



STUDENT-PARENT HANDBOOK 2018-2019

Meeting the needs of children
with language-based learning differences since 1981.

THE MISSION STATEMENT

The Winston School educates students who, though intellectually capable, have had difficulties in school typically due to language-based learning disabilities.

The goal of **The Winston School** is to enable our students to meet, with confidence, the academic and social challenges of life.

The Winston School fosters the potential and optimism in each child by cultivating intellectual, social and emotional growth in a positive and stimulating environment.

**Approved by The Winston School of Short Hills Board of Trustees
March 27, 2007**

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ARRIVAL AND DISMISSAL

Arrival – ALL STUDENTS: Primary School (2nd & 3rd Grade), Lower School (4th & 5th Grade), Middle School (6th-8th Grade)

All students should be dropped off at the Main Building and follow the procedures detailed below.

7:30-7:50 am arrival: Students arriving prior to 7:50 am should enter the building via the door with the buzzer, closest to the Main Office. Upon entering, they should wait in the lobby area. A staff member will accompany students to the gym for a supervised “Early Bird” *no earlier than 7:50 am*. School begins promptly at 8:15 am and attendance is taken either in homeroom or at the Tuesday Morning Meeting.

Please note: Students may not enter the building prior to 7:30 am. There is only limited supervision between 7:30 and 7:50 am.

7:50-8:15 am arrival: Students should enter the double doors on East Lane and go directly to the gym upon arrival. Lower School and Middle School students will leave to go home through this same door.

After 8:15 am: The following procedures are designed with the safety and security of your children in mind.

- Any student arriving after 8:15 am is considered late.
- ***All students must report to the Main Office before going to class. They will be issued a late pass and should turn in any doctor’s notes explaining their lateness.*** Students must immediately present the late pass to their homeroom teacher—either in their homeroom classroom or at Morning Meeting.
- Primary School (2nd and 3rd grade) students will be escorted to The Annex by a staff member. Please *do not* drop your child off at The Annex prior to signing in at the Main Office.
- If you are caught in traffic, please call the office, if possible, to alert the school. Upon arrival, the student ***must*** check in at the office for a late pass if he/she arrives after 8:15 am. The student should take the late pass to the homeroom teacher before going to class. ***Late arrivals due to traffic are not considered excusable lates.***
- If your child takes a bus, please inform the school if the bus is late. The office can then anticipate a late arrival.
- If a student does not arrive before 11:00 am, he/she will not be credited with attendance for the day. ***Arrival after 11:00 am is considered an absence.***

Dismissal

General Important Information about Dismissal

- Please do not line up on East Lane prior to 2:50 pm. The Nursery School is wrapping up their dismissal, and we need to keep the road clear for them. You may wait in the lower lot across from the church should you arrive earlier than 2:50 pm.
- There is often a lot of traffic and congestion at dismissal. We ask that drivers remain patient and follow the instructions of our experienced “traffic control staff” who know how to keep the car line moving in a safe and equitable fashion. You will likely be asked to move as far down East Lane as possible prior to having your child get into the car - even if your child is standing right in front of the building. The children are also directed to walk down the sidewalk along East Lane. The goal is to keep the line moving and to get as many cars off Highland Avenue as possible.
- Occasionally, the school receives on-site observations from the Millburn Police Department; thus, we ask that parents obey all standard driving regulations.
- **Note About Car Services:** Under no circumstances will we put a child into a car driven by a car service (e.g. Uber, Lyft,) unless there is an adult in the car, other than the driver, who is familiar to the child and approved by the parent(s).

Dismissal Procedures

- *Primary School (2nd & 3rd grades) Dismissal*
Primary School students will be dismissed from the circular driveway in front of the Annex at 2:45 pm. After 2:55 pm your child must be picked up at the Main Building.
- *Lower School (4th & 5th) Dismissal*
Students in the 4th and 5th grades (unless they attend Homework Center or an after-school class) will be dismissed at 3:05 pm through the double doors at the Main Building.
- *Middle School (6th-8th grade) Dismissal*
All Students in the 6th-8th grades (unless they attend Homework Center or an after-school class) will be dismissed at 3:15 pm through the double doors at the Main Building. ***Please do not get into the pick-up line prior to 3:10 pm. The line will move more quickly and efficiently if Middle School cars do not hold up Lower School dismissal.***
- *Carpools*
All carpools will be dismissed from the Main Building beginning at 3:15 pm. Primary school students who are in a carpool will be walked up the hill for dismissal. ***Please plan your arrival accordingly so that the dismissal line is not held up while waiting for older students.***

Pick-Up After 3:20 pm

Staff supervision at dismissal concludes at 3:20 pm. If a student has not been picked up by that time, he/she will be sent to Homework Center and charged accordingly at our standard rate of \$25 per session.

