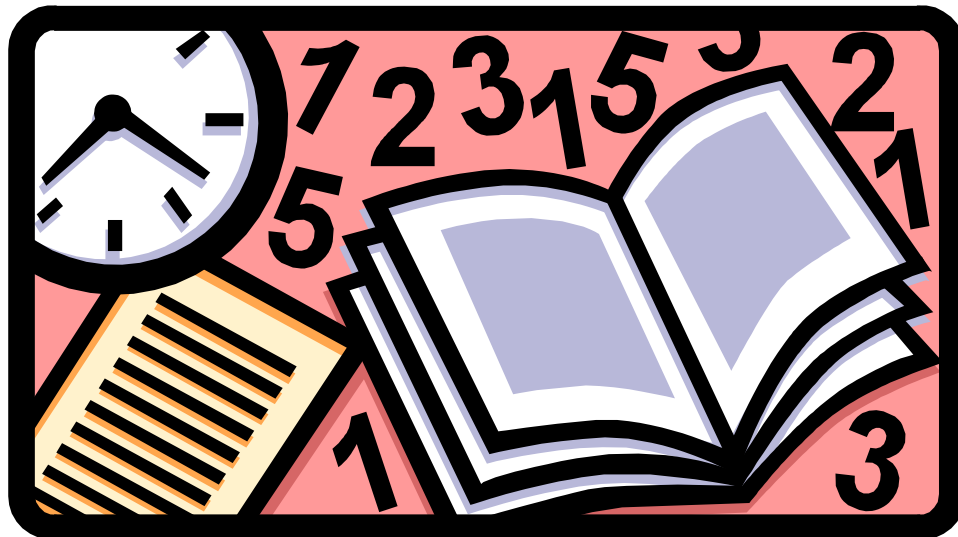


PARENT HANDBOOK 2008-2009



White Township Consolidated School

565 CR 519

Belvidere, New Jersey 07823

908-475-4773

908-475-3627 (Fax)

<http://www.warrennet.org/whiteschool>

Approved by the White Township Board of Education - July 28, 2008



WELCOME!

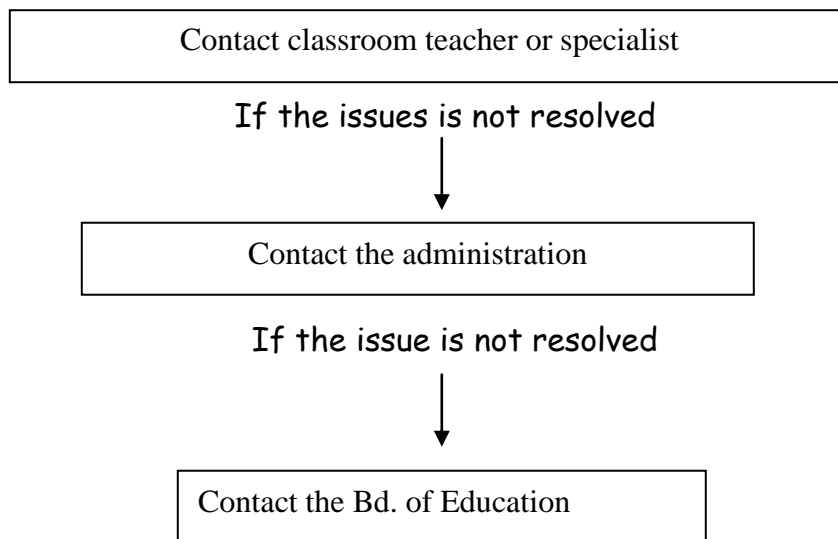
This handbook has been created to establish a foundation of understanding between home and school. We believe that being aware of basic policies and procedures at White Township is important to your child's success and well-being. This handbook is not meant to be a manual of regulations but rather a guide that will explain the basic operation of the school. We suggest that you keep it in a handy place as a ready reference whenever a question arises concerning your school. We also welcome any suggestions you have that will add to its usefulness.

With mutual cooperation, we at White Township School are certain that your child will enjoy this year and make progress socially, physically and academically. We look forward to working with you and your child.

On behalf of the White Township Board of Education,
Faculty and staff -

Linda M. Heilman,
Chief School Administrator

Protocol for Resolving Conflict



WHITE TOWNSHIP CONSOLIDATED SCHOOL
565 CR 519
BELVIDERE, NEW JERSEY 07823
908-475-4773
908-475-3627 (Fax)
<http://www.warrennet.org/whiteschool>

BOARD OF EDUCATION

Mr. Gary Meddaugh (meddaugh@warrennet.org) **President**

Committees: Finance, Special Services, Planning & Expansion, Personnel, Board Funds Appeal

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Committees: Board Policy, Textbook & Curriculum, Transportation, Personnel, Public Relations

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Committee: Transportation

Belvidere BOE Representative

Mrs. Anna Marie Skoog (skoog@warrennet.org)

Committees: Personnel, Board Policy, Special Services, Public Relations

Mrs. Donna Palmiere (palmiere@warrennet.org) **Bd. Sec./Bus. Adm.**

Ms. Kathleen Reinalda

Custodian of School Monies

The White Township Board of Education meetings are held at the White Township Municipal Building on the fourth Monday of each month at 7:30 PM (except May and June 2009 when they will be held on the third Monday). Meetings are open to the public, and the community is encouraged to attend.

ADMINISTRATION

Mrs. Linda Heilman (heilman@warrennet.org)	Chief School Administrator
Mrs. Dawn Werkheiser (dmm@warrennet.org)	Ass't Principal (Part time)
Mrs. Donna Palmiere (palmiere@warrennet.org)	School Business Administrator
Mrs. Ann Carlson (carlson@warrennet.org)	School Secretary
Mrs. Trish Meyers (meyers@warrennet.org)	Transportation/CST Secretary

FACULTY AND STAFF

Mrs. Judith Williams (williams@warrennet.org)	X327	Kindergarten
Miss Rebecca May (may@warrennet.org)	X331	Grade 1
Mrs. Elaine Rohaly (rohaly@warrennet.org)	X321	Grade 1
Miss Melissa Barofski (barofski@warrennet.org)	X301	Grade 2
Mrs. Susan Marsh (marsh@warrennet.org)	X317	Grade 2
Mrs. Sherry Bellfy (bellfy@warrennet.org)	X303	Grade 3
Mrs. Tammy Brundage (brundage@warrennet.org)	X315	Grade 3
Mrs. Linda Fleming (fleming@warrennet.org)	X307	Grade 3
Mr. Anthony DeCesare (decesare@warrennet.org)	X330	Grade 4
Mrs. Diane Giffels (giffels@warrennet.org)	X309	Grade 4
Mrs. Heidi Bowers (bowers@warrennet.org)	X334	Grade 5
Mr. Erik Hawk (hawk@warrennet.org)	X332	Grades 5 & 6
Mr. Gary Hutchison (hutchison@warrennet.org)	X313	Grades 5 & 6
Ms. Crystal Nobile (nobile@warrennet.org)	X311	Grade 6
Mrs. Nancy Wheatley (wheatley@warrennet.org)	X335	Grade 6
Mr. Eric Fraunfelter (fraunfelter@warrennet.org)	X308	Grades 7 & 8
Mr. Tadgh LaBar (labar@warrennet.org)	X316	Grades 7 & 8
Mrs. Deirdre Mulligan (mulligan@warrennet.org)	X314	Grades 7 & 8
Mr. Henry Skirbst (skirbst@warrennet.org)	X322	Grades 7 & 8
Mrs. Christine White (white@warrennet.org)	X325	Grade 8

Mrs. Jill Barsony (barsony@warrennet.org)	X326	Resource Center
Mrs. Debra Biggs (biggs@warrennet.org)	X329	Resource Center
Mrs. Allyson Evans (evans@warrennet.org)	X319	Resource Center
Mrs. Kelly Grater (grater@warrennet.org)	X310	Resource Center
Mrs. Lisa Rosano (rosano@warrennet.org)	X338	LLD 3-5
Mrs. Patricia Sypniewski (sypniewski@warrennet.org)	X323	LLD 6-8
Mrs. Elizabeth Werner (werner@warrennet.org)	X337	LLD K-2
Mrs. Alison Walsh (walsh@warrennet.org)	X324	Basic Skills/NCLB Coordinator
Mr. Richard Fischl (fischl@warrennet.org)	X306	Spanish
Mr. Joseph Husser (husser@warrennet.org)	X312	Physical Education
Mr. John Idenden (idenden@warrennet.org)	X230	Music & Teacher In Charge
Mrs. Kerie Pohlidal (pohlidal@warrennet.org)	X232	Media Center & 7/8 Fitness
Mrs. Dawn Werkheiser (dmm@warrennet.org)	X318	Technology & Affirmation Action
Mr. Douglas Wynne (wynne@warrennet.org)	X328	Art
Ms. Laura Mazzei (mazzei@warrennet.org)	X224	School Nurse
Special Services		
Mrs. Barbara Eastman (eastman@warrennet.org)	X226	Special Educ/CST Supervisor
Mrs. Eugenia Berkowitz (jean@warrennet.org)	X225	Social Worker (Mon.-Thurs.)
Mrs. Stephanie Quinn (quinn@warrennet.org)	X320	Counselor
Dr. Nancy Rovinski (rovin@warrennet.org)	X228	Schl. Psychologist (Mon.-Thurs.)
Mrs. Diane Smith (smith@warrennet.org)	X227	Speech/Language Specialist

Teacher Aides

Mrs. Michele Bisci
Miss Krista Folkner
Ms. Maryann Heroux
Mrs. Kim Shoemaker
Mrs. Joan Williams

Mrs. Norina Bonner
Mrs. Lynne Goettsch
Mrs. June Iverson
Mrs. Linda Toepfer

Cafeteria Aides

Mrs. Debbie Herb

Mrs. Pamela Maertens

Maintenance

Mr. David Hartung (day)

Mr. Loren Hamblin (day)

Mr. Frank Gonzalez (evenings)

Mr. Frank Hoyt (evenings)

Affirmative Action/Public Compliance Officer

Mrs. Dawn Werkheiser (dmm@warrennet.org)

GEM (Gifted Education Matters) Staff

Mr. Jack Idenden, Director
Mrs. Deirdre Mulligan
Mrs. Stephanie Quinn
Mrs. Judy Williams

Mrs. Sherry Bellfy
Mrs. Kerie Pohlidal
Mrs. Dawn Werkheiser

White Township Consolidated School
2008-2009 Calendar

September	
2	Faculty Orientation and In-Service
3	First Day of School for Students
17	Parents' Back to School Grades 5-8
24	Parents' Back to School Grades K-4
26*	1:30 Dismissal (Both Kg. classes attend the morning session of school)
October	
10	Picture Day
13	School Closed - County-Wide In-Service for Faculty
31	Report Cards Sent Home (tentative)
November	
3*	Parent Conferences - Evening (1:30 Dismissal for Students - Both Kg. classes attend the morning session of school)
4	School Closed - Election Day
4	Parent Conferences - Evening
5*	Parent Conferences - Afternoon (1:30 Dismissal for Students - Both Kg. classes attend the morning session of school)
6&7	School Closed - NJEA Convention
14	Picture Retakes
26*	1:30 Dismissal (Both Kg. classes attend the morning session of school)
27 & 28	Thanksgiving Break
December	
4	Winter Concert (Grades 1-5 & Choruses) 7:00 PM
23*	1:30 Dismissal (Both Kg. classes attend the morning session of school)
24-31	Winter Break
January	
1 & 2	Winter Break
5	School Resumes
19	School Closed - Martin Luther King Day
30	Report Cards Sent Home (tentative)
February	
13 & 16	Presidents' Weekend (<i>May be shortened to Monday only if make-up days are needed due to school closings for inclement weather</i>)
April	
2*	Parent Conferences - Evening (1:30 Dismissal for Students - Both Kg. classes attend the morning session of school)
3	Report Cards Sent Home (tentative)
10-17	Spring Break
20	School Resumes
21*	School Elections (1:30 Dismissal for Students - Both Kg. classes attend the morning session of school)
27-31	NJ ASK Testing Grades 7 & 8
May	
4-8	NJ ASK Testing Grades 3 & 4 (Make-ups in grades 7 & 8)
11-15	NJ ASK Testing Grades 5 & 6 (Make-ups in grades 3 & 4)

18-22 NJ ASK Testing - Make ups
21 Spring Concert (Kg. and Choruses) 7:00 PM
25 School Closed - Observance of Memorial Day

June

2 School Closed - New Jersey Primary Election Day
16 Last Day of School (If one closing is made up on 2/13)

February 13 will be used as the first make-up day for unanticipated school closings. Should school be closed for more than one day, additional days will be added to the end of the calendar and/or taken from spring break

The Board of Education reserves the right to alter this calendar as per Title 18A:35-2 if necessary to meet New Jersey attendance standards and employee contracts.

