

# *WINFIELD TOWNSHIP SCHOOL*

*STUDENT/PARENT HANDBOOK*

*SY22-23*



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Please read the following school information carefully and share it with your children. The operation of the Winfield Public School and the safety, education and welfare of Winfield's children are our major concerns. Parental participation is an important part of quality education.

### **AFFIRMATIVE ACTION/NONDISCRIMINATION**

Winfield Township School guarantees each student equal educational opportunity regardless of race, color, creed, religion, sex, ancestry, national origin, handicap or racial or economic status and does not discriminate in admission or access to or treatment of/or employment in its programs. For information including plans and grievance procedure, contact the Chief School Administrator, Ross LeBrun at 908-486-7410.

### **BOARD OF EDUCATION MEETINGS**

Regular monthly meetings of the Winfield Township Board of Education are scheduled to take place at 6:30 p.m. in the school library. Public participation is welcomed and strongly encouraged. If you would like to be placed on the agenda to discuss a concern, call the school at 908-486-7410.

### **ADMISSIONS**

New Preschool students must be 3 years old and Kindergarten students must be 5 years old **on or before October 1st** of the school year in which they are enrolling. New first-grade students must be 6 years old **on or before October 1st**. A physical examination is required when a student enters school for the first time. Ages must be verified by a birth certificate and immunization records must be complete.

Upper-level students who are transferring from other schools must arrange to provide copies of their academic records to insure their admission to the proper grade level.

### **EMERGENCY INFORMATION**

In case of emergency each student is required to have on file at the school office the following information:

1. Parent(s) or guardian(s) name(s).
2. Complete and up-to-date address.
3. Home phone and parent(s) work phone.
4. Emergency phone number of friend or relative.
5. Physician's name and phone.
6. Medical alert information.

*\*\*\*You must notify the office **immediately** if there is a change in your address or telephone number.*

### **SCHOOL VISITORS**

**Due to school safety, no one will be allowed to enter the building without an appointment.**

- All visitors must report to the MAIN OFFICE to sign in and out, with no exceptions.
- A visitor's badge may be issued and must be worn while in the building.

### **Arrival and Dismissal Procedures**

The Board of Education policy, *Pupil Supervision After School Dismissal 5142.2*, is an effort to ensure the safety of all students, and to see that children are dismissed according to the wishes of the parents, it is necessary for all parents to fill out the **Dismissal Request Form**.

No child attending any district-operated preschool or kindergarten program shall be permitted to leave school property without a parent or legal guardian or an escort designated by a parent or legal guardian. Children will not be allowed to leave school with anyone other than individuals listed on the student's Dismissal/Emergency Forms.

1. Students who do not reside in town must be dismissed to a parent or parent designee listed on the Dismissal Request Form.
2. Under no circumstances will students be dismissed to ride public transportation.
3. If your child rides a bicycle to school they must meet the regulations for bicycle safety as established by the Winfield Township Council
4. Parents picking up younger children may have the option of having their older children dismissed through the front center doors on Gulfstream Ave.
5. If so noted on the *Dismissal Request Form*, homeroom teachers will dismiss students directly to those parents or parent designee at the above-noted doors.
6. Students on Safety Patrol whose parents are requesting parental pick-up will return to the school for dismissal directly to their parents at the front center doors on Gulfstream Ave.
7. Parents wishing to change the *Dismissal Request Form* must do so in writing.
8. If someone is not available to pick up the child according to the *Dismissal Request Form*, the child will wait in the office until the authorized person is available to pick up the child.
9. If a parent or designee is running late, the main office must be contacted with the approximate time of arrival at 908-486-7410
10. As per policy, "If a parent/escort is more than (twenty minutes) late to pick up a supervised pupil for any reason, a fee of \$50.00 will be imposed."
11. In cases of unscheduled early dismissal days (ex. weather emergency) or other emergencies, parents will be contacted directly by the school with additional information.
12. The principal must be notified when there is a potential issue surrounding child custody rights. It is absolutely necessary for the security of the students and staff that this procedure is adhered to at all times.

## **DISMISSAL PRIOR TO THE END OF THE SCHOOL DAY**

If for any reason it is necessary for a student to leave before dismissal time, the student **must** be signed out by a parent or guardian. If someone other than a parent or guardian is to pick up the child, the parent or guardian must inform the school in writing and call the office to notify the school. School officials are not permitted to release pupils to minor children, to any person except the parent(s) or guardian(s), or to those persons, the parent/guardian has indicated as “emergency contacts” on the Pupil Emergency Card. There are occasionally special circumstances or specific needs. In those instances, and for one day only, the parent(s) or guardian(s) may designate a person different than the one listed on the Pupil Emergency Card as the person to whom the child(ren) should be released. Students will be called to the office for dismissal once the parent or guardian or designee has arrived.