Early Pick-Ups

All appointments must be scheduled after school. Please note that students will not be dismissed for an early pick-up after 2:30 pm. If it is impossible to schedule an appointment after school, you must try to select a time that has the least impact on your child's schedule.

Students will be dismissed early *only* with a notice in writing from a parent. The note is to be given to the homeroom teacher who will transfer it to the office. If a child brings in a note and is going home prior to the end of the school day, he/she must wait in the office. *The parent must sign-out the student in the Log Book kept in the office.*

Last Minute Appointments

We will not dismiss children for an early pick-up after 2:30 pm. Specials like gym, art and music often take place away from the Main Building. Without prior notice, we cannot guarantee that your child will be available to leave school upon your arrival.

Playdates

Students need to provide the office with a written note signed by their parent if they will be going home with another student. The note must state the name of the child with whom they are leaving. The note is to be given to the homeroom teacher who will forward it to the office. Office personnel will not make calls to arrange playdates.

ATTENDANCE

- Winston's attendance policy is consistent with those set forth by the State of New Jersey for public schools.
- All students are expected to attend school except in case of illness. **Please call the school by 8:15 am each day if your child will be absent.**
- Students are considered late if they are not in their homeroom seats by 8:15 am.
- If your child *must* be absent for a reason other than illness, please call the main office to provide the appropriate information.
- Students must be in school a minimum of 4 hours to get credit for the day.
- Arrival after 11:00 am. is considered an absence.
- Students who leave school prior to 11:00 am and do not return will be marked absent.
- The office will call home to check on any student who is absent and unaccounted for by 9:00 am. Please be sure to call the office if your child will be absent or late.

If a student is late more than three times, the Main Office will contact parents to work out solutions for avoiding future lateness to school. In addition, arriving on time for Morning Meeting (normally every Tuesday) is as important as arriving on time every other school day. Attendance is taken at Morning Meeting.

**See Appendix 1 for specific details about what constitutes excused/unexcused absences, late arrivals, and the Attendance Policy.*

Attendance at Special School Events

Throughout the course of the year, there are several school events that define who we are as a community. The Thanksgiving Feast, Winter Concert, Performances, Expo, and Moving Up/On Ceremonies are all inherent parts of the Winston program. Students are *expected to attend* these events.

School Closings

Should the school need to close for snow or other emergencies, each family will automatically be notified by our automated emergency contact system. It is imperative that the main office be notified of any changes to your contact information (i.e. cell and home phone numbers, e-mail addresses) so that you can be reached at any time.

Vacations

We strongly discourage taking your child(ren) out of school for family trips or vacations. Teachers create dynamic and informative skill building lessons that are best experienced in the classroom. This is especially the case for our students who have struggled to meet with success in the typical school setting and for whom missed days might have a significant impact on both their learning and confidence. Should you find it necessary to take your child out of school, please contact the homeroom teacher to discuss appropriate assignments that could be completed while the child is absent. It has been our experience that providing class work for the duration of a child's absence has been neither practical nor successful.

PARKING

Short term parking is allowed on East Lane, across from the school building. These spots may be used when parents/caregivers visit the school for meetings, conferences or to drop off items in the office.

For longer events that occur during the day such as performances, assemblies, Expo's or Moving On, parents should park in the Lower Lot on Highland Avenue across from the Church.

Do not park on the side of East Lane directly adjacent to the school building as this impedes drop-off and pick-up for both Winston and Christ Church Nursery School.

VISITORS

All visitors, parents and guardians must report to the office upon entering the building. Please do not proceed to your child's classroom without first notifying the office that you are in the building. If you need to speak with a teacher, please make arrangements ahead of time. The beginning and end of the day are busy times for the teachers and not opportune for impromptu conversations.

