

**DISTRICT HANDBOOK**  
**WARREN TOWNSHIP BOARD OF EDUCATION**  
**2019-2020**



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><b>BOARD OF EDUCATION MEMBERS</b></p> <p>David Brezee, President          Lisa DiMaggio, Vice-President          Aaron Bellish          Christian Bellmann          Naresh Chand          Marc Franco          Jeannine Sarosy          Ayanna Taylor-Venson          Patricia Zohn</p>	<p><b>*** A MESSAGE FROM THE SUPERINTENDENT ***</b></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 while focusing on the whole child. The whole child approach to education is predicated on the belief that it takes a learning community to support a student’s progress through the school system and beyond. We are 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 a pleasure to welcome you to the 2019-2020 school year. Together, we will continue to “shine brighter every day!”</p> <p style="text-align: right;"><i>Dr. Matthew A. Mingle</i></p>
--	---

<p><b>Dr. Matthew Mingle</b>  <b>Superintendent of Schools</b>          Administration Office          213 Mt. Horeb Road</p>	<p><b>Mrs. Patricia Leonhardt</b>  <b>School Business Administrator/          Board Secretary</b>          Administration Office          213 Mt. Horeb Road</p>	<p><b>Mr. Derek Ressa</b>  <b>Director of Special Services</b>          Administration Office          213 Mt. Horeb Road</p>	<p><b>Mrs. Shannon Sharkey</b>  <b>Supervisor of Special Education</b>          Angelo L. Tomaso Elementary School          46 Washington Valley Road</p>	<p><b>Mr. William Kimmick</b>  <b>Curriculum Director</b>          Warren Middle School          100 Old Stirling Road</p>
<p><b>Mrs. Stacey Hann-Modugno</b>  <b>Curriculum Supervisor</b>          Warren Middle School          100 Old Stirling Road</p>	<p><b>Ms. Christine Smith</b>  <b>Principal</b>          Angelo L. Tomaso Elementary School          46 Washington Valley Road</p>	<p><b>Mrs. Alison Tugya</b>  <b>Principal</b>          Central Elementary School          109 Mt. Bethel Road</p>	<p><b>Mr. Scott Cook</b>  <b>Principal</b>          Mt. Horeb Elementary School          80 Mt. Horeb Road</p>	<p><b>Mr. Jeff Heaney</b>  <b>Principal</b>          Woodland Elementary School          114 Stirling Road</p>
<p><b>Mr. George Villar</b>  <b>Principal</b>          Warren Middle School          100 Old Stirling Road</p>	<p><b>Ms. Maria Mensinger</b>  <b>Dean of Students/Assistant Principal</b>          Warren Middle School          100 Old Stirling Road</p>	<p><b>Mr. Michael Pate</b>  <b>Supervisor of Bldgs. &amp; Grounds</b>          Bldgs &amp; Grounds/Transportation          94 Mountain Avenue</p>	<p><b>Mrs. Jan Donlay</b>  <b>Transportation Coordinator</b>          Bldgs &amp; Grounds/Transportation          94 Mountain Avenue</p>	<p><b>Mr. Lance Riegler</b>  <b>Network Administrator</b>          Warren Middle School          100 Old Stirling Road</p>

