

Parent Handbook

2024-2025

White Township Consolidated School
565 CR 519
Belvidere, New Jersey 07823
908-475-4773
908-475-3627 (Fax)
<http://whitetwpsd.org/wtsd/>

This handbook has been created to establish a foundation of understanding between the home and the 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,

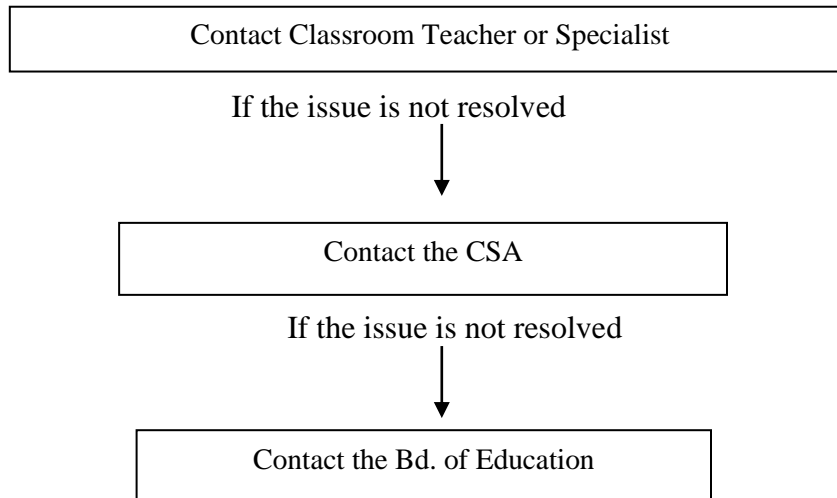
William Thompson

Chief School Administrator

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DISTRICT PHILOSOPHY, MISSION, & GOALS

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 260 students at the elementary level and sends approximately 110 students to Belvidere High School or Warren County Vocational Technical School on a tuition basis.

MISSION STATEMENT

White Township Consolidated School is committed to inspire, engage and educate our students by providing innovative, personalized opportunities for growth and learning. With a foundation based on academic excellence and a focus on social emotional learning, our students will achieve their full potential and become productive, responsible, resilient members of the community and contributing members of society.

STRATEGIC PLANNING

The school community has recently gone through the Strategic Planning process to identify key goals for 2020-2024. For more information regarding these goals and areas of emphasis, please visit the link titled [Strategic Plan 2020-2024](#) on our school website.

LENGTH OF SCHOOL DAY

Length of School Day

Grades K-8	9:00 AM to 3:15 PM
Preschool	Session #1 9:15 AM to 11:45 AM Session #2 12:30 AM to 3:00 PM Full Day 9:15 AM to 3:00 PM

ATTENDANCE

Attendance at school is of the utmost importance, and it helps students maximize learning. Furthermore, good attendance patterns establish healthy habits in our students that will serve them well later in life. In the event a student needs to be absent, please call the main office and dial #3 prior to 9:00 a.m. or kindly send an email to Mrs. Mahon at mahon@whitetwpsd.org and make sure to copy Mrs. Scott and Ms. Cavitch on the email. Parents who have not called or emailed to notify the school of their child's absence will be contacted at home or work to verify their child's safety. Please note, an email qualifies as a written note, but a phone message does not. Therefore, if a phone message is left, then a follow up note must be sent in to the nurse's office when your child returns to school. If a written note is not received, then the absence will remain unexcused. A note verifies the absence(s), but does not necessarily excuse the absence(s).

In an effort to promote positive attendance patterns in students, the Policy and Regulation for Student Attendance allows the school to implement remedial measures to assist in promoting good attendance. For more information regarding [Policy and Regulation #5200 – Attendance](#), please click the above link and/or contact Mr. Thompson.

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 or extracurricular activities

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. Per district policy and regulation, a student shall be present for at least 3 hours cumulatively to be recorded as present for the full day.

EMERGENCY CLOSING

When inclement weather or emergency conditions make it necessary to close school or dismiss early, announcements will be made through the Parent Notification System. Telephone messages will be sent to each family. If you do not receive a call and conditions warrant, please look for announcements on our website.

Emergency 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, 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 sent through our Parent Notification System. **ALL** afternoon and evening activities will also be cancelled for that day if school is closed.

OFFICE PROCEDURES

Please buzz at the main office and provide your name and reason for visit. Parents dropping off or picking up items will be given access to the vestibule where they will either leave or take items depending on the nature of their visit. Only when absolutely necessary, such as a medical emergency or an IEP meeting, will a parent be granted access to the main office and/or another area of the school building. If a visitor is granted access, they will need to sign in with their name and a visitor sticker will be provided. Visitors will be required to wear the sticker while in the building.

