

## 2019-20 Parent Handbook

It is the policy of the Washington Township Board of Education to provide *equal educational opportunity* for all its students regardless of sex, race, color, age (within the State requirements), creed, handicap, religion, ancestry, natural origin, or social or economic status. It is the policy of the Board to provide *equal employment opportunity* without regard to sex, sexual orientation, race, color, age, creed, handicap, religion, ancestry, natural origin, or social or marital status. It is also the policy of the Board to maintain a learning and working environment free from sexual harassment.

If a student feels that he or she has been discriminated against and/or sexually harassed, he or she should contact: (1) the teacher, (2) school counselor, (3) principal, (4) the District Affirmative Action Officer, or (5) the Superintendent of Schools.

Employees should contact: (1) their immediate supervisor, (2) their building principal or department administrator, (3) the District Affirmative Action Officer, or (4) the Superintendent of Schools.

### **Affirmative Action Officers**

(Affirmative Action Policy 2260; Sexual Harassment Policies 4352 and 5751)

### **Contracted Service Provider and Business Complaints**

Janine Wechter 589-6644, Ext. 6501

### **Student/Personnel Complaints**

Janine Wechter 589-6644, Ext. 6501

Jack McGee 589-6644, Ext. 6325

### **District Anti-Bullying Coordinator**

Theresa Pietrowski 589-6644, Ext. 5609

### **Absences and Attendance (Policy No. 5200)**

The laws of the State of New Jersey require that students attend school regularly until 16 years of age. A full school day is 4 hours and 40 minutes. The Board of Education believes that attendance is essential if students are to fulfill the goals and objectives set forth for their educational program. The Board further believes that it is the responsibility of the parents to see that students attend school.

The following are the only absences that are considered administratively excused absences: religious holidays approved by the Board of Education; death in a family; confirmed medical/legal appointments; absences approved in writing by a doctor or dentist; and suspension imposed by the administration. Seniors and juniors will be permitted a maximum of two days excused absences per year for the purpose of college visitations as per the guidelines provided in the High School Student Handbook. Absences due to personal illness will not be administratively excused unless verified by a doctor's certificate or by similar evidence.

Written excuses are required for students to be re-admitted to classes following an absence or lateness to school. Elementary students must submit parent-verified written excuses to homeroom teachers upon return to school from an absence; middle school and high school students submit written excuses to the attendance office. If a student has been absent five or more consecutive days, a doctor's certificate is required for readmission to school.

### **Absences and Excuses Verification**

At the elementary, middle school, and high school levels, the parent/guardian is responsible for notifying the school on the first day of the student's absence. Parents/guardians of elementary and middle school students should call the school's office before the school

day and leave a message. Parents/guardians of high school students should call the attendance office by 8:30 a.m. on the day their son/daughter is absent from school. The student also must submit a parental note explaining the reason for the absence. This note must be submitted to the attendance office upon the student's return to school.

If a student is absent without notification to the school, a staff member will contact the parent/guardian by phone. Calls will be made to the home and/or emergency telephone number.

School personnel also will verify the absences of middle and high school students and will contact local police authorities if the absences continue to be unexplained. Any absences unexplained after five days will be reported.

### **Absences for Religious Holidays**

1. Any student absent from school because of a religious holiday that is listed/approved by the NJ Department of Education may not be deprived of any award or of eligibility or opportunity to compete for any award because of such absence.
2. Students who miss a test or examination because of absence on a religious holiday will be given the right to take an alternate test or examination.
3. To be entitled to the privileges set forth above, the student must present a written excuse signed by a parent or guardian.
4. Any absence because of a religious holiday approved by the NJ Department of Education must be recorded in the school register or in any group or class attendance record as an excused absence.

5. Such absence must NOT be recorded on any transcript or employment application form or on any similar form.

#### **Absences and Make-Up Work**

Students who miss school for the reasons stated in the attendance policy can obtain assignments missed and make up the work. Students must work out arrangements at the teacher's convenience to make up class work missed due to absence from school or class.

Students in Grades 6 through 12 will be given one-day make-up time for each day absent. All other students should complete assignments one week after returning to school if the absence from school was for three days or less. In case of an extended absence, the teacher may wish to adjust the assignments and time limits accordingly.

Whenever a student is to be absent for more than two consecutive days, a parent or student may request work/assignments. These assignments may be picked up 24 hours after the request has been made. Requests for make-up work for extended periods of absence must be made three days in advance.

#### **Secondary Attendance Highlights**

1. Students are required to attend school regularly. School personnel will determine the reasons for all student absences and take appropriate action in the case of excessive absenteeism.

#### **2. High School**

Excessive absenteeism is defined as more than ten (10) Level I/Level II absences. Students who accumulate in excess of eighteen (18) Level I/Level II absences may be dropped from the rolls. Furthermore, any student who accumulates in excess of thirty-four (34) days of absence (Level I, Level II, and/or Level III), except where homebound instruction has been provided, also will be considered to be excessively absent, will receive no credit for the school year, and may be dropped from the rolls.

#### **Middle School**

Excessive absenteeism is defined as more than fifteen (15) Level I/Level II absences. Students who accumulate in excess of fifteen (15) Level I/Level II absences will be required to attend Saturday School sessions. Furthermore, any student who accumulates in excess of thirty (30) days of absence, regardless of level of absences, except where homebound instruction has been provided, may not be promoted to the next grade level.

Notes/documentation for absences must be submitted within five (5) school days from the time the student returns to school, or they will not be accepted.

3. A student in Grades 6-8 who arrives at school 10:25 a.m. shall be marked absent for the day. An early dismissal prior to 12:35 p.m. will be counted as a full-day absence. A student in Grades 9-12 who arrives at school 10:00 a.m. shall be marked absent for the day. An early dismissal prior to 12:19 a.m. will be counted as a full-day absence.

4. If a student reaches the point of excessive absenteeism (8 days), the assistant principal will notify parents/guardians that a conference may be required to discuss the reasons for the absences.

5. When a student reaches 13 absences in Grades 9-12 or 16 absences in Grades 6-8, he/she will be placed in a "non-credit" status. Credits for courses passed will not be granted until satisfactory completion of assigned Saturday classes. For each absence beyond 12 (Grades 9-12) or 15 (Grades 6-8) days, the student will be required to attend one Saturday session. Time owed for underclass students will be completed in a summer credit completion program or the student will have to repeat the school year. Students will be charged \$30 to register for the program, plus an additional \$10 for each day to be made up for a maximum of eight days.

6. Seniors owing Saturday school sessions prior to graduation will not be permitted to participate in graduation exercises and will have their diplomas withheld until the required time has been completed in the summer credit completion program. Eighth graders owing Saturday school sessions due to excessive absenteeism will not be permitted to participate in their end-of-year trip.

7. Saturday classes are scheduled from 9 a.m. until noon. Students must arrive prior to 9 a.m. with appropriate schoolwork for the three-hour session.

8. Suspension, either internal or external, will not be counted as an absence when calculating accumulated absences for non-credit status. Students are responsible for making up all work missed due to suspension.

9. Requests for Family Vacations:

- a. Parents/guardians should notify the principal at least two weeks in advance if they are planning to take students out of school.
- b. Time lost will count as unexcused absences.
- c. Absences taken during posted mid-term and final examination periods are strongly discouraged.
- d. Students must make up all work missed during these periods.

Students in grades 6 through 8 must attend school for a minimum of 162 days per year, and students in Grades 9 through 12 must attend 168 days to receive credit for course work. Students enrolling in the Washington Township secondary schools must provide verification regarding completed course work in another district as well as verification of school attendance.

Reminder: Students must attend school for 4 hours and 40 minutes each day to qualify as a full day and to be eligible for Perfect Attendance awards.

[Advanced Placement](#) (link)

[American Disabilities Act: Section 504](#) (link)

### **Asbestos Management**

Federal and State law mandate that each district prepare and maintain an asbestos management plan and a hazardous communication plan. The plans are on file at the Operations Building on Chapel Heights Road and at each school building for public review.

### **Basic Skills Improvement Program**

The District's Basic Skills Improvement (BSI) program, available to students in Grades K through 8, offers remedial help to students in the areas of mathematics and English Language Arts (ELA) Instruction and/or supports are offered by instructional assistants, interventionists, BSI mathematics teachers, reading specialists, reading, math and ELA teachers.