<b>STANDARD INSTRUCTIONAL HOURS</b>	<b><u>Instructional START</u></b>	<b><u>Instructional FINISH</u></b>	<b><u>TOTAL INSTRUCTIONAL TIME</u></b>	
ALT	8:10am	2:50pm	6 hours, 40 minutes	<b>NOTE: STATE LAW REQUIRES A MINIMUM OF 4.0 HOURS OF INSTRUCTION PER DAY AND A MINIMUM OF 180 INSTRUCTIONAL DAYS PER YEAR.</b>
CS/MH/WS	8:50am	3:30pm	6 hours, 40 minutes	
Warren Middle	8:10 am	2:50pm	6 hours, 40 minutes	
(MH) Partners in Preschool <i>AM and PM Sessions</i>	9:10 am 12:40 pm	11:40 am 3:10 pm	2 hours, 30 minutes Monday-Friday	
<b>DELAYED OPENINGS</b>	<b><u>Instructional ISTART</u></b>	<b><u>Instructional FINISH</u></b>	<b><u>TOTAL INSTRUCTIONAL TIME</u></b>	
ALT	10:10 am	2:50pm	4 hours, 40 minutes	2 hours later in the morning-no change in pm
CS/MH/WS	10:50am	3:30 pm	4 hours, 40 minutes	2 hours later in the morning-no change in pm
Warren Middle	10:10 am	2:50 pm	4 hours, 40 minutes	2 hours later in the morning-no change in pm
(MH) Partners in Preschool	Cancel AM	12:40 pm- 3:10 pm	2 hours, 30 minutes	AM - PIP cancelled
<b>HALF DAYS &amp; EARLY DISMISSAL</b>	<b><u>Instructional ISTART</u></b>	<b><u>Instructional FINISH</u></b>	<b><u>TOTAL INSTRUCTIONAL TIME</u></b>	<b>SCHEDULED HALF DAYS (11/4-6, 11/27, 12/20, 5/21 AND THE LAST TWO DAYS OF SCHOOL) AND EMERGENCY CLOSINGS</b>
ALT	8:10am	12:50pm	4 hours, 40 minutes	30 minute lunch period is included
CS/MH/WS	8:50am	1:30pm	4 hours, 40 minutes	30 minute lunch period is included
Warren Middle	8:10am	12:50pm	4 hours, 40 minutes	No lunch period (15 min. for passing time included)
(MH) Partners in Preschool	9:10 am - 11:40 am	Cancel PM	2 hours, 30 minutes	PM PIP cancelled – early dismissal due to emergency closing



In the event that there is a need to make up additional school days, scheduled days off will become days of attendance in the following order: May 22, April 6, 7, 8, 9.

### 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).

**Welcome to**

**Woodland School**

## **Arrival/Dismissal Procedures** (school specific)

A.M. Staff is on duty to supervise children beginning at 8:40 AM. Children will go directly to the APR upon arrival, drop off their lunch items, and line up by homeroom. At 8:50, students will be dismissed from the APR to their homerooms. P.M. Children will be dismissed from their classrooms to the buses or aftercare. Parents picking up their child, should arrive at approximately 3:20 and report directly to the APR.

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 All-Purpose Room before the child will be allowed to leave the building or school property. Notes are also required for After-School Clubs, Scouts, Brownies, Daisies, etc., on the day of such meeting. Notes must be specific. No blanket notes for the entire year will be accepted. Parents are to pick-up their children in the All-purpose Room at dismissal.

*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 a government issued ID (eg., driver's license) 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 our nurse, Mrs. Tatiana Neri, at 908-753-5300 ext. 5503. 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, the school nurse will call your home to verify the absence.

If your child is absent for two days, you are encouraged to obtain missed class work and homework by calling the school office at 908-753-5300 ext.5501. Our office staff will gladly relay this request to the classroom teacher and, if your call is placed before our school routine begins, work may be picked up at the end of school the same day or may be sent home with a sibling, friend or neighbor.

Early Pick-up: Should it become necessary to excuse a child early from school, please put this request in writing. Indicate the name of the person picking up your child. Please 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., he/she may also be directed to remain indoors during recess play.

### **Tardiness**

Punctuality is of the utmost importance. When students are late to homeroom, they miss important morning routines, the opportunity to transition smoothly into the school day, and the opportunity to properly organize their school belongings. Pupils 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](#).

## 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 nutrition and wellness guidelines for parents planning birthday parties, special celebrations, etc. that follow are provided for your convenience to better understand how the policy will be implemented in the district's four elementary schools.

Healthy eating and an active lifestyle are essential for students to achieve their full academic potential, full physical and mental growth, and lifelong health and well-being. The school district shall help all students, staff members and parents by providing information about nutritious food choices and enjoyable physical activity choices that can last a lifetime. To that end, the entire Warren school community shall be encouraged to model healthy eating and an active lifestyle as a valuable part of one's daily routine.

School officials shall attempt to balance the following four (sometimes competing) priorities. In order to do that, please note that **ALL FOOD ITEMS MUST BE DELIVERED TO THE MAIN OFFICE NO LATER THAN 10:00 AM** and will not be permitted if they do not adhere to the following:

1. **Nutrition:** To teach and model healthy eating and lifestyle habits.

