

August 21, 2020

Dear Parents,

What follows is the standard Student-Parent Handbook. This handbook does not address any procedural changes related to COVID 19. A separate COVID Handbook is being prepared and will be available within the next week.

Please take the time to read through this handbook to familiarize yourself and your child with basic Winston policies and procedures. As we do every year, we review, revise, and update the handbook. This year there have been changes to the in-school birthday celebration policy as well as the section on computer use. In addition and very importantly, the section on bullying has been thoroughly revamped and should be carefully reviewed.

Finally, we ask that you return the form that is included at the end of the document. The signed document indicates that you have read the Student Parent Handbook and reviewed it with you child.

We thank you in advance for your attention.

Best regards,

*Jill Schuster*

Assistant Head of School



## **STUDENT-PARENT HANDBOOK 2020 - 2021**

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**

## **THE DIVERSITY STATEMENT**

**The Winston School** embraces and expects open-mindedness, compassion, and inclusiveness from all members of its community. We honor all aspects of what makes each individual unique. Respect, kindness, and empathy are paramount for building a strong, safe, and inclusive community that prepares students for lives in a multicultural society. Winston understands that personal and professional growth demand authenticity, integrity, freedom of expression, and civility of discourse. In delivering its educational program, Winston is committed to both recognizing the interdependence of each individual and group with the other members of the community as well as upholding its non-discrimination policy.

**Approved by the Winston School Board of Trustees  
October 2, 2018**

## ARRIVAL AND DISMISSAL

Arrival Time: Students should enter the double doors on East Lane and go directly to the gym upon arrival. They will leave to go home from the same door. Students arriving prior to 7:50 a.m. should wait in the area outside the office and nearest to the door with the buzzer. They will be accompanied to the gym for “Early Bird” no earlier than 7:50 a.m. where they will be supervised until the start of the school day. School begins promptly at 8:10 a.m. and attendance is taken in the homeroom classroom or at the Tuesday Morning Meeting.

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

Late Arrival: The following procedures are designed with the safety and security of your children in mind:

Any student arriving after 8:10 a.m. is considered late. The student must report first to the office. Students must immediately present the late pass to their homeroom teachers—either in their homeroom classroom or at Morning Meeting.

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 8:10 a.m. The student will bring the late pass to the Homeroom teacher before going to class. 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 a.m., he/she will not be credited with attendance for the day. Arrival after 11:00 a.m. is considered an absence.

Note: If a student is tardy 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 on Morning Meeting days (normally every Tuesday) is as important as arriving on time every other school day. Attendance is taken at Morning Meeting.

Dismissal: Dismissal each day is at 3:00 pm for the Primary School, 3:22 pm for the Lower School and 3:30 pm for the Middle School.

Primary School students will be dismissed from the Annex. Any Primary School student who is not picked up at the Annex by 3:10 pm will be taken up to the Main Classroom Building for dismissal.

Carpools will be dismissed from the Main Classroom building at the time that the oldest student in the carpool is dismissed. If, for example, the oldest student in the carpool is a Lower School student, that carpool will be dismissed beginning at 3:22 pm.

After-school pick-up: Staff supervision after-school pick-up concludes at 3:40 p.m. 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. Note: There is often a lot of traffic and congestion at daily pick-up. We ask that drivers remain patient and follow the instructions of “traffic control staff.” Occasionally, the school receives on-site

observations from the Millburn Police Department; thus, we ask that parents obey all standard driving regulations. Parents visiting the school may park their cars along East Lane in the designated spots.

**Early Pick-Ups:** All appointments must be scheduled after school. Please note that students will not be dismissed for an early pick-up between 2:30-3:00 pm – due to Nursery School dismissal. 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 come into the building and sign the student out in the Log Book kept in the office.

**Last Minute Appointments:** Please notify the office as soon as possible if you need to pick up your child early. Again, we will not dismiss children for an early pick-up between 2:30-3:00 pm. Specials like gym, art and music often take place outside of the main classroom building. Without prior notice, we cannot guarantee that your child will be available to leave school upon your arrival.

**Playdates:** Students need to bring in 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.

#### **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, the Expo or Moving On, parents should park in the Lower Lot 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.

