments of any kind be visible;

h) Undergarments are not permitted attire for outerwear. Underwear should not be seen through garments, above or below pants, shorts or skirts;

i) Heavy metal chains worn from the belt, around the neck and/or waist shall not be worn;

j) Portable audio, video, and/or toy devices are not to be brought to school;

k) Any other attire deemed inappropriate by the administration or school nurse will be prohibited.

3. Enforcement

a) Teaching staff members will report violations of the dress code to the administration, designee or school nurse;

b) Pupils who publicly represent the school or a school organization at an activity away from the school district are required to dress in full accordance with the reasonable expectations of the staff member in charge of the activity. Pupils unwilling to comply with this requirement will disqualify themselves from participation;

c) Pupils will not be permitted to attend a school-related function, such as a field trip or after-school activity unless they are attired and groomed in accordance with this dress code;

d) The Principal may waive any portion of the dress code on a day especially scheduled for pupils' free expression in dress and grooming;

e) Discipline for infractions will follow the Washington Township Student Code of Conduct and all approved discipline and pupil behavioral policies/regulations; and

f) An appeal may be made to the Superintendent whose decision will be final.

<u>DRUG FREE</u>

As part of our on-going commitment to provide a safe learning environment for all children, we are dedicated to the following guidelines:

A. We provide an age-appropriate developmentally based, drug/alcohol education and prevention program, which addresses the legal, social, and health consequences of drug and alcohol use which provide information about effective techniques for resisting peer pressure to use illicit drugs and alcohol for all students in all grades of our school.

B. Students are alerted that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful.

C. Students are alerted that our policies clearly prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as part of any activity. Such violations of this policy will warrant police intervention. In addition, disciplinary sanctions consistent with local, state, and federal, up to and including expulsion and referral to prosecution, will be imposed upon students who violate these standards of conduct. A disciplinary sanction may include the completion of an appropriate rehabilitation program.

D. Information about any drug and alcohol counseling and rehabilitation and re-entry programs are available to parents/students through our counselor.

ELECTRONIC SURVEILLANCE: IN SCHOOLS & ON SCHOOL GROUNDS Policy 7441

The Board of Education authorizes the use of electronic surveillance monitoring devices in school buildings and on school grounds. Therefore, all general school areas (hallways) and school grounds within this school district may be monitored using such devices in accordance with Board Policy.

EMERGENCY CLOSING

Schools may be closed during the school day because of inclement weather, power failure, and/or other emergencies. The most important concern is to be able to transport pupils from school safely. Should a situation occur that makes school closing advisable, details will be announced through the district's Honeywell Alert System and over the following local media: **Television Station:** WFMZ TV 69. **Internet:** washtwpsd.org and WFMZ.com. Washington Township requests parent/guardians follow the procedures:

A. Parents, working or non-working, are to provide for supervision for their children if they are not at home when children arrive.

B. Both schools will have closing information on the school phone announcement, district website (washtwpsd.org), as well as the Honeywell Alert System. Parents should have an alternate plan for their child in the event they cannot be reached and no one is home.

C. When emergency closings are announced, all after-school activities, including Child Care, are cancelled.

EMERGENCY MANAGEMENT PLAN/PROCEDURES

A copy of the district emergency management plan is available for review at both schools and the Superintendent's office. Should an emergency or disaster situation ever arise in our area while school is in session, we want parents to be aware that we have made preparations to respond effectively to such situations. Should we have a major disaster during school hours, your student(s) will be cared for at each school. We have a detailed disaster plan, which has been formulated to respond to a major catastrophe. Your cooperation is necessary in any emergency, for both the safety of staff and students, and the expedient reunification with your child.

A. Emergency On-Site

1. Do not telephone the school. Telephone lines may be needed for emergency communication.
2. Please the district's website www.washtwpsd.org for up-to-date information. The district's Honeywell Alert System (emergency phone system) will also be implemented when appropriate. Parents may also refer to the radio and television channels, listed above under Emergency Closing.
3. Children, regardless of the event, will be released only to parents, and the "alternate contacts", identified on the Emergency Form.
4. Appointing an "alternate contact": You may add a designated "alternate contact" using the District Emergency Form. This form is required to be filled-out by parents at the beginning of every school year. Please be sure you consider the following criteria when you authorize another person to pick up your child at school: He/she is 18 years of age or older; He/she is usually home during the day; He/she could walk to school, if necessary; He/she is known by your child; and He/she is both aware and able to assume this responsibility.
5. If the event permits students to remain in school buildings, they will be released at the school's main office doors. Please be patient; each child must be signed out. Your child will remain with school personnel until you, or the alternate contact arrives.
6. In the event of a serious emergency and students cannot be housed at School, Brass Castle students will walk to Meadow Breeze and Port Colden students will walk to the public works garage. If students need to be evacuated by bus, the primary bus evacuation site is Warren Hills Regional High School and the secondary bus evacuation site is Warren Hills Middle School. Do not go to these evacuation sites, until notified to do so through our Honeywell Alert System.

7. Once authorized to pick up your child at school or the evacuation site, only the parent/guardians or the adults who have been identified as an "alternate contact" on the Emergency Form will be permitted to pick up the child(ren).
8. Impress upon your children the need for them to follow the directions of school personnel in times of an emergency. The decision to keep students at school will be based upon whether or not it is safe to transport students and release our walkers on streets in the area. If this occurs, you will be notified through the media noted in #2 above.

B. Emergency prior to the start of school: In the event that an emergency takes place at the school during the time that students are being picked up and transported to school in the morning, students will be kept on the bus, additional student pick ups will cease, and the driver will immediately proceed to the primary bus evacuation site – Warren Hills High School or the secondary site Warren Hills Middle School to await further instructions. Any child who has not been picked-up at the bus stop remains the responsibility of the parent or guardian.

C. Emergency during dismissal: In the event that an emergency occurs in the afternoon when students are on the bus, the driver will make every attempt to continue delivering students to their homes in the afternoon. If there is a receiving school, that receiving school will attempt to communicate to the home school of the students' location. Please discuss these matters with your immediate family. Planning ahead will help alleviate concern during emergencies.

ENTRANCE AGE REQUIREMENTS

A. It is the policy of the Washington Township School to admit pupils who will have reached the age of five years on or before October 1st. Before entering school, a child must have proof of immunizations. (See "Health Regulations / Health Programs") Kindergarten registration is scheduled for the spring of each year. This registration will be advertised in our local newspapers and by a notice from the Main Office.

B. Children who enter the WTS from another community will be placed initially at their current grade level. If there appears to be a problem of adjustment or if school personnel have a question about the proposed placement, the student may be evaluated to determine if it is in the student's best interest to remain at that level or be reassigned.

EXCUSAL FROM CLASS OR PROGRAM Policy 5250

The Board of Education directs that a pupil be excused from any part of the instructions in health education, family life education, sex education, or instruction that includes dissection of animals that the parent(s) or legal guardian(s) of the pupil or the adult pupil finds morally, conscientiously, or religiously offensive. A request for excusal must be presented in a signed statement and submitted to the Principal.

An excused pupil shall be assigned to an alternate program of independent study on a substitute topic within the health education, family life education, or sex education program. The parent or legal guardian's right of excusal applies to any alternate program as well.

No excused pupil will be penalized by loss of credit as a result of his/her excusal, but a pupil will be held accountable for successful completion of any alternate program assigned.

FAMILY EDUCATION RIGHTS & PRIVACY ACT (FERPA) – Policy 8335 / Health Records – Policy 5308

A. FERPA is a Federal law that is administered by the Family Policy Compliance Office (Office) in the U.S. Department of Education (Department). 20 U.S.C. § 1232g; 34 CFR Part 99. FERPA prohibits the improper disclosure of personally identifiable information derived from education records. Under FERPA, a school is required to provide certain privacy protections for those education records that it does maintain. Also, unless there is an outstanding request by a parent, guardian or eligible student to inspect and review education records, FERPA permits the school to destroy such records without notice to the parent, guardian, or student.

Schools must notify parents, guardians and eligible students annually of their rights under FERPA. FERPA affords parents, guardians and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. Note that a student's health record is part of his/her education record. These rights

include:

1. The right to inspect and review the student's education records within 45 days after the day the Washington Township School District (WTSD) receives a request for access. Parent, guardians or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent, guardian, guardian or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent, guardian or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents, guardians or eligible students who wish to ask the district to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent, guardian, or eligible student, the school will notify the parent, guardian or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent, guardian or eligible student.
3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A "school official" is defined as a person employed by the school as a teacher; paraprofessional, administrator; board member; support or clerical staff; attorney; nurse and health staff; counselor; human resources staff; information systems specialist; school security personnel; and a contractor, consultant, volunteer or other party to whom the school has outsourced institutional services or functions. A school may disclose personally identifiable information from education records without consent to a "school official" under this exception only if the school has first determined that the official has a "legitimate educational interest" in obtaining access to the information for the school. A "school official" has a "legitimate educational interest" if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the WTSD to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202

B. Exceptions: See the list below of the disclosures that elementary and secondary schools may make without consent.

1. FERPA permits disclosure of information contained in a pupil's health record to pupils or adults in connection with an emergency, if such knowledge is necessary to protect the immediate health or safety of a pupil or other persons. The conditions of each disclosure of personally identifiable information (PII) will be documented in the student's record.
2. FERPA permits the disclosure of PII from students' education records, without consent of the parent, guardian or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent, guardian or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents/guardians have a right to inspect and review the record of disclosures.
3. FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31): School officials with legitimate educational interest; Other schools to which a student is transferring; Specified officials for audit or evaluation purposes; Appropriate parties in connection with financial aid to a student; Accrediting organizations; To comply with a judicial order or lawfully issued subpoena; Appropriate officials in cases of health and safety emergencies; and State and local authorities, within a juvenile system, pursuant to specific State law.
4. FERPA allows schools to disclose those education records without consent to officials of another school

district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent, guardian or student of the records request unless it states in its annual notification that it intends to forward records on request.]