Approved by the White Township Board of Education on April 28, 2008.

Kindergarten Parents Please Note:

*On days when there is a 1:30 PM dismissal BOTH kindergarten classes attend the morning session of school (9:00 AM - 11:50 AM).

**On days when school's opening is delayed because of bad weather, BOTH kindergarten classes attend the afternoon session of school (12:25 PM - 3:15 PM).

All kindergarten parents will receive a letter in the fall that indicates the amended bus pick-up and drop-off times for these special circumstances.

WHITE TOWNSHIP SCHOOL DISTRICT

The White Township Board of Education operates a single K-8 elementary school located at the intersection of County Route 519 and U.S. Route 46. The district has a pupil population of approximately 450 students at the elementary level and sends approximately 200 pupils to Belvidere High School or Warren County Vocational Technical School on a tuition basis.

PHILOSOPHY OF EDUCATION

The Board of Education, administration and staff of White Township Consolidated School believe that high expectations and developmentally appropriate practices are crucial in preparing our students to move forward with the skills, understandings, and attitudes necessary to lead successful and productive lives. To prepare for this, we believe that all students should acquire the necessary foundation provided through the New Jersey Core Curriculum and Content Standards and develop the positive attitude needed to become a contributing member of society. Every effort is made to provide a school environment that will help each child learn and progress in his or her unique way. We recognize that the Board of Education, administration, teachers, parents, and community members must work together in order to ensure that student learning and a strong educational foundation are established at White Township Consolidated School.

Vision & Mission Statements

The vision of White Township Consolidated School is to provide the basis for a lifetime of learning for students who will become confident, productive, and contributing members of a global society. We will fulfill this vision through our mission to afford each student the opportunity to benefit from high quality education in a caring, safe and positive environment with a competent and dedicated staff working as partners with parents and community.

Educational Goals

The school community accepts the responsibility for coordinating available resources in the school, community and at home in an effort to guide each pupil toward becoming confident, productive, and contributing members of a global society. We believe that every pupil should be given the opportunity to:

1. Develop the ability to think logically and creatively;
2. Recognize the inter-relatedness of all subjects in the curriculum and relate them to the needs of society;
3. Learn to express ideas and participate meaningfully in spoken, written, and nonverbal communication;
4. Search for, organize, evaluate, and apply information;
5. Acquire the mathematical skills, understandings, and attitudes necessary to be successful in daily lives and careers;

6. Understand mathematical concepts, pose and solve meaningful problems, and use technology to solve problems;
7. Understand fundamental scientific principles and develop scientific skills;
8. Understand the principles and acquire the skills needed to participate intelligently in public affairs and national, state, and local decision-making;
9. Understand that the arts are products of complex social, cultural, and intellectual trends and that this understanding can lead to creative and inventive decision-making and communication;
10. Develop the ability to obtain, interpret and understand basic health information and services and to use this information to enhance health;
11. Develop a physically active lifestyle and understand the benefits of involvement in physical activity; and
12. Develop positive work habits and self-management skills.

DAILY OPERATIONS

Length of School Day

Kindergarten	
Morning Sessions	9:00 AM to 11:50 AM
Afternoon Session	12:25 PM to 3:15 PM
Grades 1-8	9:00 AM to 3:15 PM

Attendance

Developing habits of punctuality and regular attendance help determine success through school and into adult life. Students should be absent from school only in cases of illness and emergencies. Unnecessary absences tend to minimize the value of school and interfere with a student's progress. The following is a summary of Board of Education Policy that is in keeping with state mandates.

1. A pupil will be considered to have attended school if he/she has been present at least four (4) hours during the school day. [A kindergarten pupil will be considered to have attended school if he/she is present at least two (2) hours during the session to which he/she is assigned.]
2. "Excused absence" consists of:
 - a. A pupil's illness
 - b. Family illness or death
 - c. Educational opportunities
 - d. Excused religious observances
 - e. Required attendance in court
 - f. Interviews with an admissions officer of an institution of higher education
 - g. Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day

- h. An absence for a reason not listed above, but deemed excused by the Chief School Administrator or her designee, upon a written request by the pupil's parent or guardian stating the reason for the absence and requesting that the absence be an excused absence
3. "Unexcused absence" is a pupil's absence for all or part of a school day for any reason other than those listed in #2 above.
4. Notice to school of a pupil's absence
- The parent or legal guardian is requested to call the school office before 9:00 AM on the morning of the pupil's absence. (Parents/guardians of afternoon kindergarten pupils are asked to call the school office before 11:00 AM.)
5. Readmission to school after an absence
- A pupil returning from an absence of any length must present to the school nurse a written statement, dated and signed by the parent(s) or guardian(s), of the reason for the absence.
 - A note explaining a pupil's absence for noncommunicable illness for more than three (3) school days must be accompanied by a physician's statement of the pupil's illness.
 - A pupil who has been absent by reason of having or being suspected of having a communicable disease must present to the school nurse written evidence of being free of communicable disease.
6. Homework/Instruction
- A parent/guardian may request that homework be collected for his/her child when calling to report his/her absence. (This request must be made before 9 AM.)
 - Pupils absent for any reason are expected to make up the work missed. *In grade six and above, the pupil is responsible for requesting missed assignments and any assistance required.*
 - In general, pupils will be allowed one day to make up missed work for each day of absence.
7. Denial of course credit
- An elementary pupil may be retained at grade level when he/she has been absent **18 or more school days**, whatever the reason for the absence, except that absences for the observance of religious holidays and during a pupil's suspension will not count toward the total.
8. Unexcused absences
- Absences without a written statement of the reason for the pupil's absence, dated and signed by the parent/guardian, will be considered unexcused.***

- b. For up to four (4) cumulative unexcused absences, the Chief School Administrator or designee shall:
1. Make a reasonable attempt to notify the pupil's parent or legal guardian.
 2. Conduct an investigation of the cause of each unexcused absence.
 3. Develop an action plan in consultation with the pupil's parent/guardian to address patterns of unexcused absences, if any, and to have the child return to school and maintain regular attendance.
 4. Proceed in accordance with the provisions of N.J.S.A. 9:6 et seq., and N.J.A.C. 6A:16-11, if a potentially missing or abused child situation is detected; and
- c. For between five (5) and nine (9) cumulative unexcused absences, the Chief School Administrator or designee shall:
1. Follow 1 & 2 above.
 2. Evaluate the appropriateness of the action plan developed pursuant to #3 above and revise the action plan to include (if appropriate):
 - a. Referral to the Intervention and Referral Services Team;
 - b. Testing, assessment or evaluation of the pupil's academic, behavioral, and health needs;
 - c. Consideration of an alternate educational placement;
 - d. Referral to a community-based social and health provider agency or other community resource;
 - e. Referral to the court program designated by the New Jersey Administrative Office of the Courts; and/or
 - f. Proceed in accordance with the provisions of N.J.S.A. 9:6 et seq., and N.J.A.C. 6A:16-11, if a potentially missing or abused child situation is detected.
 - g. Cooperate with law enforcement and other authorities and agencies, as appropriate.
- d. For cumulative unexcused absences of ten or more, the pupil between the ages of six (6) and sixteen (16) is truant, pursuant to N.J.S.A. 18A:38-27, and the Chief School Administrator or her designee shall:
1. Make a mandatory referral to the court program required by the New Jersey Administrative Office of the Courts;
 2. Make a reasonable attempt to notify the pupil's parent or guardian of the mandatory referral;
 3. Continue to consult with the parent or guardian and the involved agencies to support the pupil's return to school and regular attendance;
 4. Cooperate with law enforcement and other authorities and agencies as appropriate; and
 5. Proceed in accordance with N.J.S.A. 18A:38-27 through 31, Article 3B, *Compelling Attendance at School*, and other applicable State and Federal statutes, as required.

9. Discipline

- a. Pupils may be denied participation in co-curricular activities if their attendance fails to meet the standards set forth in Board of Education Policy.
- b. No pupil who is absent from school for observance of a religious holiday may be deprived of any award or of eligibility for or opportunity to compete for any award because of absence.
- c. In addition to the requirements as outlined above, a pupil deemed truant shall be subject to appropriate pupil discipline.

Adopted by the White Township Board of Education - March 26, 2007

Early Arrival To School

The school will be open for students at 8:55 AM each school day. Please be sure that your child does not arrive before 8:55 AM, since no supervision can be provided.

Tardiness

Any child who arrives after the scheduled beginning time for a session is required to report to the school office. Students **must** present a written note explaining the tardiness. Tardiness results in poor student attitudes toward school. It also takes valuable teaching time from the entire class since the teacher must change absence and lunch slips, repeat assignments, etc. Please help your child think positively about school by seeing that he/she arrives promptly. Students arriving after 11:00 AM will not be credited for a full day of school.

Reporting Absences

Please follow the procedure outlined below when your child is absent:

Telephone the School Nurse at 908-475-3612 **before 9:00 AM** and state the nature of the illness. *(To request homework please call 475-4773 X221 BEFORE 9AM. We will do our best to gather homework on the day it is requested if the request is made before 9AM.)*

Educational Trips

A key factor to successful school performance is attendance. The school district does not recommend lengthy student absences whether excused or unexcused. Parents/guardians who are planning educational trips, which are not school sponsored, are advised of the following district policy:

1. Parents/guardians must request approval at least two weeks prior to the trip. (Requests should be directed to the CSA.)
2. A total of five (5) school days in an academic year may be excused for educational trips. Additional absences for educational trips will be unexcused.
3. Students may be given appropriate assignments as determined by the teacher **either before or after the trip.**

4. Any exception to this policy due to extenuating circumstances must be approved by the Chief School Administrator.

Emergency Closing

When inclement weather or emergency conditions make it necessary to close school, delay opening, or dismiss early, announcements will be made through the **Instant Alert messaging system**. Telephone messages will be sent to each family, but should you not receive a call and conditions warrant, please consult the following:

WRNJ (Hackettstown) - 1510 AM
WODE (Easton, PA) - 99.9 FM
WLEV (Easton, PA) - 96.1 FM

WVPO (Stroudsburg, PA) - 840 AM
WSBG (Stroudsburg, PA) - 93.5 FM
WFMZ (Allentown, PA) - 100.7 FM

Announcements also appear on television over:

WFMZ-TV (Allentown, PA) - Channel 69 (Comcast Cable - Channel 18)
NJ News 12 - Channel 12 (Cablevision, Time Warner, Service Electric) and Channel 62 (Comcast)

and on the Internet at: <http://www.wfmz.com> and <http://www.News12.com>

You may also call:

908-475-4773 and Press 7 at the prompt for announcements

Early Dismissals: *PARENTS ARE REQUESTED TO ARRANGE A PLAN TO FOLLOW IF AN EMERGENCY REQUIRES AN EARLY DISMISSAL. FOR EXAMPLE, YOUR CHILD MIGHT GO TO A NEIGHBOR'S HOME OR YOU COULD LEAVE A KEY IN A SPECIFIED PLACE, ETC. DO NOT ASK CHILDREN TO CALL HOME/WORK SINCE THE OFFICE PHONE MUST BE KEPT OPEN FOR INCOMING CALLS.*

On days when inclement weather is causing hazardous road conditions that are expected to clear up before or shortly after buses begin their pick-ups, we will institute a 2 hour delayed school opening. This means that **ALL BUS PICK-UPS ON THESE DAYS WILL BE DELAYED 2 HOURS**, and we will begin school at 11 AM. **LUNCH WILL NOT BE SERVED ON DAYS WHEN THERE IS A DELAY, BUT STUDENTS MAY BRING A SNACK TO SCHOOL.** All kindergarten students attend school from 12:25-3:15 PM.

If hazardous road conditions do not improve, school will be closed for the entire day. Announcement of the cancellation of school for the entire day will be broadcast through the media mentioned above. **ALL** afternoon and evening activities will also be cancelled for that day if school is closed.

KINDERGARTEN PARENTS PLEASE NOTE:

When school has a delayed opening due to inclement weather or an emergency situation, **ALL** kindergarten students will be attending the PM session from 12:25 PM until 3:15 PM. **ALL** kindergarten students will come to school on the kindergarten buses. (For the AM class this will be the bus on which they are normally transported home. Parents will

receive a separate letter regarding time of pick-up). **ALL** kindergarten students will be transported home beginning at 3:15 PM on the regular school buses.

