

General School Policies

A. General Attendance Policy

Pursuant to N.J.A.C. 6A:32-13 student's must attend an average of 90% of the possible school days in general and all absences are unexcused except for the following reasons.

- (1) a disabling illness, as outlined in the student's individual IEP, (parent and Principal shall convene to create an acceptable attendance action plan)
- (2) recovery from accident, (the parent must provide a note from the attending physician clearing the student to return to school.)
- (3) required Court attendance, (the parent must submit a copy of the court notice).
- (4) death in the family, (when the student returns to school, the parent must submit documentation regarding the family member's death.)
- (5) religious observance, (the parent must provide written notification to the school at least 2 days prior to the date of observance.
- (6) such good cause as may be acceptable to the Executive Director.

In cases (4) and (5), the parent/guardian should also call the school 973-759-6555 to provide advance notification of the absence.

Late Arrival and Early Dismissal

Any student not arriving on the provided transportation (N.J.S.A 18A:39-1 et seq), must have an adult sign the student in at the main office, when they arrive at school.

Under no circumstances may a student sign him/herself out of school, unless they are of legal age of majority (18). All other students are only allowed to leave school early with a parent/guardian signature, a parent designated legal contact person or law enforcement, court order, or other State agency.

B. Transportation

Pursuant to N.J.S.A 18A:39-1 et seq., students with special needs shall be provided with transportation at no cost to parents and in accordance with the students Individualized Education Program (IEP).

The bus is scheduled to pick up your child at the home address registered with the district in the morning and driven to the same address in the afternoon. Your child may not be transported to any other location, without notifying the local public school case manager.

Transportation Questions/Comments/Issues

Washington Academy does not contract or oversee the transportation for any student enrolled at the school. Therefore, the school has no direct authority over their hiring, routes or rosters. Parents/guardians are encouraged to inform the school of any issues on the buses, so that our staff can intervene with any student disciplinary action or additional training for bus personnel.

C. Bus Rules and Regulations

It is important for all students to be safe on all forms of transportation during the school day, therefore it is expected that all students adhere to the following basic rules for riding on a school bus or other transportation, including any school sponsored trip.

1. Wear a seat-belt
2. Remain in their seat while the bus is moving. (In some cases, seat location may be assigned)
3. Not throw anything from the bus, window, or inside the bus



4. Act respectfully with all staff and students assigned to the bus
5. Keep hands and head inside the bus at all times
6. Not vandalize any area of the bus, seats, windows, or sides, doors.
7. Report any and all issues that occur on the bus to the school Bus Duty coordinator at the school's bus entrance (P2)

These rules ensure the safety of students on the bus and must be followed without exception. Any issue that occurs on the bus must be in writing from the bus company, otherwise the school cannot address the issue with fairness to all involved.

If a parent/guardian becomes aware of a situation or issue occurring on the bus, call the school immediately, so that we may contact the bus company to request a written report.

Only in cases where a student has been suspended from school for the day, may transportation be suspended as well. If your child has been suspended, the bus will not arrive at your home for that morning. (**IMPORTANT NOTE**): If the morning bus does not arrive at your home on any day except for suspension, call the bus company and the school immediately, so that we may find out any issue or cause.

D. Suspension Policy

Washington Academy recommends suspension in cases where the student presents a danger or threat to his/herself or others or has violated school code/policy with extreme prejudice. Upon returning from a suspension the student meets with his/her social worker to further process the incident. This is done to assist the student in learning from the incident and to conceptualize different strategies to cope with an array of emotions.

E. Early Dismissal

All students are required to take the approved contracted transportation provided by the local public school. If a parent or guardian wishes their child to leave school by any other mode of transport, authorization must be obtained by the school. Students can only be signed out or released to the parent/guardian indicated on the front page of the IEP. All other adults or relatives may not exit the school with a student, unless their name, address and phone number has been entered on the Official School Emergency Contact Form, or a written notice from the parent/guardian that provides, the name, address, phone number of the authorized adult, which includes the parent/guardian signature and date. (There are no exceptions to this Policy.)

