

DISTRICT HANDBOOK

WARREN TOWNSHIP BOARD OF EDUCATION

2016-2017



The Warren Township Board of Education is a nine-member body that is committed to making policy decisions that result in the best possible education for the students in this community. The public is invited to attend Board meetings, which are generally held twice per month. Refer to the district website for exact meeting dates and locations.

<p>BOARD OF EDUCATION MEMBERS</p> <p>Tia Allocco, President Celeste Campos, Vice-President Paige Albano Len deMontagnac Lisa DiMaggio Andrea Freijomil Kathy Helewa Joan Schiller Jim Sena</p>	<p>*** A MESSAGE FROM THE SUPERINTENDENT ***</p> <p>This document serves as a resource for you and your family. In it, you can find information about policies, procedures, contacts, and daily operations of the schools.</p> <p>Warren Township schools offer a thorough and challenging educational program. We are also proud of the care, attention, and support paid to our students. Our teachers, staff, and administrators are dedicated and talented individuals who work together to provide a nurturing, interesting, and challenging educational environment. Additionally, our Board of Education and PTO volunteers demonstrate commitment to our students, parents, and community through their hard work and cooperation with staff. As a result of successful collaboration among staff, volunteers, community members, and parents, the Warren Township school system is an organization that is exceptional.</p> <p>It is such a pleasure to join the Warren Township community. Together, we will continue to “shine brighter every day!”</p> <p style="text-align: right;"><i>Dr. Matthew A. Mingle</i></p>
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<p>Dr. Matthew Mingle Superintendent of Schools Administration Office 213 Mt. Horeb Road</p>	<p>Mrs. Patricia Leonhardt School Business Administrator/ Board Secretary Administration Office 213 Mt. Horeb Road</p>	<p>Mrs. Candida Hengemuhle Director of Special Services Administration Office 213 Mt. Horeb Road</p>	<p>Mrs. Shannon Sharkey Supervisor of Special Education Angelo L. Tomaso Elementary School 46 Washington Valley Road</p>	<p>Mr. William Kimmick Curriculum Coordinator Warren Middle School 100 Old Stirling Road</p>
<p>Mrs. Stacey Hann-Modugno Curriculum Supervisor Warren Middle School 100 Old Stirling Road</p>	<p>Ms. Christine Smith Principal Angelo L. Tomaso Elementary School 46 Washington Valley Road</p>	<p>Mrs. Alison Tugya Principal Central Elementary School 109 Mt. Bethel Road</p>	<p>Mr. Scott Cook Principal Mt. Horeb Elementary School 80 Mt. Horeb Road</p>	<p>Mr. Jeff Heaney Principal Woodland Elementary School 114 Stirling Road</p>
<p>Mr. Robert Comba Principal Warren Middle School 100 Old Stirling Road</p>	<p>Mr. Max Achtau Dean of Students Warren Middle School 100 Old Stirling Road</p>	<p>Mr. Tyler Tribelhorn Supervisor of Bldgs & Grounds Bldgs & Grounds/Transportation 94 Mountain Avenue</p>	<p>Mrs. Jan Donlay Transportation Coordinator Bldgs & Grounds/Transportation 94 Mountain Avenue</p>	<p>Mr. Lance Riegler Network Administrator Warren Middle School 100 Old Stirling Road</p>

STANDARD INSTRUCTIONAL HOURS	<u>Instructional START</u>	<u>Instructional FINISH</u>	<u>TOTAL INSTRUCTIONAL TIME</u>	NOTE: STATE LAW REQUIRES A MINIMUM OF 4.0 HOURS OF INSTRUCTION PER DAY AND A MINIMUM OF 180 INSTRUCTIONAL DAYS PER YEAR.
ALT	8:05am	2:45pm	6 hours, 40 minutes	
CS/MH/WS	8:40am	3:20pm	6 hours, 40 minutes	
Warren Middle	8:05 am	2:40pm	6 hours, 35 minutes	
(MH) Project Grow/ Partners in Preschool <i>AM and PM Sessions</i>	9:00 am 12:30 pm	11:30 am 3:00 pm	2 hours, 30 minutes Monday-Thursday	
DELAYED OPENINGS	<u>Instructional START</u>	<u>Instructional FINISH</u>	<u>TOTAL INSTRUCTIONAL TIME</u>	
ALT	10:05 am	2:45pm	4 hours, 40 minutes	2 hours later in the morning-no change in pm
CS/MH/WS	10:40am	3:20 pm	4 hours, 40 minutes	2 hours later in the morning-no change in pm
Warren Middle	10:05 am	2:40 pm	4 hours, 35 minutes	2 hours later in the morning-no change in pm
(MH) Project Grow/ Partners in Preschool	Cancel AM	12:30 pm- 3:00 pm	2 hours, 30 minutes	AM Project Grow / PIP cancelled
HALF DAYS & EARLY DISMISSAL	<u>Instructional START</u>	<u>Instructional FINISH</u>	<u>TOTAL INSTRUCTIONAL TIME</u>	SCHEDULED HALF DAYS (11/7-9, 11/23, 12/23, 5/26 AND THE LAST TWO DAYS OF SCHOOL) AND EMERGENCY CLOSINGS
ALT	8:05am	12:45pm	4 hours, 40 minutes	30 minute lunch period is included
CS/MH/WS	8:40am	1:20pm	4 hours, 40 minutes	30 minute lunch period is included
Warren Middle	8:05am	12:40pm	4 hours, 35 minutes	No lunch period (15 min. for passing time included)
(MH) Project Grow/ Partners in Preschool	9:00 am - 11:30 am	Cancel PM	2 hours, 30 minutes	PM Project Grow/PIP cancelled – early dismissal due to emergency closing