5. FERPA allows schools to disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, we must tell parents, guardians and eligible students about directory information and allow parents, guardians and eligible students a reasonable amount of time to request that the school not disclose directory information about them. WTSD must notify parents, guardians and eligible students annually of their rights under FERPA. This annual notification will be included in the Student/Parent Handbook which can be found on the Washington Township School District (WTSD) website.

FAMILY LIFE EDUCATION Policy 2422

The Board of Education will provide a comprehensive health education program aligned with the New Jersey Department of Education Core Curriculum Content Standards. This program will be a coordinated sequential curriculum at all grade levels, with instructional units appropriate to the age, growth and development, and maturity of pupils.

Any pupil whose parent(s) or legal guardian(s) presents to the school principal a signed statement that any part of the instruction in family life education or sex education program is in conflict with his/her conscience or sincerely held moral or religious beliefs shall be excused from the portion of the course in which such instruction is being given, and no penalties as to credit or graduation shall result.

FIELD TRIPS

Well planned field trips are an important part of an effective academic program and can serve to be an exciting culminating activity to a unit of study. Parents are welcome to serve as chaperones on class trips as needed. Parents are reminded that as a chaperone they are making a commitment for the entire trip. They must also understand that all school rules/policies must by adhered to, e.g. no smoking or use of drugs or alcohol of any kind.

FINANCIAL OBLIGATIONS

The parents of students who owe money to the school for library fines, damaged books and/or equipment, child care tuition or lunch money will not receive their child's final report cards until the fines are paid.

FIRE/EMERGENCY DRILLS

The school laws of the State of New Jersey require 1 fire drill and 1 security drill per month. An accurate record of the time of the drills and evacuation time must also be kept. Children should leave the building quickly and quietly during all emergency drills.

GANG ACTIVITY Policy 6515

A. Pupils that initiate, advocate, or promote gang activities, openly or otherwise, that threaten the safety or well-being of others, disrupt the school environment which becomes harmful to the educational process in this school district will be disciplined according to the school's discipline policy.

B. To further ensure the safety and well-being of all pupils in the district and to increase awareness within the school community regarding potential gang activity, pupils are prohibited from wearing on school grounds, at any school-related or sponsored activity, on school buses, and any other place where pupils are supervised by school district staff, any type of clothing or accessory that would indicate a pupil has membership in, or affiliation with, any gang associated with criminal activities pursuant to N.J.S.A. 18A:11-9.

C. The parent(s) or legal guardian(s) of any pupil identified as being potentially involved in gang-related activities shall be notified by the Principal or designee. A pupil identified as being potentially involved in gang-related activities shall be offered appropriate counseling by school district staff.
D. School staff members shall be provided in-service training on gangs and gang related conduct and activities including, but not limited to, recruitment procedures; threats/intimidation; clothing; insignia; hand signs; symbols; graffiti; terminology; or other indicia of gang association.
E. Information regarding gangs shall be shared by school district staff to local law enforcement officials and the school district's administrative staff members will encourage local law enforcement to share gang related information with school officials.
F. Nothing in this Policy shall supersede or negate any existing New Jersey law or Board Policy regarding pupil discipline and/or the school district's pupil discipline code. This Policy shall be made available to school staff, pupils, and parent(s) or legal guardian(s).

GENERAL SUGGESTIONS

A. All students are to go home immediately after school is dismissed, unless they are staying for a club experience or child care.

B. Students should never bring dangerous, distracting or valuable articles to school, such as water guns, toys, radios, jewelry, large amounts of money, etc.

C. Students' names should be placed on all articles of outer clothing - coats, gloves, hats, caps, sweaters, raincoats and other personal items such as musical instruments, backpacks, lunchboxes, etc.

D. Students should never converse with a stranger, accept a gift from a stranger or get into a car with a stranger.

E. Students are not permitted to leave the school grounds during school hours without parental permission.

F. Parents are encouraged to call their child's classroom teacher if they are unsure of a school-related issue.

GRADING SYSTEM / HONOR ROLL

A. Students will be assessed using the following grading system:

Grades K-2 & 3rd Grade for Reading and Writing

Grade		Performance Criteria	Indicators	
4	=	Exceeds Standards	O =	Outstanding
3	=	Meets Standards	S =	Satisfactory
2	=	Approaching Standards	IM =	Improvement Noted
1	=	Not Meeting Standards	I =	Needs Improvement
NA	=	Not Applicable	N/A =	Not assessed at this time

Grade 3
Writing, Spelling, Mathematics, Science, Social Studies & Health

Grade		Performance Criteria	Indicators	
A	=	Excellent (90 – 100)	O =	Outstanding
B	=	Above Average (80 – 89)	S =	Satisfactory
C	=	Average (70 – 79)	IM =	Improvement Noted
D	=	Below Average (65 – 69)	I =	Needs Improvement
F	=	Unsatisfactory (64 – below)	N/A =	Not assessed at this time

Grades 4 – 6

Grade		Performance Criteria	Indicators	
A	=	Excellent (90 – 100)	O =	Outstanding
B	=	Above Average (80 – 89)	S =	Satisfactory
C	=	Average (70 – 79)	IM =	Improvement Noted
D	=	Below Average (65 – 69)	I =	Needs Improvement
F	=	Unsatisfactory (64 – below)	N/A =	Not assessed at this time

B. Honor Roll – Students in grades 5-6 are eligible for Honor Roll:

Principal's Honor Roll: 95% average w/ no grade lower than 95%
High Honor Roll: 90% average w/ no grade lower than 90%
Honor Roll: 85% average w/ no grade lower than 85%

GUIDANCE

Washington Township School District offers guidance counseling services through a variety of resources to assist students. Counseling services may concern academic planning, personal or crisis counseling. Counseling is available to any student or parent who wishes to address concerns, gain information or discuss alternative plans of action to provide the most effective program for each student.

HARASSMENT, INTIMIDATION & BULLYING Policy 5512

A. Policy Statement: The Board of Education prohibits acts of harassment, intimidation, or 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. Since pupils learn by example, administrators, faculty, staff and volunteers should be demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying.

B. Harassment, Intimidation, and Bullying Definition: "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 that: Is reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or by any other distinguishing characteristic; and that takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3, that substantially disrupts or interferes with the orderly operation of the school or the rights of other pupils; and that a reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of physical or

emotional harm to his/her person or damage to his/her property; or has the effect of insulting or demeaning any pupil or group of pupils; or creates a hostile educational environment for the pupil by interfering with a pupil's education or by severely or pervasively causing physical or emotional harm to the pupil. "Electronic communication" means a communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer, or pager.

C. Pupil Expectations: The Board expects pupils to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with proper regard for the rights and welfare of other pupils and school staff, the educational purpose underlying all school activities and the care of school facilities and equipment consistent with the Code of Pupil Conduct. The Board expects that pupils will act in accordance with the pupil behavioral expectations and standards regarding harassment, intimidation, and bullying, including: Pupil responsibilities (e.g., requirements for pupils to conform to reasonable standards of socially accepted behavior; respect the person, property and rights of others; obey constituted authority; and respond to those who hold that authority); Appropriate recognition for positive reinforcement for good conduct and good citizenship; Pupil rights; and Sanctions and due process for violations of the Code of Conduct.

D. The district prohibits active or passive support for acts of harassment, intimidation, or bullying. Pupils are encouraged to support other pupils who: Walk away from acts of harassment, intimidation, and bullying when they see them; Constructively attempt to stop acts of harassment, intimidation, or bullying; Provide support to pupils who have been subjected to harassment, intimidation, or bullying; and Report acts of harassment, intimidation, and bullying to the designated school staff member.

E. Consequences and Appropriate Remedial Actions: The Board of Education requires its school administrators to implement procedures that ensure both the appropriate consequences and remedial responses for pupils who commit one or more acts of harassment, intimidation, or bullying, consistent with the Code of Pupil Conduct, and the consequences and remedial responses for staff members who commit one or more acts of harassment, intimidation, or bullying. The following factors, at a minimum, shall be given full consideration by school administrators in the implementation of appropriate consequences and remedial measures for each act of harassment, intimidation, or bullying by pupils. Appropriate consequences and remedial actions are those that are graded according to the severity of the offense(s), consider the developmental ages of the pupil offenders and pupils' histories of inappropriate behaviors, per the Code of Pupil Conduct and N.J.A.C. 6A:16-7.