F. Custody and Guardianship

The school is legally required to follow the information provided in the student's IEP, which includes the name of the parent/guardian indicated on the front page. Any other relatives or emergency contacts must be authorized by the person that is legally recognized on the front page of the IEP.

If legal custody or guardianship takes place during the student's enrollment at Washington Academy, please notify the school in writing as soon as the information is available. The school will continue to uphold the information indicated on the front page of the IEP, unless otherwise instructed by a legally binding document that supersedes the IEP information. As part of the written documentation, Washington Academy requires a copy of the part of your legal document that specifies the name change. All student and student related information is kept strictly confidential and all student information is located in a secure and locked location in our school. (N.J.A.C .6A: 32-7 and 6A: 14-7.9.)



G. DRESS CODE

Washington Academy has outlined the following formal dress code for all students. These minimum standards of dress are required to ensure that every student can benefit from the academic and social/emotional program designed at the school. Violation of the Dress Code, limits the individual student's access to their own educational growth, social well-being and future progress, in addition to providing a distraction and interruption of the education of other students in the school.

Students are Prohibited From Wearing:

- ⊘ Head Coverings of any kind, ie. Baseball Hats, bandanas, other head wear.
- ⊘ Flip-flops.
- ⊘ Extremely low-cut, plunging or transparent clothing.
- ⊘ Clothing that is revealing in an inappropriate fashion, that a reasonable person would consider it offensive.
- ⊘ Tube tops, halter tops, backless, or bare midriffs.
- ⊘ Muscle tee-shirts or sleeveless undershirts.
- ⊘ Obscene or vulgar shirts, jackets, pants
- ⊘ Mini-skirts, or shorts that are too revealing, that a reasonable person would consider it offensive.

In the event a student enters the school building who has violated the Dress Code Policy, the parent/guardian must be notified and the student will be subject to consequences and alternative supports, strategies and interventions.

(This may include removing the student from the classroom temporarily. Parents/guardians and students should be aware that consequences are at the discretion of the Administration and may not be in agreement with the student's wants, wishes, desires, whims or fancies.)

H. Dangerous Weapons

Weapons and State Law (N.J.S.A. 2C:39-1f and U.S.C. 921) prohibits the possession, use, or exchange of any weapon in any school building or school grounds or any school sponsored event and on school sanctioned transportation.

For the purpose of this policy, "weapon" means anything readily capable of lethal use or of inflicting serious bodily injury. 'Weapons' includes, but is not limited to, all firearms, knives, dangerous instruments intended to inflict harm, components that can be readily assembled into a weapon, explosive devices and imitation firearms.

Any pupil who possesses, uses, or exchanges a weapon in violation of this policy shall be subject to stringent discipline, which many include termination.

Any person who possesses a weapon on school premises or school transportation or at a school sponsored function shall be reported to the appropriate law enforcement agency.

I. Student Substance Abuse Policy

If information is received by the school or evidence of student substance abuse, it is the policy of the school to notify the local public school case manager immediately. Washington Academy then follows the recommendations and policy protocols of the local sending school in relation to public school substance abuse policy.

If a student is found to have illegal drugs or other contraband on their person on school grounds, Washington Academy is legally obligated to notify law enforcement.



Substance abuse is taken seriously and all efforts, supports and interventions will be made at Washington Academy to ensure that the student's education is not prevented or limited in such a way that the student's IEP cannot be met.

If a parent/guardian or another Washington Academy student has reason to suspect or evidence that a student has a substance abuse problem, they should notify the social workers immediately so appropriate and confidential measures can be taken. In some cases, it may be necessary for a student to attend Substance Abuse Counseling after school at the local public school, or be admitted to a treatment facility.