In the event that by January 27, 2017, we have exceeded 4 snow days, scheduled days off will become days of attendance in the following order: February 17th, and the Spring Break working forward from April 10th through April 13th 2017 as needed.

SCHOOL CLOSING

Snow or another type of emergency may require a delayed opening or closing of schools. Radio station 1450am will broadcast notification of such emergencies. TV Channel 2, 7, and 12 will scroll closings and delayed openings, as well as Local Cable Channel 15. On other occasions, mechanical failure or storms may occur after the students are in school. The district also uses an automated telephone notification system via School Messenger and provides updates on Facebook (Warren Township Board of Education), Twitter (@warrenschoolsnj) and on the district website (warrentboe.org).

Home, Community & School

FACILITY USE: The district believes in the use of school facilities for the advancement of civic interests within the community. Policies exist to make use easier and to protect school property. Applications for use, completed online, must be made through the school first, and then the Business Office. The Board grants permission to use facilities only when such use will not interfere with school programs and schedules. Please note that it may be necessary to change dates or cancel use because of important school activities, which may have been scheduled after permission to use the facilities had been granted.

HOME/SCHOOL PARTNERSHIPS: The district seeks to develop and maintain close cooperation with parents. Parents experience positive results from their efforts to work cooperatively with school personnel. Should a parent or child have a concern, problem, or suggestion, the following steps should be taken to bring about resolution:

1. First, address questions directly to the teacher concerning a child or a class
2. If not satisfied, address questions or comments to the building principal
3. If results are still not satisfactory, contact the Superintendent of Schools
4. Should a satisfactory resolution still not be attained, the Board of Education may be contacted in writing at 213 Mt. Horeb Road, Warren, NJ 07059

2016 - 2017 PTO Presidents

ALT	Lisa Checchio, Gina Valenti
Central	Lisa Slepokura
Mt. Horeb	Danielle Lader, Brenda Liberti
Woodland	Danielle Scala
Middle School	Gina Rosenfarb, Mandy Osifchin
SePTO	TBD



LITERATURE FOR DISTRIBUTION: The approved procedure for the distribution of literature is to provide a copy to the principal, who upon approval from the Superintendent will announce that said copy is posted in the office. School personnel are to clear distribution of materials with the principal.

PARENT CONFERENCES: The schools schedule conferences in November. If parents have any questions concerning their child's progress, they should call the teacher and/or arrange for an additional conference.

PARENT TEACHER ORGANIZATION: Parent Teacher Organizations provide additional benefits and services, strive to improve communication, advance school programs, and work for the general betterment of school life for all students. The vital work of each PTO is sustained through its membership. We urge parents to join and to contribute their time, talents, and expertise.

SePTO: SePTO is an organization of special education parents and professionals who share information and ideas. As a subgroup of the Warren Parent Teacher Organizations, parents from all schools meet to hear from professionals on relevant topics.

SPECIAL EDUCATION PARENT ADVISORY GROUP: The Special Education Parent Advisory Group is a forum to provide input to the Director of Special Services concerning students with disabilities.

VISITORS: Parents and other visitors are welcome in the schools. For the safety of all students, visitors and volunteers must sign in at the Main Office and obtain a visitor's badge. Visitors are not to consult with teachers, staff, or students during class time without the principal's permission.