## **EMERGENCY SCHOOL CLOSINGS/DELAYED OPENINGS**

1. Before School Starts:  
All Emergency Information message calls via our emergency message system will be made to all families.
2. Delayed School Openings:  
Parents will be notified via phone through our emergency information system.
3. After the School Day Begins:  
In the event of an emergency after school has begun (inclement weather, boiler breakdown, etc.) you will be contacted should it be necessary to close the school. If you cannot be reached personally, the people listed on the student emergency card will be contacted. An emergency phone list will be compiled so that every Winfield school family receives only a call. Remember, this will only be used if an emergency arises DURING SCHOOL HOURS.
4. In the event of a safety and security dismissal, students will **only** be released to their parents/guardians.

## **SCHOOL HOURS**

Pre-K-8th grade Regular School Hours 8:30 a.m. - 3:00 p.m.	Pre-K-8th Early Dismissal Days 8:30am - 12:53 (No Lunch will be served, children should bring a snack)	Pre-K-8th grade Delayed Opening 10:20am - 3:00pm (No morning programs offered, i.e. basic skill, intramural sports...)
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### **Full-Day Credit**

Students must be present for two (2) hours in the morning and two (2) hours in the afternoon for a total of four (4) hours of instruction.

### **Half-Day Credit:**

AM Absent/PM Present

- A student absent in a.m.; arrives before 1:00 p.m.

AM Present/PM Absent

Student present at a.m.; leaves school after 10:30 a.m.

## **TARDY (LATE)**

**Students arriving at 8:37 a.m. (Grades Pre K-8) are considered late.** Students arriving at 8:37 a.m. are marked tardy. It is disruptive to classroom procedures when students are late. Before going to class, the student must report to the main office. Continued tardiness may result in conferences with the CSA.

## **ABSENCES**

Parents must call to report a student's absence any time prior to 8:30 am by leaving a message on the school's answering machine.

Students **are responsible** for any classwork and/or homework missed during their absence. If a student is sick we encourage them to get well. We strongly suggested that every student make arrangements with a sibling or friend to obtain and deliver their work. If an extended absence is anticipated, parents must contact the main office for home instruction procedures.

**An absence note signed by the parent or guardian must be sent with the child returning to school.** This note should be given to the classroom teacher. In order for an absence to be considered excused, a doctor's note must be submitted to the office within 10 days. Notes **WILL NOT** be accepted outside of the 10-day window.

Regular attendance is vital to your child's success at school. Parents should be aware of the Board's policy regarding excessive unexcused absences from school. A summary of this policy is found as part of the Student Discipline Code that has also been distributed to parents. The major change in the administration of this procedure regards the parents' ability to provide excuses to justify excused absences from school(i.e. personal illness).

A pupil must be in attendance for 160 or more school days in order to be considered to have successfully completed the instructional program requirements of the grade/course to which he/she is assigned.

A waiver of these attendance requirements may be granted for good cause by the administrator upon recommendation of a review committee, appointed by him/her, and consisting of representative staff, including child study team personnel and classroom teachers, if the total number of days attended does not fall below 150. Students attending fewer than 160 days of school may be retained in their current grade.

In recommending the granting of a waiver of this attendance requirement, the review committee shall consider the nature and causes of all absences rather than only those in excess of the 20 days. Documentation of the nature and causes of these absences shall be the responsibility of the pupil and parent/guardian.

The school will send letters to parents to inform them of the danger of such retention. The first letter is sent when the child's unexcused absences have reached 7. When the total unexcused absences reach 10, parents will receive another letter from the school. When unexcused absences reach a total of fifteen (15), parents may be asked to appear before the Board of Education to discuss their child's attendance status and the child's possible grade retention.

## SAFETY PATROL

Safety Patrol members 6-8th Graders will serve their school by conducting street corner, playground recess & dismissal patrol during the school year.

## HEALTH SERVICES

### 1. Physical Examinations and Screenings

A physical exam is required for every student upon entry to school and shall be conducted by a physician/medical home of the student. A Physical Report must be sent to the school (forms are available online). Vision and Hearing screenings for all students are given on a yearly basis by the nurse.

### 2. Emergency Cards

Emergency Cards must be filled out and returned within the first full week of school. Parents are asked to provide work numbers and two local telephone numbers of people whom we may contact if the parent is not available. Do not list persons who are working, unable to drive, or unavailable during school hours. PLEASE NOTIFY THE SCHOOL NURSE IMMEDIATELY OF ANY CHANGES TO THE EMERGENCY CARD.

### 3. Immunizations

State Law requires that every student who is admitted to public school must have evidence of a successful vaccination as required by the State of New Jersey. Immunizations are reviewed annually to be sure all student records are up to date. Parents must submit verification from the physician.

### 4. Medication Administration Policy-If it is necessary for your child to take medication during school hours, the following guidelines must apply:

- a. A Medication Authorization Form must be completed and signed by the Physician. This form is submitted annually for students who need meds given during school hours.
- b. The Physician must specify the medication, dosage, frequency, route of administration and indication.
- c. The Parent/Guardian must give permission for the school nurse to dispense the medication. According to New Jersey State Law, only the school nurse is permitted to dispense medication.
- d. The medication must be brought to the health office in its original container with the pharmacy label intact. The label must indicate the child's name, the medication, the dosage, the frequency, and the name of the physician.