STUDENT INFORMATION

Homework

Homework provides opportunities for:

- **Reinforcement**: to review and consolidate skills that were presented during class
- **Project preparation**: to develop project ideas, research, and long-term writing activities
- **Independent Reading**: Students are expected to read material at their independent level each evening for 15-30 minutes. Parents are requested to read aloud to their children as often as possible to build information and reinforce the habit of reading for pleasure.
- **Establishing Effective Study Habits**
 - The student should work alone at an appointed, quiet place in the home.
 - The student should reserve the same time each evening or late afternoon to complete assignments.
 - Homework time should be free of distractions and diversions.
- **Becoming a responsible and independent student**: *Students are expected to undertake homework assignments on their own.* Learning to effectively utilize the homework planner; read and follow directions; manage necessary materials between school and home; and complete required assignments builds independence, a sense of responsibility and self-confidence.

**See Appendix 2 for Middle School Homework Grading System.*

Participation In Physical Education

All students are expected to participate in athletic programs. **The school must receive a signed note from the parent or doctor to excuse a child from Physical Education classes.**

Students must have appropriate footwear to participate in Physical Education classes.

Personal Grooming and Hygiene

Personal grooming is important at Winston. This applies each school day and at all school events, including field and theater trips. Children are expected to follow rules of proper hygiene. Bodies, hands, faces and hair should be clean and tidy. All age-appropriate children should use deodorant. Clothes must fit, be clean and in good condition without rips or tears. Stomachs, chests, backs, and undergarments should always be covered.

Hair must be a natural (not rainbow) color and kept out of the face.

Hats, visors, bandannas, and sweatbands are not to be worn in the building.

Make-up and glitter are not permitted.

Dress Code

Dress defines our intentions. Proper and serious dress allows us to approach learning in a serious way. A detailed description of The Winston Dress Code can be found in Appendix 3. To simplify your shopping, we refer you to Lands' End. Lands' End is the official

source for any clothing item which bears The Winston School logo. Clothing items such as pants, which do not require a logo, may be purchased elsewhere if they meet the dress code requirements. A direct link to Lands' End can be found on the Winston website.

**See Appendix 3 for details of the Dress Code.*

Students out of dress code will receive a 'violation'. Parents will be called after three violations.

Fidgets and Spinners

Fidgets are allowed on an 'as needed' basis and their use is approved and coordinated by the Occupational Therapist. Students with permission to have fidgets are instructed in their proper use and sign a contract agreeing to follow the rules. At no time will Spinners be allowed or used at school. It has been our experience that these toys are far better at creating distraction than helping to focus attention.

Cell Phones and Smart Technology

Cell phones, smart watches, and any other technology allowing students to connect to the internet or receive/transmit electronic information will be collected by the homeroom teacher in the morning and returned to the students at dismissal.

E-Cigarettes and Vaping

The use of electronic cigarettes anywhere on school property or during school-related activities is strictly prohibited. Students who engage in such activities will be subject to disciplinary procedures as described below.

PARENT INFORMATION

Contact and Emergency Forms

Parents are required to complete Emergency Information cards for each new school year.

Parent-Teacher Contacts and Conferences

We believe in having an open dialogue with parents and that working together we can assure the best possible outcome and school experience for your child(ren). Should a concern arise, you should first reach out to your child's homeroom teacher and/or division head. They will be able to guide you on next steps.

Please be advised, that staff are extremely busy during the day teaching and working with students and may not be able to respond immediately. They will, however, respond in a timely fashion, typically within 24 business hours. Staff are not expected to respond to calls or emails received over the weekend. They will get back to you at the beginning of the school week.

Two formal parent-teacher conferences are scheduled for October and March. Should the need arise, additional conferences may be scheduled.

Eighth graders are required to attend the Fall Conferences with their parents.
Seventh graders are required to attend the March conferences.

School Trips

Trips are planned to have relevance to the curriculum and are part of the school program. Students, therefore, are expected to attend. Every student must file a permission slip, signed by a parent or guardian, before leaving the school on any trip. Parents may provide formal permission to the main office via e-mail.

We have found that students do best on field trips when there is consistency in the staff that interact with them. For this reason, we do not take parent chaperones.

In-School Birthday Celebrations

Children are welcome to bring in a *nut-free* treat to share with their classmates for their birthdays. The last couple of weeks of school are dedicated to summer birthdays.

