KINGSWAY LEARNING CENTER & SERVICES

Student/Parent Handbook

2026 - 2027

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Core Values

Relationships
Kingsway Learning Center & Services creates lasting relationships with all of our constituencies, forming life-long partnerships that improve the quality of life for the individuals we serve.

Communication
Kingsway Learning Center & Services ensures that open and honest dialogue occurs to promote trust amongst all participants and a positive learning and working environment. Effective and meaningful collaboration is the foundation of our approach.

Excellence
Kingsway Learning Center & Services models best practices and pioneers new approaches that further the art and science of the services we deliver.

Individuality
Kingsway Learning Center & Services individualizes and adapts the services we provide by understanding the unique characteristics and abilities of every individual we serve.

Advocacy
Kingsway Learning Center & Services advocates for authentic opportunities and full participation within local communities.

Mission Statement

Kingsway Learning Center & Services provides an alternative educational environment designed specifically for the academic, therapeutic, social, and emotional development of children and adults with multiple disabilities. Our philosophy of education rests on two core beliefs: the individual comes first, and everyone can learn.

As an effective program we strive to bring these two principles together in an environment where all students can grow. We are a community of learners. This community is not dependent on the attainment of high academic achievement but on the success of all functioning within their individual capabilities.

GENERAL INFORMATION

SCHOOL HOURS:

Regular school hours are 8:15 AM to 2:30 PM

Early dismissal hours are 8:15 AM to 12:30 PM

Two hour delay hours are 10:15 AM to 2:30 PM

ATTENDANCE PROCEDURES:

If your child will be absent or late, please notify the main office by 8:00 AM. A late arrival is anything past 8:40 AM. If we do not hear from you and your child is not in attendance, our receptionist or alert system will contact you to confirm their absence.

Students must be signed in and out with the School Receptionist when arriving late and/or leaving early. Written and/or verbal confirmation is required if someone other than a parent or guardian is picking up the child from school. We will not allow the child to leave school grounds without this approval, prior notification and photo identification.

VISITORS & PARKING:

All visitors, including parents, must enter the school via the Main Entrance (A1) only. For the safety of our students, ALL visitors are required to sign in at the Main reception area and wear a visitor badge while in the building.

District Case Managers - The program is open for observation by the district at any time. We respectfully request advance notice of visits so that we can best accommodate and support the observation.

Nursing Agencies/Outside Consultants – In an effort to ensure that there is minimal disruption in the educational process, advanced notice of the visit, one (1) day prior, must be provided. The Administrative Assistant is responsible for coordinating all visitors.

Work Based Learning Experiences – All WBLs are extensions of the classroom and function as active teaching and learning experiences. Please DO NOT VISIT these WBLs during instructional hours. In addition, please DO NOT approach our job sites independently for the purpose of obtaining paid and/or unpaid employment for your child.

Field Trips - For the safety and security of our students and staff, we ask that families do not attend field trips unless specifically invited. Kingsway provides many opportunities throughout the year for family engagement. If a field trip were to include parent participation, families will be notified in advance and will be required to submit the appropriate paperwork, pending approval.

LEGAL PARENTAL CUSTODY:

Any parent/guardian with a unique custody or guardianship arrangement must provide the school with current court-issued documentation regarding custody, guardianship, or parental rights. This includes orders of sole legal custody, restraining orders, or kinship legal guardianship agreements. It is essential that staff be made aware of any situation limiting

parental contact. Kingsway will take necessary steps to ensure that the child is released only to proper or authorized persons. Failure to provide current legal documentation may limit the school's ability to enforce restrictions on custody or contact.

STUDENT TRANSPORTATION:

Students are transported to Kingsway Learning Center by their home school district. Kingsway does not contract for any transportation. District Transportation Coordinator or the Transportation Contractor is responsible for providing specifics relevant to a pickup and drop off time. Any transportation questions or issues should be directed to your school district.

PARENTS PROVIDING TRANSPORTATION:

Parents who are providing daily transportation for their child, in lieu of district provided transportation, will be permitted to do so with the agreement of their Home District. Parents may drop off and pick up at the Main Front Entrance (A1) but are not permitted to drop students off prior to 8:10 am.

Parents transporting students on an occasional basis, please use the Main Front Entrance (A1) and walk your child into the building. Students must be dropped off at the Main Office and sign-in/sign-out procedures must be followed.

If your child is typically transported by the District, but is not going home on their bus on any given day, please notify the school in advance and provide the name of the person(s), if other than a Parent/Guardian. Please include who will be picking up your child, as well as the time of the pick-up. They will be required to show appropriate identification and sign out.

★ **REMINDER:** Parents are responsible for contacting the transportation company when a student will not be riding the bus to or from school.

EMERGENCY PARENT PICK UP:

Kingsway does not transport students from school to their home in the event of an emergency or if a parent/guardian/emergency contact is not available. If a student requires pick-up, Kingsway will first contact the parent(s)/guardian(s).

- Two attempts will be made to reach parent(s)/guardian(s) before contacting emergency contacts.
- Attempts will be made to known emergency contacts.
    - If emergency contacts are also unavailable, local police may be contacted to assist with transportation after all options have been exhausted and attempted.

- Kingsway will not approve the use of Uber, Lyft, or any similar service to transport students by themselves or with their PDN (if applicable) or Kingsway staff members. Students over 18 who are their own legal guardian may access these services if the parent arranges a ride-share.

- If a parent needs support in arranging transportation through other means, we are happy to assist, just let us know.

STUDENT BREAKFAST/LUNCH:

All students have the option to purchase lunch at school or bring a packed lunch from home. A menu is published monthly, accessible on our website and sent home as a paper copy.

Parents of students who qualify for free and reduced breakfast/lunch will be notified and options will be provided to them if they accept. Please note that families are required to complete the necessary paperwork each school year in order to remain eligible.

Students may also have the opportunity to purchase lunch while in the community during scheduled trips and/or Structured Learning Experiences.

LOST AND FOUND:

Kingsway's Lost and Found is overseen by the Older Elementary program and is accessible to view on our website at https://www.kingswaylearningcenter.org, select "For Parents" then select KLC Lost and Found. If you think an item is yours, please contact us at klc.lostandfound@kingswaylearningcenter.org. Items are added weekly and held for no longer than two (2) months.

