

Dear Newgrange Families,

We hope that this letter finds you well and that you've been enjoying your summer vacation. We hope too, that you've found the opportunity to spend some time with your children, family and friends having fun together. The days and weeks seem to have passed by much too quickly since our final day of classes last June and in less than a month, we'll be entering a new school year. Please try to enjoy the remainder of your summer break as we ready ourselves for what is certain to be the best year possible.

I wanted to take this opportunity to share some news about activities, events and happenings that have taken place here at Newgrange during the past six weeks. Beginning with our Extended School Year (ESY) program, we continue to see incredible amounts of growth in both size as well as scope of our children's learning opportunities. The ESY program has always been the cornerstone of our summer initiatives and this year has been no different. A concerted emphasis was placed on reading, writing, and math with an added focus on science, history and social skills. We also planned a number of special assemblies for the children, including the Mad Scientist, Eyes Wild Exotic Animals and the National Guard outdoor physical training events. And what would summer be like if we didn't go on a field trip to the Hamilton Bowling Lanes! A special thank you to all of the students and teachers who participated in our ESY in preparation for the new school year.

**Staff Changes for 2019-2020!**

Jeannie Cruz, one of our extremely talented job coaches, will be taking on the role of Transition Coordinator. Nicole Scheller, who was responsible for developing our extraordinary transition program will be leaving Newgrange at the end of October to pursue a career change. Ronelle Favocci, who taught a variety of subjects last year, will now play an integral part of our Transition Intensive Program (TIP). Lisa Anastasi has returned from her maternity leave and will be assuming her previous teaching position. Tara Ruggiero, who had been the long term sub last year in Mrs. Anastasi's class, has become a full time teacher assistant for next year. In addition, Sarah Casamaluapa, is returning to Newgrange as a full time teacher assistant, after having worked at Laurel School for several months. Two of our related service providers were married recently and have change their last names – Marissa Grossman is now Marissa Haley and Jovi Joe is now Jovi George. Lastly, as many of you are already aware, I will be leaving Newgrange School, most likely after the winter break and our new principal, Elisa Di Lolle, will

take on this leadership position. Ms. Di Lolle and I will be working together to assume a smooth and seamless transition as Newgrange continues to grow, expand and flourish in the months and years ahead.

**Save the Date!**

Our annual “Back to School Night” has been scheduled for Thursday, September 19<sup>th</sup> from 6:30-8:30pm. We hope that all of our families can join with us for this truly important event. You’ll be given an opportunity to meet with each of your child’s teachers as you begin to share and talk about goals and expectations for the months ahead. As we are all aware, parents and teachers working together as equal partners, will help to ensure that your child will experience a year filled with incredible amounts of success.

Enclosed, please find several attachments including our 2019-2020 academic calendar and important health and permission forms. Please note that the first day of classes for the students will occur on Wednesday, September 4<sup>th</sup> and we will be following an early dismissal schedule for the students on that day. On Thursday, September 5<sup>th</sup> and Friday, September 6<sup>th</sup> we will follow a full day schedule. Also please be aware that the calendar for September includes an early dismissal day on Wednesday, September 18<sup>th</sup> and a school closure on Monday, September 30<sup>th</sup> in celebration of Rosh Hashanah.

In closing, we want to express our most sincere thanks and gratitude for your enduring support of our school and our staff. We are truly looking forward to the start of classes in September 4<sup>th</sup>, knowing full well that your child will receive the best education possible. As always, we welcome your comments, questions, and concerns and we will be available throughout the upcoming weeks to speak with you if you do have any immediate questions.

Enjoy and have fun during the remainder of your summer and vacation!

Best Regards,

Bob Hegedus



### Newgrange School 2019-20 Calendar

July 2019						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

July	
1	1st Day ESY
4	Independence Day - Closed
5	Closed

January 2020						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January	
1-3	Winter Break
17	Early Dismissal
20	Dr. Martin Luther King Day - Closed
29	End of 2nd MP
29	Early Dismissal: PD

August 2019						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August	
13	Last Day ESY
29-30	New Staff Orientation

February 2020						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

February	
14	Early Dismissal
17	President's Day - Closed
26	Early Dismissal: PD

September 2019						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

September	
2	Labor Day - Closed
3	All Staff Orientation
4	1st Day Students
4	Early Dismissal: PD
18	Early Dismissal: PD
30	Closed - Rosh Hashanah

March 2020						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

March	
13	Early Dismissal
16	Closed
25	Early Dismissal: PD

October 2019						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

October	
9	Closed- Yom Kippur
16	Early Dismissal: PD
30	Early dismissal: PD

April 2020						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

April	
3	Early Dismissal
6-10	Spring Break
15	End of 3rd MP
15	Early Dismissal: PD
22-23	Early Dismissal: Parent Conferences

November 2019						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

November	
6	End of 1st MP
13&14	Early Dismissal: Parent Conferences
26	Early Dismissal
27-29	Thanksgiving - Closed

May 2020						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

May	
6	Early Dismissal: PD
22	Early Dismissal
25	Memorial Day - Closed

December 2019						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

December	
11	Early Dismissal: PD
20	Early Dismissal
23-31	Winter Break

June 2020						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

June	
3	Early Dismissal: PD
17-22	Early Dismissal: PD
19	Graduation
22	Last Day for Students & Staff
6 SnowDays: 23-30	

## Bell Schedule



Full Day Schedule		Early Dismissal Schedule	
Arrival	8:05 – 8:15	Arrival	8:05 – 8:15
Homeroom	8:15 – 8:25	Homeroom	8:15 – 8:25
Period 1	8:28 – 9:08	Period 1	8:28 – 9:01
Period 2	9:11 – 9:51	Period 2	9:04 – 9:37
Period 3	9:54 – 10:34	Period 3	9:40 – 10:13
Period 4	10:37 – 11:17	Period 4	10:16 – 10:46
Period 5	11:20 – 11:55	Period 5	10:49 – 11:22
Mindfulness 101	11:58 – 12:08	Period 6	11:25 – 11:58
Period 6	12:11 – 12:51	Period 7	12:01 – 12:34
Period 7	12:54 – 1:34	Period 8	12:37 – 1:10
Period 8	1:37 – 2:17	Homeroom	1:13– 1:23
Period 9	2:20 – 2:50	Dismissal	1:23 – 1:30
Homeroom	2:53 – 3:00		
Dismissal	3:00		



# Newgrange School

*An extraordinary place to learn*



## STUDENT & PARENT/GUARDIAN HANDBOOK 2019 – 2020 School Year



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## MISSION

The Mission of Newgrange is to improve educational outcomes for people with learning differences and to empower them to become accomplished, dynamic members of society.

