

WINDSOR PREPARATORY HIGH SCHOOL

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STUDENT HANDBOOK

2013 - 2014

This handbook has been assembled to provide students with general information about Windsor Preparatory High School along with often-discussed student policies and procedures. For a complete guide of all policy and procedures please contact Windsor Preparatory High School at the above listed number.

This agenda belongs to:

Name _____

Address _____

Phone _____

Welcome to Windsor Preparatory High School

Mission Statement

Our mission at Windsor Preparatory High School is to foster a positive self-image, enhance students' understanding of rules as vehicles for success, provide students with a rich and diverse academic program, and establish lines of communication with parents to help educate the whole child. Students will be prepared academically and socially to become productive members of an ever changing society.

The Policies and Procedures contained in this handbook are the results of a concentrated effort on the part of the administration, faculty, students and parents. This information is intended to help each student become an intricate part of our school community.

Understanding the information in this handbook will help make your experiences here positive, productive and enjoyable. Participation in the various curricular and co-curricular activities is strongly encouraged. Your success at the Windsor Preparatory High School will be directly proportional to your efforts.

2013 – 2014 School Calendar

September 3	Staff In-Service
September 4.....	Students Report
September 19	Back to School Night
October 14.....	Early Dismissal – Staff In-Service
November 7-8	Closed – Teacher’s Convention
November 27	Early Dismissal – Thanksgiving Recess
November 28-29	Closed – Thanksgiving Recess
December 20	Early Dismissal – Holiday Recess
December 23 – January 1.....	Closed – Holiday Recess
January 2, 2014	School Re-Opens
January 20	Closed – Martin Luther King Day
February 14 & 17.....	Closed – Winter Recess
March 21	Closed – Staff In-Service
April 14-18	Closed – Spring Recess
May 26	Closed – Memorial Day
June 16	Graduation
June 20	Early Dismissal – Last Day for Students

Dates are subject to change

Emergency Closings/ Honeywell

For delayed openings, early dismissal or in the event of an emergency closing, Windsor Preparatory High School will be using a school-to-home communication system called Honeywell Instant Alert. This system is a web-based communication service allowing us to reach you instantly with important school information, as well as information regarding emergency school closings. Please make sure to notify the school immediately regarding **any change** in contact information.

In combination with Honeywell, Channel 7, Channel 12 and Fox 5 News will be notified. They will include information in their televised postings. Important information will also be left on the school's answering machine.

Code of Student Conduct

The code of student conduct serves as a foundation in support of but not limiting the broad discretionary authority of Windsor Schools' personnel to maintain safety, order and discipline within the school environment.

The following code of student conduct shall be disseminated annually to all school staff, students and parents. The code is based on broad input from the school community and local core ethical values. The code will be reviewed annually at a staff meeting and updated as needed.

Windsor Preparatory High School recognizes the rights of all of its students to attend a program that is safe, in an environment conducive to learning and in an atmosphere where helpfulness and common courtesy prevail

The Windsor behavioral modification program is a model of positive reinforcement. The program is designed to promote the development of self-discipline. The behavior modification program is included in each student's IEP. Students are rewarded for good conduct and academic success with club and athletic privileges, luncheons, trips and school store purchases among other things. The use of counseling, conferences with students and their parents/guardians and case manager are additional steps taken to help students succeed.

It is the responsibility of Windsor students to conform themselves and comply with all elements of the student code of conduct at all times. They are expected to respect the person, property, and rights of others: obey authorized personnel and respond positively to those who hold that authority. Behaviors such as gross insubordination, serious or continued use of profanity and failure to follow basic rules and schedules can lead to time out or suspension.

Termination from the program may occur for incidents that include but are not limited to a student causing physical altercations with other students or staff, needs to be restrained

on an ongoing basis or possesses weapons or any illegal substance in the school building. On-going poor attendance may also result in termination from the program.