PERSONAL PROPERTY:

Kingsway will not assume responsibility for loss, theft or damage of personal property. Students are encouraged to not bring in large sums of money, valuable jewelry, etc. Students' names should be written on personal belongings (i.e. bookbags, jackets, lunch boxes).

PROGRESS REPORTS:

Progress Reports are issued at the end of Extended School Year (ESY) and three times annually at the end of each trimester.

IEP MEETINGS:

Kingsway's certificated team prepares a collaborative report about your child's current academic and functional levels and draft goals and objectives. Additionally, the student's team shares recommendations and any proposed program changes to the families prior to sharing the draft IEP. Draft IEPs are sent to the parents and District Case Manager for review prior to the scheduled meeting. At the meeting, these reports and draft goals and objectives are discussed, amended as needed and agreed upon to serve as the foundation for the students Individualized Education Plan (IEP) for the next school year. All students age 14 and over are encouraged to participate in the development of their IEP and Annual Review meeting, as appropriate.

STANDARDIZED TESTING:

The Dynamic Learning Maps (DLM) alternate assessment will take place in accordance with the New Jersey Department of Education schedule and in accordance with student IEPs. For those students whose IEPs reflect participation in Statewide assessment, it will be implemented according to the following requirements: Students in grades 3-8 and grade 11 will be assessed in English/Language Arts and Math also grades 5, 8 and 11 in Science.

RELATED SERVICE DELIVERY:

All direct related services will be delivered during the first three weeks of every month at the frequencies, duration and location outlined in each student's IEP. One week per month is an 'Collaboration week' week at which time services could include but are not limited to: classroom observation, additional or make-up of individual sessions, small group therapy, collaboration with and training of staff who work directly with the student, individual student evaluation and assessment, and development of classroom accommodations (i.e. trial with new equipment, classroom tools, language aids, etc.)

COMMUNICATION:

Kingsway Learning Center prides itself in our ongoing efforts to communicate openly and often with parents. **Your child's teacher should be your primary point of contact with the team and the school generally. Families should not communicate with paraprofessionals regarding programming.** Our teachers are empowered to solve the majority of student specific issues and have the responsibility to keep other members of the team informed. For questions better answered by someone else on the team, they will have someone connect with you as soon as possible.

Kingsway's policy is to answer all communications as soon as possible but at least within 24 hours during school hours. We also ask for your understanding in advance that teachers and therapists have limited opportunities during the school day to return calls.

- ***A note about communication*** - At Kingsway, we value strong partnerships between home and school. To support a positive learning environment for all students, we ask that communication between parents/guardians and staff remain respectful at all times. We are committed to listening, collaborating, and working together in the best interest of students, and we expect all interactions, whether in person, by phone, or in writing, to reflect courtesy and professionalism. **Threatening, aggressive, or inappropriate language will not be tolerated.**

For any questions or concerns that are more sensitive or confidential, please do not hesitate to contact the Principal or Assistant Principal directly either by phone or email.

HOME AND SCHOOL ASSOCIATION:

Parents are encouraged to participate in the Home and School Association! This group supports students and staff through its fundraising efforts while bringing the Kingsway community together. If you are interested in joining or helping HSA, please contact the Principal.

EMERGENCY SCHOOL CLOSINGS & DELAYED OPENING PROCEDURES:

In the event of an emergency and/or inclement weather, Kingsway will use the School Messenger Alert System to notify families, districts and bus companies. In addition, please refer to KYW News Radio (1060) or local television channels 3, 6, and 10 for our emergency closing information. The information will also be displayed on our Facebook page.

In the event of bad weather or other emergencies occurring after school is open, the following procedures will be utilized:

A. Districts, bus companies and families will be notified. If a parent cannot be reached, emergency contacts will be called.

**No student will be permitted to board a bus unless a responsible adult such as a parent or guardian, designated relative or neighbor, representative of the local sending school district, or representative of the local police department has been contacted.*

B. Bus drivers will follow the emergency procedures of your district.

C. Emergency evacuation procedures are in place with the Township of Voorhees.

SCHOOL MESSENGER ALERT SYSTEM:

School Messenger Alert for Schools is an essential tool for notification and communication. Kingsway will notify parents and staff of any emergencies, schedule changes due to weather or other important information. The instant alert system provides you with important information in a single clear message by telephone. If there is a change in Parent or Guardian contact information, please communicate the change to Kingsway's Student Information Coordinator or update through Kingsway's PowerSchool SIS.

SAFETY/SECURITY DRILLS:

NJ State Law 18A:41-1 states that every school shall have at least one fire drill and one school security drill each month.
Fire drills will be conducted at least one (1) time per month. Security drills will be conducted at least one (1) time per month. Parents are notified after each drill occurs or in the event of an actual emergency, by Kingsway's email system.

STUDENT HEALTH

STUDENT HEALTH POLICY:

1. ILLNESS *(Please notify Kingsway's main office if your child will be absent from school)*

Please keep your child at home, if you see any of the following symptoms:

- Oral temperature of 100 degrees or above.
- Upset stomach, vomiting, or diarrhea within the last 24 hours.
- Rash

*Students may return to school 24 hours after symptoms resolve and without fever reducing medication.

2. COMMUNICABLE DISEASE

Chicken Pox: May return to school when all spots have crusted—usually 7 to 10 days after the first spots appeared. Must have a doctor's note giving the diagnosis.

Head lice, Pertussis, Pink eye (bacterial or viral) Ringworm: May return after treatment with permission of the school nurse or school doctor.

Strep throat: May return after taking antibiotics for at least 24 hours. Must have a doctor's note giving diagnosis and treatment.

COVID-19: KLC will continue to follow the guidance of NJDOH for appropriate quarantine and masking procedures. Updated policies and procedures will be shared with families as appropriate.

3. MEDICATIONS

No medication can be given at school unless we have all of the following:

a. Doctor's written order giving name of medicine, dose, time to be given, and diagnosis. Medication Permission forms are included in your registration packet.

b. Written and signed permission from the child's parent/guardian. This is included on the Medication Permission forms.

c. Medicine must be in a container from a pharmacy and labeled with the child's name, name of medicine, dosage, directions for giving, prescription number, name and telephone number of the pharmacy.

d. These rules apply to all medicines—prescription and over-the-counter.

- Medications must be brought to the school by a parent or guardian, in the original container and appropriately labeled by the pharmacy or physician. Students are not permitted to carry medications, with the exceptions of students who have a doctor's order to carry self-administered medications (i.e. Epinephrine Auto Injector or Asthma inhalers).

