



Warren Township Schools

Shining Brighter Every Day

100 Old Stirling Road

Warren, NJ 07059



WMS Student/Parent Handbook
School Year 2018-2019



Welcome Message

Warren Middle School seeks to help students fulfill academic, social and emotional development while allowing them to build bonds that connect them to our school community. We strive to develop a firm respect for diversity within all aspects of school, while challenging our students to reach across the curriculum and provide them experiences that move beyond the classroom into adulthood. We value an environment that is patient, understanding and maintains a vision seeking to provide young students with clear, attainable goals. We call upon our students to embrace positive, life affirming opportunities in the search for self-identification and to take ownership for their decisions while employing the lessons of the classroom in everyday life.

Frequently Used Numbers	3
Marking Periods	3
School Hours	4
Standard Bell Schedule	4
Arrival/Dismissal Procedures	5
School Security/Visitors - VMS System Registration	5
Attendance - Including Tardiness and Absences	6
Wellness & Nutrition Practices	6
Grading and Reporting	7
Conferences	7
Homework Guidelines	7-8
Bus Information	8
Dating Violence at School	9-10
Code of Conduct	10
WMS Code of Conduct	11-12
General Expectations for Students	13
Locker Rules	13
Lunch/Cafeteria	13-14
Confidentiality / Volunteer Guidelines	14
Dress Code	14-15
Substance Abuse Policy	15
Health Services	15
Life-Threatening Allergies	16-23
Electronic communication and recording devices	23
Photographs Taken By Parents/ Students at School Events	24
Monitoring Devices on School Vehicles	24
Health Matters	24-25
Sports Requirements	25
Family Life Education	25-26
Notification of Rights under FERPA/PPRA	27

Frequently Used Numbers

Main Number 908-753-5300

MAIN OFFICE

Mr. George Villar	Principal	x5002
Ms. Maria Mensinger	Dean of Students/Assistant Principal	x5008
Berry, Gina	Principal Secretary	x5102
Lathrop, Suzanne	School Secretary	x5001
Boylan, Janine	Multi-Duty Para PT	x5000

GUIDANCE

Johnson, Midge	6th Gr. Guidance Counselor	x5005
Regal, Lauren	7th Gr. Guidance Counselor	x5009
Scully, Helen	8th Gr. Guidance Counselor	x5007
Brown, Carol	Student Assist. Counselor	x5101
Lee, Lauren	Coordinator of Guidance	x5006

NURSE

Lontai, Lisa	Nurse	x5003
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CHILD STUDY TEAM

Schwarzkopf, Beatrice	School Psychologist 8th	x5016
Koellhoffer, Keith	School Psychologist 7th	x5088
Yu, Linda	LDTC 6th	x5014
Papcun, Ashley	Speech Therapist	x5086

Marking Periods for 2018-2019

ACADEMIC QUARTERS

QUARTER 1 SEPTEMBER 6 (Thursday) – NOVEMBER 14 (Wednesday)

QUARTER 2 NOVEMBER 15 (Thursday) – JANUARY 30 (Wednesday)

QUARTER 3 JANUARY 31 (Thursday) – APRIL 4 (Thursday)

QUARTER 4 APRIL 5 (Friday) – Anticipated Last Day of School (6/24/2019)

UNIFIED ARTS CYCLES AND HEALTH ROTATION—GRADES 7 and 8

CYCLE 1: SEPTEMBER 6 -- OCTOBER 31

CYCLE 2: NOVEMBER 1 – JANUARY 4

CYCLE 3: JANUARY 7 – FEBRUARY 27

CYCLE 4: FEBRUARY 28 – APRIL 25

CYCLE 5: APRIL 26 – JUNE 24

School Hours

Standard Hours

School	Start	Finish	Total Time
Middle	8:03 AM	2:50 PM	6 Hours, 40 Minutes

Delayed Openings

School	Start	Finish	Total Time	
Middle	10:10 AM	2:50 PM	4 Hours, 40 Minutes	2 Hour Later In The Morning-No Change In PM

Half Days & Early Dismissal

School	Start	Finish	Total Time	
Middle	8:10 AM	12:50 PM	4 Hours, 40 Minutes	30 Minute Lunch Period Is Included

Standard Bell Schedule

Period	Grade 6	Grade 7	Grade 8
HR	8:03-8:07	8:03-8:07	8:03-8:07
1	CORE 8:10 - 9:02	PE & BOC or Cycle 8:10 - 8:52	BOC & PE or WL 8:10 - 8:52
2	CORE 9:05 - 9:57	CORE 8:55 - 9:47	PE or Elective (BOC) 8:55 - 9:37
3	PE & BOC or Gen Music & PE 10:00 - 10:42	CORE 9:50 - 10:42	CORE 9:40 - 10:32
4	Lunch or Guide A: 10:45 - 11:08 B: 11:08-11:31	Cycle (BOC) or WL 10:45 - 11:27	CORE 10:35 - 11:28
5	Cycle or WL 11:34 - 12:15	CORE 11:30 - 12:22	Lunch or Guide A: 11:31- 11:54 B: 11:54 - 12:17
6	CORE 12:18 - 1:10	Lunch or Guide A: 12:25 - 12:48 B: 12:48 - 1:11	Elective or WL (BOC) 12:19 - 1:01
7	CORE 1:13 - 2:05	PE or WL(BOC) 1:13 - 1:55	CORE 1:04 - 1:56
8	Cycle or WL 2:08 - 2:50	CORE 1:58 - 2:50	CORE 1:59 - 2:50

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Arrival/Dismissal Procedures

Staff is on duty to supervise students beginning at 7:45 AM. Students will go directly to the APR or gymnasium as direct, upon arrival. At 8:00 AM, students will be dismissed from the APR to their homerooms. Students will be dismissed from their 8th period classrooms to the buses at 2:50 PM. Buses depart WMS at 3:00 PM. Parents picking up their child should adhere to the following procedure:

Parents picking up students will use the main parking lot. All vehicles entering the WMS main parking lot will travel in a counter-clockwise pattern to pick up a student, park or exit. Vehicles will not be permitted to turn left into the parking spaces. In order to park in one of the parking spaces, all visitors will have to drive all of the way into the lot and come around into available spaces. When leaving from a parking space, vehicles will have to drive to end of the row, going away from the school building and join the traffic exiting down the driveway.