**\*\*Please note: non-prescription medications may not be administered except on written order from a physician.** Parent phone instructions and written requests are unacceptable.

### 5. The office is to be notified immediately if a student has a communicable disease. A note, signed by the attending physician, is required before a student may return to school. A note from the doctor is also



required if a student is to be excused from Physical Education or recess for any length of time.

6. In case of illness or injury, a student will be cared for temporarily by the school nurse or a member of the school staff. School personnel will render first aid treatment only. If emergency medical treatment is necessary, the parents will be contacted. If parents are not available, the student will be taken to the emergency room at the hospital. Parents are expected to make arrangements to pick up their child when the school staff feels that this action is necessary.

7. Home Instruction

Home instruction is available for students who may be absent for an extended period of time. A physician's note listing the diagnosis, probable duration of illness, and a recommendation for bedside instruction are required in order to initiate the process. A written request from the parent is also required.

8. Insurance

The Winfield Township Board of Education, in cooperation with an insurance firm, makes school voluntary accident insurance available to all students. Details of a school insurance plan are explained in a letter to parents distributed in September.

**DRESS CODE**

The Winfield Township School believes that a reasonable student dress code bears a direct relationship to the goal of fostering an environment conducive to discipline and learning. The code is fairly enforced and it is related to a sound educational goal; The dress code has been developed to assure consistency and appropriateness in the regular classroom setting, as well as in special school situations.

When it comes to a display of speech and political expression, the rule we will apply is whether it causes disruption or inattention within the educational setting. In all cases of health and safety hazards, we will rule in favor of protecting all students.

The Dress Code will be reviewed annually to assure that it is maintaining a reasonable environment of dignity and respect in our school.

**Grades Preschool - 8**

- All school attire shall be neat, clean and reflect an appearance of modesty and good taste. Students must maintain a neat and well-groomed appearance at all times. Parents must share in this responsibility.
- Apparel shall not be tight-fitting, sheer, brief, low-cut, or revealing above or below the waist as to be embarrassing, indecent, or disruptive to the school setting.
- Half-shirts, halter-tops, tube tops, or bare-shouldered tops are not permitted. Articles of clothing intended to be worn as undergarments are not permissible attire for outerwear. No items of clothing should be torn, cut or tied to expose the midriff.
- Short shorts, cut-off shorts, or swimsuits are not to be worn. Dresses and skirts shall extend to the fingertips of the pupil when the arms are placed at the pupil's side.

- Outdoor jackets, hats, baseball caps are not to be worn in school. If the school is experiencing heating problems, exceptions can be made.
- Footwear is required. Plastic beach thongs, flip-flops, heelys, and excessively high heels or platform shoes are not permitted due to safety.
- Graphics that are suggestive, obscene or offensive on a garment are prohibited (e.g., alcohol, drugs, obscenities, or words or phrases with double meaning).
- Non-Prescription sunglasses, glazed and/or tinted glasses are not to be worn in the school building.
- Any student attending any school function (field trips, dances, activities during or after school hours, etc.) will not be permitted to attend unless properly attired.
- Jewelry and other quasi-attire shall be permitted so long as it does not foreseeable or actually causes disruption, disorder, or a clear and present danger. "Quasi-attire" means armbands, buttons, pins, or other methods of symbolic expression.
- No Tablets or Cell Phones... (see the section on Electronic Devices)
- Safety and protective clothing, as well as athletic or gym clothing, shall be worn as required by the subject teacher or club instructor.
  - **Physical Education Dress** Children are required to wear sneakers in the gym in order to participate in Physical Education activities. Failure to wear sneakers will be considered as being unprepared for class. Due to safety reasons, hanging jewelry such as dangling/hoop earrings are not allowed.
- For special activities, student dress guidelines may be waived for the day by the school administrator.
- No skateboards are permitted on school grounds during the hours of 8:15 a.m. - 3:15 p.m.
- **All interpretations and decisions on the student dress guidelines shall be made by the building principal.**

***\*\*\*Students not conforming to the Dress Code shall be disciplined by the Principal in accordance with Board policies.***

**ELECTRONIC DEVICE** (ie cell phones and tablets...)

It is the policy of the Winfield Board of Education that no student shall use a personal electronic device during school hours. Use of such devices while attending school-sponsored functions should fall within the guidelines of the district Acceptable Use Policy. When infractions occur, the equipment will be removed from the student and stored until the end of the day. Repeated offenders may result in disciplinary action.

## **SAFETY DRILLS**

Drills will be conducted in accordance with the district Emergency Plan (example: fire, evacuation drills, etc.)

## **LOCKER SEARCHES AND INSPECTIONS**

Students in Grades 5 to 8 are issued lockers for their use in the Winfield Public School. The lockers are property of the Board of Education.