EMERGENCY FORM / HEALTH EMERGENCY CARD

Parents are **REQUIRED** to update their contact verification information in Realtime as well as complete a health emergency form for each child attending school. This information is 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. 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 the first week of school. Please return them immediately, and be sure to update the information whenever it changes.

SCHOOL LUNCH & BREAKFAST

Maschio's Food Service will provide a well-balanced, 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. For more information, please visit the [Maschio's Link](#) on our website.

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 handled with the highest level of confidentiality.

Lunch/milk prices for the 2024-2025 school year.

Daily lunch: \$3.75 Milk: \$0.75

This year, parents are encouraged to use PaySchools to load money onto their child's cafeteria account. PaySchools is a web-based platform, and additional information will be shared with parents detailing this payment option. In addition to using PaySchools, parents may still send in cash or checks. Checks should be made payable to White Twp. School.

School Breakfast

Beginning this year, breakfast will be offered to all students each morning in the cafeteria. Breakfast will be served from 8:55 a.m. – 9:10 a.m. Students eating breakfast should report to the cafeteria at 8:55. If a student is getting dropped off by a parent, then they should walk down the ramp to the cafeteria. If a student is riding the bus, then they will enter the school using either Door #3 or Door #4, and proceed to the cafeteria to eat breakfast. For any student who qualifies for free or reduced lunch, they also qualify for free or reduced breakfast. For all other students, the cost of breakfast is \$2.25.

STUDENT DRESS

Clothing should be appropriate for the weather and season. It should be comfortable, easy to put on and take off, and acceptable for the school environment. On rainy or snowy days, children should wear suitable outer clothing and 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 which interferes with schoolwork, creates disorder, or disrupts the educational program. Please refer to the [Student Code of Conduct](#) on dress code.

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 three times each year. Parent-teacher conferences will be scheduled in

November and March. Parents are also encouraged to contact their child's teacher whenever questions or concerns arise. Teachers may be reached via voice mail or e-mail. Parents should discuss issues with their 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, media, 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, media, 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 were mailed 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's Educational Records Policy insures the privacy rights of both parents and students 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 X2210.

Transferring Out

Districts will not accept a student from another school without a transfer card and immunization record. 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 form 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. Students 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 in accordance with [Policy & Regulation 5513 – Care of School Property](#). Please also review our [Acceptable Use Policy for Chromebooks](#).

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. If lost items are not claimed immediately, then they will be located in the school's Lost and Found for a period of time. Items not claimed from the Lost and Found will be donated.

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, you may purchase snack for your child's homeroom through the cafeteria service. Parents may not send party invitations to be distributed in school unless an entire class receives an invitation.

Pets & Animals

Students are not to bring animals or pets to school. Bites and diseases are a hazard at all times. The CSA may make an exemption 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 follow the traffic pattern for entering and exiting the school parking lot. It is marked by cones and directed by staff members. When using the drop off lane, please do not park and get out of your car as this slows down the drop off lane and creates a traffic jam on Route 519. 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 email both Mrs. Scott and Ms. Cavitch prior to noon stating that you will be picking up 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 buzz the Main Office and your child will be brought to the vestibule for you. Parents picking students up at dismissal time (3:12) should park in the Route 519 parking lot. Parents will need to get out of the car and wait by the ramp to the cafeteria. If a staff member does not recognize you, then they will ask for you to show ID. A staff member will then radio to the cafeteria and the staff member in the cafeteria will send your child up the ramp to you. Parents will then be responsible for walking their child through the parking lot to their car. We ask that you proceed with extreme caution and with the highest regard for the safety of our students and staff.

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 Form, must be completed each year, and is included in the opening week letter emailed to parents.

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. An 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 the 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; however, 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 diagnosed with this condition, we will need the following in order to address his/her individual needs at lunch:

1. A note from the physician documenting the condition.

2. A note from the physician listing approved substitutes.
 - a. 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 contact parents to pick up their child immediately. We ask that this pick-up be completed as quickly as possible. 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 Form. 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, accurate information on the Emergency Form, which you complete each year. If changes are made throughout the year, please notify the main office.

Crutches

If a student requires the use of crutches, then the parents need to provide to the school nurse written documentation from a physician or other appropriate medical personnel indicating such. The written documentation also needs to include the duration of time the student is to use crutches as well as when the student can return to physical education and recess. Prior to using crutches on school property, the child needs to present this documentation to the school nurse, and the school nurse needs to review expectations and procedures for the appropriate use of crutches in a school setting with the student.