Emergency Card

Parents are **REQUIRED** to fill out an information card for each child attending school. The card is used whenever an emergency makes it necessary for the school to get in touch with you. It also gives permission for school personnel to obtain emergency medical help if parents are unavailable. This form is vital to the well being of your child. This card is included in the information sent home on the first day of school. Please return the emergency card **immediately**, and be sure to update the information whenever it changes.

Note: There is an area on the emergency card for parents/guardians to opt in or out of having their contact information included in a Family Directory. Please be sure to complete this section. If the section is left blank, contact information will not be included.

School Lunch

Maschio's Food Service will provide a well-balanced, reasonably priced, nutritious lunch for all students. Alternate choices are offered. Milk is available for students who wish to bring a home-packed lunch. Food and beverages brought from home should be manageable in a lunchroom setting. Soda is not recommended. Please refer to the information packet that has been provided by Maschio's, which includes a menu, prices and ala carte items. (Menus are also posted on the school's website - <http://www.warrennet.org/whiteschool>)

Information regarding free or reduced lunches is sent home at the beginning of each school year. Interested parents/guardians must complete the forms and return them to school. Please be assured that this information is dealt with at the highest level of confidentiality.

Lunch/milk prices for the 2008-2009 school year (as approved by the Board of Education on July 28, 2008):

Daily lunch: \$2.25 Weekly lunch (ticket): \$11.25 Milk: \$0.45

Snack for Kindergarten

A time is provided for kindergarten students to have a snack. If a child chooses to purchase the school snack, the cost for milk and a snack is \$1.00 for one week. Money for this snack/milk ticket is collected every **WEDNESDAY**.

Student Dress

Clothing should be appropriate for the weather and season. It should be comfortable, easy to put on and take off, and in good taste for the school environment. On rainy or snowy days, children should wear suitable outer clothing and waterproof footwear. It is

advisable to plainly mark your child's clothes with his/her name or some other identifying symbol. School regulations prohibit student dress or grooming practices which interfere with schoolwork, create disorder, or disrupt the educational program. **Please refer to the Student Code of Conduct.**

The wearing of black soled hiking boots is **banned** because of maintenance problems. **ALL FOOTWEAR MUST BE APPROPRIATE TO THE SCHOOL ENVIRONMENT. "Heelies" may not be used on school grounds.**

Reporting Pupil Progress - Report Cards and Conferences

Evaluating student progress is an important part of the education process. Report cards are sent to parents of students four times each year (see District Calendar for tentative dates). Parent-teacher conferences will be scheduled in November and/or April. Parents are also encouraged to contact their child's teacher whenever questions or problems arise. (Teachers may be reached via voice mail or e-mail. See pp. 4 & 5.) Parents/guardians should always discuss issues with the child's teacher before approaching the administration or Board of Education.

Honor Roll - Grades Six, Seven & Eight

For the purposes of Honor Roll Calculation, the following averages apply:

High Honor Roll - 94.00 or higher **Honor Roll - 85.00-93.99**
(Averages are rounded to the nearest hundredth)

There can be no grades lower than a "70.00" or it's letter equivalent on the report (i.e., "N" or "U"). This includes art, health & fitness, music, physical education, technology, and world language.

Records

Cumulative record folders are kept for each child in our school district. They include copies of test results, duplicate report cards, and other significant information. Parents or legal guardians may, upon request, have access to their child's school records. Formal procedures are available whereby parents may challenge inclusion of certain information. A school district Educational Records Policy insures the privacy rights of both parents and child in the collection, maintenance, release and destruction of these records. The policy incorporates provisions of the New Jersey School Code and other legal statutes. **Parents who wish to review their child's permanent records should make an appointment by calling Mrs. Trish Meyers at 475-4773 X222.**

Transferring Out

Many districts will not accept a student from another school without a transfer card and immunization card. In order to receive the cards, the parent/guardian must notify WTCS of the new address one week in advance of the date the child is to move. A permission to

release school records will be provided for a parent/guardian's signature. The transfer card will be mailed to the new school on the last day of attendance at WTCS.

Books & Supplies

All textbooks and electronic materials are provided by and are the property of the White Township Consolidated School District. Pupils are expected to treat all books, CD's, school property, and equipment with care and will be assessed fines or replacement costs for lost or damaged materials. (See below)

Loss or Destruction of School Supplies

The school district policy on the loss or destruction of school supplies is as follows:

It is expected that all students will return all books and supplies in a condition acceptable to the district. If any article is abused, misused, or lost, the following fines will be imposed:

Full replacement cost for any article other than a book (including CD of book)

Book fine rates:

A new book (or CD of the book).....100% of replacement cost

A good book..... 75% of replacement cost

A fair book..... 50% of replacement cost

Report card covers..... \$.25

Report cards and all other records will be held until the financial obligation is met.

Loss of Personal Items

Articles found at school or in the buses are to be taken to the office. Clothing, books, school bags, and lunch boxes that are properly marked with the child's name will be returned immediately. Children who have lost an item should report it to the office as soon as possible. Unlabeled lost clothing and lunch boxes will be hung in "Lost and Found" on the wall of pegs across from the computer lab. *Please note: The school cannot be responsible for articles that are lost or stolen.*

Parties - BOE Regulation 5850

The only two parties allowed each year are Winter Holiday and Valentine's Day parties. Foodstuff for birthdays and parties are not allowed. (Adopted December 2002)

Birthday Celebrations/Party Invitations

If you choose to celebrate your child's birthday in school, we ask that you contribute an inexpensive book or CD. We would like school birthday "parties" to feed the mind rather than the body and have a policy that prohibits food being brought in to school and distributed to our students. **Please DO NOT SEND party invitations to be distributed in school. We do not want children who are not invited to have hurt feelings. If you**

want to send invitations through US mail, please refer to the "Family List" that will be distributed during the fall.

Gift Exchange

It is the policy of the Board that staff members not accept gifts from students or parents. Individual gifts from the teacher to each child are also prohibited. It is suggested that if a teacher wishes to give a gift, she may do so as a gift to the classroom; for example, library books or other educational resources for the class. Policy 3214 - Conflict of Interest (Adopted December 2002)

Pets & Animals

Pupils are not to bring animals or pets to school. Bites and diseases are a hazard at all times. The Chief School Administrator may make consideration for special projects.

TRANSPORTATION

Dropping Children Off in the Morning - Route 519 Lot Only

Please do not drop children off at school before 8:55 AM because there is no supervision provided until that time. We ask that you also follow the traffic pattern for entering and exiting the school parking lot. It is marked by cones and directed by staff members. If you will be getting out of your car to escort your child, please find a parking space in the lot. **We ask that you proceed with extreme caution and with the highest regard for the safety of our students and staff.**

Picking Children Up by Car - Route 519 Lot Only

IF YOU WILL BE PICKING YOUR CHILD UP DURING SCHOOL OR AT THE END OF THE DAY, PLEASE SEND A NOTE to the Office stating that you will be coming for your child. **If an adult family member (must be 18 years of age or older by Board Policy) other than yourself is to pick up your child, this information must be contained in a note.** As a precaution, all persons picking up children are required to appear in person at the school office and present identification such as a driver's license. Parents/guardians (or others over 18 years of age and designated in writing) who are picking up a student should enter the building from the middle wing door and report to the Office. Students are not dismissed from any other area of the school building or parking lot.

Phone calls will not be accepted in lieu of a note. In case of an emergency, you will be able to sign your child out of school by coming into the Office. Over four hundred children are transported to and from White Township School each day, and a note is the only way we know if you are coming for your child. Each child's safety is our greatest concern.

Parties - On days when parties are scheduled, we ask room parents to leave the parking lot by **3:00 PM** in order to avoid traffic congestion and interfering with buses entering the

school parking lot. If you will be taking your children home, it is also helpful if you send a note to that effect in the morning. Doing so will alleviate congestion in the Office.

Going Home From School

Your child must go directly home after school unless he/she has a note to participate in an after school activity. **Bus changes will be granted for childcare purposes only.** If you wish to request a change of bus in a childcare situation, a note must be sent to the office. We also request a note when children will be departing their bus at a different stop for childcare purposes. (With regard to **kindergarten** students, this change can only occur within the geographic location of the respective sessions.) *Note: If a bus change is requested that causes an overloading of the bus, the request will be denied.*

HEALTH SERVICES

Ms. Mazzei, our school nurse, serves the health needs of the district. She is available for conferences with parents/guardians and school personnel whenever the need arises.

Special Medical Considerations

Parents/guardians are requested to notify the nurse of any specific health conditions (epilepsy, allergies, etc.) to safeguard the welfare of their child. **As a result of the Federal Privacy Guidelines, parents/guardians who wish to share medical information with teachers must complete a form giving Ms. Mazzei permission to release the information on a need-to-know basis.** This form must be completed each year and is included in the packet sent to each family on the first day of school.

Administering Medication

This is to inform you of the White Township School Policy regarding **ANY and ALL** medication being dispensed at the school during school hours. This policy will be enforced and is applicable in **ALL** cases. The policy states the following:

1. Students with a life-threatening illness (asthma, diabetes, bee-sting allergies) may carry their medication on their person under the following conditions **ONLY**:

- (a) There is a certification signed by the doctor that says the student has been trained in proper, safe, self-administration of the medication.
- (b) There is a form signed by the parent/guardian that releases White Township Board of Education, its employees and agents from any claims arising out of self-administration of medication by the student.
The above authorizations are good for the **current school ONLY.**
- (c) **ALL** Students using asthma medications must have an **Asthma Action Plan** on file.

2. Students carrying/requiring Epi-Pens must have an **Emergency Action Plan** on file. This authorization is good for the **current school year ONLY**.
3. **ALL** other medication is to be kept by the Nurse and dispensed by her at the proper time.
4. The Nurse must have on file a note signed by the doctor, which includes the diagnosis, name of medication, dosage and frequency. (This may be written on either the doctor's prescription paper or the form available through the school.)
5. The medication must be in the original container from the pharmacy, properly labeled for the particular student.

THERE WILL BE ABSOLUTELY NO EXCEPTIONS TO THE ABOVE POLICY.

Please have the doctor's note completed **WHEN YOUR DOCTOR PRESCRIBES THE MEDICATION**. Your foresight in this matter will save everyone involved much time. Any medication coming into the school without the above orders and permission **WILL NOT** be given in school and will be returned to you.

The proper form is available from the Nurse if you have reason to anticipate its need in the near future. Many doctors in the area also have some of these forms in their office; please ask that the form be used if available.

In the event there is a need for self-medication or if you have any questions regarding any of the above, **please contact Ms. Laura Mazzei, School Nurse, at 475-3612.**

Lactose Intolerant Students

We will accommodate **lactose intolerant** students. If your child is medically documented with this problem, we will need the following in order to address his/her individual needs at lunch:

1. A note from the physician documenting the condition.
2. A note from the physician listing approved substitutes.

This note will **only** remain valid for the current school year and will need to be renewed annually.

Sickness or Accidents During School Hours

When children become sick during school hours, the nurse will determine if the child should be sent home. In this case, the secretary or nurse will contact the parent and make arrangements for transporting the child home. Parents are expected to provide this transportation. If the parent cannot be contacted, reference will be made to the information noted on the Emergency Card. If a minor accident occurs, the school nurse will administer first aid, and the parents will be notified. The school nurse will give no care beyond first aid. **We cannot emphasize enough the importance of complete, up to date, and accurate information on the Emergency Card which you complete each year.**

Student Group Accident Insurance

The school carries accident insurance on each child with limitations. The insurance policy is a co-pay policy along with the policy of the parent/guardian.

Homebound Instruction

If a child becomes ill or disabled and will be absent from school for a long period of time (more than 10 days) a teacher may be sent to his/her home for instruction for a maximum of five hours weekly. Requests should be made to the school nurse. A physician must describe the confinement, etc. and then a request will be submitted to appropriate personnel and the Chief School Administrator for approval.

School Entrance Requirements: The law requires that **medical examinations** be given students before their initial year in school (kindergarten or grade one), in the second, fifth and eighth grade. If not completed privately, examinations will be done in school. In accordance with NJAC: 8:57-4.20 and Chapter 14 of the NJ Sanitary Code, all children, regardless of grade, who are entering the White Township School District for the first time, must show proof of having the following **immunizations**:

Diphtheria and tetanus toxoids and pertussis vaccine

- (a) Every child less than seven years of age, shall have received a minimum of four doses of diphtheria and tetanus toxoids and pertussis vaccine (DTP), or any vaccine combination containing DTP, such as DTP/Hib, or DTaP, one dose of which shall have been given on or after the child's fourth birthday.
- (b) Diphtheria, tetanus, and acellular pertussis vaccine (DTaP) for children under age seven is preferred and shall be accepted in lieu of DTP vaccine.