#### **ATTENDANCE**

All students are expected to attend school except in case of illness. Please call the school by 8:15 a.m. each day the student is to be absent.

Students are considered late if they are not in their homeroom seats by 8:10 a.m.

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 a.m. is considered an absence.

The office will call home to check on any student who is absent and unaccounted for by 9:00 a.m. Please be sure to call the office if your child will be absent or late.

#### ATTENDANCE AT SPECIAL SCHOOL EVENTS

Throughout the course of the year, there are a number of 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.

#### 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 the child's absence has been neither practical nor successful.

#### 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.

#### 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.

#### HOMEWORK

Homework provides opportunities for:

1. Reinforcement: to review and consolidate skills that were presented during class
2. Project preparation: to develop project ideas, research, and long-term writing activities
3. 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 frequently as possible to build information and reinforce the habit of reading for pleasure.
4. Establishing Effective Study Habits
  - a. The student should work alone at an appointed, quiet place in the home.
  - b. The student should reserve the same time each evening or late afternoon to complete assignments.
  - c. The homework time should be free of distractions and diversions.

5. 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; get all necessary materials to and from school/home; and complete required assignments builds independence, a sense of responsibility and self-confidence.

#### LUNCH

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

Children may bring lunch and beverage from home. The lunch bag/box should be clearly labeled. Please send 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.*

#### 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, we encourage you to reach out to the appropriate faculty or staff member including the Head or Assistant Head of School. The homeroom teacher is always a good initial point of contact. 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 hours or the next school day.

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, and seventh graders are required to attend the March conferences.

#### 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.

## SCHOOL TRIPS

Trips are planned with relevance to the curriculum and are considered to be 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.

## BIRTHDAY PARTIES/EVENTS OUTSIDE OF SCHOOL

*Children may only bring in non-edible treats (e.g. pencils, erasers, stickers, small toys) to share with their classmates on their birthdays. Out of consideration for the feelings of all the children, please provide one treat for each child in the homeroom.*

Parents often ask us about the best way to handle invitations for a 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. However, in the Primary and Lower Schools, we strongly 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 or a member of the counseling team.

*Invitations may not be handed out at school and will not be distributed by either the office or your child's teacher. If you need addresses, they can be found in the Family Directory. For additional assistance, please contact the office.*

## EXPECTATIONS AND STANDARDS OF BEHAVIOR

The Winston School expects that its students demonstrate a high level of respect, cooperation, responsibility, and deportment at all times during school hours, school functions, and 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 may inspect the contents of lockers and cubbies or backpacks of students during the course of the school year and hand luggage prior to a field trip.

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 appropriate faculty member(s) will be decided with fairness on an individual basis.

## THE WINSTON SCHOOL ANTI-BULLYING POLICY (JANUARY, 2020)

The Winston School recognizes that promoting a safe and secure learning environment increases student attendance and engagement, and supports academic achievement. To protect the rights of all students and staff, The Winston School prohibits acts of bullying, harassment and other forms of aggression and violence. All administrators, faculty,

parents, and students are expected to refuse to tolerate any form of bullying or harassment. Any form of bullying or harassment that is seen or heard of is expected to be reported immediately. Additionally, any acts motivated by bias or prejudice, such as race, color, religion, gender, and mental or physical disability also adhere to this definition. Bullying and harassment also include forms of retaliation against individuals who report an incident under this policy. Such behaviors are considered bullying whether they take place on or off school property, at any school-sponsored event, in a school vehicle, or at any time where a child's imminent safety or well-being may be an issue.

#### Types of Bullying

##### Physical

When one engages in physical force against another, such as hitting, punching, pushing, kicking, pinching or restraining another.

##### Verbal

When someone uses their words to hurt another, such as by belittling or calling another hurtful names.

##### Non-Verbal and Relational

When one person manipulates a relationship or desired relationship to harm another person. This includes behaviors such as social exclusion, friendship manipulation, or gossip.

##### Hazing

An activity expected of someone joining or participating in a group that humiliates, degrades, abuses, or endangers that person regardless of that person's willingness to participate.

##### Sexualized Bullying

With all of these above forms of bullying, the interactions between the children can easily, and often do, turn sexual.