- Medication may NOT be transported to or from school on the bus, unless under the direct supervision of a private duty nurse.

- Unused quantities of medication will ONLY be returned directly to a parent or guardian.

e. In the event that medication has not been provided for a student who is required to receive daily or emergency medication, the student may be at risk for exclusion until such medication is provided.

f. Emergency Actions Plans -Kingsway requires that all students with certain medical conditions have up-to-date Emergency Action Plans on file. These plans ensure that

our staff can provide prompt and appropriate care when needed. Required plans include:

i. Asthma: Asthma Treatment Plan

ii. Allergy: Allergy and Anaphylaxis Action Plan

iii. Diabetes: Diabetes Medical Management Plan

iv. Seizure: Seizure Action Plan

These plans are designed to provide comprehensive support for students with ongoing medical needs and help ensure their safety while at school. Parents/guardians are responsible for submitting updated plans whenever changes occur or at the start of each school year.

Please notify the nurse whenever your child is taking medication of any kind or if an amount has been changed. This is for your child's safety as we can then be aware of any possible side effects.

4. ORTHOPEDIC INJURIES/HOSPITALIZATIONS

Students with casts, immobilizers, or crutches must be reported to the nursing department prior to the student returning to school.

- A physician's note must be sent to the nurse with the diagnosis.
- A note of clearance from the prescribing physician is required if a time frame is not included in the original excuse. This is necessary in order for your student to resume activities/ therapies that were restricted by the prescribing physician.
- Please notify the nursing department of any hospitalizations or emergency room/urgent care visits for your child throughout the school year.
    - The nursing department will require a physician's clearance note for students to return safely to school. Please ensure that any restrictions are listed on the physician's note.

5. INJURY OR ILLNESS AT SCHOOL

Emergency care is limited to first aid procedures. If further care is needed, you and/or your child's doctor will be contacted. If this is not possible, transport to the hospital will be via 911 system.

A note from a parent/guardian is required for all absences of three or more consecutive school days. Absence due to any contagious illness requires a doctor's note, stating the diagnosis, for return to school. Cumulative five (5) day absences will be communicated with the student's sending district.

6. PROTOCOL FOR STUDENTS WITH SEIZURE DISORDERS WITHOUT RESCUE MEDICATION ORDERS

Students with a documented seizure disorder but who do not have a physician ordered rescue medication to be dispensed during the school day by the school nurse shall be permitted to attend class trips without nursing services. In the event of seizure activity during that trip, the student will be placed in a safe environment, seizure activity will be monitored and the school nurse will be phoned. 911 will be called for prolonged

seizure activity. Seizure protocols will be implemented based on a student's Individualized Healthcare Plan (IHP.) The parents will then be notified immediately.

***KINGSWAY LEARNING CENTER CANNOT ASSUME RESPONSIBILITY FOR ANY MEDICAL DISORDER NOT PREVIOUSLY DIAGNOSED BY A LICENSED PHYSICIAN.**

POLICY/PROCEDURES FOR THE MANAGEMENT OF FOOD ALLERGIES

In accordance with N.J.A.C. 6A:16-2.1(a)11, Kingsway Learning Center has adopted the following policies and procedures for the management of food allergies in the school setting:

A. MEDICAL MANAGEMENT

1. An Individualized Healthcare Plan (IHP) and an Individualized Emergency Healthcare Plan (IEHP) will be developed for each student at risk for a life-threatening allergic reaction.

2. Epinephrine will be available in accordance with N.J.S.A. 18A:40-12.5.

3. A student's ability to possess and administer his/her prescribed epinephrine will be determined in accordance with N.J.S.A. 18A:40-12.3.

4. The recruitment and training of delegates who volunteer to administer epinephrine during school and school sponsored functions when the school nurse is not available will be conducted in accordance with N.J.S.A. 18A:40-12.6.

5. All school staff will receive training in the school's general emergency procedures and steps that need to be taken in the event of a life-threatening allergic reaction.

B. RISK REDUCTION

1. Strategies will be implemented to reduce the risk of exposure to food allergens throughout the school day, at all school sponsored activities, in the cafeteria and/or wherever food is present.

2. When appropriate, strategies specific to the unique needs of food-allergic students will be implemented.

C. COMMUNICATION AND IMPLEMENTATION

1. A procedure is in place for reporting an incident involving a life-threatening allergic reaction that includes notifying the school nurse, emergency responders, and administrators.

2. Kingsway Learning Center's Policy/Procedures are included in the parent handbook and the staff operating procedures to ensure full implementation.

3. The following is a description of the roles of the parents, staff and students in the prevention of allergic reactions and during allergic reactions:

FAMILY'S RESPONSIBILITY

Families must:

- Notify the school nurse in writing of all of the child's allergies;
- Work with the core team to develop a plan that accommodates the child's needs throughout the school day including in the classroom, in the cafeteria, during school-sponsored activities and on the school bus;

- Provide written documentation, instructions, and medications as directed by a physician;

- Provide properly labeled medications and replace medications after use or upon expiration; and

- When appropriate, educate the child in the self-management of their food allergy including:
    - Safe and unsafe food
    - Strategies for avoiding exposure to unsafe foods
    - Symptoms of allergic reactions
    - How and when to tell an adult they may be having an allergy- related problem
    - How to read food labels
    - Review policies/procedures with the school staff, the child's physician and the child (if age appropriate) after a reaction has occurred.
    - Provide emergency contact information.