This code is meant as a general guide since it is realized that no code of conduct could include all possible scenarios or behavioral issues. However, the following behaviors will be considered disruptive and subject to the use of the behavior management plan:

1. Continued and willful disobedience.
2. Open defiance of authority of a teacher or person having authority over a pupil.
3. Actions that constitute a danger to the physical well-being of other pupils/staff.
4. Fighting or physical assault or threats of assault upon another pupil or staff.
5. Taking or attempting to take personal property or money from another pupil/staff, whether by force or fear.
6. Harassing, intimidating, or bullying another pupil or school employee.
7. Willfully causing, threatening to cause, or attempting to cause damage to school property.
8. Leaving school grounds without permission.
9. Use or possession of unsafe or illegal articles.
10. Use of inappropriate language, including but not limited to cursing.
11. Use of any tobacco product on school property. N.J.S.A.2C:33-13
12. Use, possession, or sale of a controlled dangerous substance, including alcohol.
13. Causing a false alarm for fire, bomb threat, or any other reason for an emergency procedure.
14. Use or possession of firearms or any other instrument possessed and/or utilized with the intent to cause harm.
15. Wearing clothing that causes a distraction to the learning process. The wearing of hats, headbands, scarves, or headwear of any kind, halter tops, clothing with inappropriate messages, profanity or offensive slogans, clothing with drug, tobacco, alcohol, or double entendre, bare midriffs, or any other clothing deemed inappropriate by the school Principal will be prohibited.
16. Any other behavior considered by the school Principal to be disruptive to the educational program.

Sexual Harassment

Windsor Preparatory High School explicitly forbids any conduct or expression that may be construed as the sexual harassment of a student, by an employee of the school or by another student. The sexual harassment of a student includes, but is not limited to all unwelcome sexual advances or suggestions, request for sexual favors, and verbal or physical contacts of a sexual nature whenever such conduct has the purpose or effect of intimidation or tends to create an intimidating, hostile, or offensive educational environment. Any student that believes they are being sexually harassed should inform the Principal, Director, or any teaching staff member. Parents will be contacted and appropriate actions will be taken.

Hazing, Harassment, Intimidation, and Bullying

The Board of Directors of the Windsor Prep High School prohibits acts of hazing, harassment, intimidation, or bullying.

A safe and civil environment is necessary for students to learn and achieve at high levels. Hazing, harassment, intimidation, or bullying are conducts that disrupt both a student's ability to learn and a school's ability to educate its students.

Hazing, harassment, intimidation or bullying means any gesture or written, verbal or physical act motivated by any actual or perceived characteristics such as race, color, religion, ancestry, national origin, sexual orientation, or mental, physical, or sensory disability which has the effect of insulting or demeaning any person or group of persons.

The Board of Directors of the Windsor Prep High School expects Windsor Prep High School students to conduct themselves in an appropriate fashion at all times. They are expected to respect the person, property, and rights of others: obey authorized personnel and respond positively to those who hold that authority.

The Windsor behavioral modification program is a model of positive reinforcement. Students are rewarded for good conduct and academic success with club and athletic privileges, luncheons, trips and school store purchases among other things. The use of counseling, conferences with students and their parents/guardians and case manager are additional steps taken to help students succeed.

Each student should expect that their school experience will be safe, civil and protected by the school authorities.

The school Principal is responsible for receiving complaints alleging violations of this policy. All school employees are required to inform the Principal of violations for this policy. All other members of the school community are encouraged to report alleged violations. All reports of harassment, hazing, intimidation, or bullying are requested in writing. Oral reports of policy violations shall also be proper. Reports may be made anonymously. It is suggested that written anonymous reports contain sufficient information for subsequent investigation.

The Principal is responsible for determining whether an alleged act constitutes a violation of this policy. The school Principal shall maintain a written record detailing the initial report of the violation, the details of the following investigation, and the final decision and disposition of the incident. Consequences and appropriate remedial actions for students who commit an act of hazing, harassment, intimidation, or bullying shall be determined by the school Principal using the behavior management plan.

The Board of Directors of Windsor Prep High School prohibits reprisal or retaliation against any person reporting a violation of this policy. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the Board of Directors in accordance with school policies and procedures.

The Board of Directors prohibits any person from falsely accusing another of policy violation. The consequences and remedial actions for someone falsely accusing another shall be determined by the Board of Directors in accordance with school policies and procedures.

Information regarding the school's policy against harassment, hazing, intimidation, and bullying shall be incorporated in the school's employee training

program. Information regarding this policy shall be distributed to parents and guardians in an effective manner.

