

Parent Handbook

2018-2019

White Township Consolidated School
565 CR 519
Belvidere, New Jersey 07823
908-475-4773
908-475-3627 (Fax)
www.whitetwpsd.org

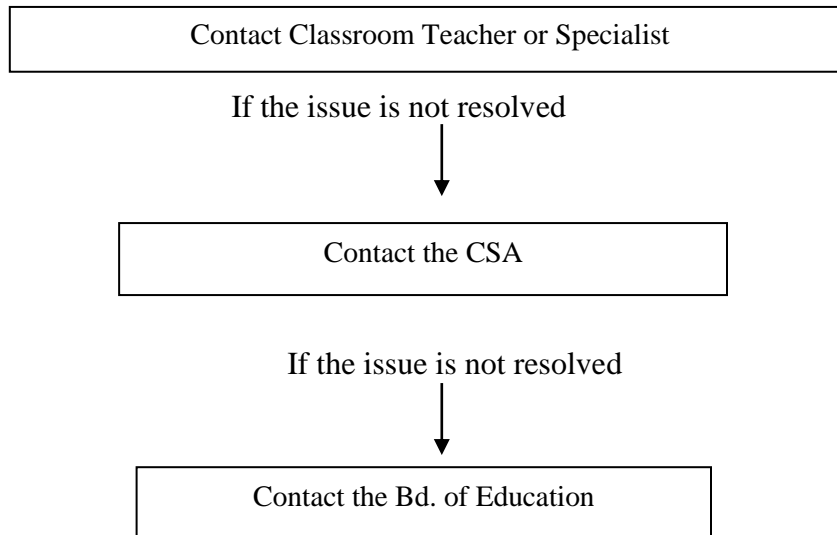
This handbook has been created to establish a foundation of understanding between home and school. We believe that being aware of basic policies and procedures at White Township is important to your child's success and well-being. This handbook is not meant to be a manual of regulations but rather a guide that will explain the basic operations of the school. We also welcome any suggestions you have that will add to its usefulness. With mutual cooperation, we at White Township School are certain that your child will enjoy this year and make progress socially, emotionally, and academically. On behalf of the White Township Board of Education and Faculty, we are excited to work with you and your child this school year.

Sincerely,
Mr. William Thompson
Chief School Administrator

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Protocol for Resolving Conflict



The White Township Board of Education operates a single PK-8 elementary school located at the intersection of County Route 519 and U.S. Route 46. The district has a student population of approximately 250 students at the elementary level and sends approximately 180 students to Belvidere High School or Warren County Vocational Technical School on a tuition basis.

PHILOSOPHY OF EDUCATION

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

Vision & Mission Statements

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

Educational Goals

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

1. Develop the ability to think logically and creatively;
2. Recognize the inter-relatedness of all subjects in the curriculum and relate them to the needs of society;
3. Learn to express ideas and participate meaningfully in spoken, written, and nonverbal communication;
4. Search for, organize, evaluate, and apply information;
5. Acquire the mathematical skills, understandings, and attitudes necessary to be successful in daily lives and careers;
6. Understand mathematical concepts, pose and solve meaningful problems, and use technology to solve problems;
7. Understand fundamental scientific principles and develop scientific skills;
8. Understand the principles and acquire the skills needed to participate intelligently in public affairs and national, state, and local decision-making;
9. Understand that the arts are products of complex social, cultural, and intellectual trends and that this understanding can lead to creative and inventive decision-making and communication;

10. Develop the ability to obtain, interpret, and understand basic health information and services and to use this information to enhance health;
11. Develop a physically active lifestyle and understand the benefits of involvement in physical activity; and
12. Develop positive work habits and self-management skills.

DAILY OPERATIONS

Length of School Day

Grades K-8	9:00 AM to 3:15 PM
Preschool	9:15 AM to 11:45 AM

Attendance - As soon as you know your child will be absent, please contact the school nurse by calling (908)475-4773 ext. 224 and leave a message or you may email her at mahon@whitetwpsd.org. Parents who have not called or emailed their child's absence will be contacted at home or work to verify their child's safety.

BOE Regulation 5200- Attendance

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

1. A student will be considered to have attended school if he/she has been present at least four (4) hours during the school day, this includes arriving late or leaving school early.
2. "Excused absence" consists of:
 - a. A student's illness supported by written letter from parent
 - b. Family illness or death supported by written letter from parent
 - c. Excused religious observances
 - d. Required attendance in court
 - e. Visits to post-secondary educational institution
 - f. Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day
3. "Unexcused absence" is a student's absence for all or part of a school day for any reason other than those listed in #2 above. **Unexcused absences may count towards truancy.**
4. Notice to school of a student's absence
The parent or legal guardian is requested to call the school nurse before 9:00 AM on the morning of the student's absence.
5. Readmission to school after an absence
 - a. A student returning from an absence of any length must present to the school nurse a written statement, dated, and signed by the parent(s) or guardian(s), of the reason for the absence.
 - b. A note explaining a student's absence for noncommunicable illness for more than five (5) school days must be accompanied by a physician's statement of the student's illness.