Assembly Bill #422, effective June 26, 1985, authorizes the search of students' lockers or other storage facilities by the principal or other official designated by the local Board of Education. The law provides that these inspections may take place as long as written notice is given to the students at the beginning of each school year that such inspections may be made.

In compliance with this law, this is to notify our students and their parents that inspection of the aforementioned areas will be ongoing during this school year at Winfield School.

## **DISCIPLINE PLAN**

The district has developed a School Discipline Plan which is listed below. Notifications will either be made via phone call or written notice.

Minor infractions: These infractions will be dealt with **by the teacher** on a case-by-case basis, and violators may be subject to After-school class or lunch detention, parent conference, or letters of apology. (Note: this list is not exhaustive, as other measures may be appropriate to the infraction)

Infractions include, but are not limited to: gum, disruptive behavior, property misuse, damage to property (under \$50), inappropriate language, physical contact, noncompliance, dress code, technology violation, defiance/insubordination. (Note: this list is not exhaustive, as other measures may be appropriate to the infraction)

Major infractions: These infractions will be dealt with on a case-by-case basis, and violators may be subject to Detention issued by the office, suspension, or expulsion. The police may also be notified if legal ramifications are appropriate. (Note: this list is not exhaustive, as other measures may be appropriate to the infraction.)

Infractions include, but are not limited to **arson**, tobacco (use or sale), assault, bomb offense, breaking and entering, cheating, damage to property (over \$50), drug involvement, abusive language, overt defiance, fighting, gratuitous technology violation.

## **DETENTION**

Detention may be given to any student who willfully violates the school rules for unacceptable behavior. Such detention may be issued by a classroom teacher (class detention for 30 minutes after school) or by the school administration (60-minute central detention). In any case, detention will last no longer than 4:00 p.m. on Monday through Friday. Parents are expected to make the necessary arrangements for the transportation of their child to their home, if necessary. The student will be excluded from any interscholastic games or co-curricular activities on that day.

Notification of detention arrangements will be made between the teacher or the school administration and the family.

Please understand that the purpose of detention is to serve as a reminder to children that every student deserves the right to the highest quality and safest education that may be provided. Parents are particularly asked to assist us at all times in this endeavor.

### **HARASSMENT, INTIMIDATION AND BULLYING (HIB)**

The Board of Education believes that a safe and civil environment in the school is necessary for students to learn and achieve high academic standards. Since students learn by example, school administrators, faculty, staff, and volunteers are required to demonstrate appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying. 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 environment. Therefore, the school district will not tolerate acts of harassment, intimidation or bullying.

The school district's Anti-bullying Specialist/ Anti-Bullying Coordinator (Rachel Holeman) handles all areas of harassment, intimidation and bullying. She may be reached at 908-486-7410 or via e-mail at [rholeman@winfieldschool.org](mailto:rholeman@winfieldschool.org). All reports of harassment, intimidation and bullying will be fully investigated. Anonymous reporting of harassment, intimidation and bullying may be made and will be investigated. Anonymous reporting forms are available in the school lobby. Additional information is available on the school website. A copy of the district's Harassment, Intimidation & Bullying policy is sent home every August in the Back to School packets.

### **SEXUAL HARASSMENT**

It is the policy of the Winfield Township Board of Education to maintain a working/learning environment that is free from sexual harassment. Any complaints will be investigated thoroughly as detailed in the board policy.

### **STUDENT CODE OF CONDUCT**

1. I am respectful of myself and others.
2. I am responsible for my own actions.
3. I am respectful of my environment and all things in it.
4. I use a positive attitude to deal with all situations.
5. I act in a safe manner.
6. It is my responsibility and job to learn.

### **SCHOOL BOOKS**

Students are responsible for all books and workbooks issued to them. Books are very expensive and should be treated with care. No writing is permitted in hardcover books. In case of damage or loss, the student is monetarily responsible for any replacements.

**CHROMEBOOKS/COMPUTER NETWORK/COMPUTERS AND RESOURCES** *(refer to Board Policy #2361, Chromebook Program Student Guidelines Agreement, and Technology Acceptable Use Agreement)*

## **HOMEWORK**

Homework assignments are considered part of the learning process and are designed not only to augment classroom instruction but also to promote self-discipline and a sense of responsibility among students.

Homework is designed to enhance but not replace or reduce the need for classroom work or supervised study.

Homework varies to include both long-term and nightly assignments, which will include reinforcement, research, and creative project activities.

## **INCOMPLETES**

Work not completed may receive an "incomplete" for the marking period. Students may be given up to 10 school days following the end of the marking period to make up the missed work.

If the assignment is not completed after the cutoff, the grade for missing assignments will be an "F" and final grade adjustments will be determined.

If work is missing during the final marking period of the school year, the grade will be left to the discretion of the teacher. The teacher who has given an incomplete will report to the pupil the work he/she has missed and cited the consequences mentioned above.