Poliovirus vaccine

- (a) Every child less than seven years of age shall have received at least three doses of live, trivalent, oral poliovirus vaccine (OPV), or inactivated poliovirus vaccine (IPV) either separately or in combination, one dose of which shall have been given on or after the child's fourth birthday or, alternatively, any appropriately spaced combination of four doses.
- (b) For children seven years of age and older, any appropriately spaced combination of three doses of OPV or IPV shall satisfy the poliovirus vaccine requirement.

Measles virus vaccine

- (a) Every child born on or after January 1, 1990, shall have received two doses of a live measles-containing vaccine, or any vaccine combination containing live measles vaccine, such as the preferred measles, mumps, rubella (MMR) vaccine, prior to school entrance for the first time into Kindergarten, Grade One, or a comparable age entry level special education program with an unassigned grade. The first dose shall have been administered on or after the child's first birthday, and the second dose shall have been administered no less than one month after the first dose.
- (b) Every child born after January 1, 1990 attending or transferring into a New Jersey school from another state or county shall have received two doses of a live measles containing vaccine.

Rubella vaccine

(a) Every child shall have received one dose of live rubella virus vaccine, or any vaccine combination containing live rubella virus vaccine, administered on or after the child's first birthday.

Mumps vaccine

(a) Every child shall have received one dose of live mumps virus vaccine, or any vaccine combination containing live mumps virus vaccine, administered on or after the child's first birthday.

Hepatitis B Virus Vaccine

(a) Every child born on or after January 1, 1996, shall have received three doses of hepatitis B vaccine, or any vaccine combination containing hepatitis B virus, prior to school entrance for the first time into a Kindergarten, Grade 1, or a comparable age entry level special education program with an unassigned grade.

(b) Children born after January 1, 1996, attending or transferring into a New Jersey school from another state or another country shall have received three doses of hepatitis B vaccine.

(c) Every child born on or after January 1, 1990 and entering Grade 6, or a comparable age level special education program with an unassigned grade, on or after September 1, 2001 shall have received three doses of hepatitis B vaccine, or any vaccine combination containing hepatitis B virus.

(d) Children born on or after January 1, 1990, and transferring into a New Jersey school at the Grade Six or a higher grade level from another state or country on or after September 1, 2001, shall have received three doses of hepatitis B vaccine.

Varicella virus vaccine

(a) Every child born on or after January 1, 1998 shall have received one dose of varicella vaccine, or any vaccine combination containing varicella virus, administered on or after the first birthday, prior to school entrance for the first time into a Kindergarten, Grade 1, or a comparable age entry level special education program with an unassigned grade.

(b) Every child born on or after January 1, 1998, attending or transferring into a New Jersey school from another state or country, shall have received one dose of a varicella virus containing vaccine.

Students transferring from **OUT OF STATE** must have a **Mantoux test**.

Pupils entering from other schools must present any records of additional immunizations (other than those required). No child will be admitted unless these are complete. Only documented medical and religious exemptions are acceptable.

SPECIAL PROGRAM NOTES

Physical Education & Fitness Programs

In the interest of safety, all students in grades kindergarten through eight are requested to wear sneakers or low-cut, soft-soled shoes during physical education and fitness classes. Girls are asked to wear suitable apparel (preferably slacks or shorts). If your

child has special medical considerations, please discuss your concerns with our school nurse, Ms. Mazzei.

Excusal from/ Request to Remain Indoors During Physical Education/Fitness Classes

In order to be excused from gym for one day, a student must have a written excuse from his/her parent or guardian stating why the child is to be excused. For a period longer than one day, students must provide **a written excuse from a doctor to the school nurse**. When your child is recuperating from an illness, an accident or has an unusual medical condition, and you wish him/her to remain indoors, a note to this effect should be sent to the school nurse. A doctor's statement is required if the request to remain indoors or be excused from gym is for more than one day.

Library Services

Each class will be scheduled to visit the library weekly. Our media specialist, Mrs. Pohlidal, and classroom teachers will assist children in addressing their individual and class areas of interest. When library books are not returned, parents/guardians will be charged according to school policy. Report cards and all other records will be held until the financial obligation is met. (See "Loss or Destruction of School Supplies")

State Assessments

The No Child Left Behind Act of 2001 requires all states to develop assessments to determine whether students are meeting the curricular standards adopted by the state. New Jersey has had the New Jersey Assessment of Skills and Knowledge (NJ ASK) for grades three through eight and the High School Proficiency Assessment (HSPA) in place for several years. State assessments will be administered in April (grades 7 & 8) and in May (grades 3-6). (See School Calendar for exact dates.) Results will be shared with parents in as timely a manner as possible. More information on state assessments and the NJ Core Curriculum Content Standards can be found at <http://www.state.nj.us/education>.

Gifted & Talented Program - GEM (Gifted Education Matters)

GEM is the school's gifted and talented program. Selection for the various components of the program is based on students' scores on the Peabody Picture Vocabulary Test (kindergarten through grade two), on results from the Test of Cognitive Skills (grades three through eight), and through teacher input. The program consists of student-based projects that suit each individual's strengths. Also included in the program is the school's participation in the Johns Hopkins CTY program (for 5th, 6th, and 7th graders), and National History Day competition. County consortium programs such as Battle of the Books and chess tournaments are also open to all interested students. Mr. Idenden is the coordinator for GEM and questions may directed to him at 908-475-4773 X230.

Intervention & Referral Services (I&RS)

An Intervention and Referral Services Team is in operation at the school. Teachers may seek assistance from team members in dealing with children having academic difficulties or related problems in the classroom. The purpose of the I&RS Team is to explore alternative teaching or behavioral strategies in order to assist the pupil. The end result is a written plan to address the needs of those pupils requiring modifications to their regular educational plan. Parents/guardians will be notified by the referring teacher if their child is to be discussed by the I&RS Team. Parents/guardians will also be notified of any changes made in the child's program.

Basic Skills Improvement Program (BSIP)/Title I

Students in kindergarten through eighth grade may be included in our Basic Skills Improvement Program (BSIP), which is funded by Title I of the No Child Left Behind Act of 2001 and coordinated by Mrs. Alison Walsh. Student eligibility for this program is based upon a year-end evaluation as well as the recommendations of classroom teachers. Our program attempts to meet each student's individual needs by providing him/her with extra help from either a Basic Skills teacher or aide in the regular classroom or in a pull-out setting. Parent conferences are held each year, and home reports of progress are sent at the end of the second and fourth marking periods. If you have any questions or would like further information, please contact Mrs. Walsh at 908-475-4773 X324.

Child Study Team - Phone No. 475-3729

The school district employs a Child Study Team to provide for children with exceptional learning needs. Personnel include a psychologist, a learning disability teacher consultant, a speech and language therapist and a school social worker. The school houses four resource centers and three learning disabilities classrooms to meet the needs of our students. Children who require more than resource center or learning disabilities classroom services are sent to classes outside the district on a tuition basis. Classroom teachers, administrators, and parents may refer a pupil for testing to determine if special services are needed.

Counseling

White Township Consolidated School provides a variety of counseling services to meet the needs of our students. Parents/guardians may contact Mrs. Stephanie Quinn (473-4773 X320) to discuss their concerns and needs.

Character Education - "Character Counts Program"

White Township Consolidated School works with students, parents, and citizens to encourage the development of character traits that promote a safe and healthy community. Teachers model these traits on a daily basis and students participate in interdisciplinary lessons where they learn about each trait. The components of the "Character Counts" program followed at WTCS are as follows:

The Six Pillars of Character

Caring

Showing concern for the well being of others

Citizenship

Being an informed, responsible and caring participant in your community

Respect

Showing high regard for self, other people and property

Responsibility

Being accountable for your own behavior

Trustworthiness

Being honest and reliable in carrying out commitments, obligations and duties

Fairness

Being impartial and equitable to others

Goal - The goal of Character Education is to build attitudes, habits, instincts and a predisposition toward doing what is right, because it is right, not because it is advantageous.

HOME SCHOOL COMMUNICATIONS

Instant Alert

For the second year, White Township School will be using the Honeywell Instant Alert communication system to convey information to parents. This system will send both urgent and routine messages to parents' telephone, cell phone, e-mail, PDA or pager. While home telephone numbers for each family have been entered into the system, parents may also access a secure Web site to enter contact information and select how they wish to receive messages (<https://instantalert.honeywell.com>). Information will be available at Parents' Back to School Nights, on the school's website, and through notices sent home with students.

Non-Custodial Parents - Getting Information

All written information sent home from the school will be mailed to non-custodial parents upon their request and payment of \$25 for copying and mailing expenses. Please contact **Mrs. Ann Carlson (908-475-4773 X221)** for further information.

Contacting Teachers

All teachers have a voice mailbox. Parents may access a teacher's voice mail by calling 908-475-4773 and entering the extension listed on pages 3-4 or by pressing pound. All teachers may also be contacted through e-mail at the address listed on pages 3 & 4.

In the event of a conflict or concern please contact:

The teacher who is involved
908-475-4773
(Press # for the directory)

If the issue is not resolved, please contact

Mrs. Linda Heilman,
Chief School Administrator
908-475-4773 X229

If the issue remains unsolved, you may contact

The White Twp. Board of Education
(Members listed on pg. 2)

504 Rights - Parents

If you require special assistance, such as a sign language interpreter, please call the school office to make arrangements. (Two weeks notice is required in order to secure the services needed.)

Role of Parent-Teacher Organization (PTO)

The school has a Parent-Teacher Organization to which we hope you will want to belong. You are encouraged to take advantage of this avenue of communication between home and school. In addition to providing programs for your enlightenment, our PTO also promotes activities that give parents an opportunity to improve facilities and programs for our children. The PTO provides each family with a calendar that is full of important information, including PTO contacts and meeting dates.

Visiting School & Classrooms

ANY PERSON ENTERING THE SCHOOL BUILDING MUST SIGN IN AT THE SCHOOL OFFICE AND OBTAIN A VISITOR'S PASS. Parents are encouraged to visit our school, but must make arrangements with the teacher prior to visiting.

Guidelines for Classroom Visitations

Reason for your visit: If you are unable to identify specific interests and/or subject areas which you would like to observe, your child's teacher will be better able to choose an appropriate time for you to visit.

Length of Visit: In most cases, we suggest that you plan the length of your stay for thirty to forty-five minutes; this is typically the length of one lesson. A wealth of information can be gained from observing one lesson.

Conference with the Teacher: It may be helpful to meet with the teacher prior to the school day or after school following your visit. This is a good opportunity to ask questions related to the lesson you observed. If you think that this would be helpful, contact your child's teacher to arrange for an appointment. **Please note: Teachers may not be able to confer with parents during the same day as a visit. The school Office will provide assistance for teacher contact.**

Delivery of Articles to Children

If you find it necessary to bring articles of clothing, lunches, books, etc. to the school during the day, please leave them in the Office. Delivery will be made as soon as possible.

PARENT GUIDE TO HOMEWORK

The Board of Education and instructional staff acknowledge the educational validity of homework as an adjunct to and extension of the instructional program of the school. Although individual teachers develop their own policies and procedures regarding homework, the following guidelines serve as the basis from which these policies and procedures are derived.

- a. Homework is a planned part of the curriculum, extending and reinforcing the learning experience of the school.
- b. Homework helps children learn by providing practice in the mastery of skills, experience in data gathering and integration of knowledge, and an extension of classroom experiences.
- c. Homework helps develop the student's responsibility by providing an opportunity for the exercise of independent work and judgment.
- d. Homework also provides parents an opportunity to stay informed about their children's educational progress.
- e. The amount, frequency, and degree of difficulty of homework assignments are based on the ability and needs of the student.

*On the average, the homework students receive should require ten minutes per grade level or 15-20 minutes per subject per evening. If your child is spending too much or too little time on homework, **please contact his/her teacher(s) to discuss the matter.** (Please note that when a student has a "double period" of a subject, homework for that subject may take between 30-40 minutes to complete.)*

Homework Evaluation - All homework will be evaluated in some manner. At times, homework will be graded and/or critiqued. At other times, homework might be scored in a way similar to the following: a check (✓) for completion, a minus (-) for incomplete work, and an (x) for work not completed.

Homework will be a factor in determining the grade for each marking period. The subject matter and type of assignment(s) affect the weight given the homework portion of the marking period grade. Criteria for the above will be established by each teacher and announced at the beginning of the school year.

Homework Responsibilities - Students, teachers, and parents must be active participants in the homework process if students are to receive maximum benefit from doing homework. (Parents may request homework for students when they are absent, but must do so before 9 AM by calling 475-4773 X221.)