We will achieve this through evidence-based instruction for our students and expert professional development for educators.

## HISTORY

Newgrange is a nonprofit educational institution with over 40+ years' experience providing learning opportunities to students with related learning differences.

Under the leadership of Tim Viands, President, Newgrange is an internationally known and respected educational institution for people with learning differences. Newgrange delivers state-of-the-art services in a cost-effective, financially prudent manner.

The Newgrange School of Princeton, Inc. was founded in 1977 and is a State of New Jersey approved private school for students with differences serving students ages 6 through 21. The Newgrange School Campus is located at 526 South Olden Avenue in Hamilton, NJ.

The Laurel School of Princeton opened its doors in 2012. It is the newest component of the Newgrange family of services that focuses exclusively on developmental dyslexia. The school benefits from the expertise of the Newgrange School and the Ann Robinowitz Education Center. The Laurel School is located at 75 Mapleton Road, Princeton, NJ.

The Ann Robinowitz Education Center was founded in 1991 and is located in Princeton at 75 Mapleton Road, Princeton, NJ.

The Newgrange and Laurel Schools are both accredited by the New Jersey Association of Independent Schools, the Middle States Association of Colleges and Schools and by the National Association of Independent Schools.

### History of the Newgrange Name

Newgrange takes its name from an ancient site in Ireland. Approaching it, the visitor sees only the rolling hills common to that area. Under the hills of Newgrange, however, lies a prehistoric site of remarkable artistic and historic significance.

Just as there is little indication of the hidden treasure within the Irish Newgrange, people with learning differences often give no outward indication of their extraordinary intelligence and talents. Newgrange helps bring these treasures to light!

**NEWGRANGE BOARD OF TRUSTEES 2019-2020**

Deepak Mehta, President QA/QC  
Advanced Analytical Testing Laboratories, Inc.  
Parent – Laurel School  
-----

Sridhar Alathur, MBA  
Parent – Newgrange School  
-----

Jane Casagrande  
Former Newgrange Parent  
-----

Ray Disch, Entrepreneur  
Founder of Sourland Mountain Spirits  
-----

Leslie Daise  
Dyslexia Specialist/Literacy Specialist  
-----

Hershal Dave  
Senior Manager at Trade Station  
-----

Bernie Getherz  
Newgrange Alumni  
-----

Jonathan Karp, Ph.D.  
Dept. of Biology & Behavioral Neuroscience, Rider University  
-----

Karen Schoenfeld  
Laurel School Parent  
-----

\*Board members are subject to change

### The Newgrange Staff

**Tim Viands**  
Executive Director

**Deardra Rosenberg**  
Director of Education

**School Business Office**  
School Business  
Administrator

**Robert Hegedus**  
**Elisa DiLolle**  
Principals

**Howard Kaplan**  
Supervisor of Education

**Capital 5 Realty, LLC &  
Apex IT Group**  
IT and Facilities

Language Arts	
Lisa Anastasi Renee Brana Liliana Broselli Monica Bruder Sharon Camins	Carol Cooper-Braun MyraKay McCowan Dana Morris Carol Paine
Math	Science
Sandra Boyles Doreen Esposito	Geri Silver
History /Social Studies	Technology
Joan Grande	Andrew Haines
Social Workers/Counselors	Art
Rebecca Higgins Rick Smith	Ella Bing Arleen Thompson
Physical Education/ Health	Paraprofessionals
George Chis-Luca Bob Graham	Deborah Conaty Colleen Connolly Erin Flynn Tara Ruggiero Sarah Casamalhuapa Lucila De Leon
Music	Transitions Coordinator
Jennifer Haines	Jeanne Cruz
Occupational Therapy	Speech/Language
Sandee Chalik Genna Garcia Jovilin George	Marcia Allen Marissa Haley Andy McAdam
Structured Learning Job Coach	Assessment and Implementation Coordinator
Jeanne Cruz Vincent Cruz Ronelle Favocci	Kathy Bostock
Administrative Assistant	Professional Staff
Angela Kitching Tricia Weitz	Dara Foster-Storch
Security Officer	Maintenance
Rudy Mesaros	Carl Winrow
School Nurse	Student Aides
Nancy Silverberg	Sue Lippman

### Newgrange School 2019-20 Calendar

July 2019						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

July	
1	1st Day ESY
4	Independence Day - Closed
5	Closed

January 2020						
Su	M	Tu	W	Th	F	Sa
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January	
1-3	Winter Break
17	Early Dismissal
20	Dr. Martin Luther King Day - Closed
29	End of 2nd MP
29	Early Dismissal: PD

August 2019						
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August	
13	Last Day ESY
29-30	New Staff Orientation

February 2020						
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						1
2	3	4	5	6	7	8
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February	
14	Early Dismissal
17	President's Day - Closed
26	Early Dismissal: PD

September 2019						
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29	30					

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2	Labor Day - Closed
3	All Staff Orientation
4	1st Day Students
4	Early Dismissal: PD
18	Early Dismissal: PD
30	Closed - Rosh Hashanah

March 2020						
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March	
13	Early Dismissal
16	Closed
25	Early Dismissal: PD

October 2019						
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October	
9	Closed- Yom Kippur
16	Early Dismissal: PD
30	Early dismissal: PD

April 2020						
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April	
3	Early Dismissal
6-10	Spring Break
15	End of 3rd MP
15	Early Dismissal: PD
22-23	Early Dismissal: Parent Conferences

November 2019						
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17	18	19	20	21	22	23
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November	
6	End of 1st MP
13&14	Early Dismissal: Parent Conferences
26	Early Dismissal
27-29	Thanksgiving - Closed

May 2020						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

May	
6	Early Dismissal: PD
22	Early Dismissal
25	Memorial Day - Closed

December 2019						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
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15	16	17	18	19	20	21
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December	
11	Early Dismissal: PD
20	Early Dismissal
23-31	Winter Break