Paging devices and cell phones

Students shall be **prohibited** from possessing a remotely activating paging device on school grounds as per N.J.A.C. 6A:16-5.8. In addition, students will not be permitted to bring a cell phone to school unless granted permission due to special circumstances. Furthermore, if permission is granted, the cell phone or pager must be turned off and kept secured and out of sight during school hours. Students in violation of this policy will have their cell phones/pagers confiscated and depending upon the circumstances returned at the end of the school day. Further violations will result in the cell phone/pager being returned to only a parent/guardian. The school will not be responsible for any lost or stolen phones. Pagers and cell phones may also be subject to search depending upon the circumstances in accordance with school policy.

Behavior Management System

The Windsor Preparatory behavior system is based on the need for each student to achieve his/her maximum social and emotional growth. To this end, our system is based upon continued positive reinforcement. Students must consistently be rewarded for proper behavior, while negative behavior is discouraged.

Points

Students can earn up to 100 points for each school day. They can earn up to 10 points for each period (5 Behavior, 5 Academic). Lunch and recess counts as 5 points each (Behavioral points). Points can be cashed in at the school store weekly and are necessary to move through the level system.

Levels

There are 3 levels a student can obtain. Each level affords the students a greater degree of privilege. Levels are reviewed every two weeks. A student may drop a level if their percentage falls below the required amount specified to maintain that specific level.

Please note: Student levels can jump from Level I to Level III within a two week period or drop from Level III to Level I in the same period.

ALL STUDENTS WILL BEGIN ON LEVEL III. Students must maintain 90% of their points in a 2-week period to remain on Level III. Students earning 89% or lower would move to Level II. Students earning 79% or lower would move to level I. Students will remain on the level earned for the next two-week period, or level review.

Level Formula

$$\text{Percentage of points earned} = \frac{\text{total points earned}}{\text{total possible points}}$$

Please Note: If a student is absent, do not include possible points for the day of absence into the total possible points earned figure. Percentages are calculated on days that students are present only.

Definition of Levels

Level I

Students who have earned 79% or less are highly supervised by staff.

No privileges allowed

Level II

Students who have earned 89% or less of the total possible points.

Privileges are:

- In School job opportunities
- Bi-monthly pizza parties
- Participate in Instrumental Music Program
- Class messenger (on a daily basis)

Level III

Students who have earned 90% or higher of their total possible points.

Privileges are:

- All Level II privileges continue
- In School job opportunities
- Bi-monthly pizza parties
- Name added to Level III bulletin board displayed in the main hallway
- Eligible to participate in peer tutoring program. "All Windsor Team" Field Trips, Community Service, Bowling, Interscholastic athletics.
- Eligible to work in school store
- Chess Club
- Miniature modeling Club
- Special events and Tournaments
- Broadway Trips
- Marking period and all year "Windsor" luncheons.
- Opportunity for junior and senior students to order lunch from local vendors.
- Student of the month luncheon
- Athletic luncheon
- Level III Special Activities

All students are eligible to earn participation in the behavioral auction and senior festival. All students are eligible to participate in birthday, holiday and graduation celebrations, Welcome Back Breakfast, and contest rewards.

New Students

When a new student enters school during an evaluation period, the points he/she earns during that time can only be used at the school store, they do not determine a student's level. The student must be in school for full 2-weeks after the initial evaluation period in order to change or maintain his/her level.

Recess

There will be three student recesses throughout the day. The student can earn 5 points for morning recess, 10 points lunch time/recess and 5 points for afternoon recess. To participate in recess a student must earn 80% of the points for that recess e.g. for morning recess a possible 40 total points can be earned, a student must earn 32 points to participate in recess.

If a student does not earn classroom recess, they must remain seated in the classroom. If they do not earn lunch recess, students will be supervised by a staff member.

Recess Evaluation Points

Preparatory – First Lunch – 11:50 am

Recess	I	32/40 Points
	II	12/15 Lunch
	III	32/40 Points

Preparatory - Second Lunch – 12:25 pm

Recess	I	32/40 Points
	II	20/25 Lunch
	III	24/30 Points

Bonus Points

Bonus points can only be earned as school store points and do not count in level calculations. Bonus points are to be awarded only by certified or administrative staff. See administrative staff if you feel a student has done an extra job that merits bonus points.