- c. A student who has been absent by reason of having or being suspected of having a communicable disease must present to the school nurse written evidence of being free of communicable disease.
6. Homework/Instruction
- a. A parent/guardian may request that homework be collected for his/her child when calling to report his/her absence. (This request must be made before 9 AM. to the main office)
 - b. Students absent for any reason are expected to make up the work missed. *In grade six and above, the student is responsible for requesting missed assignments and any assistance required.*
 - c. In general, students will be allowed a reasonable amount of time to make up work as determined by the teacher.
7. Denial of course credit
- a. An elementary student may be retained at grade level when he/she has been absent **18 or more school days**, whatever the reason for the absence, except absences for the observance of religious holidays and during a student's suspension will not count toward the total.
8. Unexcused absences (**that counts towards truancy**)
- a. For up to four (4) cumulative unexcused absences, the CSA or designee shall:
 - i. Make a reasonable attempt to notify the student's parent or legal guardian.
 - ii. Conduct an investigation of the cause of each unexcused absence.
 - iii. Develop an action plan in consultation with the guidance counselor and pupil's parent/guardian to address patterns of unexcused absences, if any, and to have the child return to school and maintain regular attendance.
 - iv. Proceed in accordance with the provisions of N.J.S.A. 9:6 et seq., and N.J.A.C. 6A:16-11, if a potentially missing or abused child situation is detected; and
 - v. Cooperate with law enforcement and other authorities and agencies, as appropriate.
 - b. For between five (5) and nine (9) cumulative unexcused absences, the CSA or designee shall:
 - i. Follow 1 & 2 above.
 - ii. Evaluate the appropriateness of the action plan developed pursuant to #3 above and revise the action plan to include (if appropriate):
 - 1. Referral to the Intervention and Referral Services Team;
 - 2. Testing, assessment or evaluation of the student's academic, behavioral, and health needs;
 - 3. Referral to a community-based social and health provider agency or other community resource;
 - 4. Referral to the court program designated by the New Jersey Administrative Office of the Courts; and/or
 - 5. Proceed in accordance with the provisions of N.J.S.A. 9:6 et seq., and N.J.A.C. 6A:16-11, if a potentially missing or abused child situation is detected.
 - 6. Engage the student's family;

7. Cooperate with law enforcement and other authorities and agencies, as appropriate.
- c. For cumulative unexcused absences of ten or more, the student between the ages of six (6) and sixteen (16) is truant, pursuant to N.J.S.A. 18A:38-27, and the Principal or her designee shall:
 - i. Make a mandatory referral to the court program required by the New Jersey Administrative Office of the Courts;
 - ii. Continue to consult with the parent or guardian and the involved agencies to support the student's return to school and regular attendance;
 - iii. Cooperate with law enforcement and other authorities and agencies as appropriate; and
 - iv. Proceed in accordance with N.J.S.A. 18A:38-27 through 31, Article 3B, *Compelling Attendance at School*, and other applicable State and Federal statutes, as required.
9. Discipline
 - a. Students may be denied participation in co-curricular activities if their attendance fails to meet the standards set forth in Board of Education Policy.
 - b. No student who is absent from school for observance of a religious holiday may be deprived of any award or of eligibility for or opportunity to compete for any award because of absence.

Adopted by the White Township Board of Education – August 2014

Early Arrival to School

The school will be open for students at 8:55 AM each school day. Please be sure that your child does not arrive before 8:55 AM since no supervision can be provided. This does not apply to students participating in the Work Family Program.

Tardiness

Any child who arrives after 9:05 AM is required to report to the school office. Students **must** present a written note explaining the tardiness. Tardiness results in poor student attitudes toward school. It also takes valuable teaching time from the entire class since the teacher must change absence and lunch slips, repeat announcements, etc. Please help your child think positively about school by seeing that he/she arrives promptly. Students arriving after 11:00 AM will be marked absent for the day.

Emergency Closing

When inclement weather or emergency conditions make it necessary to close school, delay opening, or dismiss early, announcements will be made through the Parent Notification System. Telephone messages will be sent to each family. If you don't receive a call and conditions warrant, please consult the following:

WWYY-107.1FM
 WODE - 99.9 FM
 WLEV - 100.7 FM

WAEB- 104.1 FM
 WSBG - 93.5 FM
 WZZO- 95.1 FM

Announcements also appear on **WFMZ-TV** - Channel 69 and on the Internet at:
<http://www.wfmz.com>

Early Dismissals: *PARENTS ARE REQUESTED TO HAVE A PLAN IN PLACE TO PROVIDE CHILDCARE IN THE EVENT OF AN EMERGENCY, EARLY DISMISSAL.*

On days when inclement weather is causing hazardous road conditions that are expected to clear up before or shortly after buses begin their pick-ups, we will institute a 2 hour delayed school opening. This means that **ALL BUS PICK-UPS ON THESE DAYS WILL BE DELAYED 2 HOURS**, and we will begin school at 11 AM.

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

PROCEDURES WHEN ENTERING MAIN OFFICE

Please buzz at the main office and provide your name and reason for visit. Once entrance is allowed you will be directed to come through the door immediately to the right. Visitors will not be granted direct access to the hallway. If a visitor is staying to attend a classroom, cafeteria, or other location in the building, they will need to sign in with their name and badge number which will be provided. Visitors will be required to wear a lanyard with badge identification while in the building and also will be required to leave some form of personal identification in the office to assure return of the badge. (i.e. keys, license, wallet, etc.) Visitors who are not requesting access to the building but only need to sign a student out or meet with an administrator will not be required to leave any personal belongings. Parents who are dropping something off for their child (i.e. lunch, homework, sneakers, etc.) will be granted access to the vestibule only and can leave such items on the table provided.