June 2020						
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14	15	16	17	18	19	20
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28	29	30				

June	
3	Early Dismissal: PD
17-22	Early Dismissal: PD
19	Graduation
22	Last Day for Students & Staff
6 SnowDays: 23-30	

# Student Arrival and Dismissal





## School Hours and Bell Schedule

Full Day Schedule		Early Dismissal Schedule	
Arrival	8:05 – 8:15	Arrival	8:05 – 8:15
Homeroom	8:15 – 8:25	Homeroom	8:15 – 8:25
Period 1	8:28 – 9:08	Period 1	8:28 – 9:01
Period 2	9:11 – 9:51	Period 2	9:04 – 9:37
Period 3	9:54 – 10:34	Period 3	9:40 – 10:13
Period 4	10:37 – 11:17	Period 4	10:16 – 10:46
Period 5	11:20 – 11:55	Period 5	10:49 – 11:22
Mindfulness 101	11:58 – 12:08	Period 6	11:25 – 11:58
Period 6	12:11 – 12:51	Period 7	12:01 – 12:34
Period 7	12:54 – 1:34	Period 8	12:37 – 1:10
Period 8	1:37 – 2:17	Homeroom	1:13– 1:23
Period 9	2:20 – 2:50	Dismissal	1:23 – 1:30
Homeroom	2:53 – 3:00		
Dismissal	3:00		

### Student Attendance Policy

In order for students to achieve their maximum potential for learning, it is imperative that they attend school on a consistent basis. Each student is required to satisfy the Newgrange School attendance policy unless attendance requirements have been revised in the student's IEP.

Students are expected to arrive on time to school and for all classes. Tardiness due to a late bus will be considered excused. Unexcused tardiness to school or to class will be dealt with according to the Newgrange School's Code of Conduct.

**FULL TIME STUDENTS:** To be considered PRESENT a full-time student needs to be in attendance at least one (1) hour before lunch and one (1) hour after lunch. On Early Dismissal days, students need to be in attendance at least 2 hours (not including lunch).

**PART TIME STUDENTS:** To be considered present part time students need to be in attendance at least 2 hours (not including lunch). On Early Dismissal days, part time students who attend Newgrange School for the afternoon session are exempt from this 2-hour minimum requirement.

The table below may help with your understanding of the attendance requirement. For a full-time student to be considered present:

	Full Day Schedule	Early Dismissal
<b>A student must ARRIVE no later than</b>	10:20 AM	9:49 AM
<b>A student must not LEAVE earlier than</b>	1:10 PM	12:22 PM

## Student Absences

Parents/guardians are required to **CALL** (DO NOT EMAIL) the Main Office by 9:00 AM to report their child absent at (609) 584-1800. Notifying your child's teacher is helpful but is not required. If a call is not received, a truancy alert will be sent out using the Honeywell Instant Alert System. If you wish to request schoolwork from your child's teacher, please contact the office as early in the day as possible so we have time to prepare and organize assignments/materials for you to pick up.

## Prolonged Absences

When you know that your child will be **absent for 3 or more consecutive** days, you must contact us as well as your CST case manager as soon as possible. During the course of an extended absence, your district may be required to provide homebound instruction to your child. If a student is absent for 3 or more consecutive days, and we have not heard from a parent/guardian with an explanation, The Newgrange school will contact the Child Study Team Case Manager, who may contact the school district's truant officer and/or the NJ Department of Children and Families.

## Excused/Unexcused Absences and Maximum Allowances

Attendance at school may be excused for certain absences as defined below. All absences for reasons other than excused, shall be unexcused. Repeated unexcused absences from school may subject a student to disciplinary actions and possible loss of class credit. When a student reaches 4 unexcused absences, the school will notify parents and/or Child Study Team Case Managers, may conduct an investigation, may develop an attendance action plan with the student's parents, and may cooperate with law enforcement and other authorities and agencies as appropriate if there is a potential for a missing or abused child situation. All absences, regardless of designation as excused or unexcused, are cumulative.

1. Excused absences:
  - a. Illness/injury with a doctor's/hospital note.
    - i. Note must specifically state all absence dates related to injury/illness.
    - ii. All doctors' notes must be received within 5 days of absences.
  - b. Students with chronic and documented illnesses.
    - i. A doctor's note must be submitted each school year.
    - ii. A parent/guardian must call when a student is absent due to the chronic illness.
  - c. Doctor's appointments that cannot be scheduled after school.
    - i. A note from the doctor must be submitted to be counted as excused.
    - ii. Note must specifically state the date of absence.
    - iii. All doctors' notes must be received within 5 days of absences.
  - d. Death in the immediate family.
    - i. This includes: Parents/Guardians, Siblings, Grandparents, Step-Parents, Step-Siblings, Aunts and Uncles, and Cousins.
  - e. Cases in which a student is sent home, and/or required to stay home, by the school nurse.
  - f. Any in-district or vocational school required events.
    - i. Proof will be required to be counted as excused.

- ii. This may include Graduation Practice, Child Study Team meetings or testing, and Field Trips.
- g. Visits to post-secondary schools – proof will be required to be counted as excused.
- h. An Out-of-School Suspension.
- i. A religious holiday as recognized by the State of New Jersey.
- j. Mandatory Court Appearances.
  - i. Proof will be required to be counted as excused.
- k. IN CERTAIN INSTANCES: Inclement Weather Closings where Newgrange is not closed. Please see the section entitled Inclement Weather Information

All students are expected to adhere to their home district's attendance policy or to attendance requirements listed in the IEP.

### **Inclement Weather Information**


On days of inclement weather, we always defer to the sending district/transportation. If the student's district/transportation is on a delay, we do not expect the student to arrive on our schedule, but to follow their district's/transportation's schedule. This includes buses with students from different districts; if one district is delayed, we understand that the whole bus will be delayed. Any absences or tardies for district closures/inclement weather are marked as excused. We do not expect parents/guardians to drive a student to Newgrange if there is an in-district delay.

The reverse is true as well. If we have a delayed opening, usually the buses will transport on OUR schedule even if the district doesn't have a delay. However, parents/guardians should always check with their bus driver/company when we call a delay to confirm that they too are aware.