### **Board of Education**

The Washington Township Board of Education typically meets on the third Monday of each month in a public work session and on the fourth Tuesday of every month for the regular Board Meeting at 7:00 p.m. The public is invited to address the Board at the end of the meeting. The meetings are held in the Board Conference Room in the Eileen Abbott Central Administration Building on East Holly Avenue. Tentative dates for 2019-20 are:

September 16 and 24, 2019	February 18 and 25, 2020
October 14 and 29, 2019	March 23 and 31, 2020
November 18 and 26, 2019	April 20 and 28, 2020
December 9 and 17, 2019	May 18 and 26, 2020
January 21 and 28, 2020	June 22 and 30, 2020

### **Child Abuse**

All school employees are required by law to report suspected abuse/neglect. Any person who reports abuse or neglect pursuant to the law or testifies in a child abuse hearing resulting from such a report is immune from any criminal or civil liability as a result of such action. Reports will be made to the authorities whether or not substantial corroborative evidence is available.

It is the responsibility of each District staff member to report all cases of abuse, abandonment, cruelty, or neglect resulting in physical or mental injury by other than accidental means to the Department of Child Protection and Permanency and to the appropriate school administrator. The staff member has the responsibility to act to protect the health of the child. The procedures are delineated in the Board of Education policy manual.

### **Delayed Opening**

A special schedule will be in effect on days when weather conditions necessitate a two-hour delayed opening. The close of school will not be affected and dismissal will be at the regularly scheduled time. Because of rapidly changing weather conditions, this procedure will allow us to have school in session rather than canceling the day, which would require a make-up day.

In most instances, the opening will be delayed two hours, pushing all of the schools' original start times back two hours. Bus pick-up will be in the usual location, and pick-up time will be at the same differential as for the regular school schedule. For example, if normal pick-up was 7:45 a.m., then the delayed opening pick-up time would be 9:45 a.m. Pick-up for a two-hour delayed opening is always two hours after the normal pick-up time.

### **Dismissal/Early Dismissal/Unscheduled Early Dismissal from School**

Students in grades 1 through 12, who are not eligible for district-provided transportation or who are eligible for such transportation but elect not to use it, shall be permitted to leave school unescorted during regular dismissal on early dismissal days identified on the district's annual school calendar, and on unscheduled (emergency) early dismissal days unless the parent/guardian provides prior written notification to the school. Parents who wish to have escort arrangements for their child(ren) must complete and submit to the school principal a "Consent for Supervision at Dismissal" form. The form is available on each school's individual webpage or in the school's main office.

All documented escort arrangements will be considered applicable for the entire school year unless alternate arrangements are submitted in writing to the Principal by the child's parent/guardian on or before the day of the alternate plan. If a student's designated escort fails to pick up the student within 30 minutes of the school dismissal time, proper authorities will be notified. The Alert Solutions Communication System will be used for notification of unscheduled early dismissal days. Parents are asked to review the district calendar to note scheduled early dismissal dates.

Pre-K/Kindergarten students who elect not to use district-provided transportation shall not be permitted to leave the school unescorted. If the parent/legal guardian or escort fails to pick up the student within 45 minutes of dismissal, proper authorities will be notified. Pre-K/Kindergarten students will not be permitted to leave the bus stop unless an escort is available. Students who have no escort will remain on the bus and will be taken back to the school. Within 45 minutes following dismissal time, authorities will be notified.

### **Early Dismissal and Student Release**

1. No student in an elementary school or middle school shall be permitted to leave the school before the end of the school day unless met in the school office and signed out by a parent/guardian or a person authorized in writing from the parent/guardian to act on his/her behalf. All persons signing a student out of school must present photo identification.
2. Once a student enters the school property during the school day, he/she may not leave the building or school grounds without permission except in the case of an approved early dismissal. The principal may excuse for just cause the late arrival and the early dismissal of a student on the prior written request of the student's parent/guardian. Good cause may include, but need not be limited to: medical and dental appointments that cannot be scheduled outside the school day; medical disability; motor vehicle driver's test; interviews for college

entrance or employment; and court appearances. Except for emergencies, an early dismissal that is not approved in advance will be considered unexcused. Such unexcused dismissals shall be assessed with units similar to lateness as outlined in the Student Code of Conduct. In addition, students will be subjected to all rules and regulations once they enter the school property.

3. A student in twelfth grade who is involved in a co-op program may leave school before the end of the day by following the prescribed sign-out procedures.

#### **Early Dismissal/Half-Day Schedule**

The following schedule will be in effect on days when students will have an early dismissal:

#### **Integrated Preschool and Preschool Disabled**

In the event of a delayed opening, the morning session for pre-school will be cancelled, and must be made up on another day. Afternoon students will attend at their regular time.

#### **Elementary Schools (K-5)**

Bells, Thomas Jefferson, Whitman, ECC - 9:00 am - 1:40 pm  
Birches, Hurffville, Wedgwood - 9:25 am - 2:05 pm

**Middle Schools** 7:50 am - 12:35 pm

**High School** 7:20 am - 12:00 pm

#### **Dual Credit Programs**

[Dual Credit Program with Camden County College](#) (link)

[Dual Credit Program with Rowan College at SJ](#) (link)

[Dual Credit Program with Stockton University](#) (link)

#### **Eligibility for Interscholastic, Co-curricular, and Extra-curricular Activities**

(Policy No. 2431)

The Washington Township Board of Education and the staff believe that student participation in extra-curricular and co-curricular activities is an important part of the

educational experience and contributes to the full development of each student. Eligibility is based on credits and grades earned each semester.

#### **A. Course Credit Requirements**

Credits (Beginning with the Graduating Class of 2011)

a. To be eligible for the first semester of a given school year, a student must pass 30 credits (25% of the total credits required for graduation) during the previous school year.

b. For second-semester eligibility, a student must have a passing numerical average in at least 15 credits (12.5% of the total credits required for graduation) of first-semester subjects to be determined as follows:

5 credit course = 2.5 credits

2.5 credit course = 1.25 credits

1 credit course = .5 credit

#### **B. Second Semester Eligibility**

If a student is eligible at the start of the season, he/she may complete the season.

#### **C. Eligibility rules for students transferring in:**

1. Students who transfer in during the first semester must have passed 25% of the credits required for graduation by the State of New Jersey during the immediately preceding academic year.

#### **D. Eligibility rules of the NJSIAA:**

As a member school, all eligibility rules outlined in the NJSIAA Constitution and Bylaws will apply to Washington Township High School student-athletes.

#### **E. Summer School:**

Summer school credits are applicable toward credits necessary to maintain eligibility. Summer school credits must be completed and approved by the school before the sixth school day in the fall semester. Middle school students may attend a summer credit recovery program at a cost to parents.

#### **F. Monitoring of Student Eligibility**

1. The Assistant Principal for Athletics and Activities, in cooperation with the Guidance Office, will review eligibility prior to the start of each sports season. Eligibility of students involved in year-long extra- and co-curricular activities will be reviewed in September and again in February after second semester grades are recorded.

2. The coach or advisor, along with the Assistant Principal for Athletics and Activities, will be responsible for monitoring the grades of participating students while that activity is "in-season." Students having academic difficulty or who are in danger of failing are advised to seek additional help.

3. Ineligible Athletes: Athletes who are ineligible will be notified by the Assistant Principal for Athletics and Activities and advised by a counselor.

#### **Emergency Closing**

In the event it becomes necessary to close school due to inclement weather or other causes, announcements will be made on KYW News Radio 1060 and through Alert Solutions, WT-TV Channel 9/36 and the District website ([www.wtps.org](http://www.wtps.org)). Washington Township is announced as number 803. We ask parents to refrain from phoning radio stations, school personnel, the police department, or private numbers.

When schools are closed in Washington Township, no transportation will be furnished to any other schools. Occasionally it becomes necessary to dismiss Washington Township Public Schools prior to the regular dismissal time due to inclement weather or other causes. Parents and guardians will be notified immediately of the decision to dismiss early through our automated Swift K-12 communication system. We share parents' concern over young children going home at a time when no one is home to receive them, and we ask that parents instruct their children on what to do in the event they are not at home. Parents should make emergency plan arrangements with a friend or neighbor for child care and review that plan with their children so that every child knows what to do and where to go if school is dismissed early.

### **English as a Second Language**

The English as a Second Language (ESL) Program is designed for non-native English-speaking students to develop English language proficiency. The program serves students in Kindergarten at Grenloch Terrace Early Childhood Center, Grades 1-5 at Bells School, Grades 6-8 at Orchard Valley Middle School, and Grades 9-12 at the High School. The program is developed to enable students to become proficient in reading, writing, listening, and speaking. Students are evaluated regularly using approved standards. Once a student demonstrates proficiency in English, the student is transitioned out of the program.

### **Grades K-2 Gifted & Talented Education**

Through the use of multiple measures, student data is routinely collected and analyzed. Students are then provided with targeted instruction to meet their individual learning needs, and in first and second grade, students are placed into instructional groups according to the total school-wide cluster grouping model. The classroom teacher and/or the instructional support teachers meet the needs of the high ability/gifted learners through differentiated instruction in math and literacy. The gifted and talented teacher uses a consultative model to provide resources to the classroom teachers in order to ensure depth and rigor.

