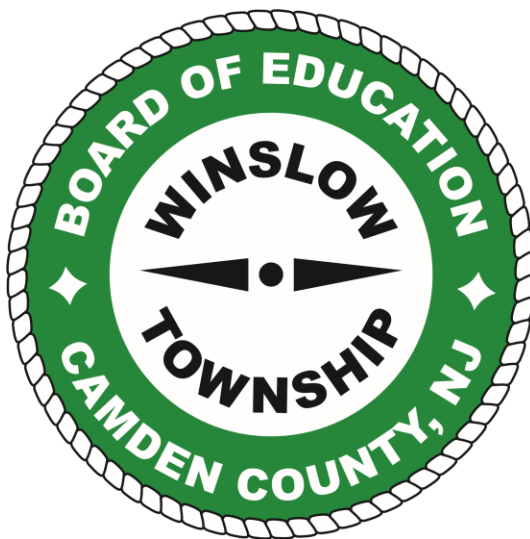


**WINSLOW TOWNSHIP  
SCHOOL DISTRICT**

**Grades PK - 6**

**STUDENT HANDBOOK**



**2019-2020**

***Preparing Our Students for Tomorrow . . .  
Today!***

### **A. Dress Code Violations and Enforcement of Policy:**

1. The building administrator will determine whether a student's attire meets the approved dress policy.
2. **When a student fails to comply with the dress policy, the student will receive 1 out of school suspension per infraction.**
3. Teaching staff members will report violations of the dress policy to the Building Principal or designee, who will interpret and apply the policy.
4. Pupils will not be permitted to attend a school-related function, such as a field trip, after-school activities unless they are attired and groomed in accordance with this dress policy and the reasonable expectations of the staff member in charge.
5. The Principal may waive application of the dress policy for special school activity days.
6. A pupil whose dress or grooming has been found by the Principal or designee to violate this Policy may appeal the determination to the Superintendent.

### **B. Dress that is Disruptive and/or Offensive is Prohibited:**

1. Clothing that is ripped, torn, revealing, low cut, tight or too short.
2. Any article of clothing or decoration such as patches or badges containing obscene, or offensive language, symbols or phrases that create a nuisance, disturbance, or draw undue attention in the classroom, or on the school grounds is prohibited.
3. Gang affiliation colors, hats, symbols are not permitted.
4. Students dressing inappropriately and/or unsafe clothing shall receive 1 out of school suspension per infraction. The parent will be called and asked to pick up the student.

## **BUS REGULATIONS**

The school district is responsible for students from the time children are at the bus stop in the morning until they are dropped off in the afternoon. Therefore, all provisions of the Code of Conduct will be enforced accordingly.

1. The rules for student behavior apply at the bus stop and on the bus, as well as in the classroom.
2. Observe good rules of safety when walking to and from the bus stop.
3. Be at your bus stop five (5) minutes early and behave yourself while waiting for the bus to arrive.
4. Respect private property at the bus stop location.
5. Do not stand in the road while waiting for the bus.
6. Stay in place until the bus stops and board in single file. Running or pushing is prohibited.
7. Obey the bus driver. The driver is in charge of you and must be respected at all times.
8. Bus drivers are authorized to assign students to a specific seat.

9. Seat belts must be worn when available.
10. Do not distract the bus driver while the bus is moving.
  - a. Sit in your assigned seat.
  - b. Do not stand or change seats.
  - c. Avoid shouting, whistling or unacceptable language.
  - d. Unnecessary conversation with the bus driver is prohibited.
  - e. No “rough-housing,” pushing, slapping, fighting, throwing things, etc.
11. Do not open or close windows without the driver’s permission.
12. Keep all parts of the body inside the bus.
13. Do not place your books, coat, boots, etc., in the aisle.
14. Do not leave waste paper or trash on the bus, or throw anything out of the windows.
15. Do not eat on the bus.
16. Remain seated until the bus stops.
17. Leave the bus in an orderly and quiet manner. Be sure to look both ways before crossing the street.
18. All bus students must ride the bus to and from school.

**Students who violate the rules for safe transportation, as described above, may be subject to suspension of bus-riding privileges in accordance with the Code of Conduct contained in this document. Students and parents should be aware that most buses are equipped with video camera equipment.**

### **BUS PROCEDURES**

1. Students will be transported only from the child’s home.
2. Parents of pre-school through 3rd grade children are required to be at the bus stop at least five (5) minutes before their child is dropped off. This will alleviate the burden of having to bring children back and forth to parents’ or guardians’ homes when there is no one at the bus stop.
3. If a child misses a bus, it will be the responsibility of the parents or guardians to arrange transportation to the school. If a child is sick during the day, and the illness requires the child to leave school, it will be the responsibility of the parent/guardian to pick up the child.
4. The Winslow Township School District will try to accommodate parents by creating bus stops as close as possible to child’s home. This task can be extremely difficult and we ask for parents’ cooperation and understanding when we establish bus stops. Children may have to walk one or three blocks especially when riding after-school activity buses.
5. If it becomes necessary during the school day to request a change in your child’s transportation/after school care arrangements, this change must be presented to the school

office in writing. For example, if your child takes a bus home and you will be picking him/her up, or if your child must take their regularly assigned bus home and will not be attending the after school program, these changes must be in writing. Last minute changes by telephone will not be permitted.

**Remember, that if you pick your child up at any time during or after the school day, it is necessary to show proper identification to the school office.**

### **STUDENT DISMISSAL PROCEDURES**

According to Board of Education Policy No. 3280, no pupil may leave school before the end of the school day without permission from the building principal. Pupils leaving before regular dismissal, must be met in the school office and be signed out by parent/guardian or a person authorized to act in behalf of a parent/guardian. Parents must provide the following information, in writing, to the school office:

- The means by which a pupil is to be transported to and from school (e.g., school bus, family vehicle, or walk)
  - The location of the pupil pick-up and drop-off points (e.g., home, work, babysitter)
  - The name, address and telephone number of any individual who is authorized to pick up the child from school or accompany a child from school to their after-school destination.
- Any request for changes to the dismissal conditions, outlined above, must be communicated, in writing, and in advance, to the building principal.

Parents are requested not to ask that children be excused early except when an emergency makes early dismissal unavoidable. Such requests should be submitted in writing, giving the reason for the request, and presented to the principal at the beginning of the school day.