On days of an in-district early dismissal, the school district/bus company will contact both Newgrange and parents/guardians for permission to pick up students early due to the weather. Upon confirmation that a parent has been reached, Newgrange will release your child early. Please note that we will NOT release a child on the driver's request; a confirmed early dismissal from the school district is required. If Newgrange closes early, we will use the Honeywell Instant Alert system to notify parents/guardians, who should then contact their district/transportation company.

For your convenience, we have created the following informational chart for your use.

Important Notes

 <b>INCLEMENT WEATHER INFORMATION</b> <b>HOW TO KNOW IF YOUR CHILD WILL BE BUSED TO NEWGRANGE AND WHAT YOU SHOULD DO</b>		IF NEWGRANGE IS/HAS			
		Open	Delayed Opening	Early Dismissal	Closed
IF YOUR LOCAL DISTRICT/TRANSPORTATION COMPANY IS/HAS	Open	Students are bused as normal.	Parents/Guardians should contact their local district or transportation company to confirm that they are aware of our delay.	Newgrange will use the Honeywell Instant Alert to notify parents/guardians, who should then contact their local district or transportation company.	Students should NOT be bused to Newgrange. Parents should NOT put their child on any buses arriving at their home that are traveling to Newgrange.
	Delayed Opening	Newgrange defers to the sending district. We expect your child to be late. Please call Newgrange to inform us of the delay. Any tardies are considered excused.	Students should be bused according to their district or transportation delay.	Students should be bused according to their district or transportation delay. Then, Newgrange will use the Honeywell Instant Alert to notify parents/guardians, who should then contact their local district or transportation company.	Students should NOT be bused to Newgrange. Parents should NOT put their child on any buses arriving at their home that are traveling to Newgrange.
	Early Dismissal	Districts or transportation companies will contact Newgrange and parents/guardians to confirm that their child will be picked up early. Upon confirmation that a parent/guardian is aware of an early dismissal, the student will be released.	Parents/Guardians should contact their local district or transportation company to confirm that they are aware of our delay. Then, districts or transportation companies will contact Newgrange and parents/guardians to confirm that their child will be picked up early.	Districts or transportation companies will contact Newgrange and parents to confirm that their child will be picked up early. In addition, Newgrange will use the Honeywell Instant Alert to notify parents/guardians, who should then contact their local district or transportation company.	Students should NOT be bused to Newgrange. Parents should NOT put their child on any buses arriving at their home that are traveling to Newgrange.
	Closed	Newgrange defers to the sending district. We expect your child to be absent. Please call Newgrange to inform us of the closing. Any absences are considered excused.	Newgrange defers to the sending district. We expect your child to be absent. Please call Newgrange to inform us of the closing. Any absences are considered excused.	Newgrange defers to the sending district. We expect your child to be absent. Please call Newgrange to inform us of the closing. Any absences are considered excused.	Students should NOT be bused at all.

- Trenton School District is bused by Mercer County Special Services. Parents/guardians should follow MCSS as their district/transportation source of emergency closing information.
- Parents/guardians of Newgrange students on a split-time basis with another school (Votech, district high school, etc.) should also monitor their emergency closing information.
- Some bus routes contain students from multiple districts; please confirm who the sending district is so that you may monitor their announcements.
- PLEASE BE READY TO CONTACT YOUR DISTRICT/TRANSPORTATION COMPANY.
- PLEASE UPDATE YOUR HONEYWELL INSTANT ALERT INFORMATION

## Attendance Requirement for Field Trips and After School Activities

In order for a student to participate in any field trips and after school activities and events, the student must be present in school for the entire day of the event.

### Tardy to School

Students arriving late to school are to report to the Main Office to sign in. Frequent tardiness may affect the academic credit received for the classes your child misses. Newgrange School administration is required to notify CST case managers of cases of chronic tardiness.

### When a Child is Brought to School Early

**Please do not bring your child to school before 8:00 AM.** Teaching staff will not be available to supervise your child prior to 8:00 AM. Students are permitted to enter the building at 8:05 AM. If a one-time early drop-off is unavoidable, prior arrangements must be made. When the student arrives, he/she is required to remain in the office until the building is opened to students. We appreciate your cooperation with this matter.

### Picking Up Your Child

As all students attending The Newgrange School are bused from their local school districts, picking up your child requires a significant amount of coordination. On the morning you will be picking up your child, parents/guardians are required to send a note in to school (DO NOT CALL OR EMAIL), which should be addressed to the Main Office. Parents/guardians are also required to notify their bus company/district transportation office of any changes in busing due to a pick-up. At dismissal, parents should report to the Main Office and sign their child out.

If you need to pick your child up early from school, you should follow the same procedure as above. Your child will be called to the Office upon your arrival at the school. In order to create as little disruption and loss of instruction, students will not be permitted to wait in the office to be picked up. **Parents/guardians are asked not to go to any classrooms, since this disrupts the instruction of the remaining children.**

**IN THE EVENT OF AN EMERGENCY,** please call the office at least one hour before dismissal to ensure that there is enough time for the office to notify your child's teachers, as well as the Newgrange busing coordinators, of the change.

### Student Security During Dismissal/Pick-Up

For the protection of all children, we may require identification prior to the release of your child. Please have such identification ready when you arrive at the Main Office. This plan is not designed to inconvenience anyone, **only to protect** our children. If anyone other than a parent/guardian is to pick up your child, we need written permission from the parent/guardian. The person picking up your child will need to show proper identification.

## Leaving School Building and/or Grounds Without Permission

Once students arrive at school, they are not permitted to leave the building and/or the grounds without administrative permission. For example, students are not permitted to leave school to buy their lunch from a nearby vendor or to smoke a cigarette. Students who fail to abide by this rule will be considered absent or truant and will be subject to further disciplinary action.



# Student Information



## **Registration and Emergency Information Forms**

Registration and emergency information forms asking for home and work telephone numbers are sent to each parent/guardian on the first day of school in September. This information is extremely important should we have to contact you due to either child illness or injury. Parents/Guardians should also include the name of a relative or friend who could be contacted in such an emergency, if we are unable to reach you. We realize that very often during the year such information may change. If that is the case, simply call the Main Office and the staff will take the information and change our database.