Student Information

STUDENT REGISTRATION: NJ law requires all resident students between the ages of 6 and 16 to attend school unless they are physically or mentally unable to do so. Proof of residency is required. Resident students are admitted to kindergarten provided they are 5 years of age **on or before October 1** of the school year. Each child registering for kindergarten must present a birth certificate and proof of having received the following immunizations: diphtheria, tetanus, polio and measles. New students transferring to Warren Township should register as early as possible. The following items are required when registering students for the first time: birth certificate, certificate of immunizations, transfer card from former district, custody papers (should parents be separated or divorced), report cards, health and dental records. In addition, to verify proof of residency, we require: 1) lease or deed, 2) utility bill 3) current driver's license or passport.

ACCESS TO SCHOOL RECORDS: The Superintendent is responsible for the security of school records maintained in the school district. If a parent or other authorized person requests a copy of a child's records, the request must be made in writing to either the principal, Director of Special Services, or the Superintendent. For specific guidelines on what is considered a child's record, interested parties should consult Policy 5125 (Student Records). When Board agendas or minutes refer to a special education student, no names will be used. Students will not be labeled as "special education" in any public forum.

SCHOOL ATTENDANCE: Students are expected to be present each day school's in session unless illness or another legally bona fide reason prevents attendance. The Board will report infractions of the law regarding excessive and unexcused absences to appropriate authorities. If a child is going to be absent, a parent can call in the absence at any time prior to 8:00 am, giving the child's name, grade, reason for absence, and date of absence. If a parent has not called the absence verification line, a written note of explanation signed by the parent is to be submitted. Parents are asked not to request that students be excused early except when an emergency makes early dismissal unavoidable. The request must be in writing. See Policy 5113 (Absences and Excuses).

AFFIRMATIVE ACTION: United States law (Title IX) and NJ Administrative Code (Title 6A) prohibit discrimination against students and employees in public schools. Whereas Title IX prohibits discrimination based on sex, Title 6A goes further and prohibits it on the basis of race, color, creed, religion, gender, ancestry, national origin, age, marital status, political affiliation, affectional or sexual orientation, disability, or socioeconomic status. Both require that all policies, procedures and practices of the school district be non-discriminatory, and that there be no gender segregation in courses, educational programs and extracurricular activities. No course, including but not limited to physical education, health, industrial arts, business education or vocational courses, home arts and music, shall be offered separately. If a student or member of the staff alleges a violation of such regulations, he or she may submit a grievance. The process begins by verbally notifying the Title IX Affirmative Action Officer, Mrs. Candida Hengemuhle, of the alleged violation within ten (10) days of its occurrence. A detailed description of the grievance procedure is available in each district school and in the Superintendent's Office. The Affirmative Action Officer will answer any questions from the public concerning Title IX and Title 6A regulations. See Policy 5145.4 (Equal Education Opportunity).

BULLYING: Pursuant to New Jersey legislation, new laws regarding Harassment, Intimidation, and Bullying (HIB) took effect in public schools as of September 1, 2011. Warren Township has revised its Policy 5131.1(HIB) to meet the new standards. The new law is intended to strengthen the standards and procedures for preventing, reporting, investigating, and responding to incidents of HIB. The district's Anti-Bullying Coordinator is Mrs. Candida Hengemuhle. Each school has an Anti-Bullying Specialist, posted on each school's website, and a School Safety Team. These teams are formed to develop, foster, and maintain a positive school climate. Additionally, see Policy 5131(Conduct/Discipline).

Special Services

Services are provided for students with special needs. There are special education programs both in and out of district. Programs include a continuum of special education services, speech therapy, occupational therapy, physical therapy and counseling. Home instruction services are available for students with health and medical needs. In addition to school programs during the school year designed to address special needs, the Board offers extended school year for eligible students.

SPECIAL EDUCATION: Students believed to have special education needs may be referred to the Child Study Team (CST) by parents or by school staff. The CST reviews previous interventions and coordinates subsequent related activities, which may consist of interviews (with the student, teacher, principal and parent), varied assessments (psychological, learning and functional), as well as other criteria and relevant information to determine eligibility for services.

AMERICANS WITH DISABILITIES ACT, SECTION 504: Section 504 is the section of the Rehabilitation Act of 1973 that applies to persons with disabilities. It is a civil rights act that protects the civil and constitutional rights of persons with disabilities. Section 504 prohibits organizations that receive federal funds from discriminating against otherwise qualified individuals solely on the basis of disability. Section 504 is enforced by the U.S. Department of Education, Office for Civil Rights. Section 504 is administered by Mrs. Candida Hengemuhle. If there are concerns about discrimination, she should be contacted immediately.

HOME INSTRUCTION: Students confined to home by an illness/injury for an extended period of time may qualify for home instruction.