Emergency Form/Health Emergency Card

Parents are **REQUIRED** to update the Contact Verification Listing form as well as a health emergency card for each child attending school. These forms are used whenever an emergency makes it necessary for the school to get in touch with you, in instances when children are ill and we are unable to contact you, and in the event that an emergency should require that students be dismissed to individuals other than parents/guardians. The medical card provides important health information and gives permission for school personnel to obtain emergency medical help if parents are unavailable. Both cards provide information vital to the well being of your child. In addition, questions regarding health insurance and permission to share that information with NJ FamilyCare [in compliance with FERPA and N.J.A.C.6A:32-7.1(g)] have been added. These forms are included in the information sent home on the first day of school. Please return them immediately, and be sure to update the information whenever it changes. *Note: There is an area on the emergency card for parents/guardians to opt in or out of having their contact information included in a Family Directory. Please be sure to complete this section. If the section is left blank, contact information will not be included.*

School Lunch

Maschio's Food Service will provide a well-balanced, reasonably priced, nutritious lunch for all students. Alternate choices are offered. Milk is available for students who wish to bring a home-packed lunch. Food and beverages brought from home should be manageable in a lunchroom setting. Soda and "high energy drinks" are not recommended. Snacks with sugar as the first ingredient are also discouraged. Student sharing of food or candy is not permitted. Please refer to the information packet that has been provided by Maschio's, which includes a menu, prices and ala carte items. (Menus are also posted on the school's website – <http://www.whitetwpsd.org>.)

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

Lunch/milk prices for the 2018-2019 school year.

Daily lunch: \$2.90 Milk: \$0.50

(Checks should be made payable to White Twp. School.)

Student Dress

Clothing should be appropriate for the weather and season. It should be comfortable, easy to put on and take off, and in good taste for the school environment. On rainy or snowy days, children should wear suitable outer clothing and waterproof footwear. It is advisable to plainly mark your child's clothes with his/her name or some other identifying symbol. School regulations prohibit student dress or grooming practices which interfere with schoolwork, create disorder, or disrupt the educational program. Please refer to the Student Code of Conduct on dress code.

The wearing of black soled hiking boots is banned because of maintenance problems. (Flip flops and slippers are not allowed! All footwear must be appropriate for the school environment.)

Reporting Student Progress – Report Cards and Conferences

Evaluating student progress is an important part of the education process. Report cards are sent to parents of students four times each year. Parent-teacher conferences will be scheduled in November and February. Parents are also encouraged to contact their child's teacher whenever questions or problems arise. Teachers may be reached via voice mail or e-mail. Parents should discuss issues with the child's teacher before approaching the administration or Board of Education.

Honor Roll - Grades Six, Seven & Eight

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

High Honor Roll – 93.00 or higher average (with no grade below 85% and no N, U or its numeric equivalent in art, health & fitness, music, physical education, technology, or world language)

Honor Roll – 90.00-92.99 average (with no grade below 80% and no N, U or its numeric equivalent in art, health & fitness, music, physical education, technology, or world language)

Parent Portal - Parents will have access to student information through the parent portal. Make sure to visit the portal for information regarding cafeteria accounts, attendance, and grades. Usernames and passwords are sent home in August.

Records

Cumulative record folders are kept for each child in our school district. They include copies of test results, duplicate report cards, and other significant information. Parents or legal guardians may, upon request, have access to their child’s school records. Formal procedures are available whereby parents may challenge inclusion of certain information. A school district Educational Records Policy insures the privacy rights of both parents and child in the collection, maintenance, release and destruction of these records. The policy incorporates provisions of the New Jersey School Code and other legal statutes. Parents who wish to review their child's permanent records should make an appointment by calling Mrs. Ingrid Scott at 475-4773 X221.

Transferring Out

Districts will not accept a student from another school without a transfer card and immunization card. In order to receive the cards, the parent/guardian must notify WTCS of the new address one week in advance of the date the child is to move. A permission to release school records will be provided for a parent/guardian’s signature. The transfer card will be mailed to the new school on the last day of attendance at WTCS.

Books & Supplies

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

Loss or Destruction of School Supplies

The school district policy on the loss or destruction of school supplies is as follows: It is expected that all students will return all books and supplies in a condition acceptable to the district. If any article is abused, misused, or lost, the following fines will be imposed:

- A new book (or CD of the book).....100% of replacement cost
- A good book..... 75% of replacement cost
- A fair book..... 50% of replacement cost
- Full replacement cost for any article other than a book (including CD of Book)

Loss of Personal Items

Clothing, books, school bags, and lunch boxes marked with the child’s name will be returned immediately. Unlabeled articles found at school or on the buses are to be taken to the office. Children who have lost an item should report it to the office as soon as possible.

Please note: The school cannot be responsible for articles that are lost or stolen, this includes cell phones and other technology items.

Birthday Celebrations/Party Invitations

If you choose to celebrate your child's birthday in school, we ask that you contribute an inexpensive book or CD. We would like school birthday "parties" to feed the mind rather than the body and prohibit food being brought in to school and distributed to our students for birthday celebrations. Parents may not send party invitations to be distributed in school unless an entire class receives an invitation. If parents want to send invitations through U.S. mail, please refer to the "Family List" that will be distributed during the fall.