SCHOOL'S RESPONSIBILITY

School personnel must:

- Be knowledgeable about and follow applicable Kingsway policies and federal and state laws and regulations, including ADA, IDEA, Section 504 and FERPA;

- Review the health records submitted by parents and physicians;

- Students with food allergies will not be excluded from school activities solely based on their food allergy;

- Identify a core team of, but not limited to, school nurse, teacher, administrator and counselor (if available) to work with parents and the student (age appropriate) to establish a prevention plan. Changes to the plan should be made on an annual basis with core team participation;

- Assure that all staff who interact with the student on a regular basis understands food allergy, can recognize symptoms, knows what to do in an emergency and works with other school staff to eliminate the use of food allergens in the allergic students' meals, educational tools, arts and crafts projects or incentives;

- Practice the Food Allergy Action Plans before allergic reaction occurs to assure the efficiency/effectiveness of the plans;

- Coordinate with the school nurse to be sure medications are appropriately stored and that an emergency kit is available that contains a physician's standing order for epinephrine. Medications are kept in a location that is unlocked, secure and easily accessible to designated personnel. Students will be permitted to carry their own epinephrine (if appropriate) after approval from the student's physician/clinic, parent and school nurse;

- Designate school personnel who are properly trained to administer medications in accordance with the State Nursing and Good Samaritan Laws governing the administration of emergency medications;

- Review policies/prevention plan with the core team members, parents/guardians, student (age appropriate) and physician after a reaction has occurred;

- Enforce a "no eating" policy on Kingsway school vehicles and trips with the exceptions made only to accommodate special needs under federal or similar laws or school district policy. Discuss appropriate management of food allergy with family;

- Discuss field trips with the family of the food-allergic child to decide appropriate strategies for managing the food allergy;

- Follow Kingsway policies and federal and state laws and regulations pertaining to sharing medical information about the student; and

- Take threats or harassment against an allergic child seriously.

STUDENT'S RESPONSIBILITY (when appropriate)

Student must:

- Not trade food with others;
- Not eat anything with unknown ingredients or known to contain any allergen;
- Be proactive in the care and management of their food allergies and reactions based on their developmental level; and
- Notify an adult immediately if they eat something they believe may contain the food to which they are allergic.

EMERGENCY ADMINISTRATION OF EPINEPHRINE

Some students attending Kingsway Learning Center suffer from a severe, life threatening allergic reaction called Anaphylaxis. Students with such a history may require the emergency administration of epinephrine.

Kingsway Learning Center recognizes that Anaphylaxis is a life-threatening emergency and fully complies with P.L. 1999, c. 368 (N.J.S.A. 18A:40-12.5-12.6,12:6a).

KINGSWAY LEARNING CENTER'S RESPONSIBILITY:

- Inform the parent/guardian that it is their responsibility to provide a current pre-filled, single dose auto-injector mechanism containing epinephrine. (Epinephrine can only be obtained through a prescription, therefore the school district or non- public school is unable to provide it.) The parent or guardian is responsible for replacing a pre-filled, single dose auto-injector mechanism containing epinephrine when it has expired.

- Inform the parent(s) or guardian(s) that permission is effective for the school year for which it is granted and will be renewed for each subsequent school year upon fulfillment of the requirements stated in the N.J.S.A. 18A:40-12.5.

- Inform parent(s) or guardian(s) in writing if the procedures specified in the N.J.S.A. 18A:40-12.5 are followed, the district or the non-public school and its employees or agents shall have **NO LIABILITY** as a result of any injury arising from the administration of pre-filled, single dose auto-injector mechanism containing epinephrine to the student.

ROLE OF THE SCHOOL NURSE:

The school nurse will:

- Determine any child that requires the auto-injection of epinephrine for anaphylaxis by documentation from the parent;

- Obtain from the parent written permission from the child's physician for the administration of epinephrine via auto-injector;

- Develop and maintain a health care plan and an individualized emergency care plan for any child meeting the above outlined criteria to assist school designated personnel in appropriate intervention during the emergency; and

- Designate and train annually, delegates for all children identified.

ROLE OF THE PARENT:

The parent of an identified student will provide the following:

- Written authorization for administration of a pre-filled single dose auto-injector containing epinephrine;

- Written orders from the physician or advanced practice nurse that state that the child requires the administration of epinephrine for anaphylaxis and;

- Acknowledge in a signed statement provided by Kingsway Learning Center their understanding that if the procedures used or followed, as referenced in the N.J.S.A. 18A:40- 12.5, that Kingsway Learning Center and its employees have no liability as a result of any injury arising from the administration of a pre-filled, single dose auto-injector containing epinephrine for the identified student.

Questions concerning the above procedures should be directed to the Principal.

CONFIDENTIALITY POLICY

Kingsway Learning Center respects a person's right to privacy – the right to decide who receives personal information, and how it may be used. Kingsway Learning Center requires that those privileged to have access to such information maintain it in strict confidentiality.

All individuals who work at Kingsway Learning Center are bound by this policy whether they are full or part-time employees, independent contractors, consultants, temporary employees, interns, volunteers, Board members, Private Duty Nurses, etc.

All individuals covered by this policy must refer questions on access to and disclosure of infectious disease information to the "designated staff member". The designated staff members include the Principal and/or designee.

All Kingsway employees are required to review this policy and sign a statement that they understand its requirements and agree to follow its procedures and understand that they will be subject to disciplinary or other adverse actions for any violations.

Employees who accidentally acquire information have an obligation not to disclose this information and must immediately inform the designated staff member.

To avoid accidental disclosures, personal information must not be discussed in common areas such as hallways, staff lounge, etc. or in the presence of their students. Records and/or computer screens must be secure at all times.

Families/guardians/agencies who choose to release personal information, may do so by completing a written consent form which will include the following:

- The specific individuals who are permitted to receive the information;
- The time period for which the consent is effective;
- The families/guardians/agencies right to revoke this consent;
- Specifically what information is authorized for disclosure;
- The purpose for the disclosure of the information;
- A written statement prohibiting Kingsway Learning Center from re-disclosing this information to anyone else without the families/guardians/agencies consent;
- A written statement that oral disclosures must be accompanied by an oral warning against re-disclosure and a written notice against re-disclosure must be sent to the families/guardians/agencies within twenty-four hours.

Non-Disclosure Agreement - Private Duty Nurses

Kingsway requires Private Duty Nurses (PDNs), who are non-Kingsway employees to sign our Confidentiality and Non-Disclosure Agreement, in an effort to maintain best practice of implementing confidentiality for all students who attend our school. Additionally, they are aware their role is limited to the implementation of the medical plan, established for their assigned student throughout the school day. They are not responsible for the development, implementation or communication of the educational or related service therapy plans regarding the student.

POLICIES

TECHNOLOGY AND INTERNET SAFETY:

Kingsway Learning Center provides access to computer equipment, computer services and the Internet for the students and staff for educational purposes. These technology resources are intended to enhance learning, teaching, research and collaborative projects, with the ability to access vast amounts of information on the global scale. Kingsway will provide student access to Internet resources only in supervised environments and has taken steps, to the best of its ability, to lock out objectionable areas. However, we are aware that it is not 100% possible to lock out all objectionable information. All users of Kingsway's computer facilities will adhere to strict guidelines and rules. If you have any questions concerning the use of technology in our program, please feel free to contact the Principal.