#### Group Dynamics

##### Bully

This child starts the bullying and takes an active role in the bullying of the victim.

##### Followers

Some bystanders instigate the bullying by prodding the bully to begin and may eventually jump in to join the bullying.

##### Supporters

Other bystanders encourage the bullying by laughing, cheering, or making comments that stimulate the bully.

### Passive Supporters

Most bystanders passively accept the bullying by watching and doing nothing

### Possible Defenders

Some bystanders dislike the bullying, know they should do something to stop the bullying, but do not do anything.

### Defenders

Other bystanders dislike the bullying and intervene by discouraging the bully, defending the victim, or getting help from other peers or adults.

### Cyberbullying

The intentional and overt act of aggression toward another person by way of any technological tool, such as email, instant messages, text messages, digital pictures or images, or website postings (including blogs). Cyberbullying can involve:

Sending mean, vulgar, or threatening messages or images.

Posting sensitive, private information about another person.

Pretending to be someone else in order to make that person look bad.

Intentionally excluding someone from an online group.

Hazing - an activity expected of someone joining or participating in a group that humiliates, degrades, abuses, or endangers that person regardless of that person's willingness to participate.

Sexualized bullying – when bullying involves behaviors that are sexual in nature. Examples of sexualized bullying behaviors include sexting, bullying that involves exposures of private body parts, and verbal bullying involving sexualized language or innuendos.

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. In order to achieve these goals, The Winston School administrators will promptly implement procedures that ensure that suitable consequences will be applied to the student or staff member who commit one or more acts of bullying or harassment.

Consequences and appropriate remedial actions for any person(s) engaging in any 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.

If a student feels that he or she has been the subject of any form of "bullying" as described heretofore, the student should immediately contact the Head of School Dr. Peter Lewis or the Assistant Head of School Jill Schuster. If a student has witnessed an act of bullying, he or she should immediately contact the Head of School or the Assistant Head of School. If a parent or guardian feels that their child or another child at the school has been the subject of "bullying" from another Winston student, he or she should immediately contact the Head of School or the Assistant Head of School.

#### PART TWO: HARASSMENT POLICY FOR STUDENTS

It is the goal of The Winston School to have an educational environment free of harassment (which includes excessive teasing and bullying) regardless of whether the harassment is of a sexual nature or in reference to age, color, creed, national origin, gender, disability, or handicap. Any behavior that creates or contributes to an intimidating, hostile or offensive learning environment is absolutely prohibited and will result in disciplinary action, up to and including expulsion.

If a student believes that they have been the victim of such conduct at school or at a school-related function, they should immediately report the conduct to the Director of Diversity, Head of School or Assistant Head of School. Any reported episode of harassment 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 above), up to and including expulsion.

#### WINSTON SCHOOL HEALTH POLICY

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 their 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 or all 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 authorization to administer medication in school sheet. 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 the 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 authorization to administer medicine sheet. This must be returned to inform the school whether your child will or will not be receiving medication in school on half days. School personnel will dispense medication. The school nurse has limited hours and may not be 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 authorization to administer medication at school sheet 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 POLICY

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

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.

## THE WINSTON SCHOOL GUIDELINES AND POLICY FOR COMPUTER AND INTERNET USE

All students, grades 1 through 8, will be provided with a Chromebook for their use during the school year. Students are expected to maintain their device in good working order and report any damage to or problem with their Chromebook to the school immediately. Student Chromebooks will be returned to the school at the end of each school year.

The use of technology including the internet, email, learning platforms, laptops/tablets, and mobile devices are an integral part of learning at the Winston School. To ensure that the use of such components remains constructive and safe for all learners, we expect all members of the Winston community to use technology in a manner that is safe and responsible both on and off campus. Your support in reaching and maintaining this goal is vital. Please read and discuss the Winston Students Acceptable Use Policy with your child.

For students to use computers at school, parents must sign the Acceptable Use Policy, Google Account Permissions, and Chromebook information letter. These documents are included in the summer packet mailed/email to all families. They can also be found on the Winston website or by request from the main office.

## 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.

## PERSONAL GROOMING

Personal grooming is an essential element in The Winston School environment. This applies to each school day and 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 be covered at all times while sitting or standing.