Students who will walk to school must complete the permission to walk form, found here:

<https://docs.google.com/document/d/1zcAKI-UOpbJ8aTQyiAIG074VOoeq3NJROWNzWsqrWcc/view>

Students who are to be dismissed in a manner other than their usual procedure are required to bring a note from their parent/guardian in advance of the change for each instance a dismissal change takes place. These notes are to be sent to the office so that office personnel may record the child's name. The parent will be required to sign the child out in the main office before the child will be allowed to leave the building or school property. Permission slips are required for participation in After-School Clubs.

There are no changes permitted for bus stops or buses.

School Security/Visitors - VMS System Registration

Visitors

A security system is in place at all Warren public schools. All outside doors remain locked throughout the day. The only way to enter the building is through the front doors. To enter, you must have your license or passport with you. This will be scanned outside the school building. Upon receiving clearance, visitors must then report to the main office to receive a visitor's pass. This pass must be worn at all times.

The procedures are as follows:

1. Everyone shall enter the building via the front door only.
2. Upon entering the building, visitors shall immediately come into the main office and register/receive their visitor's pass.
3. Parents may not escort children to their classrooms without approval of the principal.
4. Meetings with staff members require an appointment in advance.
5. Visitors may then proceed to the classroom or other location. Visitors may go to the location on the pass **only**.
6. The visitor's badge must be worn during the course of the visit.
7. Return to the main office when the visit is completed, return your badge and sign out.

In conjunction with this system, staff members and children will be instructed to immediately report any non-staff member who is seen without a badge. Closed-circuit cameras are installed at the front entrance and in the hallways. This is just another safety precaution to protect the children and staff in Warren.

Please drop off forgotten items at the office. Our staff will see that your child receives these items in a timely manner. Please see Board Policy #9150 on the [district website](#) for additional information about school security and visitor procedures.

Attendance - Including Tardiness and Absences

In accordance with the provisions of N.J.S.A. 18A:38-25, every parent, guardian, or other person having control and custody of a child between the ages of six and sixteen shall cause the child to regularly attend school. The Board of Education requires students enrolled in the school district attend school regularly in accordance with the laws of the State. For more information related to the Attendance Policy, please refer to Policy 5200, Attendance on our [district website](#).

Absence

If your child is going to be absent, please call the attendance line at 908-753-5300. Kindly provide the nature and duration of illness, particularly in contagious situations so that other class families may be appropriately notified. If no call is received by 10:00 AM, a representative of the school will call your home to verify the absence. All absences are to be followed up with a written note from parent/guardian, which should be presented to homeroom teacher upon return to school.

If your child is absent for two days, you are encouraged to obtain missed class work and homework by calling the school homework line at 908-753-5300 ext.5006.

Early Pick-up: Should it become necessary to excuse a student early from school, please put this request in writing. Indicate the name of the person picking up your child. As per the Visitor Management System, the person picking up the student should be prepared to show identification.

Notes for Physical Education: A parent note is required to excuse a child from physical education class for up to two days. Physical education excuses for more than two days require a physician's note. If a student is excused from P.E., they will not be permitted to take part in school related extracurricular sports.

Tardiness

Punctuality is of the utmost importance. When students are late to homeroom or period 1, they miss important morning routines, the opportunity to transition smoothly into the school day, and the opportunity to properly organize their school belongings. Students who are tardy must report to the office upon entering school. They will be given a note for admittance to their classroom. Please refer to Policy 5240, Tardiness on our [district website](#). The Code of Conduct contains specific consequences for excessive tardies.

Wellness & Nutrition Practices

NUTRITION POLICY
LOCAL WELLNESS/NUTRITION
Board Policy 8505

Please refer to the Local Wellness / Nutrition Policy on our [district website](#) for detailed information about the district nutrition policy.

The Board encourages that food presented to the students in the classroom during the school day (excepting lunch) be a part of a curriculum-based activity or lesson.

Grading and Reporting

Throughout the year, there are multiple ways that information about your child's progress will be communicated. Report cards are sent out on quarterly basis. Report cards are distributed electronically. It is imperative that your contact information is up to date in InfoSnap and you have your students' ID numbers to access report cards. In addition to report cards, the following additional methods are used to communicate student progress:

- Benchmark assessments (math and literacy)
- Fall conferences
- Ongoing communication between parents and staff

Quarter	Marking Period Ends	Report Cards Sent Home
1	11/14/2018 (Wednesday)	On or about 11/21/2018
2	1/30/2019 (Wednesday)	On or about 2/12/2019
3	4/4/2019 (Thursday)	On or about 4/12/2019
4	6/24/19 (Anticipated)	6/24/19 (Anticipated)

Conferences

Parent-Teacher conferences will be held on November 5, 6, and 7, 2018. An early dismissal schedule will be followed on these days. Grade level teams will invite parents to fall conferences. Details concerning scheduling of conferences will be provided prior to these dates.

Homework Guidelines

Board Policy #2330

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 the student's knowledge. Homework also is intended to enhance a student's learning skills and work habits as well as strengthen a student's preparation for subsequent classes. Homework is not to be used for punitive reasons.

Middle school is a key transition period, and it is expected that both classwork and homework will become progressively more demanding as students advance in grade levels. In eighth grade, many students are already taking high school level classes, and their homework will reflect that fact. Indeed, it is especially important that all middle school students be properly prepared for the demands of the high school curriculum. At the outset of middle school, homework will typically be assigned between two to four nights per school week, and take between thirty to sixty minutes on any given school night, including studying for tests. By eighth grade, students typically will be assigned approximately thirty minutes homework per subject for an average of two to three hours homework several nights a week.

Weekend homework is at the teacher's discretion. Homework should be evaluated often for both correctness and effort.

Winter and Spring breaks shall be homework free. Students will be encouraged to read for pleasure.

Makeup Work

- Students absent for any reason must make up assignments, class work, and tests within a reasonable period of time.

- 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/guardian by the end of that day.

How Can Parents Best Support Their Child’s Homework Efforts?

- Set a regular time for homework. The best time is one that works for your child and your family. Some children need to relax and play for a time before beginning homework; others can prefer to do homework first. Every child is different. Talk with your child about what works best.
- Pick a place to study that is fairly quiet, free from distraction, and has lots of light.
- Be supportive by being close by, but your child should be able to do the work independently.
- Read with your child. This activity stimulates interest in reading and language and lays the foundation for your child to become a lifelong reader.
- Discuss school and learning activities.