### **Grades 3-5 Gifted & Talented Program**

ELEMEnTS – (Elementary Learners Engaging in Mathematics, Engineering, new Technologies, and Science) The program is designed to challenge our gifted learners with relevant activities to meet their academic needs. Identified students in grades three, four, and five are invited to participate in weekly pull-out classes. Students are engaged in critical and creative thinking activities developed to provide an emphasis on research through an in-depth study of differentiated learning strands. Learning activities focus student discovery on relationships, systems, and structures that exist all around them. Topics are broad in scope, embracing the tenets of STEM (Science, Technology, Engineering, and Mathematics). Problem-based assessments draw on

students to apply research and predict future trends in technology, education, and economics. The program addresses the New Jersey Student Learning Standards at an advanced level, while also meeting the National Association of Gifted Children (NAGC) Standards. The program focuses on creative problem solving, research, critical thinking skills, communication skills, and leadership skills within a highly engaging format.

### **Grades 6-8 Gifted & Talented Program**

Humanities 6, 7 & 8 - The Middle Level Humanities program consists of a full-year program each year in grades 6, 7, and 8. In all three grades, the program replaces Social Studies. It relies on the regular Social Studies curriculum for its core content and infuses enrichment activities, higher-order/critical-thinking skills, and problem-based learning to develop a variety of themes within the civilization studied. Students study geography, world cultures, American history, government, and politics. Participation in special projects, such as Current Events League, Junior Mock Trial, and Junior Model United Nations is required.

### **Family Life Education**

New Jersey Code (NJAC 6:29-7.1) mandates the teaching of Family Life topics as part of the school's curriculum (Grades 4-12). Each school principal notifies all parents about the major objectives and general topic areas for each grade level. Instructional materials are available in each school for parents to review. Part of the New Jersey mandate also affords parents the right to exclude the children from such instruction. This waiver will be included in the letter from the principal. Parents should contact the building principal for more information.

### **Food and Nutrition Service (Policy No. 8500)**

District schools serve well-balanced, nutritional lunches and breakfast at all schools. For families who qualify according to income, the school provides lunches and breakfast at a reduced price or free to children who are eligible. Applications are sent home at the beginning of each school year or are available at the Food Service Office

or any nurse's office at our schools. Parents must file a new application to continue receiving benefits for this school year and are encouraged to call our office at 582-4010 with any questions about the program or about the Federal Child Nutrition Program. Applications and menus are available at [www.wtpps.org](http://www.wtpps.org).

### **Lunch prices: (subject to change)**

Grades K-5:	\$3.50 per day (includes milk)
Grades 6-8:	\$3.50 per day (includes milk)
Grades 9-12:	\$3.75 per day (includes milk)
Reduced price:	40 cents
Milk alone:	55 cents

### **Breakfast prices: (subject to change)**

Grades K-5:	\$2.00 per day (includes milk)
Grades 6-8:	\$2.00 per day (includes milk)
Grades 9-12:	\$2.00 per day (includes milk)
Reduced price:	30 cents

### **PreSchool Milk Program: (subject to change)**

Milk:	35 cents
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The District uses a computerized lunch account system (POS). Each student has a PIN number (the student's I.D. number), which accesses his or her lunch account. Money may be deposited to this account at any time with cash or check. Our online payment system, Pay Schools Central ([www.payschoolscentral.com](http://www.payschoolscentral.com)), also allows parents/guardians to use a credit/debit card or ACH/checking account to add money to a PIN account and to monitor what their child is eating.

According to District policy, students who forget meal money, or whose debit accounts are depleted, will be provided breakfast or lunch with an expectation that payment will be remitted the next school day or shortly thereafter. Families who fail to make payment after two notifications from the school district, by timelines mandated by the State of New Jersey, will be required to meet with a school official. If lunch accounts are not replenished by the eighth calendar day from the date of

the second notification, students of families in this delinquent payment status will be provided only a basic lunch. Additionally, the District will be required to launch an investigation by the New Jersey Department of Children and Families, Division of Child Protection and Permanency for the parent's failure to provide breakfast or lunch for their child.

Parents/guardians will be charged a processing fee for all returned checks.

A variety of milk is available daily. Lactaid milk is available for those with milk restrictions, whether for dietary or religious reasons.

#### **Gifts (Policy No. 3214)**

Gift exchanges between teachers and students are prohibited.

#### **Graduation Requirements**

A District policy for graduation ensures that all students who participate in graduation have met all graduation requirements.

Any student who has not met all State and Washington Township Board of Education graduation credit, curriculum, State testing, and attendance requirements by the date of the graduation ceremony may not participate in graduation or receive a State-endorsed diploma. All outstanding obligations, fines, and disciplinary penalties must be satisfied prior to the date of graduation for a student to participate.

#### **School Counseling and Student Assistance Coordinators**

[Grenloch Terrace Early Childhood Center Counseling](#) (link)

[Bells Elementary School Counseling](#) (link)

[Birches Elementary School Counseling](#) (link)

[Hurffville Elementary School Counseling](#) (link)

[Thomas Jefferson Elementary School Counseling](#) (link)

[Wedgwood Elementary School Counseling](#) (link)

[Whitman Elementary School Counseling](#) (link)

[Bunker Hill Middle School Counseling](#) (link)

[Chestnut Ridge Middle School Counseling](#) (link)

[Orchard Valley Middle School Counseling](#) (link)

[Washington Township High School Counseling](#) (link)

#### **Health Services (Policy No. 5310)**

The School District does not provide medical inspections. Parents are strongly advised to begin or continue a program for their children of regular examinations by the family physician. The certified school nurse will continue to monitor students' health as mandated by the State of New Jersey by performing audiometric, vision, and scoliosis screening, measurement of height, weight and blood pressure to support the continuing participation of students in school.

#### **Communicable Disease**

The rules regarding quarantine of school children for communicable diseases have been established by the state and local Boards of Health and conform to the regulations of the Board of Education. When the following contagious diseases exist in the home of the student – chickenpox (varicella), German or regular measles, mumps, or whooping cough – he or she will not be excluded until the first signs of the illness appear.

School health officials will consult with Gloucester County Public Health Officials about communicable diseases which may present a threat to the public. Possible interventions will be determined and guidelines/updates may be posted on the district website and sent through Alert Solutions.

Informational letters may be disseminated throughout the district on an as-needed basis.

#### **First Aid and Emergency Treatment**

The school attempts to keep children safe from accidents. If an accident or sudden illness occurs, first aid will be administered and the child's parent notified. No care beyond first aid will be given by the school physician or nurse. First aid is defined as the immediate temporary care given in case of an accident or sudden illness. If further medical attention is needed, care and movement of the child will be directed or provided by the parent. However, in the case of an emergency and the parent cannot be located, the child will be taken to the Emergency Room at Jefferson Hospital - Washington Township for emergency care. All care beyond first aid administered by the school physician or nurse shall be at the expense of the parent.

#### **Illness**

Parents should keep children at home when they show these symptoms: vomiting, enlarged glands, red or discharging eyes, fever, sore throat, chills, pain, stomach ache, diarrhea. In the event a student becomes ill while at school, parents will be notified to take the child home.

#### **Medication**

The policy of the Board of Education discourages the administration of medication while at school unless it is necessary and only under the following conditions:

1. A letter of authorization must be submitted by the parent/guardian and physician to be filed in the nurse's office. If it is necessary for a student to take medication on a regular basis (i.e., to treat allergies, menstrual cramps, headaches, or coughing), permission must be on file from a physician and a parent/guardian for the student to come to the nurse's office and take medication when required.

2. Medication, clearly identified, must be given to the school nurse to ensure proper use. Students may not carry medication at school unless authorized by the physician and parent/guardian and approved by school officials.

Students who have unauthorized medication in their possession will be disciplined.

### **Harassment, Intimidation and Bullying (HIB)**

(Policy No. 5512)

*The school district takes all offenses and violations of the Code of Student Conduct very seriously. An incident does not need to be deemed an incident of HIB in order to be investigated or for remedial or disciplinary measures to be implemented; therefore, when reporting an incident as “bullying” or “HIB,” please be sure that the incident **meets all parts** of the HIB definition as defined below or as outlined on the district website’s Anti-Bullying page (found on the [Alleged HIB Incident Report Form](#) link).*

*If the incident does not meet **all parts** of the HIB definition, inform the building principal immediately of the “situation,” “incident,” or “conflict.” If, upon investigation of the reported “situation,” “incident,” or “conflict,” the building principal finds evidence of HIB behavior, the incident will be given to the school’s Anti-Bullying Specialist to be continued as an HIB investigation in accordance with the requirements and timelines defined in Policy No. 5512.*

A safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student’s ability to learn and a school’s ability to educate its students in a safe and disciplined environment. Harassment, intimidation, or bullying is unwanted, aggressive behavior that may involve a real or perceived power imbalance. Consequently, the Board of Education prohibits acts of harassment, intimidation, and/or bullying of a student(s).