Foods of minimal nutritional value (FMNV) *as defined by the United States Department of Agriculture* are those foods contained in the following categories: soda water, water ices, chewing gum, hard candy, jellies and gums, marshmallow candies, fondant, licorice, spun candy and candy coated popcorn. FMNV shall not be served at any time in school, including parties and special celebrations, no exceptions.

Board Policy 8505 (Local Wellness/Nutrition) addresses the fact that FMNV, as well as food and beverage items listing sugar as the first ingredient, and all forms of candy, are not to be served, sold or given out during school (except in very limited circumstances). In an attempt to find a reasonable compromise in these areas, the ban on foods/beverages w/ sugar as the first ingredient, and on candy, shall not be applied to birthday parties, special celebrations, etc. Please note that all FMNV (as defined above) are not permitted, ever.

2. **Allergies:** To protect the health of all students.

- Foods containing peanuts or peanut products will not be permitted to be served at school.
- The school nurse will inspect all food that will be brought into a classroom in which students with allergies are present.
- All foods brought into schools for parties or special celebrations must include an ingredient list.
- It is strongly recommended that parents supply an alternate food item for students with allergies.

3. **Education:** To create an educational balance.

- Excessive amount of time spent on celebrations comes with an education cost in the classroom (as do certain food excesses, such as too much sugar.)
- Serving sizes should be in moderation such as mini-treats.
- Suggested treats: 100 Calorie packs; fruits/vegetables & dip; mini-cupcakes; pretzels; animal crackers; granola bars; string cheese; fruit snacks; pudding snacks – MODERATION IS THE KEY!

4. **Climate:** To maintain celebrations as a part of school culture.

- Celebrations in moderation can enhance student learning and build community.
- Crafts, games, or stories, in lieu of food at class parties or birthdays, should be considered.

**Each class is permitted 5 classroom/school wide parties:**

- Halloween
- Holiday Party
- Valentine's Day
- End of the Year
- ONE additional celebration per grade
- Any additional food related celebrations must receive prior approval from the principal

**During EACH Party Celebration ONLY the following items are allowed:**

1. To drink: **ONLY WATER**
2. **ONE sweet treat *off the district approved list*** (brought by ONE parent)
3. **ONE savory treat** (pretzel, goldfish or popcorn) (brought by ONE parent)
4. **ONE fruit or vegetable platter** (brought by ONE parent)

**No other celebrations or rewards for the class can involve food.**

**Birthdays will be recognized in the following ways:**

Student's name announced in the morning with a small prize given (pencil, sticker, certificate), recognize student in the classroom, parent may donate a book or game to class.

**Approved Foods for School Wide/ Classroom Celebrations and Parties:**

Homemade items made from scratch (NO SPRINKLES, COLORED SUGARS, GEL, OR ANY TYPE OF DECORATION ALLOWED) are welcomed as long as they are limited to cookies, brownies, cupcakes, muffins or Rice Krispie Treats. Please avoid nut ingredients in baking. If using a boxed baking product, only the brands listed below are permitted (NO SPRINKLES, COLORED SUGARS, GEL, OR ANY TYPE OF DECORATION ALLOWED). Boxes and containers of ALL ingredients must be brought in along with food.

Cake Mix, Brownie Mix, Muffin Mix and Frosting

Betty Crocker

Cherrybrook Kitchen

Pillsbury (EXCEPT the refrigerated premade batter i.e. slice and bake)

Regular size Shop Rite Brand cupcakes (not the mini Shop Rite Brand cupcakes)

**NO COOKIE CAKES ALLOWED**

Donuts

Entenmann's - Little Bites and small donuts: glazed, chocolate, powdered

**NO DUNKIN DONUTS ALLOWED**

Cookies

Chips Ahoy- Chocolate Chip

Oreos (regular, golden, or minis)

**Hershey chocolate chips** (NOT Tollhouse or Ghirardelli)

Barnum Animal Crackers

Fruits/vegetables

Fresh Fruit

Fresh Vegetables: baby carrots, celery, grape tomatoes, cucumber, etc.