Bus Information

Student bus assignments are sent out electronically in August. This information will include both the bus route and estimated pick up and drop off times. It is important that parents understand that bus times stated on passes are estimates. Parents should allow ten minutes on either side of the time indicated on the bus pass.

Bus Disciplinary Procedures

The bus ride to and from school is considered part of the school day. The Code of Conduct applies to all students on the school bus. The Board authorizes the use of videotaping equipment to monitor the conduct of bus riders. Bus discipline reports should be reported to the bus aide and the building principal. Please note the following:

1. The driver represents an extension of the authority of the school. The driver is in complete charge. Orderly conduct is expected at all times.
2. Students are expected to remain seated at all times with their seatbelt fastened. They are expected to keep the overall volume down to allow the driver to concentrate. They are not to leave their seat until the bus has come to a complete stop.
3. When at the bus stop, students are reminded not to run toward the bus as it approaches. Wait for the bus to completely stop before moving toward it. While waiting for a bus, stay as far off the road as possible.
4. The driver may assign specific seats to students if he/she wishes. Students are to sit in the seats assigned.
5. Food, candy, etc. are not permitted to be eaten on the bus.
6. The Warren Township Board of Education authorizes the use of videotaping equipment to monitor the conduct of bus riders. For more information, reference Board Policy #8690 on the [district website](#).

The Warren School District and Warren Middle School are committed to providing a safe and positive learning environment for all students. To this end, the district has adopted policies specific to Code of Conduct and Harassment, Intimidation, and Bullying. Each school has an anti-bullying specialist and the district has assigned an anti-bullying coordinator. Information about the HIB policy #5512 and the Code of Conduct #5600 can be found on the [District’s website](#).

Warren Middle School Anti-Bullying Specialists:

Mrs. Carol Brown, Guidance Counselor

Contact Information:

Email: cbrown@warrentboe.org

Phone: 908-753-5300, Extension 5101

Warren Township School Anti-Bullying Coordinator:

Candie Hengemuhle, Director of Special Services

Contact Information:

Email: chengemuhle@warrentboe.org

Phone: 908-753-5300, Extension 5716

Dating Violence at School

Policy 5519

The Board of Education believes a safe and civil environment in school is necessary for children to learn. A student who is a victim of dating violence suffers academically and the student's safety at school is jeopardized. Acts or incidents of dating violence at school whether they are verbal, sexual, physical, or emotional will not be tolerated and will be dealt with in accordance with the school's student code of conduct.

All school staff members (administrative staff, instructional staff, support staff, and volunteers) shall take all reasonable measures to prevent acts or incidents of dating violence at school involving a student. All acts or incidents of dating violence at school shall be reported to the Principal or designee in accordance with the provisions outlined in Regulation 5519. A verbal report shall be made to the Principal or designee as soon as possible, but no later than the end of the student's school day when the staff member witnesses or learns of an act or incident of dating violence at school. A written report regarding the act or incident shall be submitted to the Principal or designee by the reporting staff member no later than one day after the act or incident occurred.

School staff members are required to report all acts or incidents of dating violence at school they witness or upon receiving reliable information concerning acts or incidents of dating violence at school. Acts or incidents may include, but are not limited to: those characterized by physical, emotional, verbal, or sexual abuse; digital or electronic acts or incidents of dating violence; and/or patterns of behavior which are threatening or controlling.

The Board of Education, upon the recommendation of the Superintendent of Schools, shall adopt the guidelines and procedures outlined in Regulation 5519 for responding to acts or incidents of dating violence at school. The protocols outlined in Regulation 5519 have been established for any school staff member who witnesses or learns of an act or incident of dating violence at school and for school administrators to work with the victim and the aggressor of an act or incident of dating violence.

Dating violence statements and investigations shall be kept in files separate from student academic and discipline records to prevent the inadvertent disclosure of confidential information. Every act or incident of dating violence at school that is reported shall be documented in an appropriate manner. This should include statements, planning actions, and disciplinary measures as well as counseling and other support resources that are offered and prescribed to the victim or aggressor.

School administrators shall implement discipline and remedial procedures to address acts or incidents of dating violence at school consistent with the school's student code of conduct. The policies and procedures specific to acts or incidents of dating violence at school shall be used to address the act or incident as well as serve as remediation, intervention, education, and prevention for all individuals involved. The responses shall be tiered with consideration given to the seriousness and the number of previous occurrences of acts or incidents in which both the victim and alleged aggressor have been involved.

Consequences may include, but are not limited to: admonishment, temporary removal from the classroom, classroom or administrative detention, in-school suspension, out-of-school suspension, reports to law enforcement, and/or expulsion. Retaliation towards the victim of any act or incident of dating violence shall be considered when administering consequences to the alleged aggressor based on the severity of the act or incident.

Remediation/intervention may include, but is not limited to: parent conferences, student counseling (all students involved in the act or incident), peer support groups, corrective instruction or other relevant learning or service experiences, supportive student interventions (Intervention and Referral Services - I&RS), behavioral management plans, and/or alternative placements.

A pattern of behaviors may be an important sign a student is involved in an unhealthy or abusive dating relationship. The warning signs listed in Regulation 5519 shall educate the school community on the characteristics that a student in an unhealthy or abusive relationship may exhibit. Many of these warning signs make a connection to one student in the relationship asserting control and power over the other. Recognizing one or more signs of teen dating violence plays an important role in preventing, educating, and intervening in acts or incidents of dating violence.

The Board of Education shall make available to students and their families information on safe, appropriate school, family, peer, and community resources available to address dating violence.

The Board of Education shall incorporate age-appropriate dating violence education in grades seven and eight through the health education curriculum in alignment with the New Jersey Core Curriculum Content Standards for Comprehensive Health and Physical Education. The educational program shall include, but is not limited to, a definition of dating violence, recognizing the warning signs of dating violence, and the characteristics of healthy relationships.

Upon written request to the school Principal, a parent/legal guardian of a student less than eighteen years of age shall be permitted, within a reasonable period of time after the request is made, to examine the dating violence education instruction materials developed by the school district.

Notice of Policy and Regulation 5519 shall appear in all district publications that set forth the comprehensive rules, procedures, and standards of conduct for students within the district and in any handbook.

Code of Conduct

Visit the [district website](#) for the complete policy.

[Click here](#) for the complete regulation.