Gift Exchange

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

Pets & Animals

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

TRANSPORTATION PROCEDURES:

Dropping Children Off in the Morning – Route 519 Lot Only

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

Picking Children Up

If you will be picking your child up during school or at the end of the day, please send a note to the office stating that you will be coming for your child. If an adult family member (must be 18 years of age or older by Board Policy) other than yourself is to pick up your child, this information must be contained in a note. Parents/guardians (or others over 18 years of age and designated in writing) who are picking up a student during the school day should enter the building at the Main Office and report to the Office. Parents picking students up at dismissal time (3:12) should enter through the Rt. 519 door and wait in the foyer. All parents must still sign students out even if a note was sent in. Parents will sign students out with the school nurse and show ID if necessary. Students are not dismissed from any other area of the school building or parking lot.

HEALTH SERVICES

Special Medical Considerations

Parents/guardians are requested to notify the nurse of any specific health conditions (epilepsy, allergies, etc.) to safeguard the welfare of their child. As a result of the Federal Privacy Guidelines, parents/guardians who wish to share medical information with staff members must give the nurse written permission to release the information on a need-to-know basis. This

permission appears on the Health Emergency Card, must be completed each year, and is included in the packet sent to each family on the first day of school.

Transporting Medication Policy

Students cannot transport medication back and forth to school due to an increased potential for its misuse while in the student's possession. A responsible adult must bring all medications to the nurse. If a student brings medication to school, the medication will not be administered and the parent will be contacted to arrange for pick-up of the medication.

Administering Medication

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

1. Students with a life-threatening illness (asthma, diabetes, bee-sting allergies) may carry their medication on their person under the following conditions ONLY:
 - a. There is a certification signed by the doctor that says the student has been trained in proper, safe, self-administration of the medication.
 - b. There is a form signed by the parent/guardian that releases White Township Board of Education, its employees and agents from any claims arising out of self-administration of medication by the student.
The above authorizations are good for the current school year ONLY.
 - c. ALL Students using asthma medications must have an Asthma Action Plan on file.
2. Students carrying/requiring Epi-Pens must have an Emergency Action Plan on file. This authorization is good for the current school year ONLY.
3. ALL other medication is to be kept by the Nurse and dispensed by her at the proper time.
4. The Nurse must have on file a note signed by the doctor, which includes the diagnosis, name of medication, dosage and frequency. (This may be written on either the doctor's prescription paper or the form available through the school.)
5. The medication must be in the original container from the pharmacy, properly labeled for the particular student.

THERE WILL BE ABSOLUTELY NO EXCEPTIONS TO THE ABOVE POLICY.

Please have the doctor's note completed when your doctor prescribes the medication. Any medication coming into the school without the above orders and permission WILL NOT be given in school and will be returned to you.

The proper form is available from the Nurse if you have reason to anticipate its need in the near future. Many doctors in the area also have some of these forms in their office; please ask that the school form be used. In the event there is a need for self-medication or if you have any questions regarding any of the above, please contact the School Nurse.

Lactose Intolerant Students

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

1. A note from the physician listing approved substitutes.
2. This note will only remain valid for the current school year and will need to be renewed annually.

Sickness or Accidents During School Hours

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

Student Group Accident Insurance

The school carries accident insurance on each child with limitations. The insurance policy is a co-pay policy along with the policy of the parent/guardian. This information is sent home in the first day packets.

Homebound Instruction

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

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

Diphtheria and tetanus toxoids and pertussis vaccine

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

Poliovirus vaccine

- a) Every child less than seven years of age shall have received at least three doses of live, trivalent, oral poliovirus vaccine (OPV), or inactivated poliovirus vaccine

(IPV) either separately or in combination, one dose of which shall have been given on or after the child's fourth birthday or, alternatively, any appropriately spaced combination of four doses.

- b) For children seven years of age and older, any appropriately spaced combination of three doses of OPV or IPV shall satisfy the poliovirus vaccine requirement.

Measles/Mumps/Rubella vaccine (MMR)

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

Hepatitis B Virus Vaccine

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

Varicella virus vaccine

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

Students transferring from out of state must have a Mantoux test. Students entering from other schools must present any records of additional immunizations (other than those required). No child will be admitted unless these are complete. Only documented medical and religious exemptions are acceptable.

Additional Information:

POLICY 5338- Diabetes Management -Diabetes is a serious chronic disease and must be managed twenty-four hours a day in order to avoid the potentially life-threatening short-term consequences of blood sugar levels that are either too high or too low and the serious long-term complications of high blood sugar levels. In order to manage their diabetes, pupils must have access to the means to balance food, medications, and physical activity level while at school and at school-related activities. The parent or legal guardian of a pupil with diabetes who seeks diabetes care for the pupil while at school shall inform the school nurse who shall develop an individualized health care plan and an individualized emergency health care plan for the pupil. The individualized health care plan and individualized emergency health care plan shall be updated by the school nurse prior to the beginning of each school year and as necessary in the event there is a change in the health status of the pupil. The school nurse assigned to a particular school shall coordinate the provision of diabetes care at that school and ensure that appropriate staff members are trained in the care of pupils with diabetes, including staff members working with school-sponsored programs outside of the regular school day, as provided in the individualized health care plan and the individualized emergency health care plan. The school nurse shall have the primary responsibility for the emergency administration of glucagon to a

pupil with diabetes who is experiencing severe hypoglycemia. The school nurse shall designate, in consultation with the Chief School Administrator or designee, additional employees of the school district who volunteer to administer glucagon to a pupil with diabetes who is experiencing severe hypoglycemia. The designated employees shall only be authorized to administer glucagon, following training by the school nurse or other qualified health care professional, when a school nurse is not physically present at the scene. Upon the written request of the parent or legal guardian and as provided in a pupil's individualized health care plan, the pupil will be permitted to manage and care for his/her diabetes as needed in the classroom, in any area of the school or school grounds, or at any school-related activity provided the pupil has been evaluated and determined to be capable of doing so as reflected in the pupil's individualized health care plan. The CSA or school nurse shall, for each pupil with diabetes whom a school bus driver transports, provide the driver with a notice of the pupil's condition, how to treat hypoglycemia, who to contact in an emergency, and parent(s) or legal guardian(s) contact information. Designated areas of the school building shall have posted, in plain view, a reference sheet identifying signs and symptoms of hypoglycemia in pupils with diabetes. A pupil's school choice, if there is a choice option, shall not be restricted due to the fact the pupil has diabetes. N.J.S.A. 18A:40-12.11 through 18A:40-12.21 Adopted: 7/26/10