A student must consistently record assignments, complete homework on time, and work to the best of his/her ability in order to reach the maximum benefit of his/her education. Students must recognize that homework is their responsibility, including contacting teachers about makeup work due to absences from class for any reason. Notebooks/assignment books are effective organizational tools when used consistently, and all students are encouraged to use these tools.

It is the classroom teacher's responsibility to:

- *inform students of each assignment, the requirements, and the deadline
- *monitor the student's progress and give assistance when necessary
- *take appropriate action when quality homework is not completed on a consistent basis.

Research shows that parents are a key element in the homework process and student success in school. Parents can communicate that homework is a priority by establishing a designated time and place in which to do homework, by providing a quiet environment, by encouraging independence yet offering assistance if necessary, and by providing positive reinforcement whenever possible. If any problems arise, parents should contact the teacher.

SCHOOL DISCIPLINE

Student Code of Conduct

Please review the White Township Consolidated School Student Code of Conduct with your child. **The final page must be completed and returned to each child's homeroom teacher.**

What Parents Can Do To Help

Parents are the major teachers in a child's life, so they have an important role to play in improving school discipline. Parents can:

1. Provide strong, consistent discipline at home. Children need to know their parents have firm, fair rules that will be enforced. Children also need to know the reasons for these rules. Children need to understand that there are consequences for choosing to break rules.
2. Discuss goals with your child (not too high or too low) and help him/her attain these goals. Assigning jobs at home helps a child learn responsibility, self-discipline, etc.
3. Take an active interest in all of your child's school and extra-curricular activities.
4. Talk with other parents about their problems with discipline and motivation and discuss possible solutions.
5. Cooperate with the school by knowing the school rules and encouraging children to respect them.
6. Encourage good behavior by showing support, interest and by giving praise. Discipline includes rewarding good behavior, not just addressing inappropriate behavior.
7. Have a positive attitude about schoolwork and education in general. Children usually reflect their parents' attitudes and values.
8. Listen to both sides of the problem - the child's and the school's. Better solutions to problems can be found when parents are well informed. Call the school if you are concerned about a problem. **Be sure to contact your child's teacher before turning to the administration.**
9. Keep in touch with teachers by attending parent-teacher conferences, school functions, and via notes, e-mail and/or telephone. Let teachers and counselors know about any problems at home that might affect school performance.
10. Meet children's needs for love and affection, wholesome food, rest and exercise. Provide a time and place to study. These are all essential for good school performance.

Remember -- children learn from their parents. Love, positive attitudes, setting a good example and encouragement usually lead to positive behavior.

WARRANTLESS SEARCH BY TEACHING STAFF MEMBERS

The following regulations for the conduct of a warrantless search have been prepared to protect the school community, cooperate with municipal or state authorities, and ensure the rights of the student.

A teaching staff member must have reasonable grounds to suspect evidence of illegal activity or activity interfering with school discipline and order before a search of a pupil, his/her desk, his/her locker or his/her belongings can be made. If circumstances permit, the teaching staff member shall communicate his/her suspicions to the Chief School Administrator or designated person in authority.

A. The following elements, among others, may be considered in determining whether reasonable suspicion has been established:

1. The source of the information. Is the informant reliable? (An anonymous tip does not meet the standard.) Is there additional substantiating evidence?
2. Has the student acted in a manner which would reasonably give rise to a suspicion of wrongdoing?
3. Is the contemplated search directly related to the alleged wrongdoing and not overreaching?
4. The student's age, history, and school record
5. The prevalence and seriousness of the problem in the school to which the search would be directed
6. Exigency - would the evidence be destroyed or removed if an immediate search was not conducted? Is there time to request parental permission?

B. If possible, staff members will inform the pupil of the grounds for reasonable suspicion, preferably in the presence of another staff member.

C. A student may waive his/her constitutional rights and consent to a search of his/her person or property. The teaching staff member will request the pupil's voluntary consent to the search whenever practical. Several requirements must be met in order to obtain a pupil's voluntary consent:

1. The student must have the capacity to voluntarily consent. He/She must be of sufficient age to understand his/her predicament. Obviously, the younger the student, the less likely he/she will have such capacity.
2. The consent must be voluntary, without threat or coercion. Securing consent by threatening suspension or any other discipline is not acceptable.
3. The student shall be informed of his/her right not to consent.

If the student exercises his/her right to refuse, a teaching staff member may proceed with the search based on the grounds of reasonable suspicion.

D. The search will be conducted in a careful, methodical, and professional way with due regard for courtesy and the humane needs of the suspected pupil. Whenever possible, the search will be conducted in the presence of the pupil and a teaching staff member other than the Chief School Administrator. An attempt will be made to notify the parents or guardians of the pupil by telephone.

E. Staff members will contact law enforcement officials and the Chief School Administrator if criminal activity is involved.

F. Staff members will comply with the following procedures for handling evidence:

1. Evidence seized shall be marked as follows:

- a. initials of person obtaining the evidence;
- b. date that possession was taken;
- c. name of student or students involved, if known.

2. The seized evidence shall be kept in the custody and under the sole control, whenever possible, of the staff member who discovered it, or the Chief School Administrator before it is turned over to the police if criminal activity is involved (e.g., seizure of alcohol or suspected drugs).

The chain of custody. If the evidence changes hands, the names of the persons involved in the chain of possession shall be reflected in the school incident report. A written receipt for such evidence shall in all instances be obtained from the person to whom it is given. This receipt is to be signed and dated.

3. Evidence shall be maintained in the same condition from the time of seizure until turned over to the police. Suspected narcotics, for example, would be placed in an envelope, sealed, and marked as indicated above, or alcohol may be kept in the container or container may be saved.

4. A seized item shall be stored in a locked desk or storage closet until it is given to the police if criminal activity is involved. Access to the area shall be limited to the person who placed it there.

5. After the evidence is relinquished to the police, if criminal activity is involved, the school incident report shall note the name of the officer to whom the evidence was given, as well as the date. This continues the chain of custody.

G. The Chief School Administrator will be informed in writing, of the major events of the incident.

DRUGS, ALCOHOL AND CONTROLLED SUBSTANCES

The following is the Board Policy regarding Drugs:

DRUGS - PUPILS

The Board of Education recognizes that the misuse of drugs by any pupil seriously impedes that pupil's education and threatens the welfare of the entire school community. The Board is committed to the prevention of drug abuse and the remediation of drug users by

educational means, but will take necessary and appropriate steps to protect the school community from harm and from exposure to drugs.

For the purpose of this policy, "drug" includes all dangerous controlled substances set forth in N.J.S.A. 24:21-1 et seq., and all chemicals that release toxic vapors set forth in N.J.S.A. 2A:170-25.9 et seq. and 18A:40-4.1 and related paraphernalia for the ingestion of any of the above.

The Board prohibits the use, possession, and/or distribution of any drug on school premises, at any event away from the school premises that is sponsored by this Board, and on any transportation vehicle provided by this Board. Pupils suspected of being under the influence of drugs will be identified, evaluated, and reported in accordance with law. A pupil who uses, possesses, or distributes a drug, on or off school premises, will be subject to discipline, which will be graded to the severity of the offense and may include suspension or expulsion according to Board Policy. The pupil will be reported to appropriate law enforcement personnel. Incidents of drug involvement will be reported to the Commissioner on the state-approved form. Pupils suspected of involvement with drugs remote from school premises will be referred for appropriate treatment and remediation.

The Board will enforce the laws of New Jersey requiring a program of drug education. The Chief School Administrator (CSA) shall prepare and submit to the Board for its approval a curriculum for such instruction in Grades K through 8. Drug education shall be integrated with the district's health and family life curriculum.

N.J.S.A. 18A:4-28.1 et seq.; 18A:35-4; 18A:40-4.1
N.J.A.C. 6:29-9

Identification and Remediation of Pupils Involved with Drugs

1. A pupil is "involved with drugs" when he or she uses or is influenced by drugs, but not necessarily on school premises or during the school day. A suspicion or determination that a pupil is involved with drugs does not depend on a finding that the pupil is under the influence of a drug or possesses or distributes a drug on school premises.
2. Teaching staff members will be alert to the signs of a pupil's involvement with drugs: impaired health or fatigue; excessive truancy or tardiness; lower grades; depressed appetite or loss of weight; appetite extremes; eyes that are bloodshot, watery, extremely wide, or have extremely small pupils; an unusual body or breath odor; needle tracks; a change in attitude, personality, temperament, appearance, or peer groups; mental confusion; financial problems; resorting to excuses and rationalization. See TEACHER REFERRAL FORM.
3. A teaching staff member who suspects that a pupil is involved with drugs should refer the pupil to the school nurse who shall notify the Chief School Administrator of the referral; the Chief School Administrator should notify the Child Study Team, and the pupil's parent of the referral and discuss with the parent the possibility of medical or therapeutic treatment. The pupil will also be referred to an appropriate community resource for evaluation and possible treatment.
4. When a pupil involved with drugs has discussed his or her drug involvement with a teaching staff member with an expectation of confidentiality, the member may respect that confidence in order to assist the pupil toward remediation. The teaching staff member should encourage the pupil to seek aid from a professional trained in counseling and to confide in his or her parent. When the member believes that the pupil requires

professional counseling or intervention that the pupil will not seek on his or her own, the member may report the pupil to the Chief School Administrator, who shall notify the pupil's parent, and refer the pupil to the Child Study Team for evaluation to determine eligibility and need for special educational programs. The pupil will also be referred to an appropriate community resource for evaluation and possible treatment.

5. Pupil in care or returning from care for drug dependency will be monitored by the Child Study Team with follow-up as necessary in accordance with Board Policy and regulations.

Evaluation and Treatment of Pupils Under the Influence of Drugs

1. A pupil is under the influence of drugs when he or she is observed in the use of drugs or exhibits physical and/or behavioral characteristics that indicate drug intoxication.

2. Whenever it appears to an employee of the school district that a pupil may be under the influence of a controlled dangerous substance or any chemical or chemical compound that releases vapor or fumes causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system, the employee shall report the matter as soon as possible to the school nurse or the school medical inspector and the Chief School Administrator (or, in the Chief School Administrator's absence, to a person designated by the Chief School Administrator). A written report by the referring employee is to be submitted to the Chief School Administrator as soon as possible after the referral.

3. The Chief School Administrator shall immediately notify the pupil's parent.

4. The Chief School Administrator shall arrange for the immediate examination of the pupil by a doctor selected by the parent or guardian or, if the parent's doctor is not immediately available, by the school medical inspector. If neither the parent's doctor or the school medical inspector is immediately available, the pupil shall be taken to the emergency room of the nearest hospital for examination. The pupil shall be accompanied by the pupil's parent/guardian if possible and by a member of the school staff appointed by the Chief School Administrator. An examination conducted at parental request, by a physician other than the school medical inspector shall not be at district expense.

5. The pupil shall be examined as soon as possible for the purpose of diagnosing whether or not he or she is under the influence of a drug or chemical described in paragraph one above.

6. A written report of the examination of the pupil shall be furnished by the examining physician to the pupil's parent and the Chief School Administrator within twenty-four hours. The CSA shall determine, in the light of all circumstances, and following consultation with the Child Study Team, whether the pupil shall be admitted to school pending the receipt of results of the examination.

7. A pupil found to be under the influence of drugs shall be returned to his or her home as soon as possible. The pupil shall not be re-admitted to school until he or she submits to the Chief School Administrator a written report, signed by the pupil's physician, the school medical inspector, or the examining physician, certifying that the pupil is physically and mentally able to return.

8. The Child Study Team will advise the pupil and parents of referral services available, and required, the Child Study Team will examine and recommend procedures designed to provide rehabilitation for the pupil. The Child Study Team and out of district agencies including appropriate medical personnel shall be responsible for the observation and

support of the pupil following his/her return to school. The Child Study Team shall be responsible to keep all appropriate school personnel informed of the pupil's progress.

Possession and Distribution of Drugs

1. A pupil's person, effects, or school storage places may be searched for drugs in accordance with Board policy. The Chief School Administrator or other school officer conducting the search shall confiscate as evidence any drug found in the pupil's possession. Drug evidence shall be sealed in an appropriate container; labeled with the date, name of the pupil, and the name of the school official who conducted the search and found the drug. The evidence shall be locked in a secure place until the school official delivers the evidence to a law enforcement officer, from whom the official shall obtain a receipt. A written report is to be submitted to the Chief School Administrator as soon as possible after the drug has been turned over to the law enforcement officer.