It is the student's responsibility to obey school regulations and the school authorities. To avoid complicating a disciplinary infraction, students are advised that they are obliged to follow instructions of all board of education employees (teachers, office staff, cafeteria workers, and custodians). This responsibility extends to conduct to and from school, at school sponsored activities, on field trips, and at all times within the school building.

Students who seriously violate school rules will be referred to the administration. Appropriate disciplinary measures will be imposed, taking into consideration the severity of the violation and the student's previous citizenship record.

Warren Middle School
Code of Conduct

Offense	Level 1	Level 2	Level 3	Level 4
Disruption, insubordination, discourteous, disrespect, misuse of language, violation of general school rules	-Teacher Verbal Warning & Debriefing -Possible Lunch Detention / Parent Contact	-Lunch Detention -Parent Contact -Referral to the Guidance Counselors	-After School Detention -Parent Contact - Conference with the Dean of Students	-Parent Conference -Possible Suspension
Unauthorized Use of Electronic Devices - i.e. Cell Phones, iPods, Video Games, Watches	-Teacher Verbal Warning	-Confiscation of Electronic Device -Lunch Detention -Parent Contact	-After School Detention -Parent Contact	-Mandatory Parent Conference
Late to School (per marking period)	After 3-4 Unexcused Late Arrivals, -Parent Contact & Meeting with the Guidance Counselor - Official Letter	After 5-6 Unexcused Late Arrivals, -Parent Contact with Dean of Students -Lunch Detentions	After 7 (& beyond) Unexcused Late Arrivals, -Suspension of all After School Activities -After School Detentions -Parent Conference	After 10 (& beyond) Unexcused Late Arrivals, - Daily Lunch Detention to make up missed work & time
Bus Misconduct	-Verbal Warning by Bus Driver - Meeting with the Dean of Students - Lunch Detention	-After School Detention -Parent Contact -Warning for Suspension from Bus	-Parent Conference -Suspension from Bus(short term)	- Parent Conference -Suspension from Bus(long term/indefinitely)
Falsification/Plagiarism	-Teacher Verbal warning -Possible Parent Contact -Possible Reduction in Grade	-Parent Contact -After School Detention -Meet with Guidance Counselor -Reduction in Grade	-Parent Conference -Disciplinary Action -Reduction in Grade	-Further Disciplinary Action -Reduction in Grade
Cheating	-Teacher Verbal warning -Parent Contact -Possible Reduction in Grade	-Parent Contact -After School Detention -Meet with Guidance Counselor -Reduction in Grade	-Parent Conference -Disciplinary Action -Reduction in Grade	-Further Disciplinary Action -Reduction in Grade

Violation of Dress Code	-Teacher Verbal Warning and Change of Clothes	- Lunch Detention -Parents & Guidance Counselor contacted -Change of Clothes	-Parent Contact -Referral to Dean of Students & After School Detention -Change of Clothes	-Parent Conference -Change of Clothes -Loss of Grade Level Privileges
Physical Contact/Use of Force	-Lunch Detention -Parent Contact	-Parent Contact Disciplinary Action	-In-School Suspension -Parent Contact -Loss of Grade Level Privileges	-Out-of School Suspension -Parent Contact -Loss of Grade Level Privileges -Police Report
Misuse of the Computers	-Verbal Warning -Possible Parent Contact -Possible loss of computer privilege	-Parent Contact -Loss of Computer Privilege -Lunch Detention	-Parent Contact -After School Detention -Loss of Computer Privileges (Long Term)	
Bullying/Intimidation	- Follow HIB Procedures			
Sexual/Racial/Physical/Ethnic/Verbal/Religious Harassment	- Follow HIB Procedures			
Vandalism/Stealing	-Parent Contact -Disciplinary Action -Possible Police Report/Legal Action			
Fighting	-Parent Contact -Disciplinary Action -Possible Police Report/Legal Action			
Verbal Threats and/or Behavior	-Parent Contact -Disciplinary Action -Possible Police Report/Legal Action			
Alcohol, Tobacco, Drugs-Possession And/or Use	-Parent Contact -Disciplinary Action -Possible Police Report/Legal Action			
Weapons, Falsify an Alarm, Exploding Device, Arson	-Parent Contact -Disciplinary Action -Police Notification, Legal Action			

General Expectations for Students

For the safety of the students in the Warren Middle School:

Students are to remain on school grounds at all times during the school day. Students may not leave the school grounds under any circumstances without approval from the main office.

Students should walk in an orderly fashion in the halls and other areas of the school building. Running, pushing, and horseplay are prohibited. Inappropriate touching is strictly forbidden and will not be tolerated.

Respect for school property is expected from every student. Writing on desks, walls, etc. will not be tolerated. Students will be responsible for any damage or cleaning that is necessary in addition to appropriate disciplinary action.

A student shall not possess, handle, transmit, or threaten with or discharge/use any object that can reasonably be considered or converted to and/or used as weapon such as, but not limited to knives, guns, pellet guns, brass knuckles, fireworks, lighters, tear gas, mace, explosives, pepper gas, bats (other than for athletics), clubs, sticks, razors, and the like. Disciplinary action will be taken if a student is in possession of one or all of the above.

Smoking and or vaping in the building, on school property, or on the buses is prohibited at all times. This includes school sponsored activities after regular school hours. Possession of cigarettes, chewing tobacco, alcohol, electronic smoking device, or drugs of any type, including drug paraphernalia, is prohibited on school grounds. "Electronic smoking device" means an electronic device that can be used to deliver nicotine or other substances to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, cigarillo, or pipe. Failure to follow the above prohibition will result in disciplinary action.

Students are not permitted to an audio or visual recording of any students or staff members without their prior approval.

Locker Rules

1. Students will be assigned a locker and given the combination. This combination should not be shared with anyone. No other person should be allowed to go into your locker under any circumstances, with or without your approval.
2. Homeroom teachers will have a copy of your combination if you need it.
3. Jammed or broken lockers should be reported to a custodian.
4. Lockers will be checked occasionally by the principal, homeroom teacher, or physical education teacher. No items are to be posted on the outside of a locker. **Writing on a locker is not acceptable**, it is vandalism, and appropriate disciplinary action will be taken.
5. Locker cleanouts will occur throughout the course of the year.
6. No private locks are to be placed on the locker at any time.
7. Lockers are school property; therefore, they can and will be searched if necessary.

Lunch/Cafeteria

Students need to bring lunch to school. The PTO also provides food day lunches. Please refer to the PTO website for more information. Milk is available for purchase during lunch. No students are allowed to leave the school grounds for lunch.