Birthday Parties/Events Outside of School

Parents often ask about the best way to handle invitations for their child's party or special event. Please consider that Winston is a small school where each child's feelings are valued and important. There are many ways to deal with invitations. In the Primary and Lower Schools, we recommend inviting every child in a grade. In the Middle School, we recommend including everyone in a homeroom if inviting the entire grade is not feasible. If you have any specific questions please contact your child's homeroom teacher.

Birthday invitations may not be handed out at school.

LUNCH

There is a daily lunch program that is available to all students. Simply Gourmet, a catering company specializing in school lunches, is contracted to provide this service. Ordering and payment is handled exclusively through the Simply Gourmet website (www.SimplyGourmetLunches.com). Students will not be able to order or make payment for lunch through the office, at any time.

Pizza is available from a local restaurant twice a week. Simply Gourmet handles ordering and payment for these lunches, as well. Please refer to the Simply Gourmet website (www.SimplyGourmetLunches.com) for further details.

Children may bring lunch and beverage from home. The lunch bag/box should be clearly labeled. Please send nut-free, nutritious food and avoid sugary desserts.

It is vital that parents and students understand that Winston is a nut and peanut free environment. For the safety of our students, please do not send in any foods with nuts or nut by-products.

For security reasons, we do not allow delivery of lunches to school from outside restaurants.

HEALTH INFORMATION

Physicals

The Winston School health policy recommends that students have annual physical examinations. All new and 6th grade students must submit an up-to-date Health History and Appraisal form. This should be filled out by your child's doctor at the time of his/her physical and submitted no later than October 1st.

Screenings

The school nurse performs the following screenings throughout the year: Vision, Hearing, Height & Weight, Scoliosis and Blood Pressure. Parents may opt out of any of these screenings by signing and returning the appropriate form included in the summer parent information packet or by requesting a copy from the office.

Prescription Medication (Form must be completed each school year):

Students who will be taking prescription medication in school are required to have their doctors fill out the included Prescription Medication Administration Form. A separate sheet must be filled out for each medication given, and every time there is a medication or dosage change. When medication is being discontinued, a note from the doctor and the parent must be sent to school.

All medication must be brought to school in its original pharmaceutical bottle for safe and accurate identification. **NO MEDICATION WILL BE ACCEPTED IN PLASTIC BAGS OR OTHER CONTAINERS.**

Parents are responsible for making sure that their child's medication supply does not run low. The school office will not send notes home or make a phone call when a medication needs to be refilled.

A medication sheet for half days needs to be completed and returned along with the Prescription Medication Administration Form. This must be returned to inform the school whether your child will or will not be receiving medication in school on half days. Medication will be dispensed by school personnel. The school nurse has very limited hours and is not able to dispense medication.

Non-Prescription Medication (Form must be completed each school year):

Non-prescription medication will not be routinely dispensed or stored in school. It will be limited to special circumstances that your doctor feels may be medically necessary when the situation presents itself. The Over the Counter Medication Permission Form must be filled out each time a non-prescription medication is needed. Additional forms may be picked up at the school office. Students are **not** permitted to self-medicate under any circumstances.

Lice Checks & Policy

The Winston School of Short Hills will conduct regular lice checks throughout the school year. A third-party professional will conduct these checks, which will be scheduled to follow school breaks/vacations.

**See Appendix 4 for detailed Lice Policy.*

BEHAVIOR AND DISCIPLINE

Expectations and Standards Of Behavior

The Winston School expects that its students demonstrate a high level of respect, cooperation, responsibility, and deportment throughout the school day, at school functions, and during school trips. We refer to this as “Winston Etiquette.” A departure from these standards may include, but are not limited to lying, cheating, theft, vandalism, excessive talking back or disrespect to a teacher, staff member, or another student.

The Winston School believes that each student and situation is unique. Thus, each evaluation undertaken by the Disciplinary Committee, consisting of the Head of School, Assistant Head of School, psychologist/social worker, and, when appropriate, a staff member will be decided with fairness on an individual basis.

The Winston School may inspect the contents of lockers, cubbies, or backpacks of students during the school year and hand luggage prior to any field trip.

Discipline Procedures

The Winston School of Short Hills takes a developmentally appropriate and positive approach to dealing with disciplinary issues.

Primary and Lower Schools:

In the Primary and Lower Schools, incentive programs are used to encourage positive behavior. Incentives and details of these programs are modified from year-to-year and even during a given school year to reflect the needs and composition of individual grades.