Factors for Determining Consequences: Age, developmental and maturity levels of the parties involved and their relationship to the school district; Degrees of harm; Surrounding circumstances; Nature and severity of the behavior(s); Incidences of past or continuing patterns of behavior; Relationships between the parties involved; and Context in which the alleged incidents occurred.

Consequences and appropriate remedial action for a pupil or staff member who commits one or more acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion of pupils, as set forth in the Board's approved Code of Pupil Conduct pursuant to N.J.A.C. 6A:16-7.1. Consequences for a pupil who commits an act of harassment, intimidation, or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the pupil and the pupil's history of problem behaviors and performance, and must be consistent with the Board's approved policy. The consequences and remedial measures may include, but are not limited to, the examples listed: Examples of Consequences: Admonishment; Temporary removal from the classroom; Deprivation of privileges; Classroom or administrative detention; Referral to disciplinarian; In-school suspension during the school week or the weekend; After-school programs; Out-of-school suspension (short-term or long-term); Reports to law enforcement or other legal action; Expulsion; and Bans from providing services, participating in school-district-sponsored programs, or being in school buildings or on school grounds.

Examples of Remedial Measures – Personal: Restitution and restoration; Peer support group; Recommendations of a pupil behavior or ethics council; Corrective instruction or other relevant learning or service experience; Supportive pupil

interventions, including participation of the Intervention and Referral Services Team.

F. Harassment, Intimidation, and Bullying Off School Grounds: This Policy and the Code of Pupil Conduct shall apply to instances when a school employee is made aware of alleged harassment, intimidation, or bullying occurring off school grounds when: The alleged harassment, intimidation, or bullying has substantially disrupted or interfered with the orderly operation of the school or the rights of other pupils; and either a reasonable person should know, under the circumstances, that the alleged behavior will have the effect of physically or emotionally harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or the alleged behavior has the effect of insulting or demeaning any pupil or group of pupils; or the alleged behavior creates a hostile educational environment for the pupil by interfering with a pupil's education or by severely or pervasively causing physical or emotional harm to the pupil.

G. Harassment, Intimidation, and Bullying Reporting Procedure: Pupils, parents, and visitors are encouraged to report alleged violations of this Policy to the Principal on the same day when the individual witnessed or received reliable information regarding any such incident. Pupils, parents, and visitors may report an act of harassment, intimidation, or bullying anonymously. Formal action for violations of the Code of Pupil Conduct may not be taken solely on the basis of an anonymous report. Our Anti-Bullying Coordinator is our guidance counselor, Mrs. Deb Tierney. Mrs. Tierney can be reached at 908-689-1188 x611. Our Anti-Bullying Specialist is our school psychologist Ms. Jennifer McKenna. She can be reached at 908-689-1188 x685. Our district also has a School Climate Team which works to maintain a positive school climate by focusing on the on-going, systemic process and practices in the school, and to address school climate issues such as HIB. Our School Climate Team consists of our Anti-Bullying Coordinator and Specialist, a parent and building principal.

H. Harassment, Intimidation, and Bullying Investigation: The Board requires a thorough and complete investigation to be conducted for each report of an alleged incident of harassment, intimidation, or bullying. The investigation shall be completed and the written findings submitted to the Principal as soon as possible, but not later than ten school days from the date of the written report of the alleged incident of harassment, intimidation, or bullying. The Principal shall submit the report to the Superintendent within two school days of the completion of the investigation. The Superintendent shall report the results of each investigation to the Board of Education no later than the date of the regularly scheduled Board of Education meeting following the completion of the investigation. The Superintendent's report also shall include information on any consequences imposed under the Code of Pupil Conduct, intervention services provided, counseling ordered, training established or other action taken or recommended by the Superintendent.

Parents of the pupils who are parties to the investigation shall be provided with information about the investigation. This information shall be provided in writing within five school days after the results of the investigation are reported to the Board of Education. A parent or guardian may request a hearing before the Board of Education after receiving the information. When a request for a hearing is granted, the hearing shall be held within ten school days of the request. The Board of Education shall conduct the hearing in executive session, pursuant to the Open Public Meetings Act (N.J.S.A. 10:4-1 et seq.), to protect the confidentiality of the pupils. At the regularly scheduled Board of Education meeting following its receipt of the report or following a hearing in executive session, the Board shall issue a decision, in writing, to affirm, reject, or modify the Superintendent's decision. The Board's decision may be appealed to the Commissioner of Education, in accordance with N.J.A.C. 6A:3, Controversies and Disputes, no later than ninety days after issuance of the Board of Education's decision. A parent may file a complaint with the Division on Civil Rights within one hundred eighty days of the occurrence of any incident of harassment, intimidation, or bullying.

I. Consequences and Appropriate Remedial Action for False Accusation: The Board prohibits any person from falsely accusing another as a means of harassment, intimidation, or bullying. Pupils - Consequences and appropriate remedial action for a pupil found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation may range from positive behavioral interventions up to and including suspension or expulsion. School

Employees - Consequences and appropriate remedial action for a school employee or contracted service provider who has contact with pupils found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation could entail discipline in accordance with district policies, procedures, and agreements which may include, but not be limited to, reprimand, suspension, increment withholding, or termination. Visitors or Volunteers - Consequences and appropriate remedial action for a visitor or volunteer found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation could be determined by the school administrator after consideration of the nature, severity, and circumstances of the act, including law enforcement reports or other legal actions, removal of buildings or grounds privileges, or prohibiting contact with pupils or the provision of pupil services.

Head Lice:

In the event of an outbreak of head lice in the school system, the following information may prove to be beneficial.

A. How you get them: Head lice usually are transmitted through close personal contact with another infested individual either through sharing personal items which have contact with the head, such as combs, brushes, hats, and coats, or through the co-mingling of these items at the homes of friends or in other public places.

B. What to look for: Head lice are tiny insects which move very quickly and are difficult to find. More likely you will find nits, the louse eggs, which are small, white, and oval in appearance. Head lice attach each nit to a hair shaft close to the scalp with a waterproof, cement-like substance. Thus, nits cannot be washed or brushed out like dandruff or dirt.

C. Treatment:

1. Remove all your child's clothing from the waist up.
2. If using a produce, apply head louse medication according to your physician's instructions or the label instructions provided by the drug manufacturer. Several medications are available in drug stores without a prescription. Do not use crème rinse or combination shampoo/conditioner before using head lice medication. Comb through the hair carefully with a nit or fine toothed comb.
3. Have your child put on clean clothing after the treatment. Follow further instructions from package. Check hair **daily** and remove all nits (eggs) before coming to school.
4. Repeat the treatment in seven to ten days to kill any undetected nits which have hatched after the first treatment.
5. Examine all family members and close friends for head lice. Treat any infested family members and any person who shares a bed with the infested child, even if the person does not have lice.

D. How to avoid infestation of others:

1. Heat kills lice and their eggs, so clean all personal clothing, bed clothes, and bedding of the infested person in the washer's hot water (130°F), in a hot dryer (20 minutes), or by dry cleaning. Allow time between wash loads for the water heater to regain its full temperature. Washing brushes and combs in very hot water will kill any lice; boiling is not necessary.
2. Vacuum upholstered furniture, rugs, and floors as lice can live off the human body for 24 to 48 hours. Use lice control spray on objects that cannot be easily laundered or dry cleaned.
3. Inspect family members daily for two weeks. If lice turn up, simply treat again. If you have any further questions, please contact the school nurse. We would be happy to help you with this health concern.

HEALTH REGULATIONS/HEALTH PROGRAM

The Board of Education provides for full-time school nurse coverage of both buildings. Please contact the school nurse's office whenever a question arises regarding health regulations. Phone numbers are as follows: Brass Castle - 689-1188 Ext. 3607 and Port Colden - 689-0681 Ext. 2507. The school nurse carries out the health program not only with the child, but with the parents, the school physician, and the various community and state agencies. Physicals are obtained

by the student's personal physician in second and fifth grades, and this report is sent to the school nurse. During the school year, each child is weighed, measured, and given screening for vision, hearing and blood pressure. Scoliosis screening is done every other year starting in 5th grade. All defects found during the examinations are reported to the parents or guardians. Whenever a child is to be examined by a specialist, a form should be obtained from the nurse beforehand so that it may be filled out by the examining physician and returned to the school.

Immunizations Note: Every child born on or after 1/1/97 & entering 6th grade must provide proof of receiving 1 dose of TDAP given no earlier than the 10th birthday. Children who received the Td booster less than 5 years prior to 6th grade entrance must provide documentation from the physician. These same children must also provide proof of having received one dose of meningococcal vaccine. Please note: This applies to students when they turn 11 years of age and are attending 6th grade. Pupils born on or after 1/1/98 are required to be immunized for chicken pox / varicella, or provide medical proof of the disease.

State guidelines mandate that schools are no longer responsible for providing school physicals. Students must now report to their family physician for these services. Please note: Immunization records are required for all new students prior to school entrance.