Students nor their family members SHOULD BE ACCEPTING or REQUESTING that Kingsway personnel be a part of their "friend" list on Social Networking Sites such as Facebook, Instagram, Twitter, etc., at any time. Kingsway Learning Center staff are prohibited from interacting with current Kingsway Learning Center students on social networks. All texts or telephone communications from a staff member's personal device MUST be documented in a student's official file. Kingsway Learning Center staff are also discouraged from interacting with former Kingsway Learning Center students on social networks.

STUDENT USE OF PERSONAL ELECTRONIC DEVICES
(ALL CELL PHONES, SMART DEVICES, ETC.):

Students are permitted to use personal devices during designated times (e.g., before/after school, during lunch, or as directed by staff).

Students may not use personal electronic devices to **record, photograph, or video** any student, staff member, or school activity without explicit prior permission from a staff member.

Students may not share, post, or distribute images, audio, or video taken at school or during school events without school authorization.

Using devices to access, record, or share another student's information violates school policy and may also violate FERPA and state privacy laws. Any recording that violates the confidentiality, dignity, or safety of others is strictly prohibited.

Kingsway understands that many families may use personal monitoring devices to support safety, independence, and monitoring of their child. Families must provide

written communication to inform the school when a monitoring device is being worn. These devices may not be used to record or listen to classroom activities due to protecting the confidentiality of others.

POLICY AND PROCEDURES REGARDING SECTION 504 OF THE REHABILITATION ACT AND THE AMERICAN DISABILITIES ACT

AMERICAN DISABILITIES ACT

Kingsway Learning Center affirms that no person shall, solely by reason of their disability, be excluded from the participation in, be denied of benefits, or be subjected to discrimination under any program or activity conducted by Kingsway Learning Center.

Kingsway Learning Center recognizes that the term "disability" means:

1. Any person with a physical or mental impairment, which substantially limits that person from participating in her/his academic program;
2. Any person with a record of such impairment; or
3. Any person regarded as having such an impairment.

The term "disability" also includes any person diagnosed as disabled or any person with a communicable disease, temporary disabling conditions, or any medical problem, which excludes that person from participating in school programs.

Kingsway Learning Center is committed to the fair and equitable treatment of all persons with a disability.

To assure non-discrimination, Kingsway Learning Center is hereby establishing a Section 504 and American Disabilities Act Grievance Procedure, which is available in all facilities. All questions and concerns should be addressed to the Principal.

SECTION 504 AND THE AMERICAN DISABILITIES ACT GRIEVANCE PROCEDURE

1. A grievance shall mean a complaint by a student, or the parent/guardian of a student, or any other individual that there has been a violation of Section 504, or the American Disabilities Act.
2. All grievances should be submitted in writing and should be signed by the complainant.
3. The initial complaint should be filed with the Principal.
4. The Principal should communicate his/her written decision to the complainant within ten (10) working days after having received the complaint.
5. If the decision of the Principal is not satisfactory, the complainant may appeal said decision within ten (10) working days to the CEO and a meeting will be scheduled within five (5) working days.

6. If, after meeting with the CEO, the complainant believes that the violation remains unresolved, the complainant may request a meeting with the Board of Directors.

7. The Board of Directors shall set a hearing within twenty (20) working days from the date of receiving the appeal. The Board of Directors shall render a decision within twenty (20) working days of the hearing. Said decision shall be final and in writing.

STUDENT CONDUCT:

Kingsway Learning Center expects students to conduct themselves with respect for the rights and welfare of other students, for school personnel and for the care of school facilities and equipment. Kingsway prohibits all forms of harassment, intimidation or bullying, whether on school property, at a school-sponsored function or that otherwise interferes with the educational environment. Kingsway policies on student conduct, harassment, intimidation and bullying and a policy on workplace harassment in general, are available for review.

CODE OF CONDUCT

To the best of my ability...

1. I will respect myself and others. **Meaning:**
   - I will treat others the way I would want to be treated.
   - I will communicate with others with kind words and actions.
2. I will maintain a safe body towards myself and others. **Meaning:**
   - I will keep my hands and feet to myself
3. I will be responsible for my belongings. **Meaning:**
   - I will wear clothing that is clean and covers my body; and
   - I will not wear clothes that advertise violence, dangerous behavior, drinking or drugs.
4. I will safely navigate my environment. **Meaning:**
   - I will follow directions to safely travel from one place to another.
   - I will be mindful of my surroundings to avoid injury to myself and others.
5. I will not bring anything illegal to school. **Meaning:**
   - No weapons (gun, knife, box cutter, penknife or cigarette lighter); and
   - No drugs, alcohol or cigarettes.

Kingsway believes that an effective instructional program requires an orderly school environment and that the effectiveness of the educational program is, in part, reflected in the behavior of students.

Kingsway expects students to conduct themselves in keeping with their level of maturity, with a proper regard for the rights and welfare of other students, for school personnel, for the educational purpose underlying all school activities, and for the care of school facilities and equipment.

Kingsway believes that standards of student behavior must be set cooperatively by the students, parents/guardians, staff and community, in an effort to create an atmosphere that encourages students to grow in self-awareness and self-management. Such an atmosphere must include respect for self and others, as well as for Kingsway and the communities in which we live.

Students are instructed to learn to assume and accept responsibility for their own behavior, and for the consequences of their behavior. Staff members who interact with students shall use positive behavioral supports and place emphasis on the students' ability to grow in self-awareness. Kingsway trains all staff on Universal Behavior Strategies, which are the foundation for positive, supportive interactions, as well as the basis for determining when a student requires a more individualized Behavior Support Plan.

Should a student's behavior pose a threat of imminent, serious physical harm to self and/or others, therapeutic restraint may be implemented. Therapeutic restraint may only be utilized by school staff members trained in the Safety Care Model and only after all positive supports have been exhausted.

If therapeutic restraint is implemented as a result of a student's significant behavior, the student will be checked by the school nurse immediately following the restraint, and the parent/guardian will be contacted by the end of the school day.

The Program Team shall maintain and distribute a student code of conduct that states the expectation that every student will demonstrate behaviors that reflect that code. In situations where students present with behavior that does not reflect the guidelines established by that code, the Program Team will respond in a way that recognizes the developmental levels of the student(s) involved and the specific facts of any given behavioral incident. Provisions shall be made for providing those guidelines to parents/guardians whose primary language is other than English.