## **INTERIM REPORTS**

An interim report is issued to students who are having difficulty or who are in danger of failing for the marking period. An interim report may be issued to students who are showing improvement in their work or are doing outstanding work. The report is sent home approximately 15-20 days before the report card is issued. A drop in one grade will not necessarily result in an interim report if the student is producing satisfactory work.

## **PARENT CONFERENCES**

- PARENT TEACHER CONFERENCES: Preschool-8th grade  
Monday, November 7, 2022    Afternoon  
Tuesday, November 8, 2022    Evening
- PARENT TEACHER CONFERENCES: Preschool -8th grade  
Monday, February 6, 2023    Evening  
Tuesday, February 7, 2023    Afternoon

## **PROGRESS REPORTS**

Progress reports may be sent home or phone calls made to indicate a student's success or weaknesses during a marking period. Parents are encouraged to contact the classroom teacher with any questions or concerns they may have. If a parent wishes to meet with a teacher at times other than those already scheduled for parent conferences, please contact the teacher through email or notice sent in with your child.

- First Marking Period            October 16, 2022
- Second Marking Period        December 15, 2022
- Third Marking Period         February 28, 2023
- Fourth Marking Period        May 11, 2023

## **REPORT CARDS**

Report card envelopes must be signed and returned to the classroom teacher. Final report cards are not issued until all materials or book fines have been submitted to the classroom teacher in June.

Report cards for grades K-8 for the upcoming 2022-2023 school year will be issued on the following dates:

- First Marking Period                      November 15, 2022
- Second Marking Period                    January 31, 2023
- Third Marking Period                      April 5, 2023
- Fourth Marking Period                    June 20, 2023, or last day of school

## **ACCESS TO STUDENT RECORDS**

Parents have the right to review any records maintained by the school concerning their child. These records may be found in the main office, the health office (medical records), and/or the child study team office (for special education students). Such review requires that an appointment be set up with the Chief School Administrator or his/her designee. Additionally, such review will take place in the presence of the Chief School Administrator or his/her designee. Copies of documents will be handled in a confidential matter. The office should be informed of those individuals who have the right of access to the student's records.

## **CO-CURRICULAR AND INTERSCHOLASTIC PROGRAMS**

The school offers many co-curricular and interscholastic programs throughout the year. Examples of the programs are:

- a) Extra-curricular sports (grades 5-8);
- b) Co-Curricular activities: student council, safety patrol, yearbook committee, etc.;
- c) additional activities may be offered during the school year.

All students in Good Academic Standing may participate in extracurricular activities and interscholastic sports. Good Academic Standing requires students to have a minimum of a "C" average in all subjects prior to the start of the activity and maintain it throughout the activity period. The final marking period of a school year will determine eligibility for fall activities.

**ELIGIBILITY CRITERIA** - Students receiving less than a C in any core academic subject areas or special subject area are ineligible to participate in interscholastic sports and/or co-curricular activities. Status may be reviewed throughout the marking period and eligibility will be reinstated at the discretion of the school administrator utilizing the following criterion:

- A. Scholastic grades on individual tests, quizzes and other teacher graded assignments are a C or better.
- B. Homework is completed
- C. Students will be on a probation

## **ATHLETIC COMPETITION**

Interscholastic and intramural athletic competition is promoted as an extension of the school's physical education program. We provide an excellent opportunity for students of all abilities to compete in athletic events. The intention is to teach and develop physical skills, mental discipline, sportsmanship, and the striving spirit necessary for successful living. All students are encouraged to participate regardless of their skill level or experience.

## **BASIC SKILLS**

The district offers Basic Skills instruction in the areas of Language Arts and Math for students in need of reinforcement. Basic Skills is a formalized instructional program and is not to be considered a tutoring program. Basic Skills classes are scheduled from 7:45 a.m. – 8:30 a.m. Monday-Friday. Students will be scheduled according to needs from 1 to 4 days. Parents will be informed of student progress quarterly. Basic Skills instruction for the 2022-23 school year will begin on October 1st. Parents will be notified in advance, via letter recommending their child participate in the program. Parents must agree and return the permission form to the school. If a parent feels their child needs Basic Skills services, they should contact the CSA to discuss the need.

## **GRADUATION & GRADUATION AWARDS**

The projected Graduation Ceremony for the 8<sup>th</sup> grade class will be in the month of June. The final date will be determined based upon David Brearley High School & Union County Vocational-Technical High Schools graduation and Winfield School final day of school. The Board of Education has recently revised the requirements for the Valedictorian, Salutatorian and other awards.