SPECIAL PROGRAMS

World Language

All students will be able to use a world language in addition to English to engage in meaningful conversation, to understand and interpret spoken and written language, and to present information, concepts, and ideas, while also gaining an understanding of the perspectives of other cultures. Through language study, they will make connections with other content areas, compare the language and culture studied with their own, and participate in home and global communities.

Physical Education & Fitness Programs

In the interest of safety, all students in grades kindergarten through eight are requested to wear sneakers during physical education and fitness classes. Girls are asked to wear suitable apparel (preferably slacks or shorts). If your child has special medical considerations, please discuss your concerns with our school nurse.

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

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

Library/Media Services

Classes will be scheduled to visit the library. Our media specialist and classroom teachers will assist children in addressing their individual and class areas of interest. When library books are not returned, parents/guardians will be charged according to school policy. Report cards and all

other records will be held until the financial obligation is met. (See "Loss or Destruction of School Supplies")

Gifted & Talented Program - GEM (Gifted Education Matters)

GEM is the school's gifted and talented program. Selection for the program is based on multiple measures including students' scores on the Peabody Picture Vocabulary Test (kindergarten through grade two), on results from a test of cognitive skills (In View - grades three through eight), benchmark assessments and teacher input. The program, which operates during the school day, consists of student-based projects that suit each individual's strengths and interests. All students are invited to participate in our consortium events held throughout the school year.

Intervention & Referral Services (I&RS)

An Intervention and Referral Services Team is in operation at the school. Teachers may seek assistance from team members in dealing with children having academic and/or behavioral difficulties in the classroom. The purpose of the I&RS Team is to explore alternative teaching or behavioral strategies in order to assist the student. The end result is a written plan to address the needs of those students requiring accommodations to their regular educational plan.

Parents/guardians will be notified by the referring teacher if their child is to be discussed by the I&RS Team. Parents/guardians will also be notified of any changes made in the child's program.

Basic Skills Improvement Program (BSIP)/Title I

Students in kindergarten through eighth grade may be included in our Basic Skills Improvement Program (BSIP), which is funded by Title I of the Every Student Succeeds Act (ESSA) of 2015 and coordinated by Mrs. Alison Walsh. Student eligibility for this program is based upon a year-end evaluation as well as the recommendations of classroom teachers. Our program attempts to meet each student's individual needs by providing him/her with extra help from either a Basic Skills teacher or aide in the regular classroom or in a pull-out setting. Parent conferences are held each year, and home reports of progress are sent at the end of the second and fourth marking periods. If you have any questions or would like further information, please contact Mrs. Walsh.

Child Study Team

The school district employs a Child Study Team to provide for children with exceptional learning needs. Personnel include a psychologist, a learning disability teacher consultant, a speech and language therapist, and a school social worker. The school provides an array of programs such as resource centers, in-class support, and instructional support to meet the needs of our students. For more information, please contact the Supervisor of Special Services, Mrs. Marlene Saraiva, at 908-475-4773 ext. 348.

Counseling

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

Character Education – “Character Counts Program”

White Township Consolidated School works with students, parents, and citizens to encourage the development of character traits that promote a safe and healthy community.

The Six Pillars of Character

Caring

Showing concern for the well-being of others

Citizenship

Being an informed, responsible and caring participant in your community

Respect

Showing high regard for self, other people and property

Responsibility

Being accountable for your own behavior

Trustworthiness

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

Fairness

Being impartial and equitable to others

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

HOME SCHOOL COMMUNICATIONS

Realtime Notification System

Please make sure all contact information is up to date with the main office for alert messages. White Township School uses the Realtime Notification System communication system to convey information to parents. This system will send both urgent and routine messages to parents' home telephone and cell phone numbers as selected in the system.

Non-Custodial Parents – Getting Information

All written information sent home from the school will be mailed to non-custodial parents upon their request. Please contact **Mrs. Ingrid Scott (908-475-4773 X221)** for further information.

504 Rights - Parents

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

Role of Parent-Teacher Organization (PTO)

The school has a Parent-Teacher Organization. You are encouraged to take advantage of this avenue of communication between home and school. The PTO promotes activities that give parents an opportunity to improve facilities and programs for our children. The PTO provides additional information on the school's website.

PARENT GUIDE TO HOMEWORK

The Board of Education and instructional staff acknowledge the educational validity of homework as an extension of the instructional program of the school. Although individual

teachers develop their own policies and procedures regarding homework, the following guidelines serve as the basis from which these policies and procedures are derived.

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

If your child is spending too much or too little time on homework, please contact his/her teacher(s) to discuss the matter.

Homework Responsibilities – Students, teachers, and parents must be active participants in the homework process if students are to receive maximum benefit from doing homework.