The regulations shall require:

A. That students conform to reasonable standards of socially acceptable behavior; respect the person, property and rights of others; obey constituted authority and respond to those who hold that authority; and

B. Establish and maintain an appropriate degree of order necessary to the educational program in which students are engaged.

Regardless of where the behavior occurs (i.e., on or off campus), a student whose presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process, may be suspended or expelled, following due process in consultation with the District Case Manager.

Assault

Any student who commits an assault (as defined by N.J.S.A. 2C:12-1) upon a board member, teacher, administrator or other employee of Kingsway may be suspended from school according to procedural due process, and suspension or expulsion

proceedings shall begin no later than 30 calendar days from the date of the student's suspension.

Substance Abuse

In accordance with NJ state law, penalties shall be assigned for use, possession and distribution of prescribed substances and drug paraphernalia. The penalties shall be graded according to the severity of the offense. Infractions shall be reported to the local law enforcement agency. Confidentiality shall be protected in accordance with federal and state law.

Weapons Offenses

Any student who is convicted or adjudicated delinquent for possession of a firearm or a crime while armed with a firearm or found knowingly in possession of a firearm on any school property or at a school-sponsored function shall be immediately removed from Kingsway's program for a period of time to be determined.

The Principal shall be responsible for the removal of such students and shall immediately report them to the Chief Executive Officer and the sending district case manager.

Teaching staff members and other employees of Kingsway having authority over students shall take such lawful means as may be necessary to control the disorderly conduct of students in all situations and in all places where such students are within the jurisdiction of this board.

HARASSMENT, INTIMIDATION, OR BULLYING

1. PROHIBITING HIB:

In accordance with N.J.S.A. 18A:37-15(b)(1), this policy prohibits acts of harassment, intimidation or bullying. A safe and civil school environment is necessary for students to learn and achieve. Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate students in a safe environment.

Since students learn by example, school administrators, staff and volunteers are required to demonstrate appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying.

2. DEFINITION:

"HIB" means any gesture, any written, verbal or physical act, or any electronic communication, as defined in *N.J.S.A*. 18A:37-14, N.J.S.A. 18A:37-15(b)(2) and N.J.S.A. 18A:37-15.3, whether it be a single incident or a series of incidents, that is:

A. Reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender,

sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or

B. By any other distinguishing characteristic; and that
C. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in *N.J.S.A*. 18A:37-15.3, that substantially disrupts or interferes with the orderly operation of the school or the rights of other students; and that
D. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property; or
E. Has the effect of insulting or demeaning any student or group of students; or
F. Creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

Kingsway recognizes that bullying is unwanted, aggressive behavior that may involve a real or perceived power imbalance.

3. STUDENT BEHAVIOR:

Kingsway Learning Center expects students to conduct themselves in keeping with their individual levels of development, maturity and demonstrated capabilities with a proper regard for the rights and welfare of other students and staff, the educational purpose underlying all school activities, and the care of school facilities and equipment consistent with the student code of ethics.

Kingsway believes that standards for student behavior must be set cooperatively through interaction among students, parents/guardians, staff and community members, producing an atmosphere that encourages students to grow in self-awareness. The development of this atmosphere requires respect for self and others, as well as for district and community property on the part of students, staff and community members.

Kingsway believes that the best behavioral management is self-imposed, and that it is the responsibility of staff to help students learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with students shall apply best practices designed to prevent behavioral problems from occurring and encourage students' abilities to grow in self-management.

Kingsway's code of conduct reflects the developmental levels of Kingsway's students, in conjunction with its mission. The policy requires all students to adhere to the rules and regulations as established and to submit to such disciplinary measures as are appropriately assigned for infraction of these rules.

Kingsway Learning Center shall provide annually to students and their parents/guardians these rules and this policy will be included in Kingsway's Operating Procedures, and on Kingsway's website. Provisions will be made, when appropriate, for informing parents/guardians whose primary language is other than English.

Kingsway's policy shall, as appropriate:

A. Describe student responsibilities, including the expectation for students to conform to reasonable standards of socially acceptable behavior; respect the person, property and rights of others; obey constituted authorities; and respond to those who hold that authority.

B. Address appropriate recognition for positive reinforcement of good conduct, self-discipline and good citizenship;

C. Explain student rights; and

D. Identify appropriate sanctions and due process for violations of the code of student conduct.

4. CONSEQUENCES AND APPROPRIATE REMEDIAL ACTIONS:

The Board of Directors requires its school administrators to implement procedures that ensure both the appropriate consequences and remedial responses for students who commit one or more acts of harassment, intimidation or bullying, consistent with the student code of conduct and the consequences and remedial responses for staff members who commit one or more acts of HIB, consistent with the code of student conduct, and the consequences and remedial responses for staff members who commit one or more acts of HIB.

The following factors at a minimum shall be given full consideration by school administrators in the implementation of appropriate consequences and remedial measures for each act of HIB by students. Appropriate consequences and remedial actions are those that are graded according to the severity of the offenses, consider the developmental ages of the student offenders and students' histories of inappropriate behaviors, per the student code of conduct and N.J.A.C. 6A:16-7.

Factors for Determining Consequences:

- Age, developmental and maturity levels of the parties involved;
- Degree of harm;
- Nature and severity of the behaviors;
- Incidences of past or continuing patterns of behavior;
- Relationships between the parties involved;
- Context in which the alleged incidents occurred; and
- Behavior is determined to be a result of a student's disability following a meeting of the student's IEP team.

Factors for Determining Remedial Measures (Personal):

- Life skill deficiencies;
- Social relationships;
- Strengths;
- Talents;

- Traits;
- Interests;
- Hobbies;
- Extra-curricular activities;
- Classroom participation and
- Academic performance.

Factors for Determining Remedial Measures (Environmental):

- School culture;
- School climate;
- Student-staff relationships and staff behavior toward the student;
- General staff management of classrooms or other educational environments;
- Staff ability to prevent and manage difficult or inflammatory situations;
- Social-emotional and behavioral supports;
- Community activities;
- Neighborhood situation; and
- Family situation.

Examples of Consequences and Remedial Measures

Consequences and appropriate remedial actions for a student or staff member who commits one or more acts of HIB, may range from positive behavioral interventions up to and including suspension or expulsion of students, as set forth in Kingsway's approved student code of conduct, pursuant to N.J.A.C. 6A:16-7.1.