GUIDANCE SERVICES: Guidance counselors are at the elementary schools and the middle school. They are available to assist students with study skills and offer social and emotional support, and provide school-wide character education programming. The counselors also consult with teachers and parents and provide valuable information regarding community resources.

SPEECH/LANGUAGE OCCUPATIONAL AND PHYSICAL THERAPISTS: Eligible students are provided OT, PT and Speech Therapy as determined by the individual education program (IEP). Therapists also consult with teachers and assist in district program initiatives in their area of speciality.

STUDENT ASSISTANCE: Tobacco, drug and/or alcohol use are dangerous to the physical, emotional and cognitive health and development of students. A Student Assistance program is available. The program identifies, screens, refers, and assists students who may be affected by their own or someone else's use of alcohol or other drugs. Students are referred to the program through self-referral, parent, or staff referrals. All referrals are confidential. Student Assistance staff determine the appropriate referral for services. Support groups are available for students affected by alcohol or other drug abuse. The Student Assistance Counselor is Carol Brown at extension 5101.

REPORTING CHILD ABUSE: Pursuant to N.J.S.A. 9:6-8.10 et seq. school personnel, compensated and uncompensated (volunteer), having reasonable cause to believe that a child has been subjected to acts of child abuse shall immediately report the alleged abuse to the Division of Child Protection and Permanency. The person reporting the alleged child abuse shall inform the school principal or designee of the report after the DCP&P referral has been made. However, notice to the principal or designees need not be given when the person believes that such notice would be likely to endanger the referrer or child involved or when the person believes that such disclosure would be likely to result in retaliation against the child or in discrimination against the referrer with respect to employment. A person making the report in good faith is immune from liability. Failure to make a report is a violation, and the person may be subject to a \$1,000 fine and up to six months in jail. No school personnel will be discharged from employment or in any manner discriminated against, as a result of communicating in good faith a report, or causing to be reported an allegation of child abuse.

PROJECT CHILD FIND: Project CHILD FIND is a free referral service and public awareness campaign to assist in the identification of unserved/underserved youth with a developmental delay or disability. Project CHILD FIND's comprehensive efforts include assisting families of infants and toddlers, birth to age three. Parents concerned about their child's development by directing all requests regarding early intervention to the family's local Special Child Health Case Management Unit. Information about Project CHILD FIND may be obtained by calling the toll-free number, 1-800-322-8174, 7 days a week, 24 hours a day. All calls received are confidential. For further information on NJ Early Intervention System or if you have concerns about a potential disability with regard to your preschool or school age child, contact Mrs. Candida Hengemuhle, Department of Special Services.

SPECIAL EDUCATION PARENT ADVISORY GROUP: The purpose of the Warren Township Schools Special Education Parent Advisory Group (WTS SEPAG) is to provide the district with input on issues concerning students with disabilities. WTSSEPAG hosts information meetings throughout the year. Parents are encouraged to participate. Further information is available through contacting Special Services or emailing wtssepag@gmail.com.

Homework Policy

The Board of Education defines homework as any learning-related activity assigned to be done at home. The Board believes that homework, relevant to material presented in class, provides an opportunity to broaden, deepen or reinforce each student's knowledge. Homework is also intended to enhance a student's learning skills and work habits, as well as strengthen preparation for subsequent classes. Homework is not to be used for punitive reasons.

IN THE ELEMENTARY SCHOOL:

Homework should be typically assigned between two to four nights per school week, and take between 30-60 minutes on any given school night, including studying for tests. Recognize that homework time increases as students advance in grade levels. Weekend homework should be occasional and at the teacher's discretion.

IN THE MIDDLE SCHOOL:

At the beginning of middle school, homework will typically be assigned between two to four nights per school week, and take between 30-60 minutes on any given school night, including studying for tests. By eighth grade, students typically will be assigned approximately 30 minutes of homework per subject, per night, for an average of two to three hours of homework several nights per week. Weekend homework is at the teacher's discretion.

Homework should be evaluated often for both accuracy and effort.



MAKE-UP WORK: Students absent for any reason must make up assignments, classwork, and tests within a reasonable amount of time. In most cases, a reasonable length of time shall be the same number of school days as the days missed. Students being excused for any reason, other than illness, must make arrangements with the teacher of the missed classes in order to make up the work missed. This must be done before the absence from class. On the second day of absence, a parent may request his/her child's homework assignments by 8:30 am. The homework assignments will be made available to the parent by the end of that day.