J. Grading Policy

Progress reports and report cards are issued four times per year each. Both reports includes a section for teacher comments, which uses numbers that refer to specific teacher comments.

With exception for pre-kindergarten through 2nd grade, all other classrooms shall issue letter grades for all core curriculum, cycle, elective and health/physical education courses. A limited number of high school non-required elective courses may issue a grade of "P" for Pass, or "NC" for No Credit. A Pass indicates the student shall receive the full credit hours designated for that course.

Grading/Attendance

❖ Pre-K through 8th Grade:

Students are required to complete all work with the assistance of accommodations, modifications and learning strategies as indicated in each student's IEP.

In order to receive a grade for each subject area, the student must attend school a minimum of 80% of the marking period, otherwise "INC" (incomplete) will be placed in the subject that attendance requirements were not met.. Student absences are unexcused unless they meet the criteria outlined in the General Attendance Policy.

❖ High School Students (9th through 12th Grade):

High School students are required by the Department of Education pursuant to N.J.S.A. 18A:35 to complete all content subject course requirements in order to receive a high school diploma.

The school's attendance/grading policy for high school students limits a student's absence from school to no more than 14 total days in any given marking period, otherwise that student may not be eligible to receive a letter grade.

An "INC" (incomplete) shall be placed in the subjects the student did not attend and the student shall be informed that they must complete a make-up course to eliminate the "INC".

Make-Up Credit Program

One marking period "INC" in high school is equivalent to 25 total course hours of study (or 45 days). A student can still earn full-year credit in any subject he/she received an "INC", if his/her make up schoolwork is completed, reviewed, and graded by the *last day of the third marking period*.

Any student that receives two marking period "INC" in one subject area will only be eligible to earn half-year credit hours for that specific course, all other credits may be earned through the ESY program or during the following grade year.

During the regular school year, a student can earn a maximum of five (5) make-up credits to meet the New Jersey Department of Education's strict high school requirements.



ESY CREDITS

Washington Academy offers an ESY program designed specifically to make-up credits for high school students. It is possible to earn a maximum of 12.5 credits over the summer.

K. Technology Use Policy

A full version of the acceptable usage of technology and the internet policy is available on the school's website or by contacting the main office. The following is a general outline of the acceptable uses and expectations regarding technology and internet usage at school and on school devices.

This policy is aligned with the school's safety policy/plan and anti-bully policy (N.J.S.A 18A:37-15). Access to electronic devices and the internet is provided by the school as an educational tool for students to be immersed in 21st Century skills, necessary for long-term success in the workplace and in higher education. The school has a web-filtering system in place to help prevent students from gaining access to unauthorized sites. Reports or evidence that students have bypassed or attempted to bypass the filtering system may be deemed a violation of the school anti-bully policy. It is strictly prohibited for any student to access or use an electronic device or website that they have not been instructed to do so by a staff member at Washington Academy.

Although, technology integration is a part of New Jersey's Core Standards, it does not dictate what type of technology must be utilized. Therefore, it is a privilege for student's to use the most modern and hi-tech equipment the school offers. If a student cannot abide by the technology use policy, the school may provide alternative technology to use during class time. The student has no right to use any specific electronic device at the school.

Students shall be allowed to use the internet for teacher approved and supervised activities, which may include online networking, social media, and other methods to communicate with other persons. Students who misuse the school's technology or abuse the privilege through inappropriate online etiquette may be subject to the school's anti-bullying policy.

All users who violate the technology use policy, will be subject to disciplinary action and potential legal action, if appropriate, or legally mandated.