2. A pupil found to have possessed, distributed, or used drugs in violation of law and Board policy will be reported to appropriate law enforcement officers and is subject to discipline in accordance with Board policy on suspension and expulsion. A written report of the alleged violation will be submitted to the Chief School Administrator as soon as possible. Sanctions or suspensions will be graded according to the severity of the offense.

OFFENSE	FIRST OFFENSE	SECOND OFFENSE
a. Under the influence	Up to 10 days suspension	10-day suspension
b. Possession	Up to 10 days suspension	10-day suspension
c. Possession with intent to distribute*	Long term suspension*	Long term suspension*

*Long-term suspension pending disposition by Child Study Team. (No suspension of a pupil by a Chief School Administrator shall be continued longer than the second regular meeting of the Board of Education of the district after such suspension unless the same is continued by action of the Board, and the power to reinstate, continue any suspension reported to it or expel a pupil shall be vested in each Board of Education. 18A:37-5.)

A pupil convicted of drug use, possession, and/or distribution may be admitted to school on the recommendation of the Child Study Team. A pupil who has been removed from school for his or her involvement with drugs, other than a pupil who has been expelled from school, shall be placed on home instruction.

Reporting Substance Abuse

Incidents of drug involvement will be reported to the Commissioner on the state-approved form (Violence, Vandalism and Substance Abuse Incident Report).

ALCOHOL - PUPILS

The Board of Education recognizes that alcoholism and the misuse of alcohol are serious social problems that have far-reaching implications for both the consumer of alcohol and for the entire community. The Board accepts responsibility for instructing pupils in the nature of alcohol and its effects and for assisting in the early identification and remediation of pupils who become involved with alcohol. The Board directs the CSA to cooperate and consult with a local organization involved in the prevention, detection, and treatment of alcohol and approved by the Department of Health, such as the Warren Council on Alcoholism, Family Guidance Center or Warren County, and Family Life, Substance Abuse, Alcohol Committee in the development of appropriate curriculum and procedures to implement this policy.

The Board of Education prohibits the possession and consumption of any alcoholic beverage in a school building, on school grounds, on school transportation, or at any school - sponsored function. A pupil who possesses or consumes an alcoholic beverage on school premises will be subject to discipline, which will be graded to the severity of the offense and may include suspension or expulsion according to Board Policy. Incidents of alcohol involvement will be reported to the Commissioner on the state-approved form.

The Board will enforce the laws of New Jersey requiring instruction in the public schools on the nature of alcohol, the effect of alcoholic drinks on the human system, and the short and long term implications of alcohol abuse on the individual and society. The CSA shall prepare and submit to the Board for its approval a comprehensive curriculum for such instruction in Grades K through 8. Instruction on alcohol shall be integrated with the health education and family life curriculum.

N.J.S.A. 2C:33-15 N.J.S.A. 9:17B-1

N.J.S.A. 18A:4-28.13; 18A:26-8; 18A:35-4; 35-4a; 18A:37-2

N.J.A.C. 6:29-9

Identification and Referral of Pupils Involved with Alcohol

1. A pupil is "involved with alcohol" when his or her consumption of alcoholic beverages whether or not on school premises or during the school day, interferes with the pupil's learning and/or threatens the education of other pupils.

2. Teaching staff members will be alert to the signs of the misuse of alcohol by a pupil: impaired health or fatigue; excessive truancy or tardiness; lower grades; depressed appetite or loss of weight; a change in attitude, personality, temperament, appearance, or peer groups; financial problems; resorting to excuses and rationalization.

3. A teaching staff member who suspects that a pupils is involved with alcohol should refer the pupil to the school nurse, who shall notify the Chief School Administrator of the referral; the Chief School Administrator shall notify the Child Study Team, and the pupil's parent of the referral and discuss with the parent the possibility of medical or therapeutic treatment.

4. When the pupil involved with alcohol has discussed his or her alcohol involvement with a teaching staff member with an expectation of confidentiality, the member may respect that confidence in order to assist the pupil toward remediation. The teaching staff member should encourage the pupil to seek aid from a professional trained in counseling and to confide in his or her parent or guardian. When the member believes that the pupil requires professional counseling or intervention that the pupil will not seek on his or her own, the member may report the pupil to the building Chief School Administrator, who shall notify the pupil's parent, and may refer the pupil to the Child Study Team for evaluation to determine eligibility and need for special educational programs. The pupil will also be referred to an appropriate community resource for evaluation and possible counseling and/or treatment.

5. Pupils in care or returning from care for alcohol dependency will be monitored by the Child Study Team with follow-up as necessary in accordance with Board policy and regulations.

Evaluation and Treatment of Pupils Under the Influence of Alcohol

1. A pupil is under the influence of alcohol when he or she exhibits the physical and behavioral characteristics of alcoholic inebriation.

2. A staff member who suspects that a pupil is under the influence of an alcoholic beverage on school premises or at any activity sponsored by the Board of Education shall report the matter immediately to the school nurse or school medical inspector and Chief School Administrator (on in the Chief School Administrator's absence, to a person designated by the Chief School Administrator). A written report is to be submitted to the Chief School Administrator as soon as possible after reporting the incident.

3. The pupil shall be removed to a protected environment with as little disruption to the educational program as possible. The pupil's parent and the CSA shall be notified promptly and given a description of the circumstances and the pupil's symptoms. The parent of the inebriated pupil shall be requested to assume promptly the care of the pupil. Pending the arrival of the parent or guardian and when the parent cannot be reached or is not available to assume care, the pupil may be retained in the nurse's care or taken to a physician or hospital at the discretion of the school nurse.

4. A pupil who has become unconscious or requires medical treatment as a result of alcoholic inebriation shall be given emergency medical assistance in accordance with Board policy and regulations on emergencies. The parent of any such pupil will be promptly notified.

5. The parent of a pupil found under the influence of alcohol on school premises or at school events shall be requested to confer with the building Chief School Administrator and shall be encouraged to seek aid from a qualified agency.

6. The Chief School Administrator and appropriate staff members including a representative of the Child Study Team shall develop a plan to address the pupil's needs, including, if appropriate, the pupil's evaluation.

7. A pupil removed from the school because of his or her alcoholic inebriation and permitted to return to school when the state of inebriation no longer exists has been excluded from school for health reasons.

8. A pupil removed from school because of alcoholic inebriation may be suspended by the building Chief School Administrator for a period of time not to exceed 10 days, provided that the school nurse or other health professional certifies reasonable suspicion to the Chief School Administrator that the pupil is in a state of inebriation. The pupil shall be offered an opportunity to explain his or her condition to the Chief School Administrator; when the pupil's condition interferes with his or her ability to offer an explanation, the pupil shall be offered an opportunity for an informal hearing before the building Chief School Administrator within twenty-four hours when school is in session.

Possession and Consumption of Alcohol

1. The possession or consumption of an alcoholic beverage in school, in a motor vehicle, in a public conveyance, or in any public place by a pupil under the age of twenty-one is a disorderly persons offense, N.J.S.A. 2C:35-15, and such possession or consumption of an alcoholic beverage on school premises, at a school sponsored event, or on a school bus by a pupil of any age is a violation of district rules.

2. A pupil under the age of twenty-one years who possesses or consumes an alcoholic beverage on school premises, on a school bus, or in any public place in which an event sponsored by the Board takes place shall be reported immediately to the building Chief School Administrator. The Chief School Administrator shall summon the pupil and may, in accordance with Board policy on pupil privacy, search the pupil and his or her property for the alcoholic beverage. A pupil found to have possessed or consumed alcohol in violation of

law and Board policy will be reported to appropriate law enforcement officers and is subject to discipline in accordance with Board policy on suspension and expulsion. A written report is to be submitted to the CSA as soon as possible after the reported incident.

3. Sanctions or suspensions will be graded according to severity of the offense (harsher penalties for more grievous acts.)

OFFENSE	FIRST OFFENSE	SECOND OFFENSE
a. Under the influence	10 days suspension	Long term suspension*
b. Possession	10 days suspension	Long term suspension*
c. Possession with intent to	Long term suspension*	Long term suspension*
d. Selling or distributing	Long term suspension*	Long term suspension*

*Long-term suspension pending disposition by Child Study Team.
Long-term suspension as defined in N.J.S.A. 18A:37-4-15

SMOKING ON SCHOOL PREMISES

Public law enacted by the State of New Jersey in 1989 prohibits smoking in school buildings. **SMOKING IS NOT ALLOWED IN THE WHITE TOWNSHIP SCHOOL BUILDING OR ON SCHOOL GROUNDS BY ANYONE.**

The Board prohibits smoking by pupils at anytime on school premises, at events sponsored by this Board away from school, and on any transportation vehicle supplied by the White Township Board of Education.

ANTI-BULLYING LAW

In keeping with the statewide campaign to educate professionals and the public about the dynamics of bullying and New Jersey's Anti-bullying law (N.J.S.A. 18A:37-13-19) we have included a copy of the White Township Board of Education Policy 5512.01 Harassment, Intimidation and Bullying, and Policy 5512.02 Cyberbullying.

5512- HAZING

The Board of Education believes hazing activities of any type are inconsistent with the educational process and the Board prohibits all such and hazing behavior at any time on school premises, at any school-sponsored function or on any school bus.

"Hazing" means the performance of any act or the coercion of another to perform any act of initiation into any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

All staff members, pupils and school volunteers shall be alert to possible behavior, circumstances, or events that might include hazing. A person who detects hazing and/or

planned hazing shall immediately inform the pupil(s) involved of the prohibition against this behavior and/or conduct and direct them to immediately cease all such behavior and/or conduct. All such incidents must be reported to the Building Principal.

The Building Principal will report to the Affirmative Action Officer and the Superintendent any incident reported from a staff member, pupil, parent, legal guardian or any other source. The Building Principal will also report information received from anonymous sources however, any formal disciplinary action will not be taken solely on the basis of an anonymous report.

There will be no reprisals or retaliation against any person(s) making such report of hazing behavior. Any allegations of reprisals or retaliation shall be reported directly to the Building Principal who will investigate such allegations and take appropriate action if the allegations are confirmed and/or if the person is found to have falsely accused another as means of retaliation or as a means of hazing.

The Building Principal or designee will immediately investigate any report of actual or planned hazing. If the investigation determines hazing behavior was planned or was present, the administration will take reasonable, age-appropriate and effective corrective action to end the behavior which may include, but is not limited to, counseling, warning, and/or disciplinary action. The administration may need to provide support services to the pupil(s) that was to remedy the past hazing behavior.

Nothing in this Policy prohibits the Affirmative Action Officer from complying with the requirements of the district's Affirmative Action Program as outlined in Policy No. 1550 and N.J.A.C. 6A:7-1.1 et seq.

The Building Principal, in conjunction with the Affirmative Action Officer, will develop and conduct training and information programs for all school staff, pupils, parents and interested community members on the district's Hazing Policy.

Any pupil organization that seeks to organize and perpetuate itself by taking in members based on the decision of the membership of the organization, rather than from the free choice of any pupils who are otherwise qualified to fill the special aims of such organization, is prohibited.

This Policy shall be published in pupil and staff handbooks upon its adoption by the Board. The Board will seek school community input prior to the initial adoption and any revisions to this Policy.

N.J.S.A. 18A:37-1 et seq.; 18A:42-5; 18A:42-6

Adopted: 16 December 2002 Revision Adopted: 26 April 2007

5512.01 - HARASSMENT, INTIMIDATION AND BULLYING

The Board of Education prohibits acts of harassment, intimidation or bullying. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe environment; and since pupils learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying.

"Harassment, intimidation or bullying" means any gesture, written, verbal or physical act that takes place on school property, at any school-sponsored function or on a school bus and that:

1. Is motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or
2. By any other distinguishing characteristic; and
3. A reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of harm to his/her person or damage to his/her property; or
4. Has the effect of insulting or demeaning any pupil or group of pupils in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

Acts of harassment, intimidation, or bullying may also be a pupil exercising power and control over another pupil, either in isolated incidents (e.g., intimidation, harassment) or patterns of harassing or intimidating behavior (e.g., bullying).

The Policy will impose consequences for acts of harassment, intimidation, or bullying that occur off school grounds, such as cyber-bullying (e.g., the use of electronic or wireless devices to harass, intimidate, or bully), to the extent this Policy complies with the provisions of N.J.A.C.6A:16-7.6, Conduct Away from School Grounds, and the district's pupil code of student conduct, pursuant to N.J.A.C. 6A:16-7.1. In all instances of harassment, intimidation, or bullying behavior occurring off school grounds, the consequences only may be exercised when it is reasonably necessary for the offending pupil's physical or emotional safety and well-being or for reasons relating to the safety and well-being of other pupils, staff or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2, and when the conduct which is the subject of a proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the

operation of the school. All acts of harassment, intimidation, or bullying that include the use of school property (e.g., school computers, other electronic or wireless communication devices) apply to the provisions of N.J.S.A. 18A:37-15 and N.J.A.C. 6A:16-7.9, harassment, intimidation, and bullying, whether the subject or recipient of the bullying is on or off school property.