Middle School:

Think Tanks are the primary mechanism for dealing with discipline issues in the Middle School. Teachers and staff issue Think Tanks to students whose behavior is deemed to be disruptive, disrespectful, or distracting. Students are sent to the office where they complete a form that requires them to explain what happened and to reflect on what would have been more appropriate behavior given the situation. Teachers/staff who have handed out a Think Tank, will meet with the student to review the incident.

Consequences for receiving Think Tanks are listed below.

Middle School Think Tank and Detention Policy:

- 2 Think Tanks, cumulative: Missed Recess
- 2 Think Tanks in a day: Call home and an after-school detention to be served within 48 hours
- 4 Think Tanks in week: Call home and after-school detention to be served within 48 hours
- As always, after school detentions may be issued at the discretion of the staff in the case of behaviors deemed to be in violation of the rules and values of The Winston School of Short Hills

Beyond Think Tanks:

- When a student engages in repeated unacceptable behavior that is brought to the attention of the Discipline Committee, further action will be taken. This will

include a meeting with the student's parent(s) and may also include after-school detention, in-school detention, suspension, expulsion, or other consequence deemed reasonable and appropriate by the committee.

Anti-Bullying and Harassment Policy (Updated, July 2017)

Definitions

The Winston School recognizes that promoting a safe and secure learning environment increases student attendance and engagement and supports academic achievement. It is the goal of The Winston School to maintain an educational environment free of bullying and harassment that is safe for all members of the community regardless of age, color, creed, disability, gender, national origin, sexual identity/preference, and/or socio-economic level.

Bullying is defined as repeated aggressive behavior by a person or group directed towards a less powerful person or group. The intention of such behavior is to cause harm, distress, or fear. This behavior can be verbal, physical, social, sexual, or psychological in nature and may be delivered directly or electronically/remotely through devices such as cell phones and computers (i.e. cyber-bullying).

Harassment is unwanted behavior that annoys, threatens, intimidates, or causes fear in another person. Such behavior creates and/or contributes to an intimidating, hostile/offensive learning environment. This may include excessive teasing, derogatory comments, slurs, etc.

Any act motivated by bias or prejudice, due to such issues as age, color, creed, disability, gender, national origin, sexual identity/preference, and/or socio-economic level falls within the rubric of bullying and harassment and will be addressed accordingly.

Retaliation against individuals who report an incident under this policy is considered an act of bullying or harassment.

The behaviors described above are deemed inappropriate and unacceptable whether they take place on or off school property, at a school sponsored event, in a school vehicle, or at any time where a child's imminent safety or well-being may be an issue.

Procedures

The Winston School prohibits acts of bullying, harassment or other forms of aggression and violence. Administrators, staff, and students are expected to refuse to tolerate any form of these behaviors and to immediately report them (whether directly observed or reported to have occurred) to the Head/Assistant Head of School or other member of the Disciplinary Committee.

The Winston School believes that the desired outcome for students who participate in this type of behavior is to learn from their mistakes. The Winston School will support them in taking responsibility for their actions, have them develop empathy toward their peers, and teach alternative ways to achieve goals and solve problems without using inappropriate methods. To achieve these goals, The Winston School Disciplinary Committee will

promptly investigate all incidents and determine suitable consequences for any member of the Winston community who commits an act of bullying or harassment.

If a student believes that he/she has been the victim of bullying/harassment at school or at a school-related function, the incident should immediately be reported to a teacher/staff member, the Head of School or the Assistant Head of School. Any reported incident will be carefully reviewed and investigated promptly and, to the extent it is feasible, confidentially. There will be no form of retaliation taken against anyone who in good faith reports an episode of harassment.

If after the investigation, The Winston School deems that a student has committed an act of harassment, the student will be subject to appropriate disciplinary action/consequences (as discussed below).

Parents of students involved in a reported incident of bullying or harassment will be required to meet, in school, with the Disciplinary Committee, or one of its members. The student(s) involved may also be included in this meeting.

Consequences and appropriate remedial actions for person(s) engaging in acts of bullying and harassment may range from a positive behavioral intervention up to and including suspension or expulsion. The consequences will vary in method and severity according to the nature of the behavior, developmental age of the student and the student's history of behavioral problems and performance. Remedial measures shall be designed to correct the problem behavior; prevent another occurrence; and protect the victim. Effective and consistent procedures will encourage a positive school-wide approach to the policy.