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

It is the classroom teacher's responsibility to:

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

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

SCHOOL DISCIPLINE

Student Code of Conduct

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

What Parents Can Do to Help

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

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

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

WARRANTLESS SEARCH BY TEACHING STAFF MEMBERS

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

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

- A. The following elements, among others, may be considered in determining whether reasonable suspicion has been established:
 1. The source of the information. Is the informant reliable?
(An anonymous tip does not meet the standard.) Is there additional substantiating evidence?

2. Has the student acted in a manner which would reasonably give rise to a suspicion of wrongdoing?
 3. Is the contemplated search directly related to the alleged wrongdoing and not overreaching?
 4. The student's age, history, and school record.
 5. The prevalence and seriousness of the problem in the school to which the search would be directed.
 6. Exigency - would the evidence be destroyed or removed if an immediate search was not conducted? Is there time to request parental permission?
- B. If possible, staff members will inform the student of the grounds for reasonable suspicion, preferably in the presence of another staff member.
- C. A student may waive his/her constitutional rights and consent to a search of his/her person or property. The teaching staff member will request the student's voluntary consent to the search whenever practical. Several requirements must be met in order to obtain a student's voluntary consent:
1. The student must have the capacity to voluntarily consent. He/She must be of sufficient age to understand his/her predicament. Obviously, the younger the student, the less likely he/she will have such capacity.
 2. The consent must be voluntary, without threat or coercion. Securing consent by threatening suspension or any other discipline is not acceptable.
 3. The student shall be informed of his/her right not to consent. If the student exercises his/her right to refuse, a teaching staff member may proceed with the search based on the grounds of reasonable suspicion.
- D. The search will be conducted in a careful, methodical, and professional way with due regard for courtesy and the humane needs of the suspected student. Whenever possible, the search will be conducted in the presence of the student and a teaching staff member. An attempt will be made to notify the parents or guardians of the student by telephone.
- E. Staff members will contact law enforcement officials and the CSA if criminal activity is involved.
- F. Staff members will comply with the following procedures for handling evidence:
1. Evidence seized shall be marked as follows:
 - a. Initials of person obtaining the evidence;
 - b. Date that possession was taken;
 - c. Name of student or students involved, if known.
 2. The seized evidence shall be kept in the custody and under the sole control, whenever possible, of the staff member who discovered it, or the CSA before it is turned over to the police if criminal activity is involved (e.g., seizure of alcohol or suspected drugs).
 3. The chain of custody- If the evidence changes hands, the names of the persons involved in the chain of possession shall be reflected in the school incident report. A written receipt for such evidence shall in all instances be obtained from the person to whom it is given. This receipt is to be signed and dated.
 4. Evidence shall be maintained in the same condition from the time of seizure until turned over to the police. Suspected narcotics, for example, would be placed in an envelope, sealed, and marked as indicated above, or alcohol may be kept in the container or container may be saved.

5. A seized item shall be stored in a locked desk or storage closet until it is given to the police if criminal activity is involved. Access to the area shall be limited to the person who placed it there.
 6. After the evidence is relinquished to the police, if criminal activity is involved, the school incident report shall note the name of the officer to whom the evidence was given, as well as the date. This continues the chain of custody.
- G. The CSA will be informed in writing, of the major events of the incident.

DRUGS, ALCOHOL AND CONTROLLED SUBSTANCES

The following is the Board Policy regarding Drugs:

DRUGS – Pupils

The Board of Education recognizes that the misuse of drugs by any pupil seriously impedes that pupil's education and threatens the welfare of the entire school community. The Board is committed to the prevention of drug abuse and the remediation of drug users by educational means, but will take necessary and appropriate steps to protect the school community from harm and from exposure to drugs.

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

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

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

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

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

Identification and Remediation of Pupils Involved with Drugs

1. A pupil is “involved with drugs” when he or she uses or is influenced by drugs, but not necessarily on school premises or during the school day. A suspicion or determination that a pupil is involved with drugs does not depend on a finding that the pupil is under the influence of a drug or possesses or distributes a drug on school premises.
2. Teaching staff members will be alert to the signs of a pupil's involvement with drugs: impaired health or fatigue; excessive truancy or tardiness; lower grades; depressed

appetite or loss of weight; appetite extremes; eyes that are bloodshot, watery, extremely wide, or have extremely small pupils; an unusual body or breath odor; needle tracks; a change in attitude, personality, temperament, appearance, or peer groups; mental confusion; financial problems; resorting to excuses and rationalization.

3. A teaching staff member who suspects that a pupil is involved with drugs should refer the pupil to the school nurse who shall notify the CSA of the referral; the CSA should notify the Superintendent and the pupil's parent of the referral and discuss with the parent the possibility of medical or therapeutic treatment. The pupil will also be referred to an appropriate community resource for evaluation and possible treatment.
4. Pupil in care or returning from care for drug dependency will be monitored by the Child Study Team with follow-up as necessary in accordance with Board policy and regulations.