Expected Behavior

The Board expects pupils to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with proper regard for the rights and welfare of other pupils and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment.

The Board believes that standards for pupil behavior must be set cooperatively through interaction among the pupils, parent(s) or legal guardian(s), staff and community members, producing an atmosphere that encourages pupils to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for school district and community property on the part of pupils, staff and community members.

The Board believes the best discipline is self-imposed, and it is the responsibility of school district staff to use disciplinary situations as opportunities to help pupils learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with pupils shall apply the best practices designed to prevent discipline problems and encourage pupils' abilities to grow in self-discipline.

General guidelines for pupil conduct will be developed by the Chief School Administrator, in conjunction with school staff, and approved by the Board. These guidelines will be developed based on accepted core ethical values from broad community involvement with input from parent(s) or legal guardian(s) and other community representatives, school employees, volunteers, pupils and administrators. These guidelines for pupil conduct will be suited to the age level of the pupils and the mission and physical facilities of the individual school(s) in the district. This Policy requires all pupils in the district to adhere to these rules and guidelines and to submit to such disciplinary measures as are appropriately assigned for infraction of these rules and guidelines.

The district prohibits active or passive support for harassment, intimidation or bullying. Pupils are encouraged to support other pupils who walk away from these acts when they see them, constructively attempt to stop them, and report these acts to the Building Principal or designee.

Pupils are required to conform to reasonable standards of socially acceptable behavior; respect the person, property and rights of others; obey constituted authority; and respond to school district teaching, support and administrative staff. Each school

Principal will develop and provide a school-based program for appropriate recognition for positive reinforcement for good conduct, self-discipline, good citizenship and academic success.

The Chief School Administrator will provide annually to pupils and their parent(s) or legal guardian(s) the rules of the district regarding pupil conduct, pupil's due process and other rights. This Policy will appear in all publications of the school district's comprehensive rules, procedures and standards of conduct for school(s) within the district, including pupil handbooks. Provisions will be made for informing parent(s) or legal guardian(s) whose primary language is other than English.

Consequences and Appropriate Remedial Actions

The following factors, at a minimum, shall be given full consideration by school administrators in the development of the procedures for determining appropriate consequences and remedial measures for each act of harassment, intimidation, or bullying:

Factors for Determining Consequences

1. Age, developmental and maturity levels of the parties involved;
2. Degrees of harm;
3. Surrounding circumstances;
4. Nature and severity of the behavior(s);
5. Incidences of past or continuing patterns of behavior;
6. Relationships between the parties involved; and
7. Context in which the alleged incidents occurred.

Factors for Determining Remedial Measures

Personal

1. Life skill deficiencies;
2. Social relationships;
3. Strengths;
4. Talents;
5. Traits;
6. Interests;
7. Hobbies;
8. Extra-curricular activities;
9. Classroom participation; and
10. Academic performance.

Environmental

1. School culture;
2. School climate;
3. Pupil-staff relationships and staff behavior toward the pupil;

4. General staff management of classrooms or other educational environments;
5. Staff ability to prevent and manage difficult or inflammatory situations;
6. Social-emotional and behavioral supports;
7. Social relationships;
8. Community activities;
9. Neighborhood situation; and
10. Family situation.

Consequences and appropriate remedial action for pupils who commit acts of harassment, intimidation or bullying may range from positive behavioral interventions up to and including suspension or expulsion, as set forth in the Board adopted Pupil Discipline/Code of Conduct. Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem, and protect the victim of the act. The consequences and remedial measures may include, but are not limited to, the examples listed below:

Examples of Consequences

1. Admonishment;
2. Temporary removal from the classroom
3. Deprivation of privileges;
4. Classroom or administrative detention;
5. Referral to disciplinarian;
6. In-school suspension during the school week or the weekend;
7. After-school programs;
8. Out-of-school suspension;
9. Legal action; and
10. Expulsion.

Examples of Remedial Measures - Personal

1. Restitution and restoration;
2. Mediation;
3. Peer support group;
4. Recommendations of a pupil behavior or ethics council;
5. Corrective instruction or other relevant learning or service experience;
6. Supportive pupil interventions, including participation of the Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
7. Behavioral assessment or evaluation, including, but not limited to, a referral to the Child Study Team, as appropriate;
8. Behavioral management plan, with benchmarks that are closely monitored;
9. Assignment of leadership responsibilities (e.g., hallway or bus monitor);
10. Involvement of school disciplinarian;
11. Pupil counseling;

12. Parent conferences;
13. Pupil treatment; or
14. Pupil therapy.

Examples of Remedial Measures - Environmental (Classroom, School Building or School District)

1. School and community surveys or other strategies for determining the conditions contributing to harassment, intimidation, or bullying;
2. School culture change;
3. School climate improvement;
4. Adoption of research-based, systemic bullying prevention programs;
5. School policy and procedures revisions;
6. Modifications of schedules;
7. Adjustments in hallway traffic;
8. Modifications in pupil routes or patterns traveling to and from school;
9. Targeted use of monitors (e.g., hallway, cafeteria, bus);
10. Small or large group presentations for fully addressing the behaviors and the responses to the be;
11. General professional development programs for certificated and non-certificated staff;
12. Professional development plans for involved staff;
13. Disciplinary action for school staff who contributed to the problem;
14. Supportive institutional interventions, including participation of the Intervention & Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
15. Parent conferences;
16. Family counseling;
17. Involvement of parent-teacher organizations;
18. Involvement of community-based organizations;
19. Development of a general bullying response plan;
20. Recommendations of a pupil behavior or ethics council;
21. Peer support groups; and
22. Law enforcement (e.g., school resource office, juvenile officer) involvement.

N.J.A.C. 6A:16-7.9(a)2.vi requires appropriate consequences and remedial actions for any staff member who commits an act of harassment, intimidation, or bullying.

Reporting Procedure

Complaints alleging violations of this Policy shall be reported to the Principal or designee. All school employees as well as all other members of the school community including pupils, parent(s) or legal guardian(s), volunteers, and visitors are required to report alleged violations of this Policy to the Principal or designee. While submission of an Incident Report Form to the Principal or designee is not required, the reporting party is encouraged

to use the Incident Report Form available from the Building Principal or available at the school district's administrative office. Oral reports will also be considered official reports. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.

A school employee who promptly reports an incident of harassment, intimidation, or bullying in accordance with this Policy, and who makes this report in compliance with the procedures set forth in this Policy, is immune from a cause of action for damages arising from any failure to remedy the reported incident, as set forth in N.J.S.A. 18A:37-16.c.

Investigation

The Principal or designee is responsible for determining whether an alleged act constitutes a violation of this Policy. The Principal or designee shall conduct a prompt, thorough and complete investigation of the alleged incident. The Principal or designee will maintain a record of each investigation regarding allegations of harassment, intimidation and bullying.

Response to an Incident of Harassment, Intimidation or Bullying

An appropriate response will be provided to the individual who commits any incident of harassment, intimidation, or bullying. Some acts of harassment, intimidation or bullying may be isolated incidents requiring the school to respond appropriately to the individual(s) committing the acts. Other acts may be so serious or part of a larger pattern of harassment, intimidation or bullying that require a response either at the classroom, school building or school district level or by law enforcement officials.

Consequences and appropriate remedial actions for pupils who commit an act of harassment, intimidation or bullying range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1, Discipline of Pupils and as set forth in N.J.A.C. 6A:16-7.3, Long-term Suspensions and N.J.A.C. 6A:16-7.5, Expulsions.

In considering whether a response beyond the individual level is appropriate, the administrator shall consider the nature and circumstances of the act, the degree of harm, the nature and severity of the behavior, past incidences, past or continuing patterns of behavior, and the context in which the alleged incident(s) occurred. The school district's responses can range from school and community surveys, to mailings, to focus groups, to adoption of research-based bullying prevention program models, to training for certificated and non-certificated staff. The district's responses may also include participation of parent(s) or legal guardian(s) and other community members and organizations, small or large group presentations for fully addressing the actions and the school district's response to the actions in the context of acceptable pupil behavior and the consequences of such actions and the involvement of law enforcement officers,

including school resource officers. The district will also make resources available to individual victims of harassment, intimidation, and bullying.

Reprisal or Retaliation Prohibited

The Board prohibits reprisal or retaliation against any person who reports an act of harassment, intimidation or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the Principal or designee after consideration of the nature, severity and circumstances of the act, in accordance with case law, Federal and State statutes and regulations and district policies and procedures.

Consequences for False Accusation

The Board prohibits any person from falsely accusing another as a means of harassment, intimidation, or bullying. Consequences and appropriate remedial action for a pupil found to have falsely accused another as a means of harassment, intimidation or bullying range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1 et seq., Discipline of Pupils and as set forth in N.J.A.C. 6A:16-7.2, Short-term Suspensions, N.J.A.C. 6A:16-7, Long-term Suspensions and N.J.A.C. 6A:16-7.5, Expulsions.

Consequences and appropriate remedial action for a school employee found to have falsely accused another as a means of harassment, intimidation or bullying shall be disciplined in accordance with district policies, procedures, and agreements.

Consequences and appropriate remedial action for a visitor or volunteer, found to have falsely accused another as a means of harassment, intimidation or bullying shall be determined by the Principal or designee, after consideration of the nature, severity and circumstances of the act, including reports to appropriate law enforcement officials.

Policy Publication

This Policy will be disseminated annually to all school staff, pupils, parent(s) or legal guardian(s), along with a statement explaining the Policy applies to all applicable acts of harassment, intimidation and bullying that occur on school property, at school-sponsored functions or on a school bus. A range of options may be implemented by the school district for publicizing this Policy to include, but not limited to, publishing in pupil handbooks that are provided to pupils and parent(s) or legal guardian(s).

Harassment, Intimidation and Bullying Prevention Programs

Pursuant to N.J.S.A. 18A:37-17.c. and N.J.A.C. 6A:16-7.9(d)1.i, information regarding the district's Harassment, Intimidation and Bullying Policy shall be incorporated into a school's employee training program.

Pursuant to N.J.A.C. 6A:16-7.9(d)3, the district is required to annually review the extent and characteristics of harassment, intimidation, and bullying behavior in the schools of the district and implement locally determined programmatic or other responses, if determined appropriate by the district Board of Education.

Pursuant to N.J.A.C. 6A:16-7.9(d)1, the school district is required to annually review the training needs of district staff for the effective implementation of the harassment, intimidation, and bullying policy, procedures, programs, and initiatives of the district Board of Education and implement locally determined staff training programs consistent with the annual review of training needs and the findings of the annual review and update of the code of pupil conduct, pursuant to N.J.A.C. 6A:16-7.1(a)3, as determined appropriate by the district Board of Education.

Pursuant to N.J.A.C. 6A:16-7.9(d)2, the school district is required to develop a process for annually discussing the school district's harassment, intimidation, and bullying policy with pupils.

Pursuant to N.J.S.A. 18A:37-19, the school district may apply to the Commissioner of Education for additional costs due to the implementation of the provisions of N.J.S.A. 18A:37-13 through N.J.S.A. 18A:37-18.

N.J.S.A. 18A:37-13 through 18A:37-19

N.J.A.C. 6A:16-7.9 et seq.

Adopted: 16 December 2002

Revision Adopted: 20 October 2003

Revision Adopted: 22 October 2007

Revision Adopted: 25 August 2008

5512.02. CYBER-BULLYING

A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Cyber-bullying by a pupil in the district directed toward another school district pupil or school staff member is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe environment.

The Board of Education prohibits acts of cyber-bullying by school district pupils through the use of any school district owned, operated, and supervised technologies. The Chief School Administrator or designee may report allegations of cyber-bullying to law enforcement authorities.

Definitions

"Cyber-Bullying" is the use of electronic information and communication devices, to include but not be limited to, e-mail messages, instant messaging, text messaging, cellular telephone communications, internet blogs, internet chat rooms, internet postings, and defamatory websites, that:

1. Deliberately threatens, harasses, intimidates an individual or group of individuals; or
2. Places an individual in reasonable fear of harm to the individual or damage to the individual's property; or
3. Has the effect of substantially disrupting the orderly operation of the school.

"School district owned, operated, or supervised technologies" is any computer, networking system, electronic equipment, or any other equipment or device that may be used by a person to communicate to another which is owned, leased, operated, or under the control or supervision of the school district and/or school district staff.