Should a student forget their lunch, parents may drop it off in the drop box outside the main door. The lunch must be labeled with student name and grade and delivered at least ten minutes prior to the start of lunch. Lunches will be brought to the cafeteria where students may pick it up as they enter. The school is not responsible for lunches that are not picked up by a student. It is the responsibility of the student to retrieve his/her lunch by the end of their lunch period. Please see the bell schedule for lunch times. The school will not accept lunches delivered by vendor for any student.

The following rules should be adhered to at all times:

1. All students are responsible for cleaning their tables before leaving the cafeteria.
2. Each student should remain in the cafeteria until the lunch period is over unless he/she has been dismissed by the teacher in charge.
3. Table manners in the cafeteria should be an extension of those manners, which are expected and used at home.
4. Students are reminded that they are obliged to follow instructions and extend proper courtesies to all personnel.
5. Students are not permitted to take food out of the cafeteria.
6. Students are to remain seated during lunch except to pick up milk or to dispose of food.

* Note that administrators shall determine appropriate consequences based on variables such as student age, nature of the infraction, and past incidents if applicable.

When there is no direct observation by an adult of an incident reported by a child, the principal will have to use judgment in determining corrective action.

For more information, please reference Board of Education Policy #5600 [District website](#)

Confidentiality / Volunteer Guidelines

Parent volunteers in the lunch room and other areas of the building will often observe situations that should remain confidential. Training, experience and the law are clear that the school treat all student behaviors and circumstances confidentially. The following guidelines should be utilized by volunteers:

1. Always recognize that students have unique circumstances. Often, the school develops individual student plans that may require students to complete activities related to social or academic goals. At times these activities may be challenging. Students may demonstrate resistance or frustration as plans are implemented. Staff have been trained in specific strategies and should be the only ones interacting with students.
2. Parent volunteers should avoid discussions with or about individual children. Parent volunteers should not ask staff for specific information about any child (other than their own). If a parent wishes to discuss their own child, a conference should be set up with the appropriate staff member.
3. Parent volunteers should not address children in a disciplinary manner or try to fix a problem if a student is upset. If a volunteer notes a concern, he/she should inform a staff member immediately.
4. Parent volunteers should always respect student confidentiality, individual student plans, and exhibit behavior that is supportive of students and the school's code of conduct. If a volunteer does not uphold this standard, he or she may be asked to no longer volunteer in certain roles.

Dress Code

Students must wear clothing that is appropriate for school and which allows for freedom of movement and safety.

The Warren Township Board of Education recognizes that each pupil's mode of dress is the result of personal style and individual preferences. The Board will therefore not generally interfere with the rights of pupils and their parents/guardians to make decisions regarding their appearance, except when that choice negatively affects the educational programs, decorum or goals of the district. To this end, the following guidelines have been established:

1. Footwear must be worn at all times. Footwear that is considered unsafe (included but not limited to loose sandals, beach or shower type footwear, thin heeled clogs, or roller shoes) are not permitted.

2. Hats or other head coverings, except in the case of religious observance, may not be worn in the building. Exceptions can occur on specific school spirit days.
3. Each student must dress in a manner that does not attract undue attention. Shorts and skirts should not be a distraction. Skirts/shorts must not be shorter than fingertip length (when one's arms hang freely at the side, shorts must extend below the extended finger tips).
4. Clothing must not be tight, revealing or suggestive. Midriff, tube tops, strapless dresses, backless sundresses, spaghetti straps, halter tops, off the shoulder blouses/dresses, see-through articles, slashed clothing, sheer lace, and tight clothing may not be worn.
5. No chains of any type are allowed.

If necessary, school personnel will contact the parents of any pupil who is in violation of the dress and grooming policy and discuss appropriate steps. This may require bringing appropriate clothing to school.

Parents/guardians are asked to cooperate in helping the school district attain its objectives and foster pride and good taste in appearance by exercising positive guidance and authority.

Substance Abuse Policy

The Board of Education recognizes that a student's abuse of harmful substances seriously impedes that student's education and threatens the welfare of the entire school community. The Board is committed to the prevention of substance abuse and the rehabilitation of substance abusers by educational means, but will take the necessary and appropriate steps to protect the school community from harm and from exposure to harmful substances. Accordingly, the Board will establish policies and procedures in operating programs to support the social, emotional, and physical development of students in accordance with the provisions of N.J.S.A. 18A:40A-1 et seq. and N.J.A.C. 6A:16-4.1 et seq. The Board of Education will maintain a comprehensive substance abuse intervention, prevention, and treatment referral program in the schools of this district. Please refer to Board Policy #5530 [district website](#)

Health Services

A full-time certified school nurse is available to serve the health needs of the students. She is available for first aid and illness, as well as a resource for parents, students and faculty. Please call (908)753-5300, and select your school's prompt, anytime between 8 a.m. and 3 p.m. with any questions or concerns you may have. In addition, the school nurse conducts yearly height and weight assessments and vision and hearing screenings for all students. The nurse will also conduct scoliosis screenings for students over ten years old.

If your child has a communicable disease, please notify the nurse at (908)753-5300. You may phone anytime – day or night - to leave a message. Any viral or bacterial infections such as chicken pox, strep throat, etc., are illnesses which have adverse effects on students with lower immunity to infections. Prompt notification helps to protect the overall well-being of students and staff.

A parent note is also required to excuse a child from Physical Education for up to two days. PE excuses for more than two days require a physician's note. If a student is unable to participate in PE, they may not participate in afterschool sports that are school sponsored.

The medication policy in Warren Township covers all medications, whether over-the-counter or prescription. "Medication" includes any pill, liquid, inhaler, cream, lotion, nose or eye drops. If your child must take any medicine or put anything on his/her skin, the school nurse must have a note signed by a physician, as well as a note from the parent before any medication may be administered. A form is available in the health office which may be used. If a form is not available, please have the child's physician write an order on a prescription blank giving permission to the school nurse to administer the medication during school hours. When the medication is brought to school, the

parent can complete the balance of the form and the written order can be attached. Medication must be transported to and from school by a parent. No child is to carry any medication to school; no medication will be sent home with a child. For student safety, if a parent comes to the school to administer medication, the student will be called to the health office. No medication should be given to a student during school hours except through the health office.