### **Honeywell Instant Alert System**

The Newgrange School currently uses the Honeywell Instant Alert System to notify families of events such as school closings, emergencies, general reminders, and student absences. It is vitally important that you register with Honeywell at <https://instantalert.honeywell.com>, and keep all your contact information current. If you have any difficulty in registering or updating your information, please call the main office.

### **Health History Questionnaire**

A Health History Questionnaire is given to each family at the start of the new school year (or upon a new student's enrollment in mid-year). It asks for critical health information such as allergies, medications, significant medical conditions, etc. This information is for our use and for use by medical emergency personnel in case there is medical emergency during school or at a school function. Please make sure you complete this form in its entirety and return it to us at the start of the school year. Failure to return any required forms may result in your child being unable to attend school or field trips.

### **Child Custody**

Very often there are custody restrictions for certain family members. In order for The Newgrange School to meet such guidelines, we ask that you notify our Main Office of such restrictions. The office will then make copies of necessary court papers to include in the student file. If duplicate mailings are requested, please make certain that we have current addresses and phone numbers.

### **Reporting Abuse and/or Neglect**

All school staff is required by law to report suspicion of child abuse and neglect. If you suspect abuse or neglect, please call the NJ Division of Children & Families HOTLINE: 1-877-NJ ABUSE or 1-877-652-2873.



# Student Health Services



## The School Nurse

The School nurse can be reached at extension 229. If you are unable to reach the nurse at this extension, please call the Main Office at 609-584-1800.

### Required Health Documents

- It is the practice of Newgrange to require a physical examination of all **new** students as well as students in the third, sixth, ninth and eleventh grades.
- A report from your private physician regarding a recent (within the last six months) examination will be accepted.
- The completed immunization forms are to be returned to the school nurse prior to the first day of school. If additional immunizations are needed, proof of an appointment to receive immunizations is required.

### New Students to Newgrange

The following health records must be submitted:

- Immunization records as per the New Jersey State Department of Health
- Health records from previous school
- Documentation of current Mantoux test (required for students transferring from another country)
- Physical examination form completed by a private physician
- Birth Certificate

### Accidents

The School Nurse treats injuries of an accidental nature occurring during school time. Every effort is made to contact parents/guardians immediately; however the priority is to attend to the student.

### Illness

The School Nurse cares for students developing an illness or injury *in school* until arrangements can be made for the parent/guardian, or someone designated by the parent/guardian, to assume the responsibility.

During the school year, the Nurse is also responsible for assessing the following:

- Heights and weights of all students for growth and development
- Audio screening of students
- Student vision screening
- Scoliosis screening (with parent's written permission)
- Physical and emotional well being

## Medical Concerns

Parents/guardians are asked to check with our School Nurse regarding *any and all* medical concerns that pertain to your child. The School Nurse must be notified of *any* medical procedures that will take place or have taken place in order to best meet the needs of your child. If there needs to be any restrictions in terms of activities, the School Nurse must be alerted with appropriate information, provided in writing. We also require documentation from a doctor when restrictions are no longer needed.

## Medical Forms

Medical forms can be obtained from the School Nurse at extension 229, or by visiting our website, [www.thenewgrange.org](http://www.thenewgrange.org), under the Parents/Students tab.



## Authorization for the Administration of Medication

Before any medication can be dispensed by the School Nurse, a signed Medication Administration Form must be returned to the school. Please contact the School Nurse at extension 229 to obtain the form or visit our website, [www.thenewgrange.org](http://www.thenewgrange.org).

## Family Life Education Opt Out

The material that will be covered for students who opt out of family life education will be divided into three units including Health and Wellness, Integrated Skills, and Drugs and Medicines. The content meets the New Jersey Core Curriculum Content Standards for the student's grade level. The material will include lessons from our current textbook. The units are intended to be a comprehensive review and reinforcement of concepts learned in Marking Period 1, 2, and 3, but will not be exact duplicates of the lessons previously covered.

### Immunization Information

New Jersey State Law requires your child to have specific immunizations before being enrolled in a School District. Please see the following chart for additional information

TO: **The Parent/Guardian** Date: \_\_\_\_\_

RE: \_\_\_\_\_ Student Name \_\_\_\_\_ Student Birthdate (Mo/Day/Yr.)