Consequences for a student who commits an act of HIB shall be varied and graded according to the nature of the behavior, the nature of the student's disability, if any and to the extent relevant, the developmental age of the student and the student's history of problem behaviors and performance, and must be consistent with Kingsway's approved student code of conduct and N.J.A.C. 6A:16-7.

Remedial measures shall be designed to correct the problem behavior; prevent another occurrence of the problem; protect and provide support for the victim of the act; and take corrective action for documented systemic problems related to HIB.
The consequences and remedial measures may include, but are not limited to, the examples listed below:

Examples of Consequences

- Admonishment;
- Temporary removal from the classroom;
- Deprivation of privileges;
- Referral to disciplinarian;
- In-school suspension during the school week or the weekend;
- Out-of-school suspension (short-term or long-term)

- Legal action; and
- Expulsion.

Examples of Remedial Measures (Personal):

- Restitution and restoration;
- Mediation;
- Peer support group;
- Corrective instruction or other relevant learning or service experience;
- Supportive student interventions, including participation of the Intervention and Referral Services team, pursuant to N.J.A.C. 6A:16-8;
- Behavioral assessment or evaluation, including, but not limited to, a referral to the Child Study Team, as appropriate;
- Behavioral management plan, with benchmarks that are closely monitored;
- Assignment of leadership responsibilities
- Involvement of school "disciplinarian";
- Student counseling;
- Parent conferences;
- Student treatment; or
- Student therapy.

Examples of Remedial Measures (Environmental - Classroom, School Building or School District)

- School and community surveys or other strategies for determining the conditions contributing to harassment, intimidation or bullying;
- School culture change;
- Adoption of research-based systemic bullying prevention programs;
- School policy and procedures revisions;
- Modifications of schedules;
- Adjustments in hallway traffic;
- Modifications in student routes or patterns travelling to and from school;
- Supervision of student before and after school, including school transportation;
- Targeted use of monitors (e.g., hallway, cafeteria, playground, school perimeter, bus);
- Teacher aides;

• Small or large group presentations for fully addressing the behaviors and responses to the behaviors;

•General professional development programs for certificated and non-certificated staff;

• Professional development plans for involved staff;

• Disciplinary action for school staff who contributed to the problem;

Supportive institutional interventions, including participation of the Intervention and Referral Services team, pursuant to N.J.A.C. 6A:16-8;

• Parent conferences;

• Family counseling;

• Involvement of parent-teacher organizations;

• Involvement of community-based organizations;

• Development of a general bullying response plan;

• Recommendations of a student behavior or ethics council;

• Peer support groups;

• School transfers; and

• Law enforcement (e.g., school resource officer, juvenile officer) involvement.

5. REPORTING PROCEDURES:

The principal will be responsible for receiving all complaints alleging HIB committed by an adult or youth against a student. All school employees, and volunteers and contracted service providers who have contact with students, are required to verbally report alleged acts of HIB to the Principal or the principal's designee on the same day when the individual witnessed or received reliable information regarding any such incident. All other members of the school community, including students, parents, volunteers and visitors, are encouraged to report any act that may be in violation of this policy. A written report must be submitted to the school principal within two days of the verbal report. The written report shall be completed on the HIB 228 Form and submitted to the principal. The HIB 338 Form shall be kept on file at the school but shall not be included in any student record unless the incident results in disciplinary action or is otherwise required to be contained in a student's record under State or Federal Law.

The principal is required to inform the parents of all students involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services. When providing notification to the parents of all students involved, the principal shall take into account the circumstances of the incident when conveying the nature of the incident, including the actual or perceived category motivating the alleged offense. The principal shall keep a written record of the date, time, and manner of the notification to parents.

Students, parents, and visitors are encouraged to report alleged acts of HIB to the principal on the same day when the individual witnessed or received reliable information regarding any such incident. The school district shall provide a person an online means to complete the HIB 338 Form issued by the Department to anonymously report an act of HIB. Formal action for violations of the code of student conduct may not be taken solely on the basis of an anonymous report.

A member of a board of education or a school employee who promptly reports an incident of HIB and who makes this report in compliance with the procedures in the district's policy, is immune from a cause of action for damages arising from any failure to remedy the reported incident.

The principal shall promptly submit a copy of each completed official form to the chief school administrator.

6. INVESTIGATING ALLEGATIONS OF HIB:

The principal or the principal's designee is responsible for determining whether an alleged act constitutes a violation of this policy. In doing so, the principal or the principal's designee shall conduct a prompt, thorough and complete investigation of the alleged incident.

Written records of this investigation will be kept by the principal or the principal's designee.

7. RESPONDING TO HIB:

Some acts of harassment, intimidation or bullying may be isolated incidents requiring that Kingsway respond appropriately to the individuals committing the acts. Other acts may be so serious or part of a larger pattern of HIB that they will require a response either at the classroom, school level or by law enforcement officials.

Consequences and appropriate remedial actions for students who commit an act of HIB may range from positive behavioral interventions up to and including suspension or expulsion, as permitted under *N.J.S.A.* 18A:37-1, Discipline of Pupils and as set forth in *N.J.A.C*. 6A:16-7.2, Short-term suspensions, *N.J.A.C.* 6A:16-7.3, Long-Term Supsensions and *N.J.A.C.* 6A:16-7.5, Expulsions.

In considering whether a response beyond the individual is appropriate, the principal or the principal's designee should consider the nature and circumstances of the act, the level of harm, the nature and the severity of the behavior, past incidences or past or continuing patterns of behavior, and the context in which the alleged incident(s) occurred. Institutional (i.e., classroom, school building) responses can range from school and community surveys, to mailings, to focus groups, to adoption of research-based HIB prevention of program models, to training for staff, to participation of parents and other community members and organizations, to small or large group presentations for fully addressing the actions and the response to the actions, in the context of the acceptable student and staff member behavior and the consequences of such actions and to the involvement of law enforcement officers.

This policy and the code of student conduct shall apply to instances when a school employee is made aware of alleged HIB occurring off school grounds.

8. REPRISAL AND RETALIATION:

Kingsway Learning Center prohibits engaging in reprisal, retaliation or false accusation against a victim, witness, or any other person who has reliable information about an act of HIB or who reports an act of HIB. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administration after consideration of the nature, severity and circumstances of the act, in accordance with case law, Federal and State statutes, regulations and Kingsway's policies and procedures.