Life-Threatening Allergies

Board Policy #5331

The Board of Education recognizes students may have allergies to certain foods and other substances and may be at risk for anaphylaxis. Anaphylaxis is a sudden, severe, serious, systemic allergic reaction that can involve various areas of the body (such as the skin, respiratory tract, gastrointestinal tract, and cardiovascular system). Anaphylaxis is a serious allergic reaction that may be rapid in onset and may cause death. Policy 5331 has been developed in accordance with the Guidelines for the Management of Life-Threatening Food Allergies in Schools developed by the New Jersey Department of Education.

An Individualized Healthcare Plan (IHP) and an Individualized Emergency Healthcare Plan (IEHP) will be developed for each student at risk for a life-threatening allergic reaction. Self-administration of medication, the placement and the accessibility of epinephrine, and the recruitment and training of designees who volunteer to administer epinephrine during school and at school-sponsored functions when the school nurse or designee is not available shall be in accordance with N.J.S.A. 18A:40-12 and Board Policy and Regulation 5330. School staff will be appropriately trained by the school nurse or designee to understand the school's general emergency procedures and steps to take should a life-threatening allergic reaction occur.

The school district will develop and implement appropriate strategies and prevention measures for the reduction of risk of exposure to food allergens throughout the school day, during before- and after-school programs, at all school-sponsored activities, in the cafeteria, or wherever food is present.

A description of the roles and responsibilities of parent(s) or legal guardian(s), staff, and students to prevent allergic reactions and during allergic reactions are outlined in Regulation 5331.

Every incident involving a life-threatening allergic reaction and/or whenever epinephrine is administered throughout the school day, during before- and after-school programs, and/or at all school-sponsored activities shall be reported to the school nurse or designee. The school nurse or designee shall be responsible to notify emergency responders, the Principal or designee, the school physician, and the Superintendent of Schools. The Superintendent shall inform the Board of Education after every incident including a life-threatening allergic reaction or whenever epinephrine is administered by the school nurse or designee. In addition, in accordance with the provisions of N.J.S.A. 18A:40-12.5.e.(3), the school nurse or designee shall arrange for the transportation of a student to the hospital emergency room by emergency services personnel after the administration of epinephrine, even if the student's symptoms appear to have resolved.

There will be occasions where food and/or beverages will be served as part of a classroom experience, field trip, and/or celebration. Because the ingredients of these food and beverage products may be unknown to the food preparation person and/or server, a student with anaphylaxis to food should not consume any food products that he/she is unsure of the ingredients. The teacher will provide, whenever possible, advance notice of the classroom experience, field trip, or celebration in order for the student to bring a food or beverage product from their home so they may participate in the activity.

When a parent(s) or legal guardian(s) informs the Building Principal and the school nurse the student may have an anaphylactic reaction to a substance other than food, the Building Principal will work with school staff to determine if these substances are on school grounds. The Building Principal will inform and work with the parent(s) or legal guardian(s) and the student to avoid the student's exposure to these substances if present on school grounds.

School staff will be appropriately trained by the school nurse or designee to understand the school's general emergency procedures and steps to take should a life-threatening allergic reaction occur. The school nurse or designee will provide appropriate training to school staff to understand allergies to food and other substances, to recognize symptoms of an allergic reaction, and to know the school's general emergency procedures and steps to take should a life-threatening allergic reaction occur. The school nurse will work with appropriate school staff to eliminate or substitute the use of allergens in the allergic student's meals, educational/instructional tools and materials, arts and crafts projects, or incentives.

Policy and Regulation 5331 should be annually reviewed, evaluated, and updated where needed. Policy and Regulation 5331 will be disseminated and communicated to all parent(s) or legal guardian(s) of students in the school in the beginning of each school year and when a student enters the school after the beginning of the school year.

N.J.S.A. 18A:40-12.3 through 18A:40-12.6

New Jersey Department of Education - Guidelines for the Management of Life-Threatening Food Allergies in Schools – September 2008

Adopted: 18 June 2018

A. Definitions

1. Anaphylaxis - A serious allergic reaction that is rapid in onset and may cause death.
2. Epinephrine (adrenaline) - A drug that can be successfully utilized to counteract anaphylaxis.
3. Food Allergy - A group of disorders characterized by immunologic responses to specific food proteins. In the United States, the most likely common allergens in adults and children are cow's milk, eggs, peanuts, wheat, soy, fish, shellfish, and nuts.
4. Individualized Emergency Healthcare Plan (IEHP) - A personalized healthcare plan written by the certified school nurse that specifies the delivery of accommodations and services needed by a student in the event of an emergency.
5. Individualized Healthcare Plan (IHP) - A plan written by the certified school nurse that details accommodations and/or nursing services to be provided to a student because of the student's medical condition based on medical orders written by a health care provider in the student's medical home.
6. School-Sponsored Function - Any activity, event, or program occurring on or off school grounds, whether during or outside of regular school hours, that is organized and/or supported by the school.

B. Policy and Regulation Development

1. Policy and Regulation 5331 address different allergens, varying ages and maturity levels of students, and the physical properties and organizational structures of schools in this school district. The components below were critical in developing Policy and Regulation 5331.
 - a. The school district nursing staff, in consultation with the school physician, if needed:
 - 1) Assessed the overall health needs of the student population at risk for anaphylaxis, particularly students with food allergies; and
 - 2) Assessed current and relevant policies and/or protocols regarding the care of students with life-threatening allergies and identified areas in need of development or improvement.

2. Policy and Regulation 5331 were developed using a multidisciplinary team that included various school district administrators, teachers, and support staff members.
3. Additional factors need to be regarded at the secondary school level in order to provide the best care for food-allergic teens. The multidisciplinary team should consider the factors below when developing Policy and Regulation 5331 as it pertains to food-allergic teens.
 - a. Students move to different classrooms, frequently in larger buildings and campuses, presenting needs for updated avoidance strategies, epinephrine availability, and designated assistance.
 - b. Students may have open lunch periods and accompany friends to local eateries.
 - c. Students may have access to vending machines.
 - d. Certain classes give rise to new avoidance issues, e.g., chemistry/biology labs, home economics/culinary class, etc.
 - e. The number of off-site school-sponsored functions increases, e.g., travel, sometimes to States and foreign countries; athletic games and competitions, sometimes in other towns; dances; etc.
 - f. Risk-taking behaviors frequently accompany the independence of adolescent years.
 - g. N.J.S.A. 18A:40-12.6 provides for a delegate for the emergency administration of epinephrine even when a student is able to self-administer life-saving medication. Although teenage students will more than likely be permitted to carry and self-administer emergency medications, those students are not to be expected to have complete responsibility for the administration of epinephrine. A severe allergic reaction can completely incapacitate a student and inhibit the ability to self-administer emergency medication. Therefore, the school nurse or volunteer delegate shall be available during school and school-sponsored functions to administer epinephrine in an emergency in accordance with the provisions of N.J.S.A. 18A:40-12.5.e.(2).
4. The Principal and/or the school nurse will educate staff and the community regarding Policy and Regulation 5331; obtain feedback on the implementation and effectiveness of the Policy and Regulation; and annually review, evaluate, and update the Policy and Regulation, as needed or required by law.