Other Snacks

Pudding Snacks (Jello-O brand)

Kellogg's brand Rice Krispie Treats (original)

Ice Pops

UTZ Pretzels and Shop Rite Brand Pretzels

Philly Swirls (gluten, nut, dairy free)

Goldfish crackers

Skinny Pop and Smart Pop Popcorn

**Parents of students with food allergies or food intolerances may bring in a separate supply of snacks for their child as needed for classroom celebrations.**

**\*\*\*Please continue to check ingredients on all labels as they are subject to change. Include all ingredient lists with food whether store bought or homemade.**

**ALL FOOD ITEMS MUST BE BROUGHT TO THE MAIN OFFICE TO BE CHECKED BY THE NURSE NO LATER THAN 10:00 AM.**



## 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 either a trimester basis (grades K-3) or quarterly basis (grades 4-8). 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

### Marking Periods for the 2019-2020 school year:

#### ACADEMIC QUARTERS (GRADES 4-5)

QUARTER 1 SEPTEMBER 3 (Tuesday) – NOVEMBER 12 (Tuesday)

QUARTER 2 NOVEMBER 13 (Wednesday) – JANUARY 28 (Tuesday)

QUARTER 3 JANUARY 29 (Wednesday) – APRIL 1 (Wednesday)

QUARTER 4 APRIL 2 (Thursday) – Anticipated Last Day of School (6/19/20)

#### ACADEMIC TRIMESTERS (GRADES K-3)

TRIMESTER 1 SEPTEMBER 3 (Tuesday) – DECEMBER 5 (Thursday)

TRIMESTER 2 DECEMBER 6 (Friday) – MARCH 12 (Thursday)

TRIMESTER 3 MARCH 13 (Friday) – Anticipated Last Day of School (6/19/20)

Quarter	Marking Period Ends	Report Cards Sent Home
1	11/12/2019 (Tuesday)	On or about 11/25/2019
2	1/28/2020 (Tuesday)	On or about 2/11/2020
3	4/1/2020 (Wednesday)	On or about 4/17/2020
4	Last Day of School (6/19/20- Anticipated)	6/19/20 (Anticipated)

Trimester	Marking Period Ends	Report Cards Sent Home
1	12/5/2019 (Thursday)	On or about 12/18/2019
2	3/12/2020 (Friday)	On or about 3/26/2020
3	Last Day of School (6/19/20- Anticipated)	6/19/20 (Anticipated)

### Conferences

Parent-Teacher conferences will be held on November 4, 5, and 6, 2019. An early dismissal schedule will be followed on these days. Conference sign up will take place at Back to School Night. 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.

In the elementary school homework should 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, recognizing that homework time increases as students advance in grade levels.

Weekend homework should be occasional and at the teacher's discretion.

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 Woodland 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 website](#).

Woodland School Anti-Bullying Specialists:

Alexandra Pranzo, Guidance Counselor

Contact Information:

Email: [epraanzo@warrentboe.org](mailto:epraanzo@warrentboe.org)

Phone: 908-753-5300, Extension 5505

Warren Township School Anti-Bullying Coordinator:

Derek Ressa, Director of Special Services

Contact Information:

Email: [dressa@warrentboe.org](mailto:dressa@warrentboe.org)

Phone: 908-753-5300, Extension 5716

# DATING VIOLENCE AT SCHOOL

## **Board 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 / Student Discipline

Visit the [district website](#) for the complete policy #5500 (Expectations for Student Conduct) and #5600 (Student Discipline/Code of Conduct). [Click here](#) for the complete regulation.

The Board of Education believes that students should commit themselves to learning and to the development of their unique potential. Students should know that their attitudes and acts affect both their own and their classmates' learning and should accept responsibility for helping to create a positive school environment. With the support and assistance of school staff members and parent(s) or legal guardian(s), all students can contribute to the effectiveness of the schools and the value of their education.

The Board expects all students in this school district, commensurate with their age and ability, to:

1. Prepare themselves mentally and physically for the process of learning;
2. Respect the person, property, and intellectual and creative products of others;
3. Take responsibility for their own behavior;
4. Use time and other resources responsibly;
5. Share responsibilities when working with others;
6. Meet the requirements of each course of study;
7. Monitor their own progress toward school objectives; and
8. Communicate with parent(s) or legal guardian(s) and appropriate school staff members.

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

Possible responses to code of conduct violations (non-exhaustive):

- Reminder about behavior
- Phone call home
- Discussion with school personnel
- Written reflection
- Removal from recess
- Removal from lunch
- Denial of privileges including participation in special events
- Suspension - In or out of school

- Required meeting with parents
- Counseling

- 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.