**8<sup>th</sup> Grade Commencement Awards:** The following awards/honors are given at the Eighth Grade Commencement:

- Valedictorian
- Salutatorian
- Language Arts
- Reading
- Math
- Social Studies
- Spanish
- Science
- Art
- Music
- Honor Society
- Creative Writing
- Poetry
- Physical Education

The requirements for the awards/honors are as follows:

- Valedictorian
  - Highest overall class rank
    - Class rank is determined using the 7<sup>th</sup> and 8<sup>th</sup>-grade academic classes of:

- Language Arts
- Math
- Reading
- Social Studies
- Science
- Spanish
- Algebra

(will have a weight of 1.5) unless an Algebra class is not offered then the Math grade shall be calculated with a weight of 1.0)

- A final grade of 90 and above in each individual subject listed above for the 8<sup>th</sup> grade year.
- For the 7<sup>th</sup> grade year an overall combined average of 90 or above for all the subjects listed above.

- Salutatorian

- Second highest overall class rank

- Class rank is determined using the 7<sup>th</sup> and 8<sup>th</sup>-grade academic classes of:

- Language Arts
    - Math
    - Reading
    - Social Studies
    - Science
    - Spanish

- Algebra (will have a weight of 1.5) unless an Algebra class is not offered then the Math grade shall be calculated with a weight of 1.0)

- A grade of 90 and above in each individual subject listed above for the 8<sup>th</sup> grade year.
- For the 7<sup>th</sup> grade year an overall combined average of 90 or above for all the subjects listed above.

- Individual Academic Awards (Reading, Language Arts, Math, Social Studies, Science)

- Highest combined grade point average in the subject area for grades 7 and 8.
- Math award is granted to the student with the highest combined grade point average in 8<sup>th</sup> grade Algebra (unless an Algebra class is not offered then it shall be awarded to the student with the highest grade point average in Math) and 7<sup>th</sup> grade Math.

- Spanish

- Positive participation in Spanish classes in 5<sup>th</sup> through 8<sup>th</sup> grade
- Student demonstrates a passion and talent for art subjects and goes beyond the curriculum in their endeavors relating to communicating in Spanish and striving to make connections to Spanish-speaking cultures.
- High achieving combined grade point average in the subject area for grades 7 and 8.

- Music

- Positive participation in music classes in 5<sup>th</sup> through 8<sup>th</sup> grade
- Student demonstrates a passion and talent for music subjects and goes beyond the curriculum in their endeavors relating to studying and performing music.



- High achieving combined grade point average in the subject area for grades 7 and 8.
- Art
  - Positive participation in art classes in 5<sup>th</sup> through 8<sup>th</sup> grade
  - Student demonstrates a passion and talent for art subjects and goes beyond the curriculum in their artistic endeavors.
  - High achieving combined grade point average in the subject area for grades 7 and 8.
- Physical Education
  - Participation in sports program 5<sup>th</sup> through 8<sup>th</sup> grade
  - Demonstrate good sportsmanship
  - Combined grade point average in the subject area for grades 7 and 8.
- Creative Writing
  - Based upon the recommendation of the Language Arts teacher and the Middle School Teacher Committee.
- Poetry
  - Based upon the recommendation of the Language Arts teacher and the Middle School Teacher Committee.
- Honor Society
  - Students who have earned Honor Roll status for a minimum of 14 times 5th grade through 8<sup>th</sup> grade
  - The above will be prorated for students who move into the district after 5th grade.

*(For additional information please refer to Board Policy #5127)*

### **HONOR ROLL**

Students in grades 5th- 8th are eligible to be recognized as Honor Roll students utilizing the following criteria

- High Honor Roll – 90 and above in all academic subjects.
- Honor Roll – 80 and above in all academic subjects.

Academic Subject Areas include: Language Arts, Reading Spelling, Math, Social Studies, Science & Spanish

Special Subject Areas include: Music, Physical Education, Library, Computers/Technology, Art & Health

### **PROMOTION/RETENTION**

The Board of Education recognizes that the personal, social, physical and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth.

It shall be the policy of the Board that each child be moved forward in a continuous pattern of achievement and growth that is in harmony with his/her own development.

Adjustments in grade-level subject instruction are considered an option for students who excel in specific subject areas.

Student promotion shall be related to district goals, objectives, and pupil proficiency with particular reference to basic communication and computation skills. Student retention shall be considered when:

- A. The student is not achieving minimum proficiency levels in basic communication and computation skills.
- B. The student is achieving significantly below ability and grade level.
- C. Retention would not cause an undue social and emotional adjustment.
- D. Retention would have a reasonable chance of benefiting the child totally.
- E. Parents or the legal guardian request retention.

### **SPECIAL EDUCATION NEEDS**

The Winfield Township Board of Education is dedicated to providing a continuum of educational programs and services for all handicapped students between the ages of three and twenty-one.

In accordance with N.J.A.C. 6:28-1 et seq., the Board will make every effort to provide this continuum within the framework of the regular school program, providing whatever supplementary tutelage is indicated by the pupil's individual education plan.

If the child study team reports that the pupil will not benefit from mainstreaming, the Board shall endeavor to provide, within the system, facilities for special classes at all levels whenever possible. When appropriate facilities are not available, the Board shall provide special education in, and when necessary, children's transportation to, other districts or special schools.