School physicals are required for:

A. Incoming pre-school, pre-k and kdg. Students: Physical examinations must be done no more than 365 days prior to the entry date into the district and must be submitted to the School Nurse prior to the first day of school.

B. All transfer or new students to the district from out of state: Physical examinations must be done no more than 365 days prior to the entry date into the district and must be submitted to the School Nurse within 30 days of entering school in order for your child to remain in school.

C. All transfer or new students to the district from in state: proof of a physical upon entry into a NJ Public School must be submitted to the School Nurse within 30 days of entering school in order for your child to remain in school.

Student physicals are requested for 2nd and 5th grade students. These examinations must be done no more than 365 days from the first day of school in September of the current year.

All physical examinations must be documented on our official school forms or a universal physical form approved by the American Academy of Pediatrics.

Completed forms, along with a copy of your child's current immunizations, must be returned to the Health Office.

Because infections spread easily, the school medical examiner and the school nurse feel it is better and wiser for an ill student to be absent one or two days than to have an entire class exposed to illness. Do not send your child to school if he/she has a sore throat, temperature or a rash. If your child does not feel well before school do not send him/her to school to be diagnosed by the school nurse.

If your child is to receive medication in school, a prescription with the doctor's signature must accompany the medication and your written request. The prescription must state the name of the medication, its purpose, the dosage, and the time it is to be given. The medication must be transported by the parent to school in the original container, appropriately labeled by the pharmacy or physician. The medication will be kept in the health room and given at the proper time only after complete written information and properly labeled medication is in the health office. No herbal medications are allowed. Over the counter medications cannot be given out without a doctor's order and written permission from the parent. This medication must be transported by the parent to school. ***(Includes Feel Better Pops, any specialized lotions, gels or creams such as Benadryl cream) and sun screen.*** The school nurse or the parent/guardians are the only persons permitted to administer medication in schools. Should your child be one whose medication is an immediate necessity, critical to the child's health, please notify the school nurse.

HIV/AIDS

The Board of Education will comply with rules of the State Board of Education and the State Department of Health and Senior Services with regard to the admission and employment of persons who may be diagnosed with Acquired Immune Deficiency Syndrome (AIDS) or infected with Human Immunodeficiency Virus (HIV). "AIDS" means acquired

immune deficiency syndrome as defined by the Center for Disease Control of the United States Health Service and "HIV infection" means infection with the human immunodeficiency virus or any other related virus identified as a probable causative agent of AIDS. AIDS or HIV infection shall not be considered a communicable disease for purposes of admission to or attendance in a school or for eligibility for educational transportation.

No person, pupil or employee, will be excluded from school solely because he/she is infected with HIV or lives or is related to a person infected with HIV. Pupils infected with HIV, including those who may be symptomatic or diagnosed with AIDS, may be excluded from school only as a pupil not infected with HIV or diagnosed with AIDS may be excluded from school.

A school employee infected with HIV may be restricted in his/her employment only if the employee has another illness that would affect his/her employment.

Any pupil excluded from the regular school program will be provided with home instruction in accordance with rules of the State Board of Education and Policy No. 2412. No pupil, staff member or visitor may attend or visit school if he/she has an uncoverable and/or uncovered weeping skin lesion, whether or not the person has been screened for HIV.

It is not required that anyone in the school be especially notified that an HIV-infected pupil or employee is present. School employee physicals and student physicals do not require disclosure of HIV status. Records of health and medical examinations should not include information about an individual's infection with HIV.

Therefore, HIV/AIDS status is an exception to records required pursuant to student physical examinations, N.J.A.C. 6A:16-2.2, and school employee physical examinations, N.J.A.C. 6:3-4A.1 et seq. In the event the school nurse or a school official is apprised that a pupil or employee is HIV-infected, the fact of the infection will be held in strict confidence and will not be classified as a communicable disease for admission, local health reporting or educational transportation.

Information regarding a pupil's HIV-infection may be released only on the express written consent of the minor (person under twelve years of age) pupil's parent(s) or legal guardian(s), and only to those staff members who need to know the status in order to determine the pupil's educational program. The person who receives such information shall not reveal it to any other person without the express written consent of the minor pupil's parent(s) or legal guardian(s).

The Board shall annually provide pupils and staff members with information intended to increase awareness of HIV and AIDS, via the Parent/Student Handbook, including information regarding the nature of the disease and its prevention. The Board will cooperate with other agencies to provide HIV/AIDS awareness information to the community.

HOMEBOUND INSTRUCTION

Pupils who are unable to attend school for a great length of time because of illness will be provided homebound instruction. Parents should contact the school if their child/children are in need of homebound instruction.

HOMEROOM PLACEMENT FOR THE NEXT SCHOOL YEAR

It is the goal of the Washington Township School District to provide the best possible education for all prek-6 students. Teachers will work with the elementary principals in selecting students for all homerooms. In selecting students for homerooms, ability levels, compatibility with other students and teachers, social skills and maturity will be considered.

A. Parental input will be considered if it is made in writing to the principal of the school and under the following conditions:

1. A parent may request that their child "not" be placed with a particular teacher because of the parents' history of interaction with that particular teacher. The student and the teacher have a history or negative interactions. These interactions may have occurred during a previous homeroom assignment, during after-school clubs, while the teacher was on bus, cafeteria and/or hall duty; or these negative interactions could have occurred on a personal level, e.g. as neighbors, etc.
2. A parent may request that their child "not" be in a particular class with another child.
3. The request must be made in writing prior to May 1st.

B. In the event that a child is placed in a homeroom in which the parent feels inappropriate the parent may immediately appeal the placement under the following conditions.

1. The district was notified, in writing of circumstances #1 and #2 above, yet the request was not granted.

2. A homeroom change will be considered after the start of the school year when the teacher and parents believe the student is unable to reach his/her potential because of an on-going personality conflict between the teacher and the student.
3. A homeroom change will be an option for a student after the start of the year if a conflict arises between 2 students and this conflict impacts either students' ability to reach their potential.

HOMEWORK

Permission must be obtained from another child's parent/guardian in order to send your child's homework home with that child. Arrangements must be made through the school office. If a parent or guardian will be picking up the homework in the office, please call the teacher's voice mail prior to 10:00 a.m. on the day requested.

Brass Castle School may offer "Homework Club" for students. Teachers will recommend a student for homework club if they feel the child would benefit from the extra help.

HOURS OF OPERATION

A. Regular Day:

1. Brass Castle Grades	8:45am-3:20pm
Grades Kindergarten, 4, 5 &6	
Preschool (morning)	8:45am-11:25am
Pre-Kindergarten (afternoon)	12:40pm-3:20pm
2. Port Colden School	
Grades 1-3	9:00am-3:35pm

B. Early Dismissal:

1. Brass Castle	
Grades Kindergarten, 4, 5 &6	8:45am-12:50pm
Preschool (morning)	8:45am-11:25pm
Pre-Kindergarten (afternoon	10:10am-12:50pm
2. Port Colden School	
Grades 1-3	9:00am-1:05pm

C. Delayed Opening:

1. Brass Castle	
Grades Kindergarten, 4, 5 &6	10:15am-3:20pm
Preschool (morning)	10:15am-12:50pm
Pre-Kindergarten (afternoon)	12:40pm-3:20pm
2. Port Colden School	
Grades 1-3	10:30am-3:35pm

LUNCH AND MILK PROGRAMS

A well balance, nutritious lunch is served daily by Maschio's Food Services, Inc. Parents may contact Maschio's directly by calling 973-598-0005 or by visiting their website at www.maschiofood.com

Menus are E-blasted monthly and posted on the district website. To purchase a hot lunch, students need to have an account set up in the POS System or cash. Funds may be used anytime during the school year. This will allow children to purchase a hot lunch or carry lunch from home on any given day.

Children from families with low income may be eligible to receive reduced price or free lunches. A form will be distributed to pupils on the first day of school. Students may also use cash on a day to day basis. Parents should inquire at the school office if they have any questions.

Cost of lunch for 2016/2017: Regular: $2.75; Student Entrée Only: $2.15; Extra Main: $2.00; Milk: $0.60; Adult Regular: $3.50; Adult Main only $2.90; Reduced lunch: $0.40.

MEMORANDUM OF AGREEMENT

The WTS Board of Education signs an agreement between the district and the Washington Township Police Department called the Memorandum of Agreement. This agreement was designed and issued jointly by the Department of Law & Public Safety and the Department of Education.

PARENT TEACHERS ASSOCIATION

PTA General Business Meetings will be held on Tuesdays, in the Brass Castle Media Center, dates to be announced. Meeting times vary. All parents are welcome to attend and share new ideas.

A. PTA Executive Board - Officers

President ---------- Tracey Padilla
Vice President ------- Ann Marie Schulte
Secretary ---------- Gail Marascia
Treasurer ---------- Jennifer Temple

B. Committee Chairpersons & Events - See Friend Finder

The PTA consists of several committees that plan and organize the programs and activities of the PTA. Each committee has a term of two years and one vote on the PTA's board. Any or all the committee members can attend PTA meetings and cast its vote. You can volunteer to help any PTA programs by completing the Parent Volunteer form sent home in Sept.