Hair must be a natural 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. Below is a detailed description of Winston's dress code. 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 as long as they meet the dress code requirements – as described below. A direct link to Lands' End can be found on the Winston homepage.

\*Students out of dress code will receive a ‘violation’. Parents will be called after three violations.

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 by the Parent Association throughout the year.

#### Monday through Thursday

Tops	<p>Polo shirts – long or short sleeved – with the Winston logo (see Lands’ End)</p> <p>Solid colored turtlenecks or t-shirts may be worn underneath the polos.</p> <p>Polo dresses with the Winston logo (see Lands’ End)</p>
Bottoms	<p>Any long casual or dress pant</p> <p>Solid colored twill/khaki/corduroy pants or jeans</p> <p>Knee length ‘skorts’ or skirts</p> <p>Skorts/skirts must reach the knee at all times whether they are worn with or without tights or leggings.</p> <p>During the fall/winter months, when shorts are not allowed, solid colored leggings or tights must be worn under skorts or skirts.</p>
Sweaters, Sweatshirts, Fleeeces and Vests	<p>This refers to any item worn in the building, during the school day for warmth.</p> <p>Must be solid colored</p> <p>Must have the Winston logo</p> <p>Hoods are permitted. However, we strongly encourage students to wear hood-free clothing.</p>
Under-Layers	<p>Collared shirts may be removed for P.E. and recess if there is a solid colored t-shirt underneath without pictures or logos.</p> <p>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.</p>
Outerwear	<p>There are no dress code restrictions on what students may wear to school.</p> <p>Outwear is only to be worn when walking between buildings and during recess/gym.</p> <p>Outwear should not be worn in the building for warmth.</p>
Footwear	<p>Students must wear comfortable closed shoes or sneakers.</p> <p>In fall and spring, sandals with straps around the heel are acceptable.</p> <p>Sneakers are required for gym</p> <p>Please consider Velcro tabs, if your child has difficulty tying shoes.</p>

Early Fall/Spring	<p>Students may wear shorts or cropped pants in the fall until the end of September or following an announcement from the office.</p> <p>In the spring, students may wear shorts or cropped pants following an announcement from the office.</p> <p>Solid colored twill or denim shorts only</p> <p>Shorts/skorts/skirts must be knee length</p> <p>*Note: Bike, nylon or gym shorts are unacceptable</p>
-------------------	---

Fridays

In addition to Monday-Thursday dress code attire, students are permitted to wear	<p>Solid colored sweatpants or sweatpants with the Winston logo (no stripes down the legs).</p> <p>Solid colored (logo free) short or long-sleeved t-shirts or turtlenecks. A polo shirt is not mandatory on Friday.</p> <p>Winston Wear items (with the exception of flannel bottoms) which includes:</p> <p>Items sold through the Parent Association in the fall and spring Winston Field Day or STARS shirts</p>
--	--

Physical Education	<p>Sneakers are required</p> <p>Collared shirts may be removed for P.E. if the child is wearing an appropriate under-layer. See under-layers section, above.</p>
--------------------	--

Performance Clothes	<p>Every child is required to have one outfit for performance. This includes:</p> <p>Tops</p> <p>Plain, short or long-sleeved white shirt (no logos)</p> <p>Button-down, turtleneck or crew neck</p> <p>No see-thru tops or t-shirts</p> <p>Bottoms</p> <p>Black trousers or dress pants</p> <p>Black knee length skirt</p> <p>Footwear</p> <p>Dark shoes (no sneakers)</p>
---------------------	---

Field Trips	<p>Students must be in dress code for all field trips.</p> <p>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.</p>
-------------	--

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.

#### 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 above.

#### CONTACT AND EMERGENCY INFORMATION

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

Edition, August, 2020

ACKNOWLEDGEMENT OF HAVING RECEIVED AND READ  
THE WINSTON STUDENT-PARENT HANDBOOK  
2020-2021

I acknowledge that I have read, understood, and agree to the policies and procedures described in the Winston Student-Parent Handbook (2020-2021).

Student Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please return to Leeann Detaranto at either  
<[ldetaranto@winstonschool.org](mailto:ldetaranto@winstonschool.org)> or directly to the Main Office.