The district assures that physical restraint and seclusion techniques on students with disabilities are only used in an emergency in which the student is exhibiting behavior that places the student or others in immediate physical danger in accordance with the provisions at NJSA 18A:46-13.4 et seq.

### **SPEECH THERAPIST**

A speech therapist is available to students with speech needs in mid-September. If any parent feels their child may need help in the area of speech development, they should contact their child's teacher to request an evaluation from the therapist.

### **STUDENT COUNCIL**

Winfield School has a very active and effective student council. The purpose of the council is to provide first hand experience for students in the methods and procedures of democratic government. In addition, the student council sponsors special activities in the areas of academics, sports and fundraising.

Student council elections are held in the fall. A representative is elected from each class (Grades 6-8) to serve on the General Council. A school-wide election is held to elect a president and vice president.

## **BREAKFAST/LUNCHROOM REGULATIONS**

The Winfield Township School provides a daily breakfast / hot lunch program that meets the requirements of the National School Lunch Program. The menu selection is under the direction of the cafeteria manager/food service company.

The lunchroom schedule is developed each year so as to balance the student lunchroom seating count. The specific time periods are reviewed each summer in conjunction with the master schedule.

A cold breakfast program is available for all students at a cost of **\$1.85**. The breakfast program is held in the cafeteria from 8:10 – 8:30 a.m. Students having breakfast may enter at 8:05 am, **no earlier** access will be granted.

Students must remain in school for lunch. Nutritious hot and cold lunches are served daily in the school cafeteria. They may be purchased on a daily basis for **\$3.35**. In addition, the cafeteria offers snacks that can also be purchased.

The district participates in the National School Breakfast / Lunch Program and families that qualify are eligible for free or reduced-price breakfast at **\$.00**, lunch at **\$.00**. Applications are distributed the first week of school.

Parents may pre-pay by making checks payable to Winfield Township School. Checks must be the exact amount per student lunch ordered. (example 10 lunches = \$33.50 *based on regular lunch price*)

The monthly menu will be distributed and is available on the website. Menu changes can be expected when food commodities dictate emergency changes, or there is a delayed opening.

### **LUNCHROOM PROCEDURES FOR STUDENTS:**

- The teacher-in-charge will establish the rules to be followed.
- Students are expected to make sure their lunch orders are accurate and recorded on the daily lunch count list. Failure to order a hot lunch may result in an alternate cold lunch.
- Proper behavior is expected of all students in the cafeteria. Classes are in session during each lunch period, cooperation is necessary so as not to disturb the classes.
- No group of students will be dismissed until the table and the floor around the table is clean and ready for the next lunch period.
- No one is to leave the cafeteria during the lunch period without permission.
- Lunch will not be eaten in the library or on the recess playground.
- Students who fail to follow the above rules will be reported to the office for disciplinary action.

*\*An abbreviated list of "Lunch Rules" is posted in the cafeteria for student reference.*

## **RECESS**

Students will be instructed about safe playground behavior and will be required to follow appropriate playground rules for and during lunchtime recess / outside playground period. **For safety reasons, sneakers are highly recommended.** Students who act inappropriately may receive "time out" or be denied playground privileges.

- Students are not to engage in any activities that are harmful to their safety or the safety of others. (examples: fighting, tackling, wrestling, throwing harmful objects...)
- Students are not to be in the building during their assigned outdoor recess time.
- Eating food outside is not permitted.
- Students must obey all safety rules and use caution when playing on the playground equipment.
- If students have any questions or doubts about any playground games or activities they are to ask their teacher.
- Parents are requested to reinforce these safe practices at home.

## **CLASS TRIPS**

Class trips occur periodically throughout the year and are taken for educational purposes. Parents are responsible for the cost of class trips. Adults, designated as class parent/s, will be invited to participate as chaperones. Additional parent support may be requested. Bus capacity will dictate decisions on numbers attending any trip.

All children participating on a field trip **must** have a signed permission slip from a parent on file in the office. Children without signed permission slips will not be allowed to participate.

## **ALCOHOL AND DRUGS**

The possession, sale, or use of alcohol, drugs, or any other controlled substance, on the school campus, buses, or at school functions is strictly forbidden. Violation of this rule will cause immediate suspension and will be reported to appropriate law enforcement agencies. Adult violators are subject to the penalties of law. Students who find themselves involved with serious alcohol and drug violations outside of school will be monitored by the school authorities.

## **SMOKING**

Smoking is strictly forbidden during school hours and on school property. Students are neither to carry nor use tobacco products of any kind (including smokeless/electronic cigarettes). The School Discipline Code will be followed in the event that an infraction or infractions occur. New Jersey law prohibits everyone from smoking on school property and during school functions (trips, athletic games, etc.)

## **SOLICITATION**

Students are not to be solicited for money unless the principal has approved a project. Any sale of items to be conducted at the school by students for community drives or for other reasons, is to be approved by the Chief

School Administrator.