C. PTA Sponsored Class Parties

Fall Party (All grades); Winter Party (Pre-Sch & PreK); Winter Party (Grs.Kindergarten-6) Spring Party (Pre-Sch, PreK & Grs. Kindergarten-6) ***For class parties, only food items prepared by vendors or prepackaged items will be served. No homemade treats may be served at class parties. A recommended list of food items will be distributed to PTA room parents. Classrooms with students with specific food allergies may have special procedures for serving food in the classroom.***

D. PTA Party Duration / Time

Regular Dismissal Days: Pre-School & Pre-K AM session: 10:00-11:00; P.C.: Grs. 1-3: 2:05-3:05pm; B.C.: Grs. Kindergarten, 4, 5 & 6: 2:00pm-3:00pm Early Dismissal Days: P.C. Grades 1-3: 11:45am-12:45pm; B.C. Grades Kindergarten, 4, 5 & 6: 11:30am-12:30pm

End-of-the-year parties will be held on the last day of school.

Please note: Parties will last one hour; this includes set-up and clean-up time, except for kindergarten classes where an additional ten minutes will be allowed for set-up. Any changes to this schedule must be approved by the principal.

PARENT TEACHER CONFERENCES

Parent/teacher conferences are encouraged throughout the school year. Parents or teachers may request a conference anytime throughout the school year by contacting the classroom teacher. District scheduled Parent Teacher conferences are held in early November.

PARENTAL INVOLVEMENT

A. A school district that receives Title I funds must implement programs, activities and procedures for the involvement of parents in programs assisted by Title I funding. The district will reserve not less than one percent of its allocation under subpart 2 to carry out these requirements, (unless the district's allocation is $5,000 or less), which shall include promoting family literacy and parenting skills. Parents of pupils receiving Title I services shall be involved in the decisions regarding how funds will be allocated for parental involvement activities.

B. Each school served with Title I funds shall jointly develop with, and distribute to, parents of participating pupils, this parental involvement policy, agreed on by such parents, that shall describe the means for carrying out the requirements of No Child Left Behind Act (NCLB) of 2001. Parents will be notified of this policy in an understandable and uniform format and, to the extent practicable, provided in a language the parents can understand. This policy shall be made available to the local community and updated periodically to meet the changing needs of parents and the district.

PERMISSION NOTES

According to the school laws of the State of New Jersey, a child is responsible to obey school rules of discipline and regulation upon leaving home in the morning and until arrival at home after school dismissal. For this reason, a note granting permission is required from the parents of any student(s) who wishes to go somewhere other than directly home. Notes must be presented to the school secretary for record and approval. REMINDER: Bus transfers are not permitted.

PETS

Due to the numerous allergies many of our students and staff have, we cannot permit pets to be brought to school.

PEST MANAGEMENT PLAN POLICY STATEMENT Policy 7422

A. The Facilities Coordinator serves as the district's Pest Management Coordinator. He can be reached at the District Office, One East Front Street, Washington, NJ 07882 908-689-1119 x608. The Integrated Pest Management Coordinator Officer (IPMCO) is available to parents and staff members for information and comment.

B. As part of a school pest management plan, the School District may use pesticides to control pests. The United States Environmental Protection Agency (EPA) and the New Jersey Department of Environmental Protection (DEP) register pesticides to determine that the use of a pesticide in accordance with instructions printed on the label does not pose an unreasonable risk to human health and the environment. Nevertheless, the EPA and DEP cannot guarantee that registered pesticides do not pose any risk to human health, thus unnecessary exposure to pesticides should be avoided. The EPA has issued the statement that where possible, persons who are potentially sensitive, such as pregnant women, infants and children, should avoid unnecessary pesticide exposure.

C. Structural and landscape pest can pose significant problems to people, property and the environment. Pesticides can pose the same risks. It is therefore the policy of this school district to incorporate Pest Management procedures for control of structural and landscape pests.

Lawn Doctor services our district's grass and scrub areas with the following herbicides and fertilizers: Pre-M .86% & Fertilizer EPA #10404-82, Momentum Herbicide EPA #228-321-10404, 3-way Herbicide EPA #10404-43, Horticultural Oil EPS #10404-66, Urea CAS# 57-13-6, Potassium Chloride CAS# 7747-40-7. Ehrlich" Cyfluthrin EPA #3125-569., Maxattrax Ant Bait EPA # 1812-348-8845.

D. The IPMCO maintains the product label and material safety data sheet, when available, of each pesticide that may be used on school property. The label and data sheet is available for review by a parent, legal guardian, staff member, or pupil attending the school; and

E. The Washington Township Board will meet, review and adopt the School Integrated Pest Management Policy annually at its Reorganization Meeting.

PLAGIARISM

According to the Merriam-Webster Online Dictionary, to "plagiarize" means to steal and pass off the ideas or words of another as one's own; to use another's production without crediting the source; to commit literary theft; and to present as new and original an idea or product derived from an existing source. Students need to know that plagiarism will not be tolerated. Students who are found guilty of plagiarism will be awarded a "0" for the assignment.

PTA FRIEND FINDER

If, for any reason, you choose to have your child's name omitted from the PTA Friend Finder Directory, please notify the school office.

PUPIL INSURANCE

Every parent is given an opportunity at the beginning of the school year to purchase insurance covering any accidental injury to a child on school property, while traveling to and from school, or while on a school sponsored trip. This insurance is available for all pupils and has been approved by the Board of Education. Applications will be distributed to parent/guardians in September. Only parents requesting insurance for their child need to return the completed application.

PUPIL PICTURES

Individual and class composite pictures are scheduled to be taken of all pupils in grades K-6. Parents are under no obligation to buy. Further details will be announced prior to the taking of the pictures. Individual and group pictures may be taken by representatives from the media for special programs and activities during the school year. Permission slips will be sent home at the beginning of the school year whereby parents can approve or decline permission to use the student's picture.

PUPIL RIGHTS ADMENDMENT

The Protection of Pupil Rights Amendment requires the Washington Township School to notify parent(s)/guardian(s) and obtain consent, or allow them to option their child out of participating in certain school activities. These activities include a student survey, analysis or evaluation that contains one or more of the following eight areas (protected information surveys):

A. Political affiliations or beliefs of the student or student's parent;
B. Mental or psychological problems of the student or student's family;
C. Sex behavior or attitudes;
D. Illegal, anti-social, self-incriminating or demeaning behavior;
E. Critical appraisals of others where they may be close family relationships;
F. Legally recognized privileged relationships, such as doctors or lawyers;
G. Religious practices, affiliations or beliefs of the student or parents; and
H. Income, other than as required by law to determine program eligibility.

PUPIL TRANSFER

A notice of transfer must be made by parents in person at the school office to receive the proper forms and to release records to the new school. Parents are requested to call the school in advance and request that a transfer card be prepared. If possible, identify the location (city, state) and name of school your child will be attending. All textbooks, library books, and instructional materials must be returned to school prior to the issuance of a transfer card. Families moving during the summer should complete paperwork by the close of school in June if possible.

RECORDS POLICY

A. The Board of Education believes that information about individual pupils must be compiled and maintained in the interest of the pupil's educational welfare and advancement. The Board will strive to balance the pupil's right to privacy

against the district's need to collect, retain and use information about individual pupils and groups of pupils.

The Board authorizes the establishment and maintenance of pupil files that include only those records mandated by law, rules of the State Board of Education and authorized administrative directives and those records permitted by this Board. No liability shall be attached to any member, officer or employee of this Board for the furnishing of pupil records in accordance with law and rules.

1. Notification of Rights: Parent(s) or legal guardian(s) shall annually be notified in writing of their rights
2. Due Process: If consent to release pupil record information is refused by a parent(s) or legal guardian(s), the district shall institute due process hearing procedures. This handbook serves as that notification. Copies of applicable Federal and State laws, Board policy and administrative regulations governing pupil records will be made available to parent(s)/guardian(s) on request.
3. Content of Records: Mandated records include the pupil's personal descriptive data, daily attendance records, progress reports and physical health records; records required for disabled pupils; and all other records required by the State Board of Education.
4. HIV: Any school records with HIV identifying information will be maintained in accordance with the standards set forth in N.J.S.A. 26:5C.

B. Permitted records include observations and ratings by professional staff members acting within the scope of their professional duties, samples of pupil work, information obtained from professionally acceptable standard instruments of measurement, educationally relevant information provided by a parent(s) or legal guardian(s) concerning achievements and other school activities that the parent(s) or legal guardian(s) or pupil wishes to make part of the pupil's record, extra-curricular activities and achievements, academic honors earned, and written evidence of compliance with the requirements of this policy for notification and consent.

In all cases, information in pupil records must be educationally relevant, objective and based on the first-hand observation or personal knowledge of the originator. No record may be made or kept of a pupil's religious or political affiliation or of any indication of a pupil's illegitimacy.

C. Upon advancement from sixth grade or permanent departure of a pupil from the school system, the parent/guardian has the right to inspect pupil's records and receive copies upon request. Upon advancement from WTSD, the pupil's records are delivered to Warren Hills Middle School.