COMPUTER AND INTERNET USE GUIDELINES

The Winston School provides computer equipment and computer services as tools in its educational program. Use of this technology carries with it certain responsibilities. Students, therefore, must agree to behave appropriately when using this powerful learning tool. The following rules should help a student understand what behavior is expected:

1. Students must be kind and respectful when using the Internet.
2. Students must use Internet equipment only for school-related activities.
3. Students may use the Internet only when they have permission from the teacher.
4. Students should not damage or mistreat computer equipment under any circumstances. This includes trying to change computer set-ups or "fix" plugs, cables, or other parts of the equipment. Students must leave that to the teacher.
5. Students should not access files that do not belong to them.
6. Students may not use CDs, DVD, or USB flash drives in school computers.
7. Students should not copy, download, or install any software or programs to or from school computers.
8. Only material needed for school assignments may be downloaded. Downloaded material may be incorporated into student work only where permitted by the owner and only with proper attribution to the creator.
9. Students must not write, send, download, or display obscene, threatening, harassing, or otherwise harmful messages or pictures.

10. Students may not violate copyright law in any manner including, but not limited to downloading copyrighted audio, video, graphics or text materials without proof of right to do so.
11. Students may send or receive email from school computers utilizing only their Winston school email account. Students may only use their Winston email accounts for school related activities. Students should be aware that all material transferred to a school computer is scanned for viruses; any files containing viruses are deleted.
12. Students may not use instant messaging apps while at school.
13. Students must not share their personal address, phone number, or any other contact information over the Internet. They must not share information about other people either, including friends, fellow student, or teachers. Students should be aware that e-mail and Internet use can and will be monitored and, therefore, is not private.
14. Students must obey all rules that normally govern their behavior at school when using the Internet.

APPENDIX 1

Attendance Policy

“**Attendance**” is a student’s presence in school and in the classes to which the student is assigned for instruction or other school activities.

- A student will be considered to have attended school if the student has been present at least 4 hours during the school day.
- Students who leave school prior to 11:00 am and do not return will be marked absent.
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“**Excused absence/late arrival**”: An absence from school or a class for a full day or part of a day will be *excused* if it results from one of the following:

- Necessary and unavoidable medical or dental appointments that cannot be scheduled at another time of the day*
- Religious observance
- Family illness or death
- Educational opportunity
- School visit/interview
- A reason not listed above, but approved and deemed excused by the Head or Assistant Head of School

*Students must provide the office with an official doctor’s/dentist note for an absence/late arrival to be considered *excused*.

*Late arrivals due to traffic are *not excusable*.

School Response to Unexcused Absences/Late Arrivals

- 3 *unexcused lates* will initiate a contact home
- After 5 *unexcused absences/lates*, parents will be required to come into school and meet with a member of the administration team to discuss options and strategies for improving attendance.
 - Depending on the age of the student, students may also be subject to an after-school detention.

APPENDIX 2

Middle School Homework Grading System

A 4-point scale (0-4) is used in the Middle School for grading homework assignments, with a 3 indicating that a student has satisfactorily met the requirements of the assignment, a 1 indicating that further work is needed to meet expectations, and a 0 indicating that an assignment was not turned in on time. Students are expected to complete all assignments that have received a 0 or 1, and their work must meet expectations to get credit for the assignment and improve the homework grade. Upon completion of the necessary work an assignment initially receiving a 0 will be changed to a 1, while an assignment initially receiving a 1 will be changed to a 2. It is not possible to improve a grade to a 3.

Homework averages are calculated at the end of each week and included on the weekly Progress Report. This average is provided to reflect the overall quality and effort of the student for that week. To determine the weekly homework average, the daily homework grades are added up and divided by the number of assignments for that week. For example, a student could have 3 assignments in reading for a week with grades of 1, 2 and 3. A sum of 6 is then divided by 3 (number of homework assignments) for a final average of 2.

Any student who has outstanding or incomplete work at week's end will attend a Friday afternoon study hall. Any 6th grade student who has met all homework requirements for the week may attend the Friday afternoon Challenge Club. In 7th and 8th grade there are additional homework requirements (i.e. not receiving a 0 or 1) that need to be met in order to earn Challenge Club. This applies for all 8th graders throughout the year and for 7th graders beginning in the winter term.