**A review of your child's school immunization record indicates that the following condition(s) exist(s):**

<p><b>Verify Birthdate</b> _____</p> <p><b>No immunization records</b> _____</p> <p><small>**Must have at least one dose of each required age-appropriate vaccine &amp; proof that child is in process of receiving vaccine in order to start at any school.</small></p> <p><b>Probation Period has expired</b> – must provide records or proof of immunization immediately _____</p>	<p><b><u>VARICELLA</u></b> (Minimum age 12 months) (required if born on or after 1/01/1998)</p> <p>Immunization required ( Every child 19 mos or older) _____ Exact date needed (month/day/year) _____ Given prior to one year of age _____ (allow a 4 day grace from 1<sup>st</sup> birthday) Proof of disease needed by <b>one</b> of the following: _____ Laboratory Evidence of immunity, Physician diagnosed disease documentation required, Parent written statement of disease</p> <p>Immunization recommended _____</p>
<p><b><u>DIPHTHERIA, TETANUS, PERTUSSIS</u></b> (DTP/DTaP/DT) (accept any combination of <u>5</u> if ↓ 7 yrs of age , and <u>3</u> if ↑ 7 yrs)</p> <p>Immunization required: 1<sup>st</sup> 2<sup>nd</sup> 3<sup>rd</sup> _____ Exact dates needed (month/day/year) _____ Booster required (15 -18 months) _____ Booster required (one over the age of 4) _____ <small>** (NOTE: has until age 6 to get this vaccine)</small> Recommended ( 1Booster over the age of 4) _____</p>	<p><b><u>HEPATITIS B</u></b> (required if born on or after 1/01/1990) (<b>Not</b> required in Pre-School/Child Care – recommendation only)</p> <p>Immunization required: 1<sup>st</sup> 2<sup>nd</sup> 3<sup>rd</sup> _____ Exact dates needed (month/day/year) _____ Serologic evidence of disease required _____ Vaccine recommended 1<sup>st</sup> 2<sup>nd</sup> 3<sup>rd</sup> _____</p>
<p><b><u>Tdap</u></b> (required if born on or after 1/01/1997) (Can't have been given before 10<sup>th</sup> birthday)</p> <p>Required for all 6<sup>th</sup> grade students _____ (or comparable age level) (NOTE: <b>Not</b> required if 5 yrs has not elapsed since last DPT/Td)</p> <p>5 years has elapsed from last DTP or Td dose and Tdap booster is now due _____</p>	<p><b><u>MENINGOCOCCAL VACCINE</u></b> (required if born on or after 1/01/1997)</p> <p>Required for all 6<sup>th</sup> grade students _____ (or comparable age level)</p> <p>NOTE: Applies to students 11 yrs of age &amp; in 6<sup>th</sup> grade</p>
<p><b><u>POLIO (IPV)</u></b> (accept any combination of <u>4</u> if ↓ 7 yrs of age , and <u>3</u> if ↑ 7 yrs)</p> <p>Immunization required: 1<sup>st</sup> 2<sup>nd</sup> _____ Exact dates needed (month/day/year) _____ Booster required (6 – 18 months of age) _____ Required ( 1Booster over the age of 4) _____</p>	<p><b><u>PNEUMOCOCCAL CONJUGATE VACCINE</u></b> (Required for all child-care/preschool infants/children <b>ONLY</b>)</p> <p>2 vaccines needed if 2 – 11 mos of age _____ 1 vaccine needed if 12 – 59 mos of age _____ (one dose on or after the 1<sup>st</sup> birthday) (allow a 4 day grace from 1<sup>st</sup> birthday)</p>
<p><b>MMR required:</b> (Minimum age 12 months) (<b>2</b> doses measles <b>required</b> if born on or after 1/01/1990)</p> <p>1<sup>st</sup> dose needed (12 – 15 mos) _____ 2<sup>nd</sup> dose needed (4 – 6 yrs) _____ <b>Given under 1 yr &amp; must be re-done</b> _____ (allow 4 day grace from 1<sup>st</sup> birthday) <small>(circle)</small></p> <p>Provide proof of immunity (Measles/Mumps/Rubella)</p>	<p><b><u>HAEMOPHILUS INFLUENZA Type b (HIB)</u></b> (not required if 5 yrs of age or older)</p> <p>Immunization required: 2 vaccines needed if 2 – 11 mos of age) _____ 1 vaccine needed if 12 - 59 mos of age) _____ <b>*Note:</b> There must be at least <b>ONE</b> dose given on or after the <b>first birthday</b> (allow a 4 day grace from 1<sup>st</sup> birthday)</p>
<p><b><u>MEDICAL EXEMPTION</u></b> (From MD or NP) Medical exemption required <u>every year</u> _____</p> <p><b><u>RELIGIOUS EXEMPTION</u></b> Written statement needed _____ Must explain how immunization(s) conflicts with student's exercise of bona fide religious tenet or practice.</p>	<p><b><u>INFLUENZA VACCINE</u></b> (required for child-care/preschool infants/children)</p> <p>1 dose 12 – 59 months of age _____ (Between September 1 &amp; December 31<sup>st</sup> of each year)</p>

If you have **no insurance**, contact the Hamilton Township Division of Health for an **appointment** to receive **free** immunization:  
**Hamilton Township Division of Health** **Hamilton, NJ 08619-0150** **(609) 890-3994**

# Report Cards and Homework



## REPORTING PERIODS 2019-20 School Year

Report	Due Date	Mailed (approx.)
1 <sup>st</sup> Marking Period Interim Reports	October 2, 2019	October 4, 2019
End of 1 <sup>st</sup> Marking Period	November 6, 2019	
1 <sup>st</sup> Marking Period Report Cards	November 8, 2019	November 11, 2019
2 <sup>nd</sup> Marking Period Warning Notices	December 11, 2019	December 13, 2019
End of 2 <sup>nd</sup> Marking Period	January 29, 2020	
2 <sup>nd</sup> Marking Period Report Cards	January 31, 2020	February 3, 2020
3 <sup>rd</sup> Marking Period Warning Notices	March 4, 2020	March 6, 2020
End of 3 <sup>rd</sup> Marking Period	April 15, 2020	
3 <sup>rd</sup> Marking Period Report Cards	April 17, 2020	April 20, 2020
4 <sup>th</sup> Marking Period Warning Notices	May 13, 2020	May 15, 2020
End of 4 <sup>th</sup> Marking Period	June 10, 2020	
4 <sup>th</sup> Marking Period Report Cards	June 17, 2020	June 22, 2020

**Back to School Night**  
**Thursday, September 19, 2019 at 6:30pm**

**Parent/Guardian Teacher Conferences**  
**Fall**

Thursday, November 13, 2019	2:00 PM – 4:30 PM and 5:00 PM – 8:00 PM
Friday, November 14, 2019	2:00 PM - 5:00 PM

**Spring**

Wednesday, April 22, 2020	2:00 PM – 4:30 PM and 5:00 PM – 8:00 PM
Thursday, April 23, 2020	2:00 PM – 5:00 PM

**Please note that all parent conference days are early dismissal days with a dismissal time of 1:30 PM. We would also like to remind parents/guardians that students are not permitted in conferences; please make sure that childcare is in place as we do not have the staffing to supervise your child during your conference times.**

**Homework Plan**

Homework is an important part of the learning process here at the Newgrange School. It is given primarily to extend and reinforce classroom learning and to help develop good study habits. The purpose of this homework plan is to serve as a guide for teachers, parents and students to ensure that homework is meaningful and that it supports the learning experiences for all students.

**Framework for Homework**

Homework is any activity or assignment directed by the teacher which is to be performed outside of the classroom and may include reading, studying, completing projects or assignments and in general, practicing those skills which were learned in school.

Homework should:

- consist of assignments that students can complete independently
- be connected to subject matter and IEP goals & objectives
- be engaging, purposeful and relevant
- have primary emphasis on quality not quantity

**Teacher Guidelines**

1. Explain homework to the students prior to assignment. Write assignment on the board and make sure that students have correctly recorded it in their planner.
2. Coordinate assignments so that students do not receive an overload of homework.
3. Teach strategies that can help students plan time efficiently, meet deadlines and develop appropriate study skills. Discuss a review and return of homework in a timely fashion.
4. Communicate with parents about homework expectations, policies and procedures.
5. Communicate with parents at the earliest possible opportunity if the student has demonstrated consistent inability to complete homework.