“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:

- A. 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;
- B. 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;
- C. Substantially disrupts or interferes with the orderly operation of the school or the rights of other students; and that
  1. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a student or damaging the student’s property, or placing a student in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
  2. Has the effect of insulting or demeaning any student or group of students; or
  3. Creates a hostile educational environment for the student by interfering with a student’s education or by severely or pervasively causing physical or emotional harm to the student.

\*“Electronic communication” means a communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer, or pager.

Schools are required to address harassment, intimidation and bullying occurring off school grounds in cases where a school employee is made aware of such actions and when there is a nexus between the harassment, intimidation and

the school (e.g. the harassment, intimidation, or bullying substantially disrupts or interferes with the orderly operation of the school or the rights of other students). Students who engage in such activities shall be subject to discipline for threats, harassment, intimidation, and/or bullying, as outlined in the Student Handbook, Policy/Regulation 5600 Pupil Discipline, Policy 5512 Harassment, Intimidation, and Bullying, as well as face possible criminal penalties.

A determination as to whether a particular action or incident constitutes a violation of this policy shall be based on an assessment of all the facts and surrounding circumstances. Consequences and appropriate remedial action for students who commit such acts shall range from behavioral interventions up to and including suspension or expulsion. The appropriate consequence will be consistent with case law, statutes, and district/school policies and regulations. This policy applies to all acts of harassment, intimidation, and bullying, including cyber-bullying, that occur on school property, at school-sponsored functions, or on a school bus.

\*\*Please note: Federal law prohibits the disclosure of personally identifiable student information to any person other than the student’s parent(s) or legal guardian(s); therefore, the district cannot provide information of this nature at any point during or at the conclusion of an HIB investigation.

The Board expects students to conduct themselves in keeping with their levels of development, maturity, and demonstrated capabilities with proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment consistent with the Code of Student Conduct. The Board believes that standards for student behavior must be set cooperatively through interaction among the students, parents, school employees, school administrators, school volunteers, and community representatives, producing an atmosphere that encourages students to grow in self-discipline. The

development of this atmosphere requires respect for self and others, as well as for school district and community property on the part of students, staff, and community members. Consequently, a school climate, which effectively engages all constituents of the school community including parents, staff, and students in promoting mutual respect and the prevention and timely redress of incidents of harassment, intimidation and/or bullying, must be established and maintained.

The District prohibits active or passive support for acts of harassment, intimidation, and bullying. To this end, students are encouraged to support other students who constructively attempt to stop acts of harassment, intimidation, or bullying; provide support to students who have been, or are being subjected to harassment, intimidation, or bullying and support the victim(s); and who report acts of harassment, intimidation, and bullying to the designated school staff member. Students are encouraged to report acts of hazing, harassment, intimidation, and/or bullying to the building principal, the school's anti-bullying specialist, or to a trusted staff member.

*HIB Policy 5512 is in the process of being revised and may have further revisions during the course of the 2018-2019 school year dependent on the anticipated release of NJDOE guidance. Please see the Anti-Bullying webpage on [www.wtps.org](http://www.wtps.org) for revisions, if any.*

[Home Instruction](#) (link)

### **Homework**

The Board of Education recognizes that the assignment of homework is an integral part of the instructional program. The main purpose of homework is to provide reinforcement of those concepts and skills introduced and taught in the classroom. The amount and frequency of homework is determined by the teacher with respect to individual students and the particular unit of study. Parents are encouraged to assist their children in

developing effective organizational skills and study/work habits. *Please refer to Policy/Regulation 2330 for details.*

### **Home-School Cooperation (Policy No. 9210)**

The staff of Washington Township Public Schools desires close cooperation and understanding between the home and the school. Parent-teacher organizations provide an opportunity for an exchange of ideas. Parents are encouraged to confer with the child's teacher or principal to discuss concerns. Conference appointments may be made by calling the school. Parents also are invited to visit the classrooms. However, parents are requested to report first to the principal's office and not to escort preschool children to the classrooms.

### **Integrated Pest Management**

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. The New Jersey Integrated Pest Management Act of 2002 requires school districts to implement a school integrated pest management policy. Each school has a copy of their plan available for review.

[Intervention & Referral Services](#) (link)

### **Kindergarten Enrollment and Registration (Policy No. 5115)**

Children who will be five years of age on or before October 1st for the 2019-20 school year may be registered and will be admitted to kindergarten in September. The annual

registration for kindergarten is scheduled for Monday, February 3 through Friday, March 13, 2020, at the Eileen Abbott Central Administration Building.

### **Full-Day Kindergarten Program Highlights**

Our kindergartners learn to see themselves as readers, writers, and investigators as they explore our fully integrated curriculum. A typical day finds children engaging with text, writing and telling stories, singing songs and reading poems, exploring mathematics, and developing science and social studies concepts while engaged with choice time which is integrated around a common theme. Children have music, physical education, art, technology and library with a teacher who is a specialist in this area. Specialists work closely with the classroom teacher to reinforce the same concepts and develop themes. Children receive additional support in reading and math skills through our specialists.

### **Locker Searches**

To foster an environment conducive to education, the Washington Township Board of Education assumes responsibility for the welfare of all students by maintaining discipline, order, and safety in all school locations. Student lockers are the property of the school district and remain under joint control of the District and the student. The Board reserves the right to inspect students' school lockers. A reasonable search will be conducted when it is necessary to maintain safety, order, and discipline within the schools. The full procedures are listed in Board Policy and Administrative Procedure No. 5770. See also "Zero Tolerance for Drugs" below re: canine locker searches.

### **Lost and Found**

All valuable articles found at school are taken to the principal. Other articles are placed in the lost-and-found box. It is important that coats, hats, sweaters, and overshoes be marked with the child's name. Lost articles should be claimed within 30 days. After that time, they are donated to local charities.



### **Parent/Guardian Conferences**

Parent-teacher conferences provide an opportunity for the teacher and parent to develop a mutual understanding of the child's growth and development and to exchange valuable information that will aid the child's progress. The conference dates for parents/guardians of students in Grades K-5 are scheduled for this year as follows:

Grades K-5: October 23, 24 and 25, 2019  
April 2 and 3, 2020

Parents or guardians with children in middle and/or high school are encouraged to contact the school for conference appointments as needed.

### **Parties (Policy No. 5850)**

Parties may be scheduled throughout the school year with the approval of the building principal. Parties usually occur on the last day of school before a weekend or vacation. Teachers in Grades PreK-5 may schedule appropriate seasonal parties that support existing grade-level curriculum.

### **Physical Education**

Each student is required to have 150 minutes of physical education and/or health per week. Only a student who has received a medical excuse from a medical doctor may be excused from this requirement.

In the high school program, students who have a physician's note to excuse them from the physical education/health class will be assigned to an adaptive physical education class based on the physician's prescription.

Each physical education program – elementary, middle, and high school – has some guidelines regarding appropriate dress for the physical education class. Students will be informed of the guidelines during the first week of school. In addition, there are more specific statements for required dress listed in the School Handbook for Secondary Students.

### **Playground Activities**

Children are permitted to play softball and touch football, but not tackle football, on the elementary school playgrounds. These sports are played only during organized physical education classes. Equipment is provided by the school for these sports making it unnecessary for the child to bring equipment to school. Parents might caution children, especially at lunchtime, about rough physical contact that causes accidents and damages clothing. This period of play is supervised by aides, not teachers. Parents should stress good behavior.

### **PowerSchool**

Parents will be provided with access codes to establish an account within the PowerSchool Unified Classroom system. PowerSchool can be accessed through the District Website, [www.wtps.org](http://www.wtps.org), which contains a section "for parents." Parents should select "PowerSchool" and follow the prompts.

### **Progress Reports (Policy No. 5420)**

The formal methods used for reporting student progress are the report card and parent-teacher conferences. The elementary parent-teacher conference periods are scheduled during October and April by parent or teacher request. More information is provided under the Parent/Guardian conferences section of this handbook.

Although there are formal periods for teacher conferences with the parent/guardian of students in Grades K-5, parents/guardians of any student are encouraged to request a conference at any time during the school year that the parent/guardian feels is necessary. In turn, there are times and circumstances that the school personnel may require a parent/guardian conference at times different from the conference periods. Parents/guardians of middle and/or high school students also are encouraged to schedule conferences whenever the need arises.

Parents/guardians are strongly encouraged to utilize the electronic student database regularly to access

information about their child's school performance as well as to access secondary progress reports.