C. Prevention Measures

1. Considerations for the Cafeteria

The Principal, in consultation with the school nurse, teaching staff members, food service staff members, and other appropriate staff members, will work to make the cafeteria environment as safe as possible for food-allergic students. This process includes making determinations about serving foods with known allergens and identifying steps that can be taken to reduce the chance of accidental exposure. The steps may include:

- a. Training to food service personnel on food label reading and safe handling, as well as safe meal substitutions for food-allergic children.
- b. Educating cafeteria staff and monitors about food-allergy management and make them aware of the students who have life-threatening food allergies.

- c. Developing and implementing standard procedures for cleaning tables, chairs, and trays, particularly those designated as allergen-safe, after lunch periods using dedicated and disposable supplies to avoid cross contact.
- d. When possible, sharing ingredient/allergen information for food provided by the school to students and parent(s) or legal guardian(s).
- e. Making allergen-safe table(s) an available option for allergic students.
- f. Considering allergen-full table(s) (i.e., all those eating peanut butter sit together).
- g. Discouraging students from sharing or trading food/snack items, drinks, straws, or utensils.
- h. Encouraging students to wash hands before and after eating.
- i. Considering the benefits and ramifications of serving and/or removing allergen-containing foods or removing a particular food item from the school menu.
- j. Making accommodations in the event a student cannot be in direct proximity to certain allergens that are being cooked/boiled/steamed.

2. Considerations for the Classroom

Provisions will be made to develop safeguards for the protection of food-allergic students in the classroom. The school nurse will work with the classroom teacher(s) so the teacher understands and is able to initiate the student's IEHP, as necessary.

- a. If possible, consider prohibiting the use or consumption of allergen-containing foods in the classroom.
- b. Conduct training for teachers, aides, volunteers, substitutes, and students about food allergies.
- c. Develop and implement a procedure that will alert substitute teachers to the presence of any students with food allergies and any accompanying instructions.
- d. Develop and implement a letter to parent(s) or legal guardian(s) of classmates of the food-allergic student (without identifying the student), particularly in lower grades, explaining any prohibitions on food in the classroom.
- e. Discourage the use of food allergens for classroom projects/activities, classroom celebrations, etc.
- f. Encourage the use of non-food items for all classroom events/activities, as a way to avoid the potential presence of major food allergens.
- g. Notify parent(s) or legal guardian(s) of classroom celebrations that involve food with particular attention to notification of parent(s) or legal guardian(s) of food-allergic children.
- h. Encourage students to wash hands before and after eating.
- i. Develop and implement standard procedures for cleaning desks, tables, and the general classroom area.

3. General Considerations for the School Environment

The Principal, in consultation with the school nurse, teaching staff members, food service staff members, and other appropriate staff members, will work to make the school environment as safe as possible for the food-allergic student to include:

- a. Developing and implementing cleaning procedures for common areas (i.e., libraries, computer labs, music and art rooms, hallways, etc.).
- b. Developing and implementing guidelines for food fundraisers (i.e. bake sales, candy sales, etc.) that are held on school grounds.
- c. Avoiding the use of food products as displays or components of displays in hallways.
- d. Developing protocols for appropriate cleaning methods following events held at the school, which involve food.

4. Field Trips and Other School Functions

N.J.S.A. 18A:40-12.6 requires a nurse or delegate to be available during school and school-sponsored functions in the event of anaphylaxis. Students with food allergies should participate in all school activities and will not be excluded based on their condition. The appropriate school staff member(s) should:

- a. Communicate (with parent(s) or legal guardian(s) permission) relevant aspects of the IEHP to staff, as appropriate, for field trips, school-sponsored functions, and before- and after-school programs.
- b. Encourage long-term planning of field trips in order to ensure that food-allergic students receive needed services while away from school.
- c. Evaluate appropriateness of trips when considering the needs of students e.g., a trip to a dairy farm should not be scheduled for a class with a milk-allergic student.
- d. Encourage, but do not require, parent(s) or legal guardian(s) of food-allergic students to accompany their child on school trips.
- e. Implement the district's procedure for the emergency administration of medications.
- f. Implement the district's procedure for emergency staff communications on field trips.
- g. Inform parent(s) or legal guardian(s), when possible, of school events at which food will be served or used.

5. Bus Transportation

The district administrative staff and transportation personnel will consider the needs of students with life-threatening allergies while being transported to and from school and to school-sponsored activities. The appropriate school staff member(s) should:

- a. Advise bus drivers of the students that have food allergies, symptoms associated with food-allergic reactions, and how to respond appropriately.
- b. Assess the emergency communications systems on buses.
- c. Consider assigned bus seating i.e., students with food allergies can sit at the front of the bus or can be paired with a "bus buddy."

d. Assess existing policies regarding food on buses.

6. Preparing for an Emergency

The Principal and school nurse will establish emergency protocols and procedures in advance of an emergency. These protocols and procedures should:

- a. Provide training for school personnel about life-threatening allergic conditions.
- b. Create a list of volunteer delegates trained by the nurse in the administration of epinephrine, and disseminate the list appropriately.
- c. Ensure that epinephrine is quickly and readily accessible in the event of an emergency. If appropriate, maintain a backup supply of the medication.
- d. Coordinate with local EMS on emergency response in the event of anaphylaxis.
- e. Consider conducting anaphylaxis drills as part of the district or school-wide emergency response plan.
- f. Ensure access to epinephrine and allergy-free foods when developing plans for fire drills, lockdowns, etc.
- g. Ensure that reliable communication devices are available in the event of an emergency.
- h. Adhere to Occupational Safety and Health Administration (OSHA) and Universal Precautions Guidelines for disposal of epinephrine auto-injectors after use.