D. Our Business Administrator serves as the "Documents & Records Officer".

REPORT CARD SCHEDULE – Dates are tentative based upon calendar changes

First Marking Period Ends	November 8, 2016
Report Cards Sent Home	November 18, 2016
Second Marking Period Ends	January 25, 2017
Report Cards Sent Home	February 3, 2017
Third Marking Period Ends	March 31, 2017
Report Cards Sent Home	April 7, 2017
Fourth Marking Period Ends	June 21, 2017

RIGHT TO KNOW

The New Jersey Right to Know law establishes a system for disclosure of information about hazardous substances in the workplace. School districts are required to survey their school districts and forward the results of that survey to the appropriate department in Trenton. A thorough inspection of the schools has been made and all hazardous substances have been appropriately labeled and stored in appropriate containers.

SCHOOL PERSONNEL: See district Web-Site for complete listing

STUDENT SEARCHES POLICY

Students have the right to be free from unreasonable searches and seizures under the Fourth Amendment to the U.S. Constitution. Balanced against this right is the school official's responsibility to create and maintain a school environment consistent with the school's educational mission.

A. School personnel may search individual students and their property when they have reasonable grounds or reasonable suspicion to believe that the search will uncover evidence that the student is violating the law or the rules of the district. All staff members must exercise discretion, good judgment and common sense in all student searches.

B. Justification for searches: School authorities are authorized to conduct searches of students or their property when there is "reasonable suspicion" that a student is in possession of an item or substance that represents a threat to school routine or is prohibited by school board regulations or by law. Reasonable suspicion requires school personnel to be able to articulate the facts and inferences that led them to believe that a student had violated the law or school policy. Personnel may consider all factors involved, including their training and experience; their personal observation; the reliability of informant information; their previous experience with the student to be searched; their knowledge of the student's age, reputation and discipline record; the seriousness of the suspected violation; and the urgency to protect the health and safety of others. For example, if a staff member hears a report from another student that a student has a gun, this would be enough to create reasonable suspicion that warrants a search. The scope of the search must be reasonably related to the goals of the search and not excessively intrusive in light of the age of the student and the nature of the violation.

C. In no storage place provided by the Board shall pupils have such an expectation of privacy as to prevent examination by a school official. Pupils shall be notified in writing at the beginning of each school year that inspections of their lockers, desks, and other storage facilities on school district property may be conducted. The Principal or designee is directed to conduct, without further notice, the regular inspection of such facilities provided to pupils for the storage of property.

SUMMER ACADEMIC PROGRAM/SUMMER TOWNSHIP RECREATION

An academic program is offered for three weeks during the summer. Programs are developed based upon the remedial and enrichment needs of our K-5 students. The Washington Township Recreation Program is also offered concurrently for all students in grades kindergarten - 5.

TELEPHONING THE SCHOOL

If you find it necessary to telephone an important message to your child, the school secretary will deliver the message to the classroom teacher to notice your child. Please do not ask to talk to your child or to a classroom teacher during regular classroom hours except in case of an emergency. Both schools have a voice mail system which enables parents or guardians to leave a message for their child's classroom teacher.

TELEPHONE COMMUNICATIONS SYSTEM / EMAIL ADDRESSES

To better serve our community we have a telephone communication system in both schools. You will be greeted with an automated attendant who will allow you to go directly to the party or office you need to speak with. Please see our school web-site for complete listing. District e-mail addresses are first letter of first name followed by the last name (one word) @washtwpsd.org.

TOXIC HAZARD PREPAREDNESS PROGRAM

The following procedures are established to guide the Toxic Catastrophe Preparedness Officer in the implementation of this policy.

A. The Toxic Hazard Preparedness (THP) Officer has obtained municipal tax maps of the area within the survey zone and

has marked on the maps the location of each facility that is potentially dangerous: chemical plants, waste treatment plants, industrial plants, dumps, storage yards, hazardous waste disposal sites and so forth.

B. The THP Officer will visit each of the facilities identified and attempt to enlist the aid of the plant manager. Without suggesting that the plant is mismanaged or a threat to the community, the THP officer should seek the plant manager's cooperation in:

1. Notifying immediately the district office in the event of an accident that might adversely affect pupils and staff members;
2. Suggesting appropriate measures to be taken in response to an accident;
3. Suggesting appropriate emergency equipment and supplies that should be kept on hand in the school nurse's office for the use in the event of an industrial accident; and training the district nursing staff in coping with the consequences of exposure to a hazardous substance.

C. The THP Officer has requested local fire and police officers to notify the school officials immediately in the event of an industrial accident known to them, which might adversely affect pupils and school staff members. The THP Officer shall also request the aid of fire and police officers when needed.

D. The THP Officer has assisted the Superintendent in planning and implementing an in-service program to train school district employees in recognizing a toxic condition and responding properly to the hazard.

E. The THP Officer has contacted the Co. Health Dept. and the fire and police departments in municipalities within the survey zone to determine which, if any, have completed a plan for emergency response to accidents.

F. The THP Officer has contacted the County Health Department and the local fire and police departments and solicited their cooperation in determining the facilities that may pose a danger to district school(s).

TOYS / TRADING CARDS ETC.

Please do not send children to school toys and/or trading cards. These items create a distraction in the school environment. If a student brings such items to school, the items will be taken from the student and kept in the Principal's office until they are picked up by a parent.

TRANSPORTATION

School children transported on a school bus are under the supervision, direction and control of the school bus driver and shall be subject to the school bus discipline procedures.

TRANSPORTATION REQUESTS

The Washington Township Board of Education's policy regarding alternate route requests is intended to reduce, as much as possible, potential errors of dropping students off at incorrect locations where they have no adult supervision. In this regard, only permanent route changes will be considered. Requests must be in writing.

A. Occasional requests from parents to have their children dropped off at a location other than their own home will be accommodated only under the following circumstances:

1. Each request is for a single day only;
2. The requests are occasional only and do not represent a standard pattern of dropping the student off at a different location;
3. The alternate stop is on the student's same bus;
4. Each request is made in writing, approved and verified by the transportation coordinator or principal designee and presented to the bus driver. Without a note, the driver will drop the student off only at his/her assigned bus stop or return him/her to school;

5. Occasional requests will be denied if the student is to ride any bus other than his/her normal bus home (parents are requested to provide transportation);
6. Under no circumstances will the student be dropped off at one location on some days and another location on other days; and
7. Only in an emergency situation will a student be permitted to ride a different bus other than his/her normal bus. A request must be made to the transportation coordinator or principal before such a change will be made.

B. Permanent requests from parents to have their children's pick-up or drop off at a location other than their own home, including babysitters, will be accommodated only under the following circumstances:
1. All requests must be submitted in writing to the coordinator of transportation via the school office;
2. All requests will be for a permanent change for the entire school year;
3. Under no circumstances will a student be dropped off at a location on some days and another location on other days. A child may be picked up at a different stop on the same bus route the child normally rides as long as the stop is an established stop, the parent is responsible to see that the child gets to the alternate stop and the change is approved by the transportation coordinator. Additional stops will not be created;
4. The permanent alternate stop will be the same for abbreviated sessions, half days, emergency midday closings, etc.;
5. Requests for a permanent change which requires a bus other than the one normally serving the student's own home will be accommodated only if space is available and only if the bus does not have to leave its normal routing within the boundaries for that school. If at any time during the school year, new students are admitted to the district, babysitting requests will be removed from a route if the bus is over capacity, to make room for the new student. Parents will have to make other arrangements;
6. Requests will be filled on a first come first serve basis. Requests will be accepted no later than July 15 prior to the start of the school year. Requests must be sent in writing to the transportation coordinator. Students will be assigned as previous year unless change is requested;
7. Spaces will not be reserved for babysitters or day care centers. All requests must be directly from parents or legal guardians; and
8. Any requests for occasional changes will be accommodated in strict compliance with the provisions for occasional changes stated above (see section A). For students permanently being dropped off at a babysitter however, with a note, the driver will drop the student off only at the babysitter or return him/her to school. (This is to insure the student is not left at a location without supervision).

VISITORS

Any person visiting the school must report to the Main Office upon entering the building. For security purposes, visitors must enter the building through the front door only. Visitors will be asked to sign in and to wear an identification badge while they are in the building. Parents may visit their child's classroom after receiving advanced permission from the classroom teacher. Visits by students from other districts are discouraged during the school day. They are welcomed after dismissal.

WEAPONS AND DANGEROUS INSTRUMENTS

The Washington Township School District strictly prohibits the possession, conveyance, use or storage of weapons or look-alikes on school property, at school-sponsored events or in or around a school vehicle. This ban applies to students, employees and visitors, even those who may have a legal permit to carry a weapon.

A. The administration retains final authority in determining what constitutes a weapon, especially when evaluating potential danger. However, all of the following would be considered weapons: knife blades, mace, pepper spray, cutting instruments, nunchaku sticks, lasers, BB guns, shockers, razor blades, brass knuckles, acid, metal pipes, sharpened sticks,

stun guns, firearms, ammunition, explosive devices, fireworks, pyrotechnics, slingshots or any other instrument capable of inflicting serious injury. Weapon look-alikes, such as toy guns, are also considered weapons under this policy

B. Law enforcement officials may carry weapons on school property. School Administrators may issue exceptions for items such as cutting instruments used in art or tech ed, or weapons or look-alikes used for the instructional programs (e.g., for drama classes). These exceptions would be for classroom use only. There are no other exceptions.