### Parent Guidelines

1. Be aware of students' homework assignments. Help establish good study habits, such as a regular time and place to work.
2. Provide a suitable location for the student to work – preferably a place that is quiet, well lighted and free of distraction.
3. Monitor time management and productivity.
4. Be supportive and encouraging of the student to complete the work.
5. Remind students that homework is an important part of their overall learning experience.
6. Communicate with teachers at the earliest possible opportunity to express questions/concerns about the amount of time your child devotes to homework or if your child expresses frustration with the content of the homework assignments.

### Student Guidelines

1. Understand that homework is part of the course requirement.
2. Record homework in planner when assigned by the teacher.
3. Seek clarification from the teacher before leaving class if unsure or unclear about homework.
4. Use any class time provided for starting and/or completing assignment.
5. Complete and submit homework assignment by the due date.

### Sharing/Discussing Concerns

Teachers and parents should make every effort possible to communicate with each other at the earliest opportunity once it has been shown that the student is unable to complete homework assignments. It is important that discussion takes place in order for both the parent and teacher to fully understand the reasons why the child has been unable to complete assigned work. Once it is determined what factors/barriers might be preventing the child from being able to complete and return homework in a timely manner, it is then essential that a plan is constructed to help the student develop more responsible and consistent study habits.

In conclusion, it must be emphasized that homework is a critical element of the educational development of all students, especially those with learning differences. The ultimate purpose of homework is to provide our children with opportunities to practice newly taught skills and to review previously learned concepts. Homework also helps to develop independent study habits and encourages children to foster a sense of responsibility for task completion. Please remember that if you have any concerns or questions about homework issues, do not hesitate to contact your child's teacher.





# General School Rules



## Students in Good Standing

Newgrange School expects all of their students to be in good standing with respect to **academic achievement, attendance and behavior**. By this we mean that students will strive to do their best every day - completing their work, following directions, participating, asking questions. We also expect students to be in school every day on time and on time for every class. And with school behavior we are expecting students to make good choices and to ask for assistance when the choices may be difficult or conflicting.

Newgrange School has relied on our 4 R's for many years now to provide our students (and staff) with some values or guiding principles. **Respect, Responsibility, Right choices and Ready to learn**. These values have proven to be strong, stable and effective.

Being a student in good standing includes an expectation that students will be honest. This can be a challenge for some as being honest may compete with other values they hold (for example, they don't want to be considered a 'snitch').

There is also an expectation that students will respect a teacher's right to teach and a student's right to learn. Behaviors cannot and should not interfere with these rights.

A student in good standing should be able to resolve conflicts constructively by listening to others, working collaboratively to find solutions and seeking assistance as needed.

Newgrange is a school where we support each other as we grow, learn, and heal from past hurts. Hurtful behaviors, in any form, are unacceptable. And above all else, there is no place for bullying at Newgrange.

Finally, students in good standing are those who do their best at home with their families and in their communities. This includes respect for family members and family rules, along with respect for community members and the laws that keep us all safe.

Although meeting these expectations may feel as if they are out of reach, the Newgrange staff is there to provide guidance, support and understanding.

For those students who have difficulty progressing towards these expectations, they run the risk of experiencing consequences (as per our code of Student conduct) or of losing their placement at Newgrange. Due process, applicable state regulations and other extenuating circumstances will be taken into consideration. Nevertheless, we need students to make a commitment toward meeting these expectations and becoming a student in good standing.

## Student Records

The Newgrange School shares responsibility for the compilation, maintenance, access to, and security of pupil records (hard copies and computer records). Our copies of the pupil record are available for review to the parent/guardian and pupil (where appropriate). If you would like to review the contents of your child's file, please set up an appointment with a school administrator. A full copy of pupil records (including IEP's, CST reports, transcripts, etc.) are kept on file in your school district. Contact your CST case manager regarding access to your child's records.

## Driving Policy

The Newgrange School believes that safety is the paramount concern relative to children coming to or returning home from school. Parents/Guardians should consider their children's age, experience and skills in deciding whether to allow them to drive a car to school. It is assumed that the parent will have made prior arrangements to properly insure the driver. When driving, students must obey all traffic regulations. Students who drive are NOT to transport other students to and from school grounds. Students who drive need to get the appropriate permission slip signed by parents/guardians. Permission slips are available in the main office.

The school assumes no responsibility for cars. The student assumes all responsibility for loss or damage to his/her car, its equipment and its contents. Cars must be locked in the morning and must not be entered or moved during the day without administration permission. Any student who uses a vehicle to transport another student illegally from school grounds will lose the privilege of driving to school. Students must park in designated parking spots. Student parking is located at the farthest end parking lot away from the school. Violation of these regulations may cause loss of driving privileges and possible disciplinary action.

## Bus Transportation

Parents/Guardians are requested to review with their child the Transportation regulations detailed below. Each regulation is designed to ensure the safety and welfare of every child who rides the bus. The School Bus Driver will refer children who fail to follow such safety rules to the Administrator. Disregard of such important safety guidelines may result in a **suspension of transportation privileges. If such a suspension does occur, parents/guardians will then be responsible for transporting their child to and from school (and signing-in and signing-out their child in the Main Office).**

**1<sup>st</sup> bus conduct report – parent/guardian notification and warning to student; subsequent conduct reports will result in one the following consequences depending on the severity of the incident:**

- **Parent/Guardian notification**
- **In school suspension**
- **Out of school suspension**
- **Suspension of transportation services**
- **Meeting with Newgrange administration, bus company supervisors, parents/guardians and CST case manager**

We ask parents/guardians to review the following guidelines to make travel time safe and enjoyable for every child:

- \* Be ready for the bus 5 minutes prior to the scheduled time. The bus must keep to a schedule to ensure the safety of other pupils
- \* Do not stand in the roadway while waiting
- \* Conduct yourself in a proper manner while waiting
- \* Do not enter or leave the bus while it is in motion and avoid pushing while riding or getting on and off the bus.