School Store

Students may cash in their points on a weekly basis at the school store. Teachers can send students down in small groups (4 at a time) with the classroom assistant at their assigned time. Students may bank their points for a future purchase.

Documentation

Weekly level sheets must be maintained in the classroom and a copy given to the Principal and School Social Worker at the end of each week. Levels of students must be posted in the classroom. Teachers should also keep a chart of the student's levels throughout the year.

Crisis Intervention

When staff has exhausted all resources in the classroom and a student continues to be disruptive, the **teacher** directs the teacher assistant to accompany the student to the crisis room. **(A student must never walk unescorted to the crisis room)**

While the teacher assistant walks the student to the crisis room, the **classroom teacher** is to notify the crisis assistant as to the reason why the student was sent. The crisis assistant then notifies the Principal that a student is in the crisis room. The crisis assistant completes the log in the crisis room based on input from the teacher. The crisis assistant and the Principal will monitor the student in the crisis room. Classroom assistant will return to their duties in the classroom. The Principal will then speak with the student and determine how long the student will stay in the crisis room.

Should it be necessary for a student to be removed from the classroom more than once, the crisis assistant will notify the Principal. Sending a student to the crisis room twice in the same day requires an incident report to be filled out by the teacher in charge. The incident report should be sent immediately to the Principal

Students in the crisis room will be assigned work from their classroom teacher. Academic points, per period, will be earned for work completed. Students sent to the crisis room from a special (Art, Computers etc.) will not receive classroom work. The crisis assistant will escort students who are returning to the classroom. If there are additional students in the crisis room, the crisis assistant will call for an assistant to escort the students back to class.

In School Suspension

In the event that the Principal determines that a student's behavior warrants further disciplinary action, a half or full day in school suspension will occur.

The student will report to the Time out room and it is the responsibility of the classroom teacher to provide academic work for the student. Upon completion of the Students' work he/she may earn up to (5) academic points for each class period during their stay in Time out. At no point in Time out can a student earn behavior points.

Out of School Suspension

In the event that the Director/Principal determines that a student's behavior warrants an out of school suspension, the student earns 0 points for that day and it should be included into the total possible points earned figure.

Buses

Windsor Preparatory High School will be notifying parents when a student receives a total of 3 individual infractions from the bus company. Copies of those infractions will be sent home. Please note that bus infractions are written accounts as to the behavior exhibited by your child on the bus. Bus infractions are not written by Windsor Preparatory staff, but by the bus aide and/or bus driver.

Disruptive behavior on the school bus could result in having bus riding privileges withdrawn for a period of time. This is in accordance with New Jersey Statutes Annotated 18A: 25-2. (A pupil may be excluded from the bus for disciplinary reason.) However, please understand that withdrawal of bus riding privileges does not release the parent's/guardians legal responsibility of having their child attend school under the State's school attendance laws. Parents are still required to provide transportation for their child to and from school during the period of time that bus privileges have been withdrawn.

Should a student be suspended from the bus, but not from school, and they are not in attendance, they receive 0 points for the day.

Re: Bus pick-up students are expected to:

- Be punctual (ten minutes before scheduled time) and wait quietly.
- Avoid disturbing private property.
- Stay off the roadway while waiting for the bus.
- Wait until the bus has come to a complete stop and the driver has given a signal before crossing the street either boarding or leaving the bus.
- Students shall ride only the bus to which they are assigned.

On the bus:

- The bus driver shall assign seats. Students must take their assigned seats and remain seated until the bus arrives at its destination.
- Seatbelts must be fastened if the bus is so equipped.
- No food or drinks of any kind may be consumed on the bus.
- Students are expected to keep their entire body inside the bus at all times.
- Students are expected to refrain from loud talking and other behavior that may distract the driver.
- Students shall not deface the bus in any way and should promptly report any damage to the bus driver.
- Students are expected to keep the bus clean.
- Students shall board the bus and leave the bus only at their assigned stop.
- No smoking, no profanity, no violence and no lasers.
- Students are expected to be courteous to the bus driver and their fellow passengers.