Evaluation and Treatment of Pupils Under the Influence of Drugs

1. A pupil is under the influence of drugs when he or she is observed in the use of drugs or exhibits physical and/or behavioral characteristics that indicate drug intoxication.
2. Whenever it appears to an employee of the school district that a pupil may be under the influence of a controlled dangerous substance or any chemical or chemical compound that releases vapor or fumes causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system, the employee shall report the matter as soon as possible to the school nurse or the school medical inspector and the CSA. A written report by the referring employee is to be submitted to the CSA as soon as possible after the referral.
3. The CSA shall immediately notify the pupil's parent.
4. The CSA shall arrange for the immediate examination of the pupil by a doctor selected by the parent or guardian or, if the parent's doctor is not immediately available, by the school medical inspector. If neither the parent's doctor or the school medical inspector is immediately available, the pupil shall be taken to the emergency room for examination. The pupil shall be accompanied by the pupil's parent/guardian if possible. An examination conducted at parental request by a physician other than the school medical inspector shall not be at district expense.
5. The pupil shall be examined as soon as possible for the purpose of diagnosing whether or not he or she is under the influence of a drug or chemical described in paragraph two above.
6. A written report of the examination of the pupil shall be furnished by the examining physician to the pupil's parent and the Superintendent within twenty-four hours. The Superintendent shall determine, in the light of all circumstances, and following consultation with the Child Study Team, whether the pupil shall be admitted to school pending the receipt of results of the examination.
7. A pupil found to be under the influence of drugs shall be returned to his or her home as soon as possible. The pupil shall not be re-admitted to school until he or she submits to the CSA a written report, signed by the pupil's physician, the school medical inspector, or the examining physician, certifying that the pupil is physically and mentally able to return.
8. The Child Study Team will advise the pupil and parents of referral services available, and will examine and recommend procedures designed to provide rehabilitation for the pupil.

The Child Study Team and out of district agencies including appropriate medical personnel shall be responsible for the observation and support of the pupil following his/her return to school. The Child Study Team shall be responsible to keep all appropriate school personnel informed of the pupil's progress.

Possession and Distribution of Drugs

1. A pupil's person or school storage places may be searched for drugs in accordance with Board policy. The CSA or other school officer conducting the search shall confiscate as evidence any drug found in the pupil's possession. Drug evidence shall be sealed in an appropriate container; labeled with the date, name of the pupil, and the name of the school official who conducted the search and found the drug. The evidence shall be locked in a secure place until the school official delivers the evidence to a law enforcement officer, from whom the official shall obtain a receipt. A written report is to be submitted to the CSA as soon as possible after the drug has been turned over to the law enforcement officer.
2. A pupil found to have possessed, distributed, or used drugs in violation of law and Board policy will be reported to appropriate law enforcement officers and is subject to discipline in accordance with Board policy on suspension and expulsion. A written report of the alleged violation will be submitted to the Chief School Administrator as soon as possible. Sanctions or suspensions will be graded according to the severity of the offense.

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

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

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

Reporting Substance Abuse

ALCOHOL – PUPILS

The Board of Education recognizes that alcoholism and the misuse of alcohol are serious social problems that have far-reaching implications for both the consumer of alcohol and for the entire community. The Board accepts responsibility for instructing pupils in the nature of alcohol and its effects and for assisting in the early identification and remediation of pupils who become involved with alcohol. (The Board directs the CSA to cooperate and consult with a local

organization involved in the prevention, detection, and treatment of alcohol and approved by the Department of Health, such as the Warren Council on Alcoholism, Family Guidance Center of Warren County and Family Life, etc. in the development of appropriate curriculum and procedures to implement this policy.)

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

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

N.J.S.A. 2C:33-15 N.J.S.A. 9:17B-1
N.J.S.A. 18A:4-28.13; 18A:26-8; 18A:35-4; 35-4a; 18A:37-2
N.J.A.C. 6:29-9

Identification and Referral of Pupils Involved with Alcohol

1. A pupil is “involved with alcohol” when his or her consumption of alcoholic beverages, whether or not on school premises or during the school day, interferes with the pupil's learning and/or threatens the education of other pupils.
2. Teaching staff members will be alert to the signs of the misuse of alcohol by a pupil: impaired health or fatigue; excessive truancy or tardiness; lower grades; depressed appetite or loss of weight; a change in attitude, personality, temperament, appearance, or peer groups; resorting to excuses and rationalization.
3. A teaching staff member who suspects that a pupil is involved with alcohol should refer the pupil to the school nurse, who shall notify the CSA of the referral; the CSA shall notify the Child Study Team, and the pupil's parent of the referral and discuss with the parent the possibility of medical or therapeutic treatment.
4. When the pupil involved with alcohol has discussed his or her alcohol involvement with a teaching staff member with an expectation of confidentiality, the member may respect that confidence in order to assist the pupil toward remediation. The teaching staff member should encourage the pupil to seek aid from a professional trained in counseling and to confide in his or her parent or guardian. When the member believes that the pupil requires professional counseling or intervention that the pupil will not seek on his or her own, the member may report the pupil to the CSA, who shall notify the pupil's parent, and may refer the pupil to the Child Study Team for evaluation to determine eligibility and need for special educational programs. The pupil will also be referred to an appropriate community resource for evaluation and possible counseling and/or treatment.