### **CLASS PARTIES**

Families wishing that their child not participate in class parties should let the homeroom teacher know in September.

### **P.T.O**

The Winfield School P.T.O. (Parent Teachers Organization) is highly involved and funds many important projects/activities which help in improving our school. All parents are urged to become members and to actively participate. Please watch for them.

### **VIDEO SURVEILLANCE**

Winfield School has a video surveillance system that provides a full view of all entrances and corridors which are monitored.

### **VANDALISM**

"The parents or guardians of any pupil who damages school property shall be liable for damages for the amount of the injury to be collected by the Board of Education in any court jurisdiction together with the cost of such." (Title 18A37-3) Violation of this policy will be cause for disciplinary action that may include in-school suspension, out-of-school suspension, or recommendation for expulsion.

### **VALUABLES**

The school administrators and staff are **not** responsible for valuables that students bring to school. It is recommended that students leave all valuables at home. Please contact the main office if there are special circumstances for a student to bring substantial cash or other important possessions to school.

### **LOST AND FOUND**

Lost items on school property may be found in a box located outside the main office. Items not claimed by July 1st will be donated to needy organizations.

### **PETS**

Pets are not allowed on school grounds or at school functions.

### **MOVING PLANS**

Please notify the main office as soon as possible if you plan to move out of Winfield Township. Health records and transfer cards must be prepared and picked up at the office by a parent on the last day of student attendance. Student records are mailed directly to the new school district upon their request.

## **STUDENT - EXPECTATIONS**

1. Demonstrate respect for people and property
  - Students are honest, courteous and polite.
  - Students respect the property of others.
  - Students accept the rights of others to their own opinions.
  - Students settle differences peacefully.
  - Students display good sportsmanship at school-related functions.
  - Students participate in the maintenance and cleanliness of school facilities and property.
  
2. Take responsibility for their own behavior and learning
  - Students recognize that school is work and academic development is the primary purpose.
  - Students complete all homework, classwork and exams.
  - Students make personal choices based on reasonable decision-making processes.
  - Students accept constructive criticism and disagreement when necessary and appropriate.
  - Students accept the consequences of their actions.
  
3. Use time and other resources responsibly
  - Students attend school regularly and punctually.
  - Students use study periods and library time for schoolwork.
  - Students use books and other equipment appropriately.
  
4. Share responsibilities when working as members of a group
  - Students cooperate, contribute and share in the work of the group.
  - Students accept and assume leadership when appropriate.
  - Students listen to the points of view of others.
  
5. Meet the unique requirements of each class
  - Students participate actively in classwork.
  - Students follow class rules and procedures.
  - Students bring to class textbooks, clothing and other materials necessary for participation.
  - Students observe rules for safe handling of class equipment and materials.
  
6. Monitor their own progress toward objectives
  - Students record and maintain records of progress.
  - Students seek assistance from school staff members and peers.
  - Students value the relationship of learning to everyday life.
  
7. Communicate with parents and school personnel about school-related matters
  - Students take time to discuss academic learning and school progress with parents and school personnel.
  - Students transmit information to parents and return responses to appropriate school personnel
  - Students know the appropriate people to involve when a problem occurs.
  - Students outline with parents and teachers a clear and concise educational goal for the school year.

## WINFIELD TOWNSHIP SCHOOL

### STAFF ASSIGNMENTS 2022-2023

Superintendent of Schools	Ross LeBrun
Business Administrator/Board Secretary	Dr. Nicholas Sarlo
Administrative Technology Specialist	Cassandra Searles
Administrative Assistant	Amy Uhrig
Preschool Master Teacher	Randi Sosny-Handler
Preschool	Jill Breunig
Preschool	Lauren Straub
Kindergarten	Jessica Rediger
Paraprofessional	Georgette Cuprewich
Paraprofessional	Jordan Hughes
Paraprofessional	Teresa Weiss
Grade 1	Anthony Belardo
Grade 2	Lindsay McKee
Grade 3	Kristina Barabas
Grade 4	Shannon Venner
Grade 5 Homeroom Teacher /5th-8th Math	Kolene O'Dell
Grade 6 Homeroom Teacher /5th-8th Science	Sara Pender
Grade 7 Homeroom Teacher /Special Needs, ELA	Kevin Baker
Grade 8 Homeroom Teacher /5th-8th Math	Kristen Madden
Art/Computers/WISE	Madeline DeFino
Music (K-8 Th-Fri)	Mary Greeley
Nurse/Health	Lori Puhak
Physical Education	Michael Garcia
World Language (Spanish M-TH)	Elizabeth Rodriguez
Special Needs	Deanna Castello
Special Needs	Danielle Gervasi
Special Needs	Geraldine Paez
Occupational Therapist	MaryGrace Araneta
Psychologist	Dr. Barbara Chas
Social Worker/Counselor	Rachel Holeman
Speech Therapist	Erica Xenakis
Head Custodian	Miguel Eusse
Custodian	Ed Aponte

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