Disciplinary Measures related to bus:

- Satisfactory behavior is expected of students who ride buses.
- “The drivers shall be in full charge of the school bus at all times and shall be responsible for maintaining order. A bus driver may not exclude a pupil from the bus, but if unable to manage a pupil, shall report the unmanageable pupil to the principal of the school he/she attends.” (Title 18A:25-2).
- Students whose repeated actions have caused safety and welfare concerns on the bus are subject to disciplinary measures. Drivers shall report in writing to the building principal any unsatisfactory behavior on the bus. Depending on the severity of the behavior, the building principal shall take the following steps:
 - conference with the student and warning given
 - written notification to the parents/guardians
 - in-school or out-of-school suspension
 - suspension of bus privileges

Parent Responsibilities

Parents/guardians should:

- Help the driver maintain the schedule by making sure your student is at the bus stop 10 minutes prior to the scheduled pick-up time.
- Refrain from asking the driver to stop at places other than approved regular stops.
- Cooperate with the district in its attempt to limit the number of bus stops, particularly in more densely populated areas.
- Assume responsibility for training your student to cooperate with school officials.
- Keep in mind that the school cannot assume responsibility for your student until he/she boards the bus. Parents/guardians are responsible for their student's safety and behavior at the bus stop.
- Be aware that if the student walks to school, parents/guardians are responsible for the student until he/she enters school property.
- Insist on correct behavior from your student while waiting for and riding on the bus.
- Support the school's safety program by cooperating with school officials in discharging disciplinary measures.

Grading

Windsor Preparatory High School will utilize the following letter grades on the progress reports:

- A=90-100 (Excellent Progress)
- B=80-89 (Very Good Progress)
- C=70-79 (Satisfactory Progress)
- D= 65-69 (Unsatisfactory Progress)
- I=Incomplete
- J=Unable to grade due to excessive absenteeism

Grades will be issued based on the following criteria:

- | | | |
|----|--------------------------------|-----|
| 1. | Class work and Participation - | 60% |
| 2. | Test Scores - | 20% |
| 3. | Homework - | 20% |

Homework Policy

Homework is issued every weeknight (Monday through Thursday). Weekend assignments, if any, will focus on long-term projects, book reports, etc. The purpose of homework is twofold:

1. Reinforce concepts taught that day.
2. Foster a sense of student responsibility.

Students are expected to complete all homework assignment. If homework is not completed a total of **two** points will be deducted from the appropriate subject areas academic points.

Community Service

Windsor Preparatory High School affords its students the opportunity to learn about social responsibility (service learning) through participation in community service. Our goal is to inspire students with social awareness and responsibility, to challenge them to address societal needs and to be agents of change. Community Service will provide valuable experiences that will enrich both the students and those being served. Students will also earn credits towards graduation.

Goals:

- To gain a deeper understanding of humanity(societal needs) and self
- To improve self-esteem, inspire responsibility and personal growth
- To gain an understanding of injustice
- To gain an understanding of the role in creating a better world
- To learn hands-on skills
- To foster collaborative relationships with individuals and organizations
- To connect academic learning to community problem solving through the

- development of service learning across disciplines
- To encourage leadership qualities
- To motivate students to consider and act upon social issues and civic responsibility in an effort to foster a commitment to a lifetime of effective participation in public life

Possible Activities:

- Tutoring and mentoring activities
- Preparing Meals for the Soup Kitchen
- Assisting in Nursing Home
- Assisting at Day Care Center
- Clean-up Neighborhood
- Assisting Rescue Squad
- Stocking shelves at Food Pantry
- Assisting at Animal Shelter
- Children's Hospital
- Hand-made items to distribute to various charities

Career Exploration

Services include student exposure to filling out employment related forms, interview techniques, job seeking and retention skills, goal setting techniques, and the completion of an interest inventory to identify personal goals, interests, and preferences. Students will also be exposed to work experience within the school program. Postgraduate options will be explored such as college and employment.

Attendance Policy

A student's success at the Windsor Preparatory High School is dependent on his/her ability to attend school on a regular basis. Students begin earning credits toward a high school diploma upon entering the ninth grade. They must adhere to the attendance Policy which is based on state guidelines. Although every student is expected to be in attendance each day, absences do occur. When a student is absent, the parent or guardian must call the school's main office number. This includes students 18 years of age or older.