INCOMPLETES: When a student does not complete work missed for absence or other reasons by the end of the marking period, he/she will receive an "incomplete" for the marking period. Students will be given a reasonable number of school days following the end of the marking period to make up the missed work. If work that is critical to a student's understanding of a subject is not made up by the end of the next marking period, a failing grade may be earned for that subject. If work is missing during the final marking period of the school year, the grade will be left to the discretion of the teacher. The teacher who has given an incomplete is responsible for reporting to the student the work he/she has missed and citing the consequences mentioned above.

Health Matters!

ASBESTOS MANAGEMENT PLAN: There is an Asbestos Management Plan for each building in the district. These plans are available in the Board of Education Administrative Offices and in each school office. The plan is available for inspection upon request.

COMMUNICABLE DISEASE: Parents should inform the nurse via telephone of any communicable disease a child may have. A child should remain home for 24 hours after starting antibiotics as well as remain home for at least 24 hours following a fever. A child's temperature should be taken free from medication such as Tylenol, aspirin, etc. If a parent feels that a child needs to see a doctor for any injury or illness, they should not hesitate in keeping him/her home until checked and cleared by a doctor. All absences or late arrivals should be reported on the absence line.

FIRST AID: If an accident or sudden illness occurs after a student has arrived at school, first aid will be administered and the student's parent will be notified. School personnel can give no care beyond first aid, defined as the immediate, temporary care given in case of accident or sudden illness. When a child must be sent home, the parent will be requested to pick up the child or otherwise arrange transportation. The school nurse should be notified if a child has been injured outside of school. A doctor's orders are needed for crutches, wheelchairs or any type of treatment that may be necessary for a child to attend school.

MEDICATION: School nurses are not allowed to administer medicine to students without a permission slip signed by the physician and parent. This includes antibiotics, cough medicine, headache medicine, antacids, creams, ointments, eye drops etc. Forms are available in each health office as well as at www.warrentboe.org. Medication shall not be transported by a student unless it is authorized as "self-medication" and appropriate forms are signed and on file in the health office. If a child is allergic to anything, such as bee/insect stings or any type of food, it is *essential that the school nurse be notified immediately* and supplied with the necessary medication and medical authorization to administer the medication.

PESTICIDE INFORMATION: Before treatment of any room, a notice will be posted in the office. The notice will include the date, time, brand, active ingredients, applicator's name, safety procedures, proposed next application date and general information. All products are applied according to the manufacturer's directions and state approved for use in our buildings. Students and personnel will be allowed to enter a room which has been treated, once the specified time has lapsed and proper procedures have been followed. The application of any pesticide, herbicide, and insecticide will be limited to the state integrated Pest Management Plan.

PHYSICAL EXAMINATIONS: A physical examination is required for each new student who registers in our district. A New Jersey licensed physician or nurse practitioner must complete this physical. Students participating in any school sponsored athletics (other than PE) must have a medical examination completed no more than 365 days prior to the first practice session. The Pre-Participation Health History Form must be completed for each sport, each season. These forms may be downloaded from the district website. While not required, a physical exam is recommended for children at least once during each developmental stage. These stages include early childhood (pre-K through 3rd grade), pre-adolescence (grades 4-6), and adolescence (grades 7-12).

PHYSICAL EDUCATION EXEMPTIONS: A parent note is necessary to excuse a student from physical education classes for up to two days. Should a child need to be excused beyond two days, a physician's note is required.

Curriculum & Instruction

GENERAL CURRICULUM: A comprehensive core curriculum is taught in our schools, including language arts/reading, mathematics, science, and social studies.

SPECIAL AREAS OF INSTRUCTION: Throughout the grade levels, specialized instruction is given in art, computer technology, library/research, music, physical education, and health. Spanish is taught in grades K-5. Starting in middle school students can select Spanish, Mandarin, or French with additional languages and advanced placement available at the high school level.

Students in grades 3-8 also receive instruction in a STEM-based (Science, Technology, Engineering, and Mathematics) program called Innovation and Design (I&D).



The middle school offers home arts and technology classes. All students entering seventh and eighth grade have the opportunity to choose electives during the Unified Arts period.

Students receive vocal/general music instruction by certified music staff members. Chorus is provided in grades 6-8. Instrumental music instruction begins in the fourth grade, and is supplemented by participation in the band or orchestra.

PHYSICAL EDUCATION, HEALTH AND SPORTS: All students receive physical education classes and health instruction. At the middle school, an interscholastic sports program includes cross country, soccer, cheerleading, basketball, softball, baseball, and track.