C. All discoveries of any prohibited weapons in the above mentioned areas will be reported to the New Jersey State Police.

1. Students who possess, display, use or store a weapon on school grounds will be suspended, a hearing and a one-calendar-year expulsion from school. The Superintendent may recommend a modification of the one-year expulsion on a case-by-case basis.
2. Employees - Violation will result in suspension without pay, pending a disciplinary hearing. Penalties may include dismissal.
3. Visitors - The district will vigorously pursue prosecution through law enforcement agencies.
4. Any student, employee or visitor who has reasonable grounds to suspect a violation of this weapons policy is required to report such suspicion immediately to the Principal.

September, 2016

Dear Students:

Hello! Welcome to a new school year at Washington Township School! We hope that you will enjoy each and every school day and work hard to be the best that you can be.

All of us recognize the importance of an orderly school environment to promote learning and to ensure your safety and happiness. To that end, this Student Handbook has been prepared to make sure that the rules that govern behavior are understood. The Student Code of Conduct is extremely important. Please review this handbook with your parents/guardians in order to better understand your school's programs and policies.

One of the purposes of this handbook is to tell about our expectations and discipline procedures. It is our belief that you need to be in an environment that sets firm, consistent and positive limits. Many problems are prevented when expectations and discipline plans are clearly understood by everyone.

In addition to reviewing these general rules, you should also: arrive at school on time and attend school regularly; set aside time each evening for homework; respect yourself and respect the rights, property and feelings of others; and most importantly, talk to a trusting adult if you are having problems with school work, a classmate or any other issue. We are there for you and no problem is too small. If it bothers you, it bothers us!

All of us at Washington Township School are dedicated to making school a valuable learning experience. If you, or your parent(s)/guardian(s), have any questions or suggestions regarding your program, please see your teachers, the counselor or the Administration.

Sincerely,

The Administration of Washington Township School

ACTIVITIES

You are encouraged to join the many club activities in our school.

ASSEMBLIES

A. Enter and leave all assemblies with your class in a quiet, orderly manner.

B. Be a good audience member. Booing, whistling and other disturbances cannot be tolerated.

C. If you are unable to follow the basic rules of courtesy, you will be removed from the assembly and may be excluded from future performances.

ATTENDANCE

A. You must attend school every day it is in session, except when you are sick. Do not arrive before 8:30 am at Brass Castle School or 8:45 am at Port Colden School, as there are no adults on duty until that time.

B. Excused absences from school include attendance at a school-sanctioned activity and observance of an approved religious holiday.

C. If you are absent, you must bring a written excuse, with the reason for the absence, to school the day the student returns to school.

D. It is your responsibility to arrange to make up any work or tests missed.

E. If you have been absent from school, you may not participate in any school activity on that day/night, unless permission is granted by the Administration.

F. Truancy is considered absence-without-parental-approval.

G. If you enter school after the late bell, report directly to the Main Office.

H. To be dismissed during the school day, bring a written excuse from home stating the time and reason you are to be excused and present it to your homeroom teacher. A parent/guardian must pick you up in the Main Office.

I. No student will be admitted to their homeroom before 8:45am at Brass Castle School or 9am at Port Colden School without a pass or teacher escort.

BUS SAFETY

A. Previous to Loading:

1. Arrive at your pickup station no sooner than 10 minutes before the scheduled pickup time.
2. Wait at least 20 minutes past the pickup time if your bus is late.
3. Stay off personal property, lawns, etc.
4. Stay off the road while waiting for the bus at the bus stop.
5. No football playing or running around while waiting for the bus.

B. Board and leave the bus in a quiet, orderly fashion.

C. Follow all safe walking rules when boarding or leaving the bus.

D. While on the Bus (In general: All school rules apply to the school bus):

1. Keep hands and head inside the bus at all times.
2. Refrain from throwing anything on the floor or out the window.
3. Speak in a natural tone; never shout.
4. Treat bus equipment as you would valuable furniture in your home. Damage to seats, etc. must be paid for by the offender.
5. Do not touch any piece of bus equipment without permission.
6. Leave no books, lunches, or other articles on the bus.
7. Keep books, packages, coats, and all other objects out of the aisle.

8. Help look after the safety and comfort of small children.
9. Remain in your assigned seat until the bus has stopped.
10. Bus riders are expected to be courteous at all times.
11. Absolute quiet when approaching a railroad crossing stop.
12. Musical instruments allowed on the bus are only those that can fit on the child's lap or between two seats.
13. Refrain from eating or drinking anything on the bus.
14. Dated, written, and signed parental requests must be submitted to the office to allow a child to get off at another regularly assigned stop for a particular bus - No Bus Transfers are Permitted.
15. Students that need assistance with crutches due to broken legs, etc. will be asked to be transported to/from school by their parents.
16. Seat belts must be worn by all students on all vehicles that provide them. It is the student's responsibility to use the seat belt.
17. No ski's or any large items are to be transported on the bus. These items must be delivered to the school by the parent.
18. For safety reasons the rear seats of the bus will not be occupied unless all other seats on the bus are full.
19. Video and/or picture taking are not allowed; phones must stay in students' backpacks.

E. The following behaviors will not be tolerated:
1. Destruction of bus property;
2. Loud or abusive language;
3. Possession of illegal or unauthorized substances;
4. Indecent/lewd behavior;
5. Sexual harassment; and
6. Other serious infractions not noted above.

F. Consequences for these behaviors may include:
1. Detention (lunch/recess);
2. One-day bus suspension;
3. Three-day bus suspension;
4. One-month bus suspension; and
5. Permanent removal from the bus.

The bus driver may choose to enforce assigned seats as necessary for all students on the bus or only select students.

CAFETERIA

A. You may choose to sit with your friends within your homeroom. This choice is, however, a privilege and will be denied if you are unable to follow cafeteria rules during lunch.
B. Remain seated; do not walk aimlessly around the cafeteria.
C. Clear your area before leaving the lunchroom.
D. Remain in the cafeteria; ask permission of the adult if you need to leave.
E. Never run in the cafeteria.
F. Pay as you go through the lunch line.
G. You must speak in a normal volume.
H. You may charge, but all charges must be paid as soon as possible. (All charges must be paid by the end of each marking period.)
I. If you do not follow these rules you may be removed from the lunch room.

CODE OF CONDUCT

The WTSD staff takes great pride in student conduct and our ability to keep children safe. A good school, like a good home and a good government, has rights, as well as responsibilities, for its members. Consequently, we expect our students to demonstrate responsible behavior as they take advantage of the right to travel throughout the school.

If a student's behavior causes on-going problems for themselves, other students or staff members, the student will be referred to the school counselor to determine possible causes for the behavior and to implement strategies to help the student develop better internal controls.

Parents are urged to support the school in its efforts to deal with behavior management. Our experiences have shown that, when families support the school and expect respect from children at home and in school, discipline is not a problem. When the home and the school are working in different directions, our purposes are defeated.

In an attempt to facilitate this home-school cooperation in behavior management, we send home this Code of Conduct with the student at the beginning of each year.

A. Student Rights:

1. As a student in this school you have the right to: an enjoyable educational experience; succeed; change your mind; say no to negative peer pressure; feel guilty; be listened to; be treated with respect; and confidentiality.
2. Due Process: if you believe that your rights are being violated in any way, you may seek assistance in the following manner: make the grievance known to the staff member most closely involved with the problem and attempt to resolve the issue informally and directly; should the problem not be corrected following discussion with the staff member, ask to speak to the Principal; and should the problem not be corrected following discussion with the Principal, ask to speak to the Superintendent.

B. Student Responsibilities: As a student in this school you have the responsibility to: comply with all school rules; work to the best of your ability; be respectful and courteous to other students and staff; arrive at the school on time as well as being prepared for class with all necessary materials; treat all students; be alert and responsive to directions and actively participate in class; respect the rights and property of others; have homework completed on time; and be responsible for work missed due to absence.

C. Student Unacceptable Behavior: As a student in this school you may not: school and/or personal property; exhibit aggressive behavior; use loud or abusive language; possess illegal substances, e.g. drugs, alcohol or weapons; steal; demonstrate indecent/lewd behavior; exhibit any type of physical, harassment, intimidation or bullying towards an individual in this school*; and possess any instrument that could be used as a weapon. On school buses video and/or picture taking are not allowed; phones must stay in backpacks.

D. Consequences: If you fail to meet your responsibilities, you will receive disciplinary consequences which may include: informal meeting between teacher and student; student lunch and/or recess detention; parent(s)/guardian(s) contact; after-school detention; parent(s)/guardian(s)-teacher conference; referral to the Principal; denial of privileges; referral to the Superintendent; suspension; and referral to the Board of Education. Note: *All behavior consequences are based on the discretion of teachers and/or administrators and may be adjusted depending on the age of the child and the nature of the problem.*

*Consequences and appropriate remedial action for a pupil who commits one or more acts of harassment, intimidation, or bullying (HIB) may range from positive behavioral interventions up to and including suspension or expulsion. Consequences for a pupil who commits a HIB act shall be varied and graded according to the nature of the behavior, the developmental age of the pupil and the pupil's history of problem behaviors and performance.