The marking periods for 2019-20 are as follows:

### **All Levels**

<u>Marking Period Ends</u>	<u>Report Cards Issued</u>
November 13	November 22
February 3	February 12
April 7	April 24
June TBD (last day of school)	Issued by 6 <sup>th</sup> day after last student day

### **Registration of Children and Immunization (Policy No. 5111)**

Students entering pre-K, kindergarten, first and sixth grades are required to have initiated Hepatitis B immunization and varicella (chicken pox) immunization prior to entering school for the first time. Students without this immunization will have 30 days to comply prior to exclusion. Also, all high school students are required to have the initiated Hepatitis B immunization.

The Washington Township Board of Education expects parents to present appropriate evidence to support the enrollment of the child at the time of registration. Only students who are bonafide residents of the District may register. It will be necessary to have documentation to show proof of residency. Registrations are processed in the Administration Building on East Holly Avenue.

New Jersey State Law specifically requires that children who are not completely immunized will not be permitted to attend school until their immunization is completed. Upon registering their children, parents will need a record of transfer and birth certificate and exact dates of shots and boosters, verified by a physician (endorsement), for DPT, DT, TD, polio, rubeola (regular measles) and rubella (German measles), mumps, hepatitis B series and varicella vaccines.

As of September 2008, all students must have documentation of the Tdap and meningococcal vaccines by age 11. This documentation is to be given to the child's school nurse for recording on his/her health card.

**Use of Electronic Communication and Recording Devices (Policy 5516)**

Students are not permitted to bring or possess a remotely activating paging device on any School District property at any time regardless of whether school is in session or other persons are present. Furthermore, students are not permitted to use cellular telephones while school is in session. Cellular telephones must be turned off during the school day and may only be turned on after school has concluded for the day and outside the school building. Cellular telephones that are turned on in violation of this policy will be confiscated by the building principal and the pupil will be subject to appropriate disciplinary action. Repeated offenses will be handled as insubordination. These devices should not be used or visible during the day. In the event a student violates this policy as to paging devices, the building principal, or designee, will confiscate the device and take appropriate disciplinary action. In the event a parent needs to contact their son/daughter, they should call the respective grade level main office.

**Responsibility for Personal Property**

The School District is not responsible for the loss of any personal items of either a student or staff member while the item is inside or on the premises of District buildings or property. This includes loss that occurs as a result of lockers that are broken into or illegally entered rooms. The school district does not and cannot carry sufficient insurance to cover these losses.

Parents and staff members are advised, therefore, to obtain sufficient insurance to cover such valuable articles as jewelry, watches, or musical instruments through their own homeowner's insurance. It is possible for parents to obtain riders on these policies at a very minimal cost that will cover belongings while they are outside of the household premises.

**Retention/Promotion Guidelines**

The retention/promotion policy represents the minimum standards of proficiency needed by students to be promoted and to succeed at the next grade level. The most significant cause of retention in Grades K-5 is a student's lack of progress in reading. The student's performance in mathematics is considered a secondary measure. In addition, there are other factors that include maturity, attendance, and/or child study team recommendations. Each of these areas is documented, and the parent(s) or guardian(s) are notified at appropriate times during the school year.

**Safety Drills (Policy No. 8420)**

In an effort to protect the health, safety and welfare of the school population and to ensure the School District's capacity to respond in the event of crises, each district school conducts one fire drill and one school security drill each month when school is in session. Employees have been trained on school safety and security drills and are required to practice the school's procedures for responding to school emergencies. Students are trained to leave the building quickly and in an orderly fashion. Other emergency evacuation drills, such as bus drills, also are held periodically.

**Safety Program**

The Board of Education seeks to provide a safe and healthy environment for everyone using the district's facilities. In addition to proper maintenance of buildings and grounds, safety includes an attitude of safety that must be cultivated and reinforced. To achieve this goal, the district has established a safety program involving all staff in monthly safety meetings and students through regular classroom instruction. Staff and students are responsible for obeying proper safety rules.

**School Hours**

**Integrated Preschool and Preschool Handicapped**

A.M. Session      9:20 a.m. - 11:50 a.m.  
P.M. Session      1:00 p.m. - 3:30 p.m.

**Kindergarten**

*Grenloch Terrace, Thomas Jefferson, Whitman*  
9:00 a.m. - 3:20 p.m.

**Elementary**

*Bells, Thomas Jefferson and Whitman*  
9:00 a.m. - 3:20 p.m.

*Birches, Hurffville and Wedgwood*  
9:25 a.m. - 3:45 p.m.

**Middle Schools**      7:50 a.m. - 2:55 p.m.

**High School**      7:20 a.m. - 2:10 p.m.

**School Nutrition/Wellness Policy (Policy No. 8505)**

The Board of Education recognizes that child and adolescent obesity has reached epidemic levels in the United States and that poor diet combined with the lack of physical activity negatively impacts on students' health and their ability and motivation to learn. The Board is committed to providing students with healthy and nutritious foods; encouraging the consumption of fresh fruits and vegetables, low fat milk and whole grains; supporting healthy eating through nutrition education; encouraging students to select and consume all components of the school meal; and providing students with the opportunity to engage in daily physical activity.

**A. Nutrition Guidelines**

All reimbursable meals shall meet Federal nutrient standards as required by the U. S. Department of Agriculture's Child Nutrition Program regulations. The following items may not be served, sold, or given out as free promotion anywhere on school property at any time before the end of the school day.

1. Foods of minimal nutritional value (FMNV) as defined by U.S. Department of Agriculture regulations, including:
  - a. Soda water, water ice, chewing gum, hard candy, jellies and gums, marshmallow candies, fondants

(e.g. candy corn and soft mints), licorice, spun candy, and candy-coated popcorn;

2. All food and beverage items listing sugar in any form as the first ingredient, including corn syrup, dextrin, fructose, high fructose corn syrup, galactose, glucose, honey, lactose, malt, maltose, maple syrup, molasses and sucrose; and
3. All forms of candy.

Schools are mandated to reduce the purchase of any products containing trans fats.

B. Exceptions:

1. School Celebrations and Curriculum Related Activities: Food and beverages served during special school celebrations or during curriculum-related activities shall be exempt from this policy, with the exception of foods of minimal nutritional value (FMNV's) as defined by USDA regulations and as listed above under A.1.
2. Medical and Individual Educational Plan-Related Needs: This policy does not apply to: Medically authorized special needs diets pursuant to 7 CFR Part 210; school nurses using FMNVs during the course of providing health care to individual students; or special needs pupils whose Individualized Education Plan (IEP) indicates their use for behavior modification.
3. Items Brought from Home for Individual Student Consumption: The standards set forth in this nutrition policy apply only to items made available to students by or through the school. Items brought from the student's home for his or her personal consumption are not bound by this policy.

### **Special Education**

The district offers services for students aged five to 21 who qualify for one or more of the 14 special education categories under N.J.A.C. 6A:14 when the disability adversely affects the student's educational performance, and the student is in need of specially designed instruction. Each building has a child study team that performs evaluations to determine eligibility for special education.

### **Preschool Disabled Program**

Preschool services are available for children with disabilities who are identified after their third birthday. Preschool special education is available in the Washington Township School District.

### **Student Accident Insurance**

(Subject to change)

The Board of Education provides an accident policy for all students during the school year. This plan protects the student:

- At school: During the hours and on the days when school is in regular session.
- Traveling: Directly to and from the student's residence and the school, for regular school sessions, for such travel time as is required. Such shall not exceed one hour before regular school classes begin, or more than one hour after regular school classes are dismissed. If additional travel time on the school bus is required, coverage shall extend for such necessary additional travel time.
- At school-sponsored activities: Participating in or attending an activity exclusively organized, sponsored and supervised by the school district. This includes direct and uninterrupted travel to or from an activity. Coverage has been purchased on a full-excess basis. This means that parents must first claim benefits under any other medical expense coverage they have. This would include Blue Cross/Blue Shield or any private accident and health policies or group policies through the parent's employer or other sources. If there is a balance due (including deductibles) after payment by employer's other carrier, the parent would then submit all receipts of payments made by the other carrier and all the medical bills incurred on the claim for consideration of payment of the balance due under this policy.

NOTE: Please file the student claim form as soon as possible after the injury! Do not wait for your own company to pay before filing.

### **Substance Abuse/Alcohol Policy**

The Board adopted a policy and a set of administrative procedures to evaluate, to discipline, and to provide counseling services to students who are involved with dangerous substances and/or alcohol misuse. Students will be given a copy of the procedures that went into effect during the 2012-13 school year.

### **Zero Tolerance for Drugs in School**

The Board of Education and local police officials have adopted a zero-tolerance policy for drugs or other illegal substances in any Washington Township public school. To combat this issue, our schools will continue to implement the Students in Training to Act Responsibly in Township (S.T.A.R.T) Program; and, in addition, the Board of Education has implemented the following anti-drug procedures: school officials will post notices of locker searches in schools; bring in professional handlers with drug-sniffing canines; make greater use of surveillance cameras; conduct more frequent and unannounced locker searches; provide sensitivity training for professional and support staff; and conduct random drug testing of athletes.