L. School Safety

Washington Academy has always put student and staff safety at the top of its priority list. That is why all of our staff are trained and certified in de-escalation techniques Handle With Care and CPI to assist students communicate their feelings and emotions in a positive and appropriate way. (Please See "Consent Release and Waiver form for Handle with Care and/or CPI")

In addition, the school also implements the following safety procedures:

- ❖ **VIDEO MONITOR** – A DIGITAL FACE CAMERA HAS BEEN INSTALLED AT OUR FRONT DOOR (P2), WHICH TAKES A DIGITAL PICTURE AND SAVES IT ON OUR SERVER. (APPROX. 14 DAYS)
- ❖ **BUS ARRIVAL AND DISMISSAL PROCEDURES** – STUDENTS ENTER AND EXIT THROUGH OUR BUS DOOR (P1) IN AN ORDERLY FASHION WITH MULTIPLE CHECKPOINTS IN THE SCHOOL MONITORED BY STAFF.
 - WHEN STUDENTS ARRIVE AT SCHOOL THEY MUST OPEN THEIR BACKPACKS FOR INSPECTION AND BE WANDERED BY A HAND-HELD METAL DETECTION DEVICE BEFORE ENTERING THE BUILDING. SEVERAL DE-ESCALATION TRAINED STAFF MEMBERS ARE AVAILABLE AT OUR BUS ENTRANCE TO ENSURE THE SAFETY AND ORDERLY ARRIVAL OF STUDENTS.

- (ALL STUDENTS THAT ARRIVE LATE TO SCHOOL, AFTER 8:20 AM, MUST REPORT TO THE MAIN OFFICE AND HAVE AN ADULT SIGN THEM IN.)
- ❖ **ELECTRONICS POLICY** – ALL ELECTRONICS ARE COLLECTED AT THE BUS DOOR (P1) AND PLACED IN AN INDIVIDUAL ENVELOPE, WHICH IS PROTECTED UNDER LOCK AND KEY IN OUR MAIN OFFICE.
 - CELL PHONE USAGE DURING THE SCHOOL DAY IS STRICTLY PROHIBITED, AS WELL AS ALL OTHER COMMUNICATION WITH STUDENTS OR OUTSIDE PERSONS NOT DONE ON WASHINGTON ACADEMY MAIN OFFICE PHONES.
 - IF YOU FEEL YOUR CHILD SHOULD HAVE ACCESS AND ABILITY TO CALL YOU DURING THE DAY, PLEASE NOTIFY THE MAIN OFFICE AND ALL ACCOMMODATIONS SHALL BE MADE FOR YOUR CHILD TO HAVE ACCESS TO WASHINGTON ACADEMY PHONES WITH SUPERVISION.

IT IS AGAINST SCHOOL POLICY FOR ANY STUDENT TO RECORD PICTURES OR VIDEO ON PERSONAL ELECTRONIC DEVICES, AND ANY REPORT OF A STUDENT OR EVIDENCE OF RECORDED IMAGES MAY BE CONSIDERED A VIOLATION OF THE SCHOOL'S ANTI-BULLYING POLICY.

M. List of Strictly Prohibited Items in School

This is a general list of restricted items, but is not limited to:

- Weapons
 - Knives, guns, clubs, bats, pepper spray, mace, aerosol spray or any other item that could be used as a weapon or harmful to another person.
- Household Items
 - Lighters, matches, lighter fluid, correction fluid, markers, paint, stink bombs, water balloons, shaving crème and spray paint.
- Electronics
 - Cell phones, iPods, mp3players, radios, any game system such as PSP, Nintendo DS or any other electronic equipment.
- Items for Sale or Purchase
 - Students cannot bring any items to school to sell or solicit. Students who bring money (bills & coins), money order or other currency may not have it in plain sight of other students or staff.
- Devices to bypass school equipment
 - Internet hot-spots, or other devices that by-pass Washington Academy equipment.
- Other items
 - Any items that would interfere with the health or safety of any individual, or which is in violation of any part of the Student Code of Conduct or any local, state or federal laws.

Washington Academy is not responsible for any personal items lost or stolen.

WASHINGTON ACADEMY STRONGLY URGES YOU TO KEEP ALL VALUABLES AT HOME

A copy of our full School Safety Plan can be reviewed in our main office.