### **Student Right of Privacy**

The Board of Education recognizes that a student's right of privacy may not be violated by unreasonable search and seizure and directs that no student be searched without reason or in an unreasonable manner.

Teaching staff members are charged with the responsibility of maintaining order and discipline in the schools and of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, a teaching staff member may search or request the search of the person or property of a student as authorized by this policy, with or without the student's consent, whenever he/she has reasonable grounds to suspect that the search is required to discover evidence of a violation of law or of school rules. The extent of the search will be governed by the seriousness of the alleged infraction, the student's age, and the student's disciplinary history. Except in exigent circumstances, an intrusive search of a student's person or intimate personal belongings shall be conducted by a person of the student's gender.

Visit the [district website](#) to reference the complete policy #5770.

## **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:

- 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.
- 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.
- 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.
- 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. For more information, reference Board Policy #9180.

## **Dress Code**

Children 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:

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.

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.

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 finger-tip length (when one's arms hang freely at the side, shorts must extend below the extended finger tips).

Clothing must not be tight, revealing or suggestive. Midriff, tube tops, strapless dresses, backless sundresses, tank tops, halter tops, off the shoulder blouses/dresses, see-through articles, slashed clothing, sheer lace, and tight spandex type clothing may not be worn.

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

### Board Policy #5530

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.

### 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 9 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 phone 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 gym for up to two days. Gym excuses for more than two days require a physician's note. If a student is excused from gym, he/she may be directed to remain indoors during lunch play.

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 other States and foreign countries; athletic games and competitions, sometimes in other towns; dances;
    - 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 Trip 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

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.

# 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

## 2019 - 2020 PTO Presidents

<b>ALT</b>	Areli Buzzerio, Carina Bellmann
<b>Central</b>	Erica Feldman, Lisa Slepokura
<b>Mt. Horeb</b>	Darlene Carter, Darby Finkelstein
<b>Woodland</b>	Tricia Patricco
<b>Middle School</b>	Heather Silver
<b>SEPAG</b>	Carrie Kahana, Paige Jasaitis



**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 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.

**SPECIAL EDUCATION PARENT ADVISORY GROUP:** The Warren Township Schools Special Education Parent Advisory Group (WTS SEPAG) is a forum to provide input to the Director of Special Services concerning students with disabilities. It is the mission of the WTS SEPAG to enhance the quality of district-wide special education policies, programs and services as well as promoting the inclusion of all children and their families with special needs in our district. WTS SEPAG has a PTO Council Representative that supports this mission through a collaborative process within the structure of our school PTOs.

## 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 8330 (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.

**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, Mr. Derek Ressa 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).

# 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.

**PARENT INITIATED REFERRAL TO SPECIAL EDUCATION:** When a parent makes a written request for an evaluation to determine eligibility for services:

- A. The written request shall be received and dated by the Child Study Team;
- B. The written request shall be immediately forwarded to the office of special services/special education and copied to the school principal;
- C. A file will be initiated to include a timeline for processing the referral including the date that initiates the twenty-day timeline for conducting the referral/identification meeting and any forms used to open a case;
- D. Upon receipt of the referral a request for a summary and review of health and medical information regarding the student shall be forwarded to the school nurse who will transmit the summary to the CST;
- E. The Child Study Team will convene a referral/identification meeting within twenty calendar days (excluding school holidays, but not summer vacation) of the date the request was received by the district;
- F. A “Notice of Referral/Identification Meeting” will be sent to the parent(s);
- G. The notice will contain “Parental Rights in Special Education” (PRISE) Booklet; and
- H. The referral/identification meeting will be attended by the parent(s), CST, and regular education teacher.

**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 Mr. Derek Ressa. If there are concerns about discrimination, he 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 Mr. Derek Ressa, 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. WTS SEPAG hosts information meetings throughout the year. Parents are encouraged to participate. Further information is available through contacting Special Services Department or emailing [warrentsepag@gmail.com](mailto:warrentsepag@gmail.com).

# 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](http://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 3<sup>rd</sup> grade), pre-adolescence (grades 4-6), and adolescence (grades 7-12).