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

Evaluation and Treatment of Pupils Under the Influence of Alcohol

1. A pupil is under the influence of alcohol when he or she exhibits the physical and behavioral characteristics of alcoholic inebriation.
2. A staff member who suspects that a pupil is under the influence of an alcoholic beverage on school premises or at any activity sponsored by the Board of Education shall report the matter immediately to the school nurse or school medical inspector and the CSA. A written report is to be submitted to the CSA as soon as possible after reporting the incident.
3. The pupil shall be removed to a protected environment with as little disruption to the educational program as possible. The pupil's parent and the CSA shall be notified promptly and given a description of the circumstances and the pupil's symptoms. The parent of the inebriated pupil shall be requested to promptly care for the pupil. Pending the arrival of the parent or guardian and when the parent cannot be reached or is not available to assume care, the pupil may be retained in the nurse's care or taken to a physician or hospital at the discretion of the school nurse.
4. A pupil who has become unconscious or requires medical treatment as a result of alcoholic inebriation shall be given emergency medical assistance in accordance with Board policy and regulations on emergencies. The parent of any such pupil will be promptly notified.
5. The parent of a pupil found under the influence of alcohol on school premises or at school events shall be requested to confer with the CSA and shall be encouraged to seek aid from a qualified agency.
6. The CSA and appropriate staff members including a representative of the Child Study Team shall develop a plan to address the pupil's needs, including, if appropriate, the pupil's evaluation.
7. A pupil removed from the school because of his or her alcoholic inebriation and permitted to return to school when the state of inebriation no longer exists has been excluded from school for health reasons.
8. A pupil removed from school because of alcoholic inebriation may be suspended by the CSA for a period of time not to exceed 10 days, provided that the school nurse or other health professional certifies reasonable suspicion to the CSA that the pupil is in a state of inebriation. The pupil shall be offered an opportunity to explain his or her condition to the CSA.

Possession and Consumption of Alcohol

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

sponsored by the Board takes place shall be reported immediately to the CSA. The CSA shall summon the pupil and may, in accordance with Board policy on pupil privacy, search the pupil and his or her property for the alcoholic beverage. A pupil found to have possessed or consumed alcohol in violation of law and Board policy will be reported to appropriate law enforcement officers and is subject to discipline in accordance with Board policy on suspension and expulsion. A written report is to be submitted to the Superintendent as soon as possible after the reported incident.

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

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

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

SMOKING ON SCHOOL PREMISES

Public law enacted by the State of New Jersey in 1989 prohibits smoking in school buildings. **SMOKING IS NOT ALLOWED IN THE WHITE TOWNSHIP SCHOOL BUILDING OR ON SCHOOL GROUNDS BY ANYONE.** (This includes any tobacco products or e-cigs)

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

ANNUAL NOTIFICATIONS

ANNUAL RE-NOTIFICATION REQUIRED BY AHERA - Asbestos

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

To accomplish these goals, we'll keep a NJ State Department of Health approved Asbestos Management Plan on file in the District Office. The provisions of the plan are implemented in a timely and on-going fashion. The Board of Education will also schedule and perform a 3-year re-inspection and 6-month surveillance as required by the AHERA regulations. It is your Board's desire to provide a safe and healthy facility for all students, employees, and visitors. This satisfies the requirements of AHERA for written notice of the availability of the Management Plan for review. Should you desire, please contact the office of the Superintendent for further details.

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

CONSUMER CONFIDENCE REPORT – WATER TESTING

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

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

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

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

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

ANNUAL INTEGRATED PEST MANAGEMENT NOTICE

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

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

The IPM Coordinator (IPMC) for White Township Consolidated School is Mr. Dave Hartung. Mr. Hartung can be reached at 565 CR 519, Belvidere, NJ 07823 or at 908-475-4773 X366.

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

As part of a school pest management plan, the White Township Consolidated School may use pesticides to control pests. The United States Environmental Protection Agency (EPA) and the New Jersey Department of Environmental Protection (DEP) register pesticides to determine that

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

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

COMMON NAME	TRADE NAME	EPA REGISTRATION#
Ant Gel	Advion Ant Gel (0.06%) Indoxacarb	352-746

White Township Board of Education Policy 7422

SCHOOL INTEGRATED PEST MANAGEMENT PLAN (IPM)

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

IPM Vendor – A vendor shall be designated as the district's Integrated Pest Management Vendor as per the district’s IPM plan and the designated vendor is responsible for the implementation of the school integrated pest management policy in coordination with Mr. Hartung.

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

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

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

each component of the school district's Integrated Pest Management Policy and Regulation will be implemented for all school property.

Education/Training - The school community will be educated about potential pest problems and IPM methods used to achieve the pest management objectives. The IPMC, other school staff, and pesticide applicators involved with implementation of the district's IPM policy will be trained in appropriate components of IPM as it pertains to the school environment. Students and parents/legal guardians will be provided information on this policy and instructed on how they can contribute to the success of the IPM program.

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

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

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

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

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

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

Adopted: 28 April 2014

AFFIRMATIVE ACTION

Along with the Board of Education and Administration, the Affirmative Action Officer/Public Compliance Officer is responsible for developing the Comprehensive Equity Plan, which ensures that all areas of the school program are bias free. The Board of Education has policies prohibiting bias, harassment, discrimination, and segregation and ensures equity in educational programs. The school strives to overcome the effects of any previous patterns of discrimination in school and classroom practices and systematically monitors district procedures to insure continuing compliance with anti-discrimination laws and regulations.

The Board of Education, administration, and staff forbid any conduct or expression that may be construed as the sexual harassment of a student, by an employee of the district, or another student. Mrs. Marlene Saraiva is the Affirmative Action/Public Compliance Officer. All documents relating to the school's Equity Plan policies, the grievance procedure, and annual reports are located in the main office and in the Affirmative Action/Public Compliance Officer's room and may be viewed upon request.

ANTI-BULLYING LAW

Students must respect the rights of other students. Harassment, intimidation, bullying, or cyber bullying of any kind against any member of the school community will not be tolerated, and violations will result in disciplinary action. The White Township Board of Education Policy #5512 regulations are in keeping with New Jersey anti-bullying laws. The complete policy appears on the school's website.