TECHNOLOGY AND LIBRARY SERVICES: Computer applications are taught by a specialist and integrated into the regular curriculum by classroom teachers. All students have access to computing devices - iPads in grades K-2 and Chromebooks in grades 3-8. Staff and students have been instructed in the appropriate use of the Internet, which is available in each classroom, library, and computer lab. Internet access is monitored by an Internet filtering system. SmartBoards, to enhance classroom instruction, are being used across the district in a planned program for implementation that includes teacher training in this innovative instructional tool. Warren Township Schools offer students access to a computer network and the Internet. To gain access to the Internet, all students and parents must agree to the Acceptable Use Policy. See Policy 6142.10 (Internet Acceptable Use Policy).

Automated library facilities are available in all schools with a total inventory of approximately 75,000 books, periodicals, and audio-visual media, complemented by online databases and encyclopedias. Full-time Library Media Specialists operate the program which includes storytelling, book talks, reference/research skills, and coordination of audiovisual aids.

ASAP (BASIC SKILLS): Remediation services are available to students in elementary and middle school. Both math and reading instruction are designed to increase students' success and are provided in small group settings.

REACH/E2: Warren's Gifted and Talented program offers enrichment opportunities for all students. Each school has an enrichment teacher who not only provides overall enhancements to the curriculum, but plans programs for identified students as well. Emphasis is also given to self-selection activities.

EXCELLENCE IN EDUCATION AWARD PROGRAM (formerly the Governor's Teacher Recognition Award Program): This program is an integral part of the district's initiatives to recognize the many fine educators in our schools. The Warren Township School District has participated in the program for the past 25 years. Award recipients receive a \$500 grant from the Board of Education to be used to purchase educational materials.

<p>1991 Jo Ann Betts Hanne Walsh Linda Woods</p>	<p>1992 Patricia Dye Carol Monica Allen Ringland Penny Welch Joseph Quinn</p>	<p>1993 Andrea Carroll Sandra Huseth Barbara Pellicano</p>	<p>1994 Betty Bagan Thomas Boyle Mary Ellen Roberts Frances Slahta</p>	<p>1995 Joan Darkenwald Mary Lorimor Edward Pawlowski Mary Rusnak Judith Wormeck</p>	<p>1996 Allan Acquadro Lorraine Buehler Dr. Audrey Flumen Dorothy Kahaner Janice O'Connor</p>	<p>1997 Janet Ciarrocca Robert Hartshorn Kathryn Ryan Karen Wilkening</p>
<p>1998 Natalie Flamme Dr. Susan Horn Valeta Pafford Barbara Zarret</p>	<p>1999 Jane Gillen Joanne Butler Sandella Healey Brian Kilroy Lorraine Larew</p>	<p>2000 Susan Conover Monica Hartman Cynthia Howell Claire Waldron Peggy Zerrer</p>	<p>2001 Andrea Casellini Susan Cooper Joanne Marquis Stacey Modugno Gail Waddell</p>	<p>2002 Diane Bell Jacquelyn Buckley Beth Ann Giardina Sandra Maxim Ann Rose</p>	<p>2003 Judy Benveniste Rita Brown Sheri DeShields Kathleen Haydu Mary Anne Murphy</p>	<p>2004 Frances Blabolil Nancy Gouse Colleen Krumm Barbara Murphy Jane Woods</p>
<p>2005 Dana Baldari Nicole Evins Sandra Grant Patricia LaPensee Linda Richel</p>	<p>2006 Judy Hamilton Patti Pillinger Allison Reu Christine Ryan Steve Verger</p>	<p>2007 Emily Cartolano Sanjita Livingston Wendy Piller Laura Sudol Suzanne Wisher</p>	<p>2008 Paul Duncan Tami Johnson Bev MacGorman Cheryl Plager Jolanta Scassera</p>	<p>2009 Josephine Brasile Anita Brower Susan Kline Mary Beth LeBlond Jeanne Nimmo</p>	<p>2010 Karen Marino Dana Matherly Christopher Schwallie Jamie Perry Brenda Sasso</p>	<p>2011 Christina Beekman Mary Pat Forenza Megan Harvey Susan Jackson Doris Zanchelli</p>
<p>2012 Amy Jensen Margo Haldeman Michelle Cebula Brian Kilroy Ernie Monaco</p>	<p>2013 Mary Balkonis Jill Zimmer Chris Burkhardt Lauren Valera Midge Johnson</p>	<p>2014 Mary Lynch Laura Lamson Meredith Fishelman Margee Pfeifer Michelle Zgombic</p>	<p>2015 Nancy Andrews Rebecca Davenport Stacey Lederman Dorothy Stolfi Heather Saum</p>	<p>2016 Catherine Murphy Jennifer SanAntonio Catherine Maguire Adam Yenish Vivien Plesmid</p>		

PROFESSIONAL DEVELOPMENT COMMITTEE (PDC): The Professional Development Committee plans, develops, implements, and evaluates a comprehensive staff development program. The committee consists of two administrators and teacher representation from each school.