Attendance as it applies to the attendance policy is taken on a period/class/semester basis by the classroom teacher with respect to the sending school district. Absences are regarded as being "chargeable" or "non-chargeable". A "chargeable" absence counts toward the accumulated absences for the attendance policy. "Non-chargeable" absences do not count toward the accumulated absences for the sending districts attendance policy.

Examples of Chargeable Absences are:

- Illness
- Truancy
- Medical appointments

- College visitations
- Nurse's office visit

Examples of Non-Chargeable Absences are:

- Participation in an approved school activity such as field trip, meeting, athletic competition
- Suspension from school
- Observance of a religious holiday approved by the State Board of Education with a note from a parent
- Court appearances
- Driver's license road test

After a medical-related absence the student is required to provide to his/her teacher or school nurse the written statement signed by the parent or doctor describing the reason for the absence. All non-chargeable absences also require written documentation.

Tardiness

Students are expected to arrive in school no later than 8:50 a.m. Students who arrive after first period (9:20) must bring a note as to why they were late. Constant tardiness may affect a student's grades as well as points earned.

Academic Honesty/Plagiarism

It is expected that all students demonstrate acceptable and appropriate standards and practices reflective of the Windsor Preparatory community. Honesty reflects a respect for the integrity of education. Cheating at Windsor is violation of Windsor's standards and practices, and will be subject to disciplinary action.

Cheating is defined as presenting another persons' work as his/her own, allowing a person to use your work as their own, using an unauthorized source or falsifying references for an academic assignment.

A student must always submit work that represents his or her original words or ideas. If any words or ideas are used that do not represent the student's original words or ideas, the student must cite all relevant sources. The student should also make clear the extent to which sources were used. Words or ideas that require citations include, but are not limited to all hard copy or electronic publications, whether copyrighted or not, and all verbal or visual communication when the content of such communication clearly originates from an identifiable source.

Report Cards/Progress reports

Report cards are issued three times a year, approximately one week after the close of each marking period. The final report card will include final average grades, credits earned for the school year. All report cards are mailed to the students' parents/guardian and child study teams.

Dress Code

Windsor Preparatory High School students are expected to dress in a modest manner that is appropriate for school and in accordance with standards of good taste. **DRESS CANNOT BE DISRUPTIVE TO THE SCHOOL ENVIRONMENT.** Beach and casual attire such as short shorts, halter tops, tube tops, low-cut tops, spaghetti straps and bare midriffs are examples of inappropriate dress for school. Sleeveless tops, including “muscle shirts” are prohibited for boys, as well as colors perceived to have ‘gang’ affiliations. Underwear that is visible (including bra straps) is always inappropriate. Culottes and shorts are acceptable if they are of appropriate length. Mini-skirts, dresses and shorts must not be extreme. Length of dresses, skirts and shorts must be as long as the end of fingertips when arms are resting at side. State law requires that shoes be worn at all times.

Any attire that references alcohol or drugs in any manner or which contain phrases and/or symbols capable of misinterpretation or multiple interpretations are never permitted to be worn. Students wearing such attire will be asked to change their clothing. Windsor reserves clothing (such as T-shirts and sweats) that are deemed appropriate attire. Students will be required to change into such clothing.

These standards are in effect from the first to the last day of school. These examples of inappropriate clothing are not meant to be all inclusive and in all instances the administration reserves the right to determine proper attire.

Early Dismissal

Students seeking special permission to leave the building may do so, but only after presenting a note written by their parent/guardian which includes a phone number where the parent can be reached to verify the note. Permission will be issued for the following reasons:

- Medical appointments
- Emergencies at home
- Test for driver’s license
- Arrangements for ill students by the school nurse
- Court appearances

Students are encouraged to scheduled personal and medical appointments after school or on weekends because of the possible withdrawal of course credit due to excessive absences from class.

Health Services

A nurse is on duty during school hours to assist you in any emergency. In addition, a school doctor is on call to take care of serious medical needs.