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 located on the school's website.

School Entrance Requirements: The law requires that medical examinations be given to students before their initial year in school (kindergarten or grade one). 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 1, 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 & SERVICES

Students will rotate between Art, Music, Media, World Language, and Technology on a 5 day schedule. Students in grades 6-8 will have the option of choosing between Music and Technology.

World Language

Students will learn World Language with Mr. DeCesare and Ms. Contreras. The World Language program will focus on using Spanish to speak and listen. Additionally, students will learn about the culture of Spanish speaking countries during World Language class.

Physical Education & Fitness Programs

In the interest of safety, all students in grades kindergarten through eighth are requested to wear sneakers during physical education and fitness classes. If your child has special medical considerations, please discuss your concerns with our school nurse.

Excusal From / Request to Remain Indoors During Physical Education / Recess

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 benchmark assessments, standardized tests, and teacher input. The program, which operates during the school day, consists of student-based projects that suit each individual's strengths and interests. 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 general education 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. Deirdre Mulligan. Student eligibility for this program is based upon multiple measures of student performance 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 in the regular classroom or in a pull-out setting. Parent conferences are held each year, and progress reports are sent home at the middle and end of the year for students receiving small group reading instruction with Mrs. Deirdre Mulligan.

Special Education & Child Study Team

Our school district works closely with the Belvidere School District to coordinate shared special services for students with exceptional learning needs. Personnel includes a Psychologist, a Learning Disability Teacher Consultant, a Speech and Language Therapist, a School Social Worker, an Occupational Therapist, and a Director of Special Services. The school provides an array of programs such as resource centers, in-class support, and assisted support to meet the needs of our students. For more information, please contact the Director of Special Services, Ms. Ryanne Bigelli, at 908-475-6600 x1439 or rbigelli@belvideresd.org.

504 Accommodation Plans

The district recognizes that a student is disabled pursuant to 29 U.S.C. 794, or section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA), if he or she:

- Has a physical or mental impairment which substantially limits one or more of such person's major life activities;
- Has a record of such an impairment, or is regarded as having such an impairment.

The 504 Committee will evaluate students who have been identified or in need of referral, and make a determination of eligibility for accommodations of the student's program. Additional information on Section 504 services may be obtained by contacting the main office.

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 at 473-4773 x3200 to discuss their concerns and needs.

Character Education – “Character Counts Program”

White Township School will work together with students, parents, and community members to encourage the development and use of character traits that promote a safe and healthy learning environment. The goal of character education is to build in our youth attitudes, habits, instincts and a predisposition towards doing what is right, because it is right, not because it is advantageous.

While direct instruction in character education is part of the health curriculum, everyone in the White Township School Community is expected to display a high degree of character as a good example for our students. Remember, it is the small things that count!

HOME SCHOOL COMMUNICATION

Realtime Notification System

White Township School uses the Realtime Notification 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. Please make sure all contact information is up to date in the parent portal so you receive school messages.

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 at 908-475-4773 x2210** 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 an active Parent-Teacher Organization. You are encouraged to join this organization as the PTO promotes activities that give parents an opportunity to improve facilities and programs for our children. Please visit the [PTO Website](#) for more information.

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 procedures regarding homework, the following guidelines serve as the basis from which these 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 for homework assignments is 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 or timely 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 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, which can be read in its entirety by clicking the above link.

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 structure and consistency 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. Cooperate with the school by knowing the school's rules and encouraging children to respect them.
5. Encourage good behavior by showing support, interest, and by giving praise. Discipline includes rewarding good behavior, not just addressing inappropriate behavior.
6. Have a positive attitude about schoolwork and education in general. Children usually reflect their parents' attitudes and values.
7. Listen to both sides of the situation - 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 an issue. Be sure to contact your child's teacher before turning to the administration.
8. Keep in touch with teachers through email, notes, and/or telephone. Let teachers and counselors know about any challenges at home that might affect school performance.
9. 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.

Smoking on School Premises

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. **This includes any tobacco products or e-cigs.** Please review [Policy #5533 – Student Smoking](#).

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, there is 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 the 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 Business Office 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," which is 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. Steve Lemoine. Mr. Lemoine can be reached at 565 CR 519, Belvidere, NJ 07823 or at 908-475-4773 X3660.

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 ensure 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. Mr. William Thompson 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. To view the policy in its entirety, please click on the above link.