WARREN TOWNSHIP EDUCATION ASSOCIATION (WTEA): The Warren Township Education Association is vitally interested in education. Its various committees keep abreast of matters concerning professional growth, legislation, budget, welfare, public relations, and negotiations.

At Your Service

Below is a brief synopsis of the programs and services available to students outside of regular school hours.

AFTER-SCHOOL ACTIVITIES/CLUBS & ATHLETICS: The Board of Education sponsors after-school activities/clubs in all Warren Township schools. Interscholastic sports are also available at the middle school.

SOMERSET HILLS YMCA: Contracted through *The Somerset Hills YMCA*, after-care services are available in local school buildings for students in grades K-5. A monthly fee is charged per participant. For more information, contact Tina Costello, Director of School Age Child Care, (908) 766-7898 extension 331.

PTO BEFORE & AFTER SCHOOL PROGRAMS: At each school, the PTO may sponsor before and after school fee-based programs in such areas as foreign language, science, and computers. School PTO presidents can be contacted for additional information.

SUMMER FUN!: *Summer Fun!* is a K-8, five week program conducted by the Board of Education. Remedial development classes are offered for free to students who are recommended in both Integrated Language Arts and Math. Enrichment courses such as PLAY (gym), Drama, Experimental Science, Sewing, Astronomy, Photography, Fun Math, Basketball, Photography, and You Be the Author (writing workshop) are also offered (for a fee). Extended day as well as aftercare sessions are also available. A detailed brochure and registration forms are available each Spring; it is sent home with students and published on the district website. Parents are encouraged to enroll their students in these exciting summer learning opportunities!



Warren Middle School Sports Requirements

All students interested in trying out for an interscholastic sports team must submit an Annual Athletic Pre-Participation Physical Examination Form by August 1st for all fall sports, October 1st for all winter sports, and March 1st for all spring sports.

Forms can be downloaded at www.warrentboe.org (under the Health Office tab)

PHYSICALS: Physicals are required within 365 days of the first practice. Please check with the coach about the first day of tryouts/practice. Each student's medical examination must be conducted by a New Jersey licensed healthcare provider chosen by the student's parent/guardian at the provider's facility.

PHYSICAL EXAM:

- The exam must be on the Annual Athletic Physical Examination Form, which must be signed and dated by the medical provider.
- A physical examination to determine the fitness of a student to participate in athletics shall include, as a minimum, no less than the content requested by the American Academy of Pediatrics. A healthcare provider must check and record visual acuity, gross hearing, rate and rhythm of heart, etc. If an ophthalmologist or optometrist is used he/she may attach the results of visual acuity. The school screening does not meet the state mandated requirements. If an area is left blank, it is implied that a physician did not examine that body system. If a healthcare provider omits any required areas, the child will not be eligible for sports.
- The school physician must review and sign all submitted physicals to ensure compliance with the requirements of NJAC 6A:16-2.2(h)5 before a student may participate in tryouts/practice. The school physician's notification and signature regarding the student's participation in athletics is based solely on the medical examination and results submitted by the examining healthcare provider. Please check that the Warren form is thoroughly completed before returning it to school. The role of the school physician is to assure that the examination was administered as required by NJSA 18A:40-4 and NJAC 6A:16-2.2(h).

A HEALTH HISTORY UPDATE FORM is required for each sport, each season. Per state law, this form must be signed by a parent/guardian within 90 days (no earlier) of tryouts. Please return all medical forms directly to the school nurse at Warren Middle School.



Family Life Education

Health and family life education are provided for all Warren Township students in accordance with NJ state mandates. Certified health educators, school nurses and classroom teachers in grades K-5 teach the approved health curriculum. Certified health educators teach the approved health curriculum in grades 6-8. All levels have age appropriate instruction in disease prevention (including Hepatitis B and HIV) and chemical health (drugs and alcohol).

Curriculum revision and approval follows regular Board of Education procedures.

Parents who, for reasons of conscience, object to certain portions of the program, may have their children excused from those program portions, upon receipt of written request to the principal.

CONTENT

The basic content of the health education curriculum, as approved by the Board of Education, includes units of family life education. The following topics are included in grades K-8:

KINDERGARTEN: Recognize that each family member is important and shares obligations of family living. Understand that all family members have needs.

GRADE 1: Discuss how family and friends are important throughout life and that relationships require respect for others. Explain different kinds of families and that all family members have rights, privileges and responsibilities. Understand that each person should have respect for his or her own body and should understand appropriate and inappropriate touches.