APPENDIX 3

The Winston School of Short Hills Dress Code

Students are required to wear polo shirts with the Winston logo at all times - Monday through Thursday. Friday wear is described below. "Winston Wear" clothes, purchased through the Parent Association, may be worn on Fridays with the exception of flannel bottoms. Information about Winston Wear will be provided later in the year.

Monday Through Thursday

Tops	<ul style="list-style-type: none">• Polo shirts – long or short sleeved – with the Winston logo (see Lands' End)• Solid colored turtlenecks or t-shirts may be worn underneath the polos.• Polo dresses with the Winston logo (see Lands' End)
Bottoms	<ul style="list-style-type: none">• Any long casual or dress pant• Solid colored twill/khaki/corduroy pants or jeans• Knee length 'skorts' or skirts<ul style="list-style-type: none">○ Skorts/skirts <i>must reach the knee</i> at all times whether they are worn with or without tights or leggings.○ During the fall/winter months, when shorts are not allowed, solid colored leggings or tights must be worn under skorts or skirts.
Sweaters, Sweatshirts, Fleece and Vests	<ul style="list-style-type: none">• This refers to any item worn in the building, during the school day for warmth.• Must be solid colored• Must have the Winston logo• Hoods are permitted. However, we strongly encourage students to wear hood-free clothing.
Under-Layers	<ul style="list-style-type: none">• Collared shirts may be removed for P.E. and recess <i>if</i> there is a solid colored t-shirt underneath without pictures or logos.• Students do not change for P.E. However, Winston P.E. shirts are available at Lands' End and may be worn as an under-layer. These are not required.
Outerwear	<ul style="list-style-type: none">• There are no dress code restrictions on what students may wear to school.• Outerwear is only to be worn when walking between buildings and during recess/gym.• Outerwear should not be worn in the building for warmth.
Footwear	<ul style="list-style-type: none">• Students must wear comfortable <i>closed</i> shoes or sneakers.• In fall and spring, sandals <i>with straps</i> around the heel are acceptable.• Sneakers are required for gym• Please consider Velcro tabs, if your child has difficulty tying shoes.

Early Fall/Spring	<ul style="list-style-type: none"> • Students may wear shorts or cropped pants in the fall until the end of September or following an announcement from the office. • In the spring, students may wear shorts or cropped pants following an announcement from the office. • Solid colored twill or denim shorts only • Shorts/skorts/skirts must be knee length • *Note: Bike, nylon or gym shorts are unacceptable
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Fridays

In addition to Monday-Thursday dress code attire, students are permitted to wear	<ul style="list-style-type: none"> • Solid colored sweatpants or sweatpants with the Winston logo (no stripes down the legs). • Solid colored (logo free) short or long-sleeved t-shirts or turtle necks. A polo shirt is not mandatory on Friday. • Winston Wear items (with the exception of flannel bottoms) which includes: <ul style="list-style-type: none"> ▪ Items sold through the Parent Association in the fall and spring ▪ Winston Field Day or STARS shirts
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Physical Education	<ul style="list-style-type: none"> • Sneakers are required • Collared shirts may be removed for P.E. if the child is wearing an appropriate under-layer. See under-layers section, above.
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Performance Clothes	<ul style="list-style-type: none"> • Every child is required to have one outfit for performance. This includes: <ul style="list-style-type: none"> ○ Tops <ul style="list-style-type: none"> ▪ Plain, short or long-sleeved white shirt (no logos) <ul style="list-style-type: none"> • Button-down, turtleneck or crew neck • No see-thru tops or t-shirts ○ Bottoms <ul style="list-style-type: none"> ▪ Black trousers or dress pants ▪ Black knee length skirt ○ Footwear <ul style="list-style-type: none"> ▪ Dark shoes (no sneakers)
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Field Trips	<ul style="list-style-type: none"> • Students must be in dress code for all field trips. • Depending on the location of the trip, students may be permitted to wear non-dress code bottoms. This will be determined by the teachers and communicated to the students and parents prior to the trip.
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Appendix 4

Lice Policy

If a student is found to have nits (eggs):

- The student will be able to remain at school until the end of the school day.
- The parent will be contacted and asked to have the child treated professionally for lice removal prior to returning to school.
- The student may return to school following lice removal treatment and must provide documentation confirming treatment.

If a student is found to have active lice infestation (lice and numerous eggs within ¼ inch of scalp):

- The parent will be contacted and asked to pick up the student for lice removal treatment.
- The student may return to school following treatment and must provide documentation confirming treatment.

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