Students will be provided with additional information on the school district's zero-tolerance policy during the first week of school. The school district encourages parents to be actively involved in their children's activities. In addition, parents are encouraged to check children before they leave home, and watch for tell-tale signs of possible substance abuse.

### **Student Discipline (Policy No. 5600)**

The Board believes that the District objectives can only be met when student behavior is conducive to efficient, effective, and harmonious learning activities. Therefore, a Code of Conduct has been developed which recognizes the rights and responsibilities of students and also provides for

a proper learning environment. The Student Code of Conduct addresses the responsibilities of students to attend school and to attend classes. It also indicates the consequences of excessive absences, truancy, class cuts, and tardiness. In addition, a listing of other infractions and consequential disciplinary action is included. Pursuant to N.J.A.C. 6A:16-7.1, the Superintendent must annually provide to students and parents or guardians the rules of district regarding student conduct.

#### **Student Disciplinary Code Regarding Fighting**

The Board of Education will not tolerate fighting or physical or verbal assault among students.

Fighting/assault offenses in Grades 9-12 are cumulative over a student's four years of high school. The high school will maintain accurate records of all fighting infractions.

Please note: Upon the first offense, the student will receive immediate external suspension of at least 5 days not to exceed 10 days. Students may be removed from the building by police and taken to the police station. Charges may be filed with the police department against students. A parent conference with an Assistant Principal must be held prior to re-admittance. Students involved in fights or assaults may be subject to a possible hearing before the Board of Education for expulsion, as per the Student Code of Conduct.

#### **Student Dress and Grooming (Policy No. 5511)**

The faculty, administration, and Board of Education of the Washington Township Public Schools agree that certain standards of appearance are necessary for the well-being of all students. We believe that school attire is primarily the responsibility of the student and their parents/guardians. At the same time we believe that, within the framework provided by the First Amendment and New Jersey school law, the right of free speech and expression enjoyed by students as defined by our judicial system must be respected. We also support our teachers' and faculty's need to focus on teaching/instruction without the additional, uncomfortable burden of subjective dress code enforcement. At the same time, we

entrust the clear and consistent enforcement of this policy to all building administrators.

1. Footwear must be worn at all times and should be appropriate and safe for each classroom activity. Sneakers are the only approved footwear for physical education classes. All footwear must be secured at the front and back of the foot. High school students are permitted to wear flip flops.
2. Clothing shall be sufficient to conceal midriffs, all undergarments (excluding straps) and private parts at all times. Clothing must be worn as intended. That is, the waistband of pants/shorts should be fastened at the waist and undergarments are not to be worn as outer garments. Fabric covering all private parts must not be see through. All shirts must have either sleeves or straps. Hats, hoods and bandanas are not to be worn in the building.  
Clothing must be suitable and adhere to all dress code requirements for all scheduled school day activities including physical education, science labs, wood shop, and other activities where unique hazards or needs exist.  
Clothing, accessories, or jewelry that displays obscene, profane, vulgar or lewd words, pictures, messages, designs or double-meaning slogans, gang association or criminal activity are prohibited.
  - a. Understanding that middle school environments can benefit from distinct consideration, spaghetti strap tops and flip flops are not to be worn at the middle school level.
3. Any clothing, accessory or jewelry which depicts bias symbols, hate messages or is intended to harass, threaten, intimidate or demean individuals or groups of individuals because of sex, color, race, religion, disability, national origin or sexual orientation are prohibited.
4. Non-prescription sunglasses, glazed and tinted glasses, except as prescribed by the student's doctor, are not to be worn indoors.
5. Chains, cables or other accoutrements, which could be used as weapons, are prohibited.

6. Body adornments, including but not limited to, body piercing jewelry which may jeopardize the safety and well-being of the student or others are prohibited during physical education classes.

#### **Student Records**

##### **Access to Records**

The district compiles and maintains records on each of its students in accordance with NJ statute. The records contain information regarding the education of the student. The school district also guarantees access to the records to persons authorized by State statute. Authorized organizations, agencies, and individuals include the parent or legal guardian, foster parent, or parent surrogate of a pupil under the age of 18, and the student who has the written permission of parent or guardian.

The records for each individual pupil shall be maintained in a central file at the school attended by the student. Any person authorized to have access to a student's records will have access within a reasonable amount of time.

##### **Student Directory Information**

As part of the school district's responsibility for educating its students, it is necessary for the district to compile and maintain student records that contain only information that is relevant to the educational welfare of the student.

The Board of Education has established procedures to govern student records and access such records in accordance with New Jersey and Federal Statutes. New Jersey Statutes (18A:36-19.1) require the school district to provide military recruiters the same access to school facilities and student information directories that is provided to educational and occupational recruiters. If a parent/guardian does not want any information provided, he/she may request in writing to the Superintendent that the child's name be omitted.

In addition, the District includes selected student information in such materials as honor rolls, sports and play programs, class lists, homeroom lists, other

miscellaneous lists, and general photography in a category of "directory information." This information is generally disclosed without parental permission; however, it may be withheld upon the request of the parent. If a parent/guardian does not want such information released, it will be necessary for the parent/guardian to inform the principal in writing.

### **Student Safety and Well-Being**

State legislation has required that all school districts develop procedures for identifying and reporting suspected cases of missing or abused children to the appropriate authorities.

### **Student Smoking (Policy No. 5533)**

It is against New Jersey State law for anyone to smoke in a public building or on school grounds. Doing so is a direct violation and subjects an individual to disciplinary and legal action. Individuals caught smoking inside school buildings will be charged with a "disorderly person offense" and may be subject to municipal fines. Board policy prohibits smoking in any of its public school buildings or on school grounds. Student possession of cigarettes, matches, cigars, pipes, or related material is strictly prohibited. The Board believes that, "smoking is injurious to the health of everyone, especially our young people, and takes responsibility to curtail the use of tobacco and other related substances by students to the fullest extent possible." More information covering student smoking may be found in the middle and high school handbooks.

### **Supplies**

Books and regular school supplies are furnished to students without cost, and reasonable care for school property is expected. Students also are encouraged to keep protective covers on books.

In addition to supplies, the school buildings and grounds are a major community investment. They should be treated with care and concern since they represent the place where learning takes place. Parents are responsible

for a child's loss of or damage to supplies, books, and/or property.

### **Technology Use (Policy No. 2361)**

Student Acceptable Use of District Computers and Computer Resources – The school district provides computer equipment, computer services, and Internet access to its students for educational purposes and school district-related business only. The purpose of providing technology resources is to improve learning through research, training, collaboration, dissemination, and the use of global communication resources.

Students are accountable for responsible behavior on computer networks/computers just as they are in a classroom or a school hallway. Access to computer network services/computers is given to students who agree to act in a considerate and responsible manner. Parent permission also is required. It is presumed that users will comply with district standards and will honor the agreements they have signed.

Behavior including, but not limited to the following, is prohibited:

1. Sending or displaying offensive messages or pictures;
2. Using obscene language and/or accessing visual depictions that are obscene as defined in section 1460 of Title 18, United States Code;
3. Using or accessing visual depictions that are child pornography, as defined in section 2256 of Title 18, United States Code;
4. Using or accessing visual depictions that are harmful to minors including any pictures, images, graphic image file, or other visual depiction that taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
5. Depicting, describing, or representing 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;

6. Harassing, discriminating against, insulting, or attacking others;

7. Knowingly or recklessly posting false or defamatory information about a person or organization;

8. Damaging computers, computer systems, or computer network/computers, or software;

9. Tampering with or disabling the District's filtering software.

10. Violating copyright laws (copying or using commercial software without proper licensing and/or in violation of copyright laws.

(The Copyright Act U.S.C. §106)

11. Unauthorized manipulation of Washington Township's computer system, programs, or data; including tampering with or altering the district's student records/grading program or files.

12. Breaching network security and/or workstation security;

13. Attempting to log on without proper authorization and/or using another's password;

14. Trespassing in another's folders, work, or files:

15. Intentionally wasting limited resources;

16. Employing the network/computers for commercial or personal (non-educational) purposes including but not limited to product advertising or political activity; and/or

17. Engaging in other activities that do not advance the educational purposes for which computer network/computers are provided.

The Board will provide student access to Internet resources only in supervised environments and has taken steps to lock out objectionable areas to the extent possible through filtering software, but potential dangers remain. Students and their parent(s) or legal guardian(s) are advised that some systems may contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or otherwise illegal material. The Board and the system administrators do not condone the use of such materials and do not permit usage of such materials in the school environment. A student who incidentally connects to an inappropriate site must immediately disconnect from the site and notify a

teacher or supervisor. If a student observes another student accessing inappropriate sites, he or she should notify a teacher or supervisor immediately. Such student shall not be considered in violation of the Acceptable Use policy if the notification is done in a timely manner.