# 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 2-5. 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 K-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. Interactive classroom displays 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><b>1991</b> Jo Ann Betts Hanne Walsh Linda Woods</p>	<p><b>1992</b> Patricia Dye Carol Monica Allen Ringland Penny Welch Joseph Quinn</p>	<p><b>1993</b> Andrea Carroll Sandra Huseth Barbara Pellicano</p>	<p><b>1994</b> Betty Bagan Thomas Boyle Mary Ellen Roberts Frances Slahta</p>	<p><b>1995</b> Joan Darkenwald Mary Lorimor Edward Pawlowski Mary Rusnak Judith Wormeck</p>	<p><b>1996</b> Allan Acquadro Lorraine Buehler Dr. Audrey Flumen Dorothy Kahaner Janice O'Connor</p>
<p><b>1997</b> Janet Ciarrocca Robert Hartshorn Kathryn Ryan Karen Wilkening</p>	<p><b>1998</b> Natalie Flamme Dr. Susan Horn Valeta Pafford Barbara Zarret</p>	<p><b>1999</b> Jane Gillen Joanne Butler Sandella Healey Brian Kilroy Lorraine Larew</p>	<p><b>2000</b> Susan Conover Monica Hartman Cynthia Howell Claire Waldron Peggy Zerrer</p>	<p><b>2001</b> Andrea Casellini Susan Cooper Joanne Marquis Stacey Modugno Gail Waddell</p>	<p><b>2002</b> Diane Bell Jacquelyn Buckley Beth Ann Giardina Sandra Maxim Ann Rose</p>
<p><b>2003</b> Judy Benveniste Rita Brown Sheri DeShields Kathleen Haydu MaryAnne Murphy</p>	<p><b>2004</b> Frances Blabolil Nancy Gouse Colleen Krumm Barbara Murphy Jane Woods</p>	<p><b>2005</b> Dana Baldari Nicole Evins Sandra Grant Patricia LaPensee Linda Richel</p>	<p><b>2006</b> Judy Hamilton Patti Pillinger Allison Reu Christine Ryan Steve Verger</p>	<p><b>2007</b> Emily Cartolano Sanjita Livingston Wendy Piller Laura Sudol Suzanne Wisher</p>	<p><b>2008</b> Paul Duncan Tami Johnson Beverly MacGorman Cheryl Plager Jolanta Scassera</p>
<p><b>2009</b> Josephine Brasile Anita Brower Susan Kline Mary Beth LeBlond Jeanne Nimmo</p>	<p><b>2010</b> Karen Marino Dana Matherly Jamie Perry Brenda Sasso Christopher Schwallie</p>	<p><b>2011</b> Christina Brink Mary Pat Forenza Megan Harvey Susan Jackson Doris Zanchelli</p>	<p><b>2012</b> Amy Jensen Margo Haldeman Michelle Cebula Brian Kilroy Ernie Monaco</p>	<p><b>2013</b> Mary Balkonis Jill Zimmer Chris Burkhardt Lauren Valera Midge Johnson</p>	<p><b>2014</b> Mary Lynch Laura Lamson Meredith Fishelman Margee Pfeifer Michelle Zgombic</p>
<p><b>2015</b> Nancy Andrews Rebecca Davenport Stacey Lederman Dorothy Stolfi Heather Saum</p>	<p><b>2016</b> Catherine Murphy Jennifer SanAntonio Catherine Maguire Adam Yenish Vivien Plesmid</p>	<p><b>2017</b> Elena Marinello Hildy Jackson Kristen Stoyanov Jennifer Ronkiewicz Lauren Regal</p>	<p><b>2018</b> Barbara Pellicano Laura Rodaman Mark Weber Amanda McGrath Cynthia Cassidy</p>	<p><b>2019</b> Jan Brennan Lindsay La Neve Michelle Barbagallo Nancy Braunstein Jennifer Benn</p>	

**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.

**ALPHABEST:** Contracted through *AlphaBEST*, 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 Ms. Cory DuValier, Area Manager at (973) 739-4511.

**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 1<sup>st</sup> for all winter sports, and March 1<sup>st</sup> for all spring sports.

Forms can be downloaded at [www.warrentboe.org](http://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.

The Board of Education authorized Warren Township's participation in the Watchung Hills Regional High School starting in 1954. Mount Horeb School opened in September of 1966 and Warren Middle School opened in 1972. Due to the decline of enrollment within the district starting in 1974, both Woodland and Washington Valley were closed and leased (all or part) to private schools. 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 1735.

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 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 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?