GRADE 2: Know that animals including humans have the capacity to reproduce. Identify the stages of human development from birth to death. Realize that children differ in size, strength, growth and in responsibilities. Discuss how family and friends are important throughout life and that relationships require respect for others. Understand that each person should have respect for his or her own body and should understand appropriate and inappropriate touches.

GRADE 3: Identify the stages of human development from birth to death. Discuss how family and friends are important throughout life and that relationships require respect for others. Recognize similarities and respect differences among people. Learn to control emotions and moods and practice how to be a good friend. Discuss the influence of the media on the development of gender stereotypes.

GRADE 4: Identify the stages of human development from conception to death. Describe the functioning of the human reproductive system and the physical and emotional changes that occur at puberty. Discuss how family and friends are important throughout life and that relationships require respect for others. Explain different kinds of families and that all family members have rights, privileges and responsibilities. Discuss the influence of the media on the development of gender.

GRADE 5: Describe the significance of each stage of human development, with emphasis on the physical, emotional and social changes of adolescence. Describe the functioning of the human reproductive system and the physical and emotional changes that occur at puberty. Discuss factors that support and sustain relationships such as friendship and marriage. Discuss the influence of the media on the development of gender.

GRADE 6: Focus on the physical and emotional changes brought about during puberty. Students will explore all aspects of all types of healthy relationships, types of abuse, and resource places to find help when needed.

GRADE 7: Family life education encompasses the anatomy and physiology of both the male and female reproductive systems. Students describe prenatal development from conception to birth. Students also discuss the impact of early sexual activity on their well-being and develop strategies to support sexual abstinence and HIV prevention.

GRADE 8: Students explore the media's influence on decisions they make dealing with sexuality, drugs and alcohol. Students discuss commitment and positive healthy relationships and responsible dating. They will also explore the impact of early sexual activity. Students will develop strategies to support abstinence and contrast methods of contraception to prevent the transmission of STD's, HIV and unintended pregnancy.

A LITTLE BIT OF HISTORY ABOUT OUR SCHOOLS

Settlers founded Warren Township in the seventeenth century and Warren was officially incorporated in 1806. There were two schools in 1840. In 1847, the town elected a Superintendent of Schools replacing the lay committee of three. The annual report of the Board of Education for 1879 gave the number of school age students as 437 and the total school budget as \$1,742.80.

By 1880, there were five school districts - Smalleytown, Dead River, Independent, Warrentown, and Springdale, each served by a one room schoolhouse. The Township Committee exercised direct control over the school system setting up the budget and dispensing funds.

In 1931, the town created Central School through a special election, and in 1946 an addition was put on the building. Central School more than doubled in 1963, and served as a K-8 school until 1972. The town opened Woodland School in 1953, doubled it in 1959, and added to it in 1963.

Due to the decline of enrollment within the district since 1974, both Woodland and Washington Valley were closed and leased (all or part) to private schools. The Board of Education authorized Warren Township's participation in the Watchung Hills Regional High School starting in 1954. The Mount Horeb School opened in September of 1966 and Warren Middle School opened in 1972. The district opened Angelo L. Tomaso Elementary School (formerly Washington Valley) on September 1, 1991. Woodland School was completely renovated and expanded, and was reopened on September 1, 1998. There are now a total of four K-5 elementary schools and one middle school for grades 6-8. The current district enrollment is approximately 1725.

Voters approved a referendum in June 1999 that allowed for the expansion of two schools. The capacity of Mt. Horeb School was increased to a maximum of 500 students in grades K-5. Middle School's capacity was increased by 300 students to allow a maximum of 900 students in grades 6-8. An addition to the Angelo L. Tomaso School was completed in 2004 and an addition to Central School was completed in 2006, to further accommodate the enrollment growth of Warren's K-5 school-age population.



Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational and Privacy Act (FERPA) affords parents and students over 18 years of age (eligible students) certain rights with respect to the student's education records.

These rights are:

(1) The right to inspect and review the student's records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible Student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the students education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *School District* to comply with the requirements of FERP. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

· *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or students family;
3. Sexual misconduct, behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

· *Receive* notice and an opportunity to opt a student out of

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and

3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

· *Inspect*, upon request and before administration or use

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes, and
3. Instructional material used as part of the educational curriculum.

These rights transfer to from the parents to a student who is 18 years old or an emancipated minor under State law.

The Warren Township Board of Education has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Warren Township Schools will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Warren Township Schools will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Warren Township Schools will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with.

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

How did
you
shine today?