The State Board of Health Immunization regulations must be met within 10 days of enrollment. Scoliosis screening will be done annually on every student. A student may be exempt from this examination if requested by a parent or guardian in writing and submitted to the nurse. If you prefer to have your child examined by your own physician, physical exam forms are available in the nurse's office.

No student is admitted to the Nurse's office without being escorted by a teacher assistant. A note from a parent is required for excuses from physical education.

Medication

All student medication's shall be appropriately maintained and secured by the school nurse. Medication will be administered by the School Nurse when directed in writing by a student's physician, and upon receipt of a release from parent/guardian. Students bringing any medication into the building either prescribed or over the counter shall present such medication directly to the school nurse upon entering the building. Failure to do so could result in disciplinary action, if appropriate medication will be returned back to the student at the end of the day.

Physical Education Medical Exemptions

The school nurse approves short-term physical education excuses. Students must bring a note to the school nurse from their parent or doctor to be excused from physical education class due to injury or illness. The student will report to his/her physical education teacher for attendance. A doctor's note is required in writing for a PE medical excuse beyond 3 days. The student will be assigned written exercises until the physical education medical excuse expires.

Substance Abuse Procedures

Any student suspected of or observed using drugs or alcohol by students, faculty and/or staff must be reported to the appropriate administrator and school nurse. Parents will be contacted immediately. The school nurse will make an assessment of the student's condition and appropriate disciplinary measures will be taken.

Any student determined to be under the influence of alcohol or a drug or in the possession of alcohol, a drug or drug paraphernalia, while on school grounds or at a school-related activity, will be suspended from school. The police will be notified.

Arrangements must be made for an immediate medical examination of the student. The results of the examination and subsequent mandated evaluations will be provided to the parents. These medical evaluations must be completed in order for the student to return to school from suspension. The report shall verify that the student's alcohol or other drug use no longer interferes with his/her physical and mental ability to perform in school.

Crisis Management Plan

The Windsor Preparatory High School has prepared a crisis and emergency plan as required of all New Jersey schools. The plan has been approved by the Windsor Preparatory High School Board of Directors and meets all of the guidelines mandated by the New Jersey Domestic Security Preparedness Task Force. Copies of the approved crisis and emergency plan are on file with the Paramus Police Department and the Paramus Fire Department. This plan shall be reviewed annually and revised as necessary. The school staff shall be in-serviced as to these procedures annually. The plan is available for review upon contacting the Director of the Windsor Preparatory High School.

Evaluations of emergency procedures and security measures were completed using the State of New Jersey Department of Education field checklist. Following the evaluations, recommendations were made and accepted to improve the level of security in preventing and responding to a crisis. Please be aware that hand-held metal detecting wands will also be used on a random basis as an additional security measure.

Search and Seizure

A student's person and possessions may be searched by a school official provided that the official has reasonable suspicion that there is a school violation present on the student's person or contained within the item to be searched.

School property: No reasonable suspicion is required for school personnel to search school buildings and grounds and school owned property contained therein including but not limited to lockers, desks, cabinets, or any other storage areas.

Fire Drills

Fire drills are held as safety measures. At the sound of the fire alarm students must follow teachers' command and evacuate building immediately. Students are expected to display appropriate behavior throughout the entire duration of a fire drill. Exit doors to be used are posted in each room of the school. Students and faculty will return to the classroom when notified by a building administrator.

Cafeteria

Windsor Preparatory High School offers students a state approved breakfast and lunch program which meets all U.S.D.A. nutritional requirements.

Students are responsible for cleaning there place at the table, depositing paper in waste paper baskets and returning trays and chairs to their proper place. Inappropriate behavior in the cafeteria will result in strong disciplinary action. No food or beverage is permitted outside of the cafeteria, unless approved by administration.

Working Papers

All students under 18 years of age must obtain working papers if they wish to work after school. Working papers may be obtained from the school nurse or Social Worker. You must have secured a job before obtaining working papers. Working papers are issued only for a specific job and are not transferable from job to job without State approval.

POLICY ON NONDISCRIMINATION

It is the policy of the Windsor Preparatory High School not to discriminate on the basis of race, color, creed, religion, sex, ancestry, national origin, handicap, marital status in its education programs or activities and employment policies as required by Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and N.J.A.C. 6:4- 1.1 et. Seq