7. Sensitivity and Bullying

A food-allergic student may become victim to threats of bullying related to his/her condition. N.J.A.C. 6A:16-7.9 requires each Board of Education to develop, adopt, and implement a policy prohibiting harassment, intimidation, or bullying on school grounds, including on a school bus or at a school-sponsored function, pursuant to N.J.S.A. 18A:37-15. The appropriate school staff member(s) should:

- a. Remind students and staff that bullying or teasing food-allergic students will not be tolerated and violators should be disciplined appropriately.
- b. Offer professional development for faculty and staff regarding confidentiality to prevent open discussion about the health of specific students.
- c. Discourage needless labeling of food-allergic students in front of others. A food-allergic student should not be referred to as “the peanut kid,” “the bee kid” or any other name related to the student’s condition.
- d. Roles and Responsibilities for Managing Food Allergies
- e. The risk of accidental exposure to foods can be reduced in the school setting if schools, students, parent(s) or legal guardian(s), and physicians work together to minimize risks of exposure to allergens and provide a safe educational environment for food-allergic students.

1. Family’s Role

- a. Notify the school of the student’s allergies.

- b. Work with the school team to develop a plan that accommodates the student's needs throughout the school, including the classroom, the cafeteria, after-care programs, during school-sponsored activities, and on the school bus, as well as an IEHP.
- c. Provide written medical documentation, instructions, and medications as directed by a physician, using the Food Allergy Action Plan as a guide. Include a photo of the child on written form.
- d. Provide properly labeled medications and promptly replace medications after use or upon expiration.
- e. Educate the child in the self-management of their food allergy including: safe and unsafe foods; strategies for avoiding exposure to unsafe foods; symptoms of allergic reactions; how and when to tell an adult they may be having an allergy-related problem; and how to read food labels (age appropriate).
- f. Review policies and procedures with the school staff, the child's physician, and the child (if age appropriate) after a reaction has occurred.
- g. Provide current emergency contact information and update regularly.

2. School's Role

- a. Review the health records submitted by parent(s) or legal guardian(s) and physicians.
- b. Identify a core team including the school nurse, teacher, Principal, and school food service and nutrition manager/director to work with parent(s) or legal guardian(s) and the student (age appropriate) to establish an IEHP. Changes to the IEHP that promote food allergy management should be made with core team participation.
- c. Assure that all staff who interact with the student on a regular basis understand food allergies, can recognize symptoms, know what to do in an emergency, and work with other school staff to eliminate the use of food allergens in the allergic student's meals, educational tools, arts and crafts projects, or incentives.
- d. Coordinate with the school nurse to ensure medications are appropriately stored and ensure an emergency kit is available that contains a physician's standing order for epinephrine. Epinephrine should be kept in a secure but unlocked location that is easily accessible to delegated school personnel.
- e. Students who are permitted to self-administer should be permitted to carry their own epinephrine in accordance with State regulations and district policy.
- f. Designate school personnel who volunteer to administer epinephrine in an emergency.
- g. Be prepared to handle a reaction and ensure there is a staff member available who is properly trained to administer medications during the school day, regardless of time or location.
- h. Review policies and prevention plans with the core team members, parent(s) or legal guardian(s), student (age appropriate), and physician after a reaction has occurred.
- i. Work with the transportation administrator to insure that school bus drivers receive training that includes symptom awareness and what to do if a reaction occurs and assess the means by which a bus driver can communicate during an emergency, including proper devices and equipment.
- j. Discuss field trips with the family of the food-allergic child to decide appropriate strategies for managing the food allergy.

- k. Follow Federal and/or State laws and regulations regarding sharing medical information about the student.
 - l. Take threats or harassment against an allergic child seriously.
3. Student's Role
- a. Students should not trade food with others.
 - b. Students should not eat anything with unknown ingredients or known to contain any allergens.
 - c. Students should be proactive in the care and management of their food allergies and reactions based on their developmental level.
 - d. Students should notify an adult immediately if they eat something they believe may contain the food to which they are allergic.

Electronic communication and recording devices

Board Policy #5516

"Electronic communication and recording device (ECRD)" includes any device with the capability to audio or video record or is capable of receiving or transmitting any type of communication between persons. An ECRD includes, but is not limited to, cameras, cellular and wireless telephones, pagers/beepers, laptop computers, electronic readers, personal digital assistants (PDAs), two-way radios, portable fax machines, video broadcasting devices, and any other device that allows a person to record and/or transmit, on either a real time or delayed basis, sound, video, or still images, text, or other information.

Students are not permitted to use cellular telephones (or any ECRDs) while school is in session unless the cellular telephone is a tool to be used at the discretion of the teacher during a classroom lesson. If not being used in a teacher-approved manner, cellular telephones must be turned off while the student is in the school building and may only be turned on after school has concluded for the day, or outside the building. After school use of cellular telephones in the building is permitted, provided it does not disturb or interfere with students, staff or visitors who are involved in any after school activities. Cellular phones may be used by students in situations deemed to be an emergency by the person in charge. The building Principal may confiscate cellular phones that are turned on in violation of this policy, and the student will be subject to appropriate disciplinary action. The bus ride to and from school is considered to be an extension of the school day. Therefore, students are not permitted to use cellular phones and other ECRDs on the bus.

Photographs Taken By Parents/ Students at School Events

The District does not endorse or assume liability for the distribution of photographs to other parents or students, and parents or students who distribute or post online such photographs take full responsibility for their distribution.

Monitoring Devices on School Vehicles

Board Policy #8690

The Board of Education recognizes that safe and secure conditions for all students transported in school owned or contracted school vehicles is paramount. Students transported in a school owned or contracted school vehicle must maintain proper discipline in the vehicle at all times.

To maintain the safe and secure conditions for all students transported on school owned or contracted school vehicles, the Board may use devices to monitor and/or observe student behavior, teacher and support staff behavior, school bus driver discipline procedures and/or school bus driver driving techniques. The device may be a sound video camera, a voice monitoring device or other appropriate devices. Each school vehicle will have a sign clearly posted in the school vehicle stating that:

“Video And/Or Audio Monitoring Devices Are Used On School Owned And Contracted Vehicles And This Vehicle May Be Monitored At Any Time.”

The recording may be used in student and staff discipline matters, driver evaluations or for driver discipline or training. Notice of this policy will be provided to parent(s) or legal guardian(s) and all transportation personnel each year in staff, student and/or parent handbooks.

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).

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 6-8:

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.

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 student's 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 FERPA. 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 student's 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 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