9. FALSE ACCUSATIONS OF HIB:

Kingsway prohibits any person from falsely accusing another as a means of HIB.

The district board of education should insert, at a minimum, its specific consequences and remedial actions regarding any person found to have falsely accused another as a means of HIB, for:

1) **Students:** Consequences and appropriate remedial action for a student could range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1, Discipline of Pupils and as set forth in N.J.A.C. 6A:16-7.2, Short-term suspensions, N.J.A.C. 6A:16-7.3, Long-term Suspensions and N.J.A.C. 6A:16-7.4, Expulsions;

2) **School Employees:** Consequences and appropriate remedial action for a school employee or contracted service provider who has contact with students could entail discipline in accordance with Kingsway's policies, procedures and agreements; and

3) **Visitors or Volunteers:** Consequences and appropriate remedial action for a visitor or volunteer could be determined by the school administrator after consideration of the nature, severity and circumstances of the act, including law enforcement reports or other legal actions, removal of building or grounds privileges, or prohibiting contact with students or the provision of student services.

10. PUBLICITY:

This policy shall be disseminated annually to all school staff, students and parents, along with a statement explaining that it applies to all acts of HIB that occur on school property, at school-sponsored functions or on a vehicle used for the school's program and acts via electronic communication. The Chief Executive Officer should develop an annual process for discussing this policy on HIB with students. This policy will also be posted on Kingsway's website and all students and parents shall be notified by the Chief Executive Officer that the policy is available on Kingsway's website.

11. STATUTORY PROVISIONS:

The district board of education requires the chief school administrator to annually disseminate the HIB policy to all school employees, contracted service providers who have contact with students, school volunteers, students and parents who have children enrolled in a school in the school district, along with a statement explaining that the policy applies to all acts of HIB, pursuant to *N.J.S.A.* 18A:37-14, that occur on school property, at school-sponsored functions or on a school bus and, as appropriate, acts that occur off school grounds. The chief school administrator shall post a link to the policy that is

prominently displayed on the home page of the school district's website. The chief school administrator shall ensure that notice of the district's policy appears in the student handbook and all other publications of the school district that set forth the comprehensive rules, procedures and standards for schools within the school district.

The chief school administrator shall post the name, school phone number, school address and school email address of the district anti-bullying coordinator on the home page of the school district's website. Additionally, the chief school administrator shall post the contact information for the School Climate State Coordinator on the school district home page alongside the school district's HIB policy.

Each principal shall post the name, school phone number, school address and school email address of both the school anti-bullying specialist and the district anti-bullying coordinator on the home page of each school's website.

The chief school administrator shall post the Department of Education's Guidance for Parents on the *Anti-Bullying Bill of Rights Act* on the district homepage and on the homepage for each school in the district with a website.

The chief school administrator and the principal shall provide training on the school district's HIB policies to school employees, contracted service providers and volunteers who have significant contact with students. The training shall include instruction on preventing bullying on the basis of the protected categories enumerated in *N.J.S.A.* 18A:37-14 and other distinguishing characteristics that may incite incidents of discrimination, HIB. The school district's employee training program shall include information regarding the school district policy against HIB, which shall be provided to full-time and part-time staff, contracted service providers and school volunteers who have significant contact with students.

The chief school administrator shall develop and implement a process for annually discussing the school district policy on HIB with students. The chief school administrator and the principals shall annually conduct a re-evaluation, reassessment, and review of the HIB policy and any report(s) and/or finding(s) of the school safety/school climate team, with input from the school anti-bullying specialists, and recommend revisions and additions to the policy as well as to HIB prevention programs and approaches based on the findings from the evaluation, reassessment, and review.

NEW JERSEY DEPARTMENT OF EDUCATION ELECTRONIC VIOLENCE AND VANDALISM (EVVRS):

Incidences that fall within the definitions of Violence, Vandalism and Substance Abuse are reported to the Department of Education through their electronic reporting system.

Examples of violence incidents could include assault, criminal threat, extortion, fighting, harassment, intimidation, bullying, threats, robbery and/or sex offense.

Examples of vandalism are arson, bomb threat, burglary, damage to property, fire alarm or fireworks offense.

Substance abuse could be confirmed use, possession or sale/distribution. Tobacco, for minors, meets the definition.

OTHER

STUDENT ACCIDENT INSURANCE:

Kingsway Learning Center provides Student Accident Insurance Coverage, which is supplemental insurance that provides benefits for medical expenses resulting from a covered injury or loss while a student is at school or at a school-sponsored event.

For further information, please contact our Controller at (856) 545-0800.

SOLICITATIONS (SALES, PROMOTIONS AND FUNDRAISERS):

Kingsway Learning Center supports the personal participation of staff and students in other non-profit agencies and services.

Promotions, fundraisers and/or sales by students, staff or parents for organizations outside of Kingsway Learning Center, must be approved by the Administrative Team prior to the sale/event date.

PARENT BUSINESS RELATIONSHIPS:

In the interest of fairness, and to avoid any conflicts of interest, it is Kingsway Learning Center's policy not to enter into any paid business relationships with Kingsway parent owned businesses or organizations. However, Kingsway will distribute information about parent run and related organization events and fundraisers through announcements to parents and staff as deemed appropriate, as resources permit and as approved by the Administrative Team.

FAMILY LIFE EDUCATION PROGRAM:

The State of New Jersey has mandated that all schools provide a Family Life Education Program N.J.A.C. 6A:8-3.1(d). Family Life Education materials are available for your review, by appointment.

The New Jersey Statutes Annotated (Title 18A:35-4.7) also provides that "any child whose parent or guardian presents to the school principal a signed statement that any part of the instructions in health, family life education or sex education is in conflict with his conscience or sincerely held moral or religious beliefs shall be excused from that portion of the course where such instruction is being given and no penalties as to credit or graduation shall result there from."

Through our Physical Education/Health Curriculum, a teacher will incorporate the Family Life objectives appropriate to their students throughout the year. If you have any questions, please contact the Supervisor of Curriculum and Instruction.

BIRTHDAY CELEBRATIONS:

If a family requests to celebrate their child's birthday, communication should occur between the parent and teacher, and team leader. Any food item must be

prepackaged and not homemade. Parents must abide by known allergens for their child's peers.