Reporting Procedure and Investigation

Any pupil or school staff member who believes he/she has or is being subjected to cyber-bullying, as well as any person who has reason to believe a pupil or school staff member has knowledge or reason to believe another pupil or school staff member is being subjected to or has been subjected to cyber-bullying shall immediately make a report to the Chief School Administrator or designee.

The Chief School Administrator or designee shall investigate all reports of such conduct. If the investigation results indicate cyber-bullying was not committed, the Chief School Administrator or designee will inform the affected parties of the investigation results. In the event the investigation results indicate cyber-bullying was committed by a school district pupil on school grounds and/or using school district technologies, the pupil will be subjected to appropriate discipline.

In the event the investigation results indicate cyber-bullying was committed by a school district pupil using non-school district technologies away from school grounds, the Chief School Administrator or designee may report the investigation results to local law enforcement. In addition, school authorities have the right to impose a consequence on a pupil for conduct away from school grounds, including on a school bus or at a school-sponsored function pursuant to N.J.A.C. 6A:16-7.6. This authority shall be exercised only when it is reasonably necessary for the pupil's physical or emotional safety, security, and well-being or for reasons relating to the safety, security, and well-being of other pupils, staff, or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2. This authority shall be exercised only when the conduct, which is the subject of the proposed consequence, materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. Consequences shall be handled in accordance with Policy and Regulation 5600, N.J.A.C. 6A:16-7.1, and as appropriate, in accordance with N.J.A.C. 6A:16-7-2, 6A:16-7.3, or 6A:16-7.5.

Any investigation regarding an allegation of cyber-bullying will provide all parties the appropriate due process rights, including the right to appeal the determination of the Building Principal or designee as outlined in Regulation 5512.

Discipline and Consequences

Some acts of cyber-bullying may be isolated incidents requiring the school district to respond appropriately to the individual committing the acts. Other acts may be so serious or part of a larger pattern of cyber-bullying that require a response either at the classroom, school building, or school district level or by law enforcement officials.

Consequences and appropriate remedial actions for pupils who commit an act of cyber-bullying range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1, Discipline of Pupils. In addition, cyber-bullying using district technology violates Policy 2361 - Acceptable Use of Computer

Network/Computer and Resources and subjects the pupil to discipline and sanctions of Policy and Regulation 2361.

Prevention and intervention techniques to prevent cyber-bullying and to support and protect victims shall include appropriate strategies and activities as determined by the Chief School Administrator or designee.

Reprisal or Retaliation Prohibited

The school district prohibits reprisal or retaliation against any person who reports an act of cyber-bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the Chief School Administrator or designee after consideration of the nature and circumstances of the act, in accordance with case law, Federal and State statutes and regulations, and district policies and procedures.

Consequences for False Accusation

Consequences and appropriate remedial action for a pupil found to have falsely accused another of an act of cyber-bullying range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1, Discipline of Pupils.

Consequences and appropriate remedial action for a school employee found to have falsely accused another of an act of cyber-bullying shall be disciplined in accordance with district policies and procedures.

Policy Publication

This Policy will be disseminated annually to all school staff, pupils, and parent(s) or legal guardian(s).

Adopted: 26 March 2007

ANNUAL NOTIFICATIONS

ANNUAL RE-NOTIFICATION REQUIRED BY AHERA - Asbestos

The Asbestos Hazard Emergency Response Act (AHERA) 40 CFR 703 requires all schools from pre-K to Grade 12 to conduct inspections to determine if they contain asbestos-containing building materials (ACBM). If they do the ACBM must be categorized according to the type of material, its locations, current damage, and its potential for future damage and a detailed Asbestos Management plan must be developed. The Management Plan details the inspection findings, and outlines the response actions the Board of Education intends to implement.

To accomplish these goals, the School District now has on file at each school in the District Office a NJ State Department of Health approved Asbestos Management Plan for all school facilities. The provisions of the plan are being implemented in a timely and on-going fashion. The Board of Education will also schedule and perform a 3-year re-inspection and 6-month surveillance as required by the AHERA regulations. It is your Board's desire to provide a safe and healthy facility for all students, employees and visitors.

The purpose of this memorandum is to satisfy the requirements of AHERA for written notice of the availability of the Management Plan for review. Should you desire, please contact the office of the Chief School Administrator for further details.

Also the notice of any construction or other activities involving the use of hazardous substances will be posted on a bulletin board in the school prior to the initiation of the project; hazardous substances may be stored at the school at various times during the year; HSPS's for any substance used or stored at the school are available.

CONSUMER CONFIDENCE REPORT - WATER TESTING

The Federal Safe Drinking Water Act calls for public community water systems to develop a "Consumer Confidence Report", a report about their treated drinking water quality.

New Jersey has a unique state law that supplements federal requirements for report preparation. It calls for all public water systems, not just community water systems (residential), but non-community systems (non-residential) to prepare a similar Consumer Confidence Report (CCR).

White Township School, as required by law, performs the following chemical compound monitoring:

- Asbestos
- Primary Inorganic Compounds
- Nitrate
- Secondary Inorganic Compounds
- Volatile Organic Compounds
- Bacteria/Coli form Monitoring
- Lead and Copper Monitoring

Testing has found White Township School drinking water to be safe and compliant with State and Federal requirements. A complete document of testing is available for review at the school.

Annual Integrated Pest Management Notice

This notice is being distributed to comply with the New Jersey School Integrated Pest Management Act. The White Township Consolidated School has adopted an Integrated Pest Management (IPM) Policy and has implemented an IPM Plan to comply with this law. IPM is a holistic, preventive approach to managing pests that is explained further in the school's IMP Policy included with this notice.

All schools in New Jersey are required to have an Integrated Pest Management Coordinator (IPM Coordinator) to oversee all activities related to IPM and pesticide use at school.

The IPM Coordinator for White Township Consolidated School is Mrs. Donna Palmiere. Mrs. Palmiere can be reached at 565 CR 519, Belvidere, NJ 07823 or at 908-475-4773 X273.

The IPM Coordinator maintains the pesticide product label, and the Material Safety Data Sheet (MSDS) (when one is available), of each pesticide product that may be used on school property. The label and the MSDS are available for review by a parent, guardian, and staff members for information and to discuss comments about IPM activities and pesticide use at school.

As part of a school pest management plan the White Township Consolidated School may use pesticides to control pests. The United States Environmental Protection Agency (EPA)

and the New Jersey Department of Environmental Protection (DEP) register pesticides to determine that the use of a pesticide in accordance with instructions printed on the label does not pose an unreasonable risk to human health and the environment. Nevertheless, the EPA and DEP cannot guarantee that registered pesticides do not pose any risk to human health, thus unnecessary exposure to pesticides should be avoided. The EPA has issued the statement that where possible, persons who are potentially sensitive, such as pregnant women, infants and children, should avoid unnecessary pesticide exposure.

Pesticides used in the past 12 months: (Common & Trade Name, EPA Registration #)

COMMON NAME	TRADE NAME	EPA REGISTRATION #
Imazapyr	Sahara	241-372
Glyphosate	Roundup Quickpro	524-535

White Township Board of Education Policy 7422.
SCHOOL INTEGRATED PEST MANAGEMENT PLAN (M)

The New Jersey School Integrated Pest Management Act of 2002 requires school districts to implement a school integrated pest management policy that includes an Integrated Pest Management Plan. In accordance with the requirements of the Act, the Board shall ensure implementation of Integrated Pest Management (IPM) procedures to control pests and minimize exposure of children, faculty, and staff to pesticides. These procedures shall be applicable to all school property in the White Township School District.

IPM Coordinator (IPMC) - The Viking Company shall be designated as the district's Integrated Pest Management Coordinator (IPMC) and is responsible for the implementation of the school integrated pest management policy.

Integrated Pest Management Procedures in Schools - Implementation of Integrated Pest Management (IPM) procedures will determine when to control pests and whether to use mechanical, physical, cultural, biological, or chemical methods. Applying IPM principles prevents unacceptable levels of pest damage by the most economical means and with the least possible hazard to people, property, and the environment.

The Integrated Pest Management Coordinator (IPMC) shall consider the full range of management options, including no action at all. Non-pesticide pest management methods are to be used whenever possible. The choice of using a pesticide shall be based on a review of all other available options and a determination that these options are not effective or not reasonable. When it is determined that a pesticide must be used, low impact pesticides and methods are preferred and shall be considered for use first.

Development of IPM plans - The Superintendent, in collaboration with the school Building Principal(s) and the IPMC, shall be responsible for the development of the IPM Plan for the school district. The school district's Integrated Pest Management (IPM) Plan is a blueprint of how the school district will manage pests through IPM methods. The school district's IPM Plan will state the school district's goals regarding the management of pests and the use of pesticides for all school district property. The Plan will reflect the school district's site-specific needs and a description of how each component of the school district's Integrated Pest Management Policy and Regulation will be implemented for all school property.

Education/Training - The school community will be educated about potential pest problems and IPM methods used to achieve the pest management objectives. The IPMC, other school staff, and pesticide applicators involved with implementation of the district's IPM policy will be trained in appropriate components of IPM as it pertains to the school environment.

Students and parents/legal guardians will be provided information on this policy and instructed on how they can contribute to the success of the IPM program.

Recordkeeping - Records of pesticide use shall be maintained on site to meet the requirements of the State regulatory agency and the Board. Records shall also include, but are not limited to, pest surveillance data sheets and other non-pesticide pest management methods and practices utilized.

Notification/Posting - The Building Principal of each school, working with the IPMC, is responsible for timely notification to students, parents or legal guardians and the school staff of pesticide treatments pursuant to the School Integrated Pest Management Act.

Re-entry - Re-entry to a pesticide treated area shall conform to the requirements of the School Integrated Pest Management Act.

Pesticide Applicators - The IPMC shall ensure that applicators follow State regulations, including licensing requirements and label precautions, and must comply with all components of the School Integrated Pest Management Policy.

Evaluation -The Superintendent will report annually to the Board on the effectiveness of the IPM Plan and make recommendations for improvement as needed.

The school district's Integrated Pest Management Plan, Policy and Regulation shall be implemented not later than June 12, 2004.

N.J.S.A. 13:1F-19 through 13:1F-33

Adopted: 19 January 2004

Title I - Parents' Right-to-Know

The Elementary and Secondary Education Act is our country's most important federal education law. In 2001 this law was reauthorized and is now called the *No Child Left Behind Act (NCLB)*. NCLB was designed to make changes in teaching and learning that will help increase academic achievement in our schools.

The law requires that all schools receiving Title I funds inform parents of their right to ask school about the qualifications of their child's teachers. Our school receives Title I funding, and we are happy to share this information with you at your request.

We believe that nothing is more important to your child's education at school than having a well-prepared and highly qualified teacher. The law requires that all teachers meet a specific legal definition of "highly qualified" in order to teach in schools that receive Title I funding. The legal definition of a "highly qualified teacher" has three parts. It states that the teacher must have the following:

1. A four-year college degree
2. A regular teaching certification/license
3. Proof of his/her knowledge in the subject he/she teaches

New Jersey has some of the most qualified teachers in the country, and we are extremely proud of the quality of the teaching staff in the White Township Consolidated School. All of our regular teachers have college degrees and many have advanced degrees. The state of New Jersey has always required a teaching certificate/license for all teachers. In addition, every teacher continues learning through professional development activities and our teachers are evaluated each year to make sure that their teaching skills remain at the highest possible level.

A highly qualified teacher knows what to teach, how to teach, and has a full understanding of the subject matter being taught. We believe that every teacher in our school is fully qualified and dedicated to teaching your child, and we encourage you to support your child's education and communicate with your child's teacher on a regular basis. For more information about NCLB and the role of parents, please visit the United States Department of Education web site at www.ed.gov/nclb. We also ask that you review this handbook and the Student Code of Conduct with your child. Page 14 of the Student Code of Conduct contains a School-Parent-Student Compact support the all-important partnership between families and educators. Once you have reviewed this information, please sign and return page 15 of the Student Code of Conduct.

We look forward to another productive and exciting school year with you as our partners in education!

SCHOOL SAFETY AND SECURITY

A variety of safety drills will be run during the school year in accordance with law and Department of Education recommendation. Students and staff will practice procedures outlined in the School Safety and Security Manual for cases of fire, school lockdown, school evacuation, and possibly site evacuation. Representatives from the New Jersey State Police, Warren County Department of Public Safety, Warren County Prosecutor's Office, and the Office of Emergency Management may be on site during drills. Should a real threat occur, parents will be notified and updated through the school's Instant Alert system.