Any action by a student of the school district's computer network/computers that constitutes an inappropriate use of computer network/computers resources or which improperly restricts or inhibits other users from using and enjoying those resources is strictly prohibited and may result in limitation, or termination of the student's account and other action in compliance with the Board policy and regulation.

### **CTE/Tech Prep**

There are six "Tech Prep" articulation agreements between Washington Township High School and Rowan College at Gloucester County (RCGC). Students who have successfully completed the high school course work (B or better) in courses listed below are qualified to receive the RCGC corresponding credits. The advance credits earned by WTHS graduates will be held in escrow by RCGC until the student has successfully completed 12 credits after enrolling in RCGC. The Washington Township High School courses eligible for Tech Prep at RCGC are: College Prep (CP) Accounting, Information Systems III, Computer Applications for College and Careers, Web Page Design, Creative Technology Art, Advanced Graphic Communication Technology, Construction Technology II, Engineering Design Systems, Architecture Design Systems, Design Experience in Engineering and Architecture, Business Law, Personal Law, and Financial Management. Additionally, students may elect to take advantage of three "Tech Prep" articulation agreements between WTHS and Camden County College (CCC). Credit will be granted by CCC for courses mastered as the high school level to students who have applied for admission to CCC with two years after graduation and have matriculated into CCC curriculum degree or certificate program covered by the agreement. The WTHS courses eligible for Tech Prep with

CCC are: Culinary Arts 3 and Design Experience in Engineering and Architecture.

### **Testing Program**

Standardized tests are administered throughout the school year to enable the district to assess student progress and to comply with the mandates of ESSA. Students should be encouraged to perform to the best of their ability. Major tests administered include the following:

- Standardized Norm Referenced Tests
- OLSAT – Grades 2 and 5
- "STAR Reading & Mathematics" - Grs. 1-12
- "New Jersey Student Learning Assessment- ELA & Math – Grades 3-10  
Science" - (NJSLA-S) - Grades 5, 8 and 11
- ACCESS Test - K-12 ESL students

### **Transportation**

The Board of Education policy provides transportation for elementary school students living farther than two miles from an elementary school and/or for secondary school students living more than two and one-half miles from a secondary school. Students whose walking route is determined to be hazardous also may be provided busing. Anyone who would like more information about transportation may call the Transportation Office at 589-9190.

### **Busing**

Students are assigned to bus routes and pickup points according to patterns that provide greatest efficiency and economy in the transportation program. Students must carry a pass and ride on their assigned bus.

If a parent wishes to provide transportation for the child, the parent must send a note to the principal or call the school either the day before or the day transportation is going to be provided.

### **Bus Regulations (Policy No. 8630)**

The Board of Education intends that student conduct on school buses be in keeping with the high standards expected of them while they are in school. Parents are strongly encouraged to review with children the importance of adhering to expectations for behavior and safety on school buses and at bus stops.

### **Safe Bus Riding Practices**

#### **DOs**

- Bus driver is in authority.
- Bus driver can assign and reassign seats.
- Be courteous.
- Always remain seated when bus is in motion.
- Check your seat and take all of your belongings when exiting the bus.
- Keep head and hands inside the bus at all times
- Seat belts are to be worn at all times.
- Please help keep bus clean.

#### **DON'Ts**

- No physical contact of any kind.
- Students are to ride their assigned bus only.
- No bikes, skateboards, animals, umbrellas with pointed ends, candy, gum, lollipops, toys, water pistols or anything resembling a weapon.
- Violence, profanity and vandalism is always prohibited.
- No eating, drinking or smoking.
- No throwing of objects out of windows or in the bus.
- No profanity, screaming or yelling.
- No distracting driver through misbehavior.
- Cell phone use is prohibited.
- No musical instruments, projects or athletic equipment larger than lap size are to be taken to school or home on the bus.
- Athletic equipment must be in a sports bag at all times.

Transportation is provided for a large number of Washington Township students. In order to provide safe and efficient transportation, all students must obey bus rules. Misbehavior, smoking, defacing, or damaging school buses may result in suspension, restitution for damages,

loss of bus privileges, and/or other disciplinary action. Bus students must ride assigned buses to and from school. Changing from one bus to another will cause an imbalance in loads and result in overloading some buses. Prior to the opening of school, letters are sent home to students, indicating their assigned bus number and the bus stop location.

Title 18A:25-2 New Jersey school law states: "The driver shall be in full charge of the school bus at all times and shall be responsible for order; he shall never exclude a student from the bus, but if unable to manage any student, shall report the unmanageable student to the principal of the school which he attends. A student may be excluded from the bus for disciplinary reasons by the principal, and his parents shall provide for his transportation to and from school during the period of such exclusion."

#### **Video Cameras on Buses (Policy No. 8600.1)**

To assure a safe environment for students transported to and from school, the district has installed video cameras on school buses. During the investigation/discipline process, the videotape may be viewed by administrators to determine appropriate discipline for inappropriate student behavior. Parents and students will be able to review the tape during the appeal process.

#### **Updated Custodial Records**

Current legal custodial orders, as well as no-contact orders, are filed confidentially in the school office. Parents are asked to contact the school staff immediately with changes in custody or other court orders.

#### **Use of School Grounds**

The use of school grounds by unauthorized persons is prohibited. Furthermore, driving any motorized vehicle (including minibikes or motorbikes) onto school grounds for reasons other than official school business is forbidden. The Police Department is authorized to take action against violators.

#### **Visitors (Policy No. 9150)**

Parents are welcome in Washington Township Public Schools. However, except in an emergency, to ensure the availability of teachers and counselors, parents are encouraged to schedule appointments for meetings in advance. Upon entering a school building, visitors must report to the Main Office to register and receive an identification tag.

Visits from students from other districts are discouraged, except under rare circumstances. Students are not permitted to have a guest in school unless the school's principal has approved the arrangements in advance. Family members are invited to visit the schools during American Education Week. Visitors then have the opportunity to observe student involvement in programs and activities during a normal school day. Information about American Education Week will be sent home with students in the fall.

#### **Voluntary Fingerprinting**

The Board of Education provides a voluntary fingerprinting program for the protection of its students in cooperation with local law enforcement officials. This program is available to students in Grades K to 8 and students new to the district in Grades 1 through 8 upon written authorization of a parent or guardian. Additional information will be sent home early in the school year.

#### **Weapons in Schools**

It is sad, but absolutely true, that tragic events taking place in some schools around the country in recent years have changed the climate and context in which we treat both threats and weapons. **The presence of firearms, knives, look-alike firearms, other weapons or everyday objects used as weapons cannot be tolerated in our schools.** Students who bring objects to school which are weapons, classified as weapons or which could potentially create fear, panic or a less-than-secure school environment, regardless of age or intent, will face consequences which could be most serious, up to and including removal from the regular school program. **We**

**ask parents to join us in emphasizing to their children, our students, that the possession of such items at school, on a school bus, or at any school function will not be tolerated and can literally, and in plain language, land them in "big trouble" with both the school and the law.**

#### **Weapons (Policy No. 8467)**

The Board of Education prohibits student possession, use, or exchange of any weapon in any school building, on school grounds, at any school-sponsored event, and on school-sanctioned transportation. Maintaining a safe, weapon-free school environment is of paramount importance. Students who violate the weapons policy shall be subject to serious disciplinary action in consideration of the totality of the circumstance. The term "weapon" refers to items listed in New Jersey State Code [N.J.S.A. 2C:39-1(r)] including, but not limited to: firearms, knives, stun guns, clubs, explosive devices, and imitation firearms. Nontraditional items observed to have been displayed as a weapon or used as a weapon and/or any other instrument or object intended to, or which may, cause or inflict bodily harm, may also be categorized as a weapon. School administration retains final authority in determining what constitutes a weapon, especially when evaluating potential danger. The Board of Education will convene a hearing to determine disciplinary action for those students who in violation of this policy.

#### **Reasonable Expectations in Challenging Situations**

As in the Weapons items above, there are some other situations involving discipline or potential dangerous events that parents should keep in mind:

During HIB or discipline investigations, administrators and/or other school staff might need to interview students in regard to what has taken place. There is no requirement that parents be present for such interviews, and as a general rule, it is neither encouraged nor permitted.

Please keep in mind, as in the HIB Policy (# 5512, see links on our website at [wtps.org](http://wtps.org)), that the legal and policy

definitions of what constitutes an act of HIB are very specific, and possibly not as broad as believed by the general public. We do, however, deal in some way with any and all incidents of inappropriate behavior or interaction.