E. Any of the following actions may result in any of the consequences listed:

Level I

Action	Consequences
* Class disruption	* Withdrawal of recess privileges
* Hall misconduct	* Withdrawal of participation
* Unprepared for class	privileges
* Disobey class rules	*Parent/guardian(s) contacted
* Unprepared for class	

Level II

Action	Consequences
* Obscene gestures	* Parent(s)/guardian(s) contact
* Inappropriate language	* Lunch/recess detention

* Defiance	* After-school detention
* Cheating	* In/out school suspension
* Stealing	
* Harassment, intimidation or bullying	
* Lying to an adult	
* Defacing property	
* Aggressive behavior	
* Skipping class	

Level III

Action	Possible Consequences
* Terroristic threats	* Referral to the Superintendent
* Vandalism	* In/out of school suspension
* Physical Violence	* Referral to the appropriate law
* Weapon Possession	enforcement agency
* Harassment, intimidation or Bullying	*Referral to the Board
	*Expulsion
* Possession, consumption, or distribution of any substance considered a drug (tobacco, cigarettes, alcohol, etc.)	

COMPUTER ACCESS POLICY

A. The computers and network are available for you to conduct research and communicate with others. Independent access to the Internet is available to you providing you agree to act in a considerate and responsible manner. You must have permission of a parent/guardian in order to use the Internet. You may not transmit or receive any material in violation of any U.S. or State regulation. This includes, but is not limited to, copyrighted material, threatening, obscene or pornographic material, materials related to the illegal use or manufacture of restricted substances or material protected by trade secret. Your use of the computers, Internet or Intranet to perform any act that may be construed as unethical, discriminatory, defamatory, derogatory or harassing is prohibited.

Violations may result in a loss of access. Additional disciplinary action may also be taken, depending upon the severity of the violation. When applicable, law enforcement agencies may be involved.

B. Washington Township School District - Acceptable Use Policy

1. Washington Township School District is committed to the goal of having computer facilities used in a responsible, efficient, ethical and legal manner in order to advance the educational goals of the district, in accordance with NJ Department of Education Core Curriculum Content Standards, NJ law, and Board policy. All users must acknowledge their understanding of the general policy as a condition of using the facilities.
2. We now have a student acceptable-use policy. Classroom teachers and the computer technology teacher will review the policy with students each September. Parental permission is required for student users.
3. In compliance with federal law, the district has installed a filtering system on all district computers. The filter prevents students from being able to access, accidentally or intentionally, inappropriate, offensive or pornographic Internet sites. Although no filtering system can claim to be 100% foolproof, it is a tool intended for monitoring student Internet use and allowing students safe use of the Internet.

FIELD TRIPS

This year you may have the opportunity to participate in a field trip which is related to your school curriculum. All school rules for good behavior are to be followed during these trips. In addition, we must insist upon the following safety precautions:

A. You will be assigned to the group with a specific chaperone. You must remain with that chaperone and group at all times;

B. The "Buddy" system must be used at all times, especially when using the restroom facilities. You may never enter a

restroom on your own; you must be accompanied by an adult;
C. Bus windows must not be opened without the permission of the chaperones. At no time may you throw anything from the bus or make any comments or gestures to pedestrians or to people in other vehicles;
D. Be respectful of the different people whom you may encounter on a trip. Avoid any confrontations with strangers on a trip;
E. Other than necessary cash and personal belongings, money and valuables should be left at home;
F. Notify your chaperone at once if you are injured or if you have had any problems with people whom you may encounter on your trip; and
G. Prior to class trips, the behavior of each student in the class will be reviewed by the classroom teacher(s) in order to determine whether or not that student may participate in the activity.
H. Video and/or picture taking are not allowed; phones must stay in backpacks.

FIRE / EMERGENCY DRILLS

It is essential that, when the emergency alarm is sounded, or your teacher announces there is an emergency, you must obey your teacher and promptly leave the building in a quiet, orderly manner. There is a sign posted in every classroom indicating how you should exit the building. You may return to the building only when directed to do so by the teacher and/or at the sound of the all-clear bell.

GENERAL GUIDELINES

A. Do not run in the school.
B. You may, with your parent's permission, bring a cellular phone to school. You may not, however, have the cellular phone activated when on school property, while on the school bus or while attending a school function such as a concert, play or dance. On school buses video and/or picture taking are not allowed; phones must stay in backpacks. You must safely store your cell phone in your backpack in your homeroom. In the event of a family emergency your parent may always contact you by dialing the main office. If you violate this policy, you will receive a verbal warning and your parent will receive a written notice of the infraction. Upon the second violation, the cellular phone will be confiscated by the Building Principal and will be returned your parent; upon the third violation your cellular telephone will be confiscated and returned at the close of the school year.
C. Do not bring gum, candy, radios, iPods, toys, etc., to school.
D. Other than lunch money, you are urged not to bring money to school. If the need does arise, give the money to your homeroom teacher to safeguard. However, school personnel will not be responsible for lost or stolen money.
E. Do not arrive at school before 8:30am at Brass Castle School or 8:45am at Port Colden School unless you attend Before Care.
F.Textbooks must be covered and must be returned in June in good condition. Bills will be issued for stolen, lost or damaged books. You will be reimbursed if the missing items are located.
G. If you have unpaid fines your final report card and your standardized test results will be withheld.
H. You are not to use the Main Office phones except with permission from the teacher and office staff. Arrangements for all after-school activities must be made a day ahead of time to avoid last minute phone calls.
I. If you are found to be cheating or plagiarizing you will receive a "0" for the grade and a detention for the offense. You will have the option to retake the test or redo the project for partial credit. Please also realize that overall grade point averages and, consequently, earning academic awards will be impacted by this type of behavior.
J. Lost and Found articles will be kept in the Nurse's office at Brass Castle School and Main office at Port Colden School for one marking period. Costly items will be kept in storage in the Main Office until the end of the year. All other items will be discarded or donated to charity at the end of the year.
K. You may borrow books from our library. You are responsible for their care. If lost, you will need to replace them.
L.The school nurse will be here each day from 8:30am-3:25pm at B.C. and 8:45am-3:40pm at P.C. Any Medication to be taken during school hours must be kept with the Nurse, unless otherwise agreed. Other school personnel, unless trained, may not administer medicine, including Tylenol, at any time. The Nurse is authorized to contact your

parent(s)/guardian(s) to pick you up if you are ill or injured. You may not call home for this purpose without permission.
M. Public displays of affection with classmates are inappropriate.

HOMEWORK GUIDELINES

Most teachers assign homework on a daily basis. Be sure to ask your teacher for assistance before you leave school if you do not understand the assignment. If you are absent from school, make sure you meet with your teacher upon your return. Your teacher will inform you which assignments must be made up. If you find that you are receiving too much homework, talk to your teacher first.

PLAYGROUND GUIDELINES

A. No pushing, hitting or rough play.
B. Obey the adults on duty at all times.
C. No chasing, playing with sticks or branches.
D. No interrupting others' games.
E. Organized games are encouraged.

STAFF RESPONSIBILITIES

To insure that you have equal opportunities and are being treated equally, fairly and without discrimination, the district has appointed an Affirmative Action Officer – the building principal of the Brass Castle School. If you feel you are being discriminated against ask to speak to the Affirmative Action Officer. The district has also appointed an Americans with Disabilities Act Coordinator – the building principal of the Port Colden School.
These two individuals work to ensure that:
A. all of our programs are available to all students;
B. sexist and racist comments are not tolerated among students and staff – you are urged to report incidents to a trusting adult;
C. the accomplishments of people of all races are embraced and celebrated. Martin Luther King Day, as an example, provides a perfect opportunity to discuss the role of black Americans in our history;
D. you are treated fairly, reasonably and consistently;
E. there is an orderly educational environment;
F. the curriculum is integrated;
G. special services are provided to you when needed; and
H. your dignity is protected.

STUDY SKILLS

Students who study well:
A. bring their necessary materials to class;
B. are active participants in the classroom and ask relevant questions;
C. plan work and schedule time for daily homework;
D. use what they learn and see how each subject applies to the others;
E. strive to do their best, not just enough to get by; and
F. keep their daily agenda up-to-date.

Tips of study habits:
A. think positively; work independently; seek help when needed;
B. concentrate, keep your mind on what you are doing;
C. read the entire assignment rapidly to grasp the basic content, then reread slowly to understand content, details, explanations and directions; and
D. if the assignment is a long-term project, do a little of it each day; don't let it go until the last minute.

How to take a test:

A. relax and forget how others are doing;
B. read the directions carefully and then follow them;
C. read the test first to see what's asked for and how to divide your time;
D. read each question twice before answering;
E. think before you write;
F. answer questions fully; and
G. check your paper for spelling and grammar before turning it in.