We also will not discuss the personal situations of other students with you (as we will not discuss those of your child with others). We are also not at liberty to discuss the disciplinary consequences assigned to students other than your own child.

During emergency situations, such as lockdowns and evacuations, held for any reasons, our first priorities will be the safety of our students and staff, followed by our accountability for their whereabouts and condition. Bulletins or information concerning these events will follow as soon as possible, but not before the first two priorities are met.

In such situations, please remember that unless your child tells you they have been so directed to call or text you, the only official announcements come from the district communications venues, not from random social media sites or other unofficial media, despite their possible popularity.

Due to the possibilities of unscheduled dismissals due to extreme weather or emergency events, it is strongly advised that all families have one or two “back-up plans” ready for such situations. The more information you fully share with us in advance, the more we can cooperate with you in such situations.

In the event of lockdowns or evacuations, school staff and emergency responders will act, as prepared to, for the safety of your children. It is not advisable to come to the school site, but if you do, please be patient, and we ask you to treat with respect all of those working in the interest of such safety. All of us understand how such situations can worry parents, but in these cases we are

trying to prevent chaos, and need to keep the well-being of all students first and foremost.



**Washington Township Public Schools****Eileen Abbott Central Administration Building****206 E. Holly Avenue • Sewell, NJ 08080 856-589-6644**

Superintendent of Schools, Joseph Bollendorf  
Administrative Secretary, Deborah McKie (x6401)

**Human Resources Department**

Manager, Sharon Rife (x6603)  
Receptionist, Lori Reese (x6000)  
Administrative Secretary, Kathleen Palladino (x6603)  
Data Coordinator, Sue Sorg (x6602)  
Health Benefits Coordinator, Dawn McCann (x6604)

**Assessment, Data Technology, Registration and School  
Community Outreach Department**

Director, Katherine Carey (x6321)  
Secretary, Heather Sullivan (x6321)  
School Community Outreach & Registration Assistant,  
Jan Giel (x6550)  
Social Media, Communications, Board Room Technology,  
Website and Administrative Support Assistant,  
Matt Pesyna (x6510)  
Cable Station/Audio Visual Coord., Kevin Lindstedt (x7277)  
Registration Secretary, Barbara Lacca (x6698)  
Student Data Coordinator, Charlie Doud (x6238)  
Assistant Student Data Coord., Anne Marguglio (x6230)  
Staff/Student Data Coordinator, Dominique Kelly (x6237)

**Business Office**

School Business Administrator/Board Secretary, Janine  
Wechter (x6502)  
Admin. Secretary to the Board Secretary, Elaine Alestra  
(x6502)

**Information Technology Department (589-8500)**

Director of Information Technology, Joe Konecki  
Secretary, Mary McManus (x7310)

**Office of Curriculum/Instruction (589-6644)**

Asst. Superintendent for Curriculum and Instruction, Jack  
McGee (x6325)

Administrative Secretary, Eileen Rand (x6325)  
Director of Elementary Education, Gretchen Gerber  
(x6341)  
Director of Secondary Education, Dr. Steve Gregor (x6342)  
Director of District School Counseling, Jennifer Grimaldi  
(x7418)

**Office of Special Education and Student Services  
(589-6644)**

Asst. Superintendent for Student and Special Education  
Services, Annette Miller  
Administrative Secretary, Lisa Wills (x6232)  
Director of Special Education, Kathryn Ashbridge (x6232)  
Secretary, Colleen Kurth (x6240)  
Coordinator of Special Services, Pamela Culin (x6258)  
High School Supervisor, Joseph Hoopes (x7712)  
Middle School Supervisor, Joanne Henry (x6254)  
Elementary Supervisor, Tricia Holmes (x6255)

**Operations Building**

Transportation (589-9190)  
Manager, Suzanne O'Donnell (x4287)  
Assistant Manager, Janet Rohach (x4287)  
Food Services (582-4010)  
Director, Marilu Devone (x4283)  
Maintenance/Custodial (589-9120)  
Operations Manager, Bob Schoenfeldt (x4285)

**Directory of Schools****Bells Elementary School (589-8441)**

Principal, Virginia Grier  
Secretary, Susan Andreas  
Nurse, Melissa Wicken  
Counselor, Danielle DiPinto  
Student Assistance Coordinator, Thomas Woodson  
PTO President, Jen Hamilton

**Birches Elementary School (232 -1290)**

Principal, Jessica Rose  
Secretary, Dawn Smithson  
Nurse, Barrie Weidner  
Counselor, Kelly Chropka

Student Assistance Coordinator, Michael Petticrew  
PTO President, Jeanette Belfus

**Grenloch Terrace Early Childhood Center (227-1303)**

Principal, Christina Cox  
Secretary, Cynthia Haas  
Nurse, Tina Guerra  
Counselor, Lauren Krupa  
HSC President: TBA

**Hurffville Elementary School (589-7459)**

Principal, Jeff Pollock  
Secretary, Anne Finnegan  
Counselor, Larissa Fanning  
Student Assistance Coordinator, Sheronda Howard  
Nurse, Anne-Marie Gilbert  
PTO Co-Presidents, Nancy Boucher, Gwen Esagro

**Thomas Jefferson Elementary School (589-8248)**

Principal, Gary Breen  
Secretary, Mary Hockham  
Nurse, Cynthia Johnson  
Counselor, Charles Vogt  
Student Assistance Coordinator, Sandy Conlin  
PTO Co-President, Lisa Gallagher, Kristen DiCastelnuovo

**Wedgwood Elementary School (227-8110)**

Principal, Charles Zimmerman  
Secretary, Mary Ann Mastripolito  
Nurse, Deborah Sernicola  
Counselor, Kristi White  
Student Assistance Coordinator, Sandy Conlin  
PTO President, Elizabeth Schmidt

**Whitman Elementary School (227-1103)**

Principal, Ray Anderson  
Secretary, Lisa Jackson  
Nurse, Jennifer Simpson  
Counselor, Corinne Arenz  
Student Assistance Coordinator, Sandy Conlin  
Curriculum Supervisor, Christine Gehringer  
HSC Co-Presidents, Shannon Trost/Laura Blachewicz

**Bunker Hill Middle School (881-7007)**

Principal, Mike D'Ostilio  
Assistant Principal, Dr. Greg Muscelli  
Secretary, Debbie DiJohn  
Nurse, Barbara Keane  
Counselors, Daniel Fimiani, Jenny Kerfoot, Madeline Morros  
Student Assistance Coordinator, Michael Petticrew  
PTO Co-President, Kristin Lohan

**Chestnut Ridge Middle School (582-3535)**

Principal, James Barnes  
Assistant Principal, Jennifer MacMillan  
Secretary, Janice Liggan  
Nurse, Rosemary Coleman  
Counselors, Susan Kane, Deana Leonard, Jaclyn Vernon  
Student Assistance Coordinator, Sheronda Howard  
PTO Co-Presidents, Marianne Wisniewski, Dawn DeVito

**Orchard Valley Middle School (582-5353)**

Principal, Colleen Cancila  
Assistant Principal, A`ndrea Brown  
Secretary, Donna Damiani  
Nurse, Michelina Tenuto  
Counselors, Dan Jedwabny Pauline Kolodzey, Natalie Marakowski  
Student Assistance Coordinator, Tom Woodson  
PTO President, Colleen Hoffman

**Middle School Executive Assistant Principal;****District Anti-Bullying Coordinator**

Theresa Pietrowski (x5609)  
Orchard Valley Middle School

**Washington Township High School Complex (589-8500)**

Principal, Jonathan Strout  
Assistant Principal/Activities, Steve Cordner  
Principal's Secretary, Theresa Saponara  
Assistant Principal/Athletics, Kevin Murphy  
Counselors, Briana Baud, Karin Eckert-Carpenter, Amanda Hamer, Frances Mulvihill, Judith Nelson, Carl Palmer, Sandy Stockl, John Tortoriello, Nicole Venere, Andra Williams  
PTO President, Lori McEntee

**11-12 Wing**

Executive Assistant Principal, John Saverase  
Assistant Principals, Steve Cordner, Dan Saia  
Secretary, Stacey Orrio  
Student Assistance Coordinator, Jamie Oliver  
Nurse, Kathleen Luckiewicz

**9-10 Wing**

Executive Assistant Principal, Steve Selby  
Assistant Principals, Angela Costello, George Passante  
Secretary, Carmen Gonzales  
Student Assistance Coordinator, Heather Petolicchio  
Nurse, Theresa Cotton

**Special Education Parent Advisory Group (SEPAG)**

The Washington Township School District has organized a Special Education Parent Advisory Group to provide input to the District on issues concerning students with disabilities. To learn more about SEPAG, visit the special education tab on the district website ([www.wtps.org](http://www.wtps.org)).