### *While on the Bus*

- \* Remain in your assigned seat

- \* Keep all parts of your body inside the bus windows
- \* Don't throw objects from bus windows
- \* Do not tamper with any bus equipment
- \* Remain in your seat during road emergencies until the driver gives instructions
- \* Leave no personal articles on the bus
- \* Follow rules specified by the driver.
- \* Fighting, use of profanity, harassment/bullying of other students, will result in school disciplinary actions.
- \* Use seat belts as directed by your driver.

### **Special Notice Regarding Busing**

**PLEASE SEE 'PICKING UP A CHILD' SECTION FOR SPECIFIC PICK-UP INSTRUCTIONS. All students being picked up (not taking the bus home as usual) MUST have a note. If a student does not have a note, we will be required to place the student on the bus to ensure that they have transportation home. Please understand that we cannot take the student's word that they are being picked up and, due to time constraints during dismissal, students will not be allowed to call home as that may cause them to miss their bus.**

The Newgrange School is not responsible for arranging bus transportation to and from school. Whenever there is a need to alter transportation arrangements or to register a complaint, parents/guardians must contact their child's bus company/district transportation office directly.

*Please notify your bus company/district transportation office:*

- *If child will be absent*
- *If you brought your child into school, but you need him/her to ride home on the bus*
- *If you are taking your child home*

*When in doubt, it's best to call!*

### **Students Attending Newgrange on a Part-Time Basis**

Students who attend Newgrange on a part-time basis are only permitted to be on school grounds during their scheduled class time (i.e. students who attend Newgrange in the morning, may NOT stay for the afternoon, and vice versa). In the event of a field trip or special event, your child will have the option to stay at Newgrange for the full day to participate. It is the responsibility of the parent/guardian to ensure that your bus company/district transportation office is aware of the appropriate time to pick up or drop off your child.

### **Students Walking Home or to District Events**

Students who wish to walk home from school, or to their nearby public school, for sports or other after school activities must satisfy the following conditions:

- Their home or school must be within one (1) mile of The Newgrange School
- The student is in grades 9 – 12. (This option is not available to students in grades 1-8)
- Parent/guardian is responsible for evaluating the safety of the route their child will follow
- Parent/guardian is aware that The Newgrange School does not provide any crossing guards
- The sending district's child study team agrees with the plan for the student to walk
- Parent signs a permission slip acknowledging the above conditions.

Once these conditions have been satisfied the student will be permitted to walk home or to his/her after school activity.

If The Newgrange School needs to close early due to inclement weather or other emergency conditions, parent/guardian will be notified and student will be directed to take their bus home. If the after-school activity is cancelled, students will also be directed to take their school bus home.

School administration reserves the right to deny permission to walk whenever the student's safety may be at risk.

### **Newgrange 4 R's**

It is necessary for children to develop self-discipline and responsibility for their behavior in the home, school and community. Your cooperation in the implementation of school rules, appropriate social problem-solving skills and getting along with others is appreciated. At school, we observe **NEWGRANGE RULES: Respect, Responsibility, Right Choices, Ready to Learn**

Fighting, possession of weapons, disrespect toward others, using cell phones or other electronics, bullying, obscene language, illicit drugs, sexual harassment, inappropriate dress or destruction of school property are not permitted in our school community. If inappropriate behavior occurs, specific disciplinary measures will be taken. Such measures may include the loss of flextime, lunch detention, or suspension. Teachers will make their classroom expectations available to students and parents/guardians. Your involvement in following-up on pre-established consequences is appreciated. Students who break rules continually will be sent to the Office and parents/guardians will be contacted. Sexual harassment, demonstrated by inappropriate physical or verbal behaviors, between students cannot be tolerated. Compliance with federal and state laws, as well as school policy, is mandated and your support is greatly appreciated in reinforcing these expectations. Parents/guardians will be contacted if such a problem occurs. Thank you for enforcing these expectations. **TOGETHER WE CAN MAKE A DIFFERENCE**

## **IMPORTANT REMINDERS**

**2019-2020 School Year**

1. Only High School students (grades 9-12) are permitted to use their cell phones or other electronic equipment. They may use their devices **ONLY** during lunch time.
2. Students are **NOT** permitted to use their cell phones to make phone calls, text or take photos/videos at any time during the school day. This includes during lunch period and when students use the rest rooms.

3. If a student needs to make a phone call, they must get staff permission and they are to make the call in a staff office, not in the classroom.
4. Students are **NOT** allowed to use their electronic devices or phones in the hallways.
5. Students are not permitted to drink energy beverages or highly caffeinated drinks at any time.
6. Students are not permitted to eat or drink in class without their teacher's permission.
7. Students are not permitted to have fast food lunches delivered to the school. Students may bring this type of food to school for lunch and parents may bring in this type of food for their child's lunch.

## Dress Code

There is a direct correlation between the way students dress and how they behave and achieve in school. School is a place for learning as well as for the development of positive social interactions and physical fitness. A student should be dressed appropriately for the varied activities offered in the educational environment. **Dress should not distract others or be unsafe for the student.** Sneakers are mandatory for physical education classes. If clothing is considered inappropriate, parents/guardians will be called to bring a change of clothing for their child.

Examples of Prohibited Clothing and Articles:

1. Clothing with the following are prohibited: language or graphics that promote violence, drugs, alcohol, tobacco, sexual conduct, messages deemed offensive, profane, expressing racial or ethnic slurs, and gang association.
2. Dresses and tops with "spaghetti" straps are not permitted. Tank tops must fall close to neckline and directly below the underarm to ensure that the torso and undergarments are not exposed.
3. No halter-tops, strapless, tube tops, off the shoulder, low cut, or crop tops. Midriff, back and chest cannot be exposed.
4. Transparent clothing is not permitted unless it is worn over clothing as an accessory.
5. Underwear may not be worn as outerwear.
6. Form fitting clothing that exaggerates the anatomy is prohibited. Leggings are permitted only if they are worn under a dress or skirt.
7. Shorts and skirts must be a minimum of mid-thigh length.
8. Pants and shorts must be worn at the waist without undergarments exposed.
9. No chains on pants, wallets around the neck or any other accessories that may be deemed a safety hazard may be worn.
10. No bare feet, flip flops, beach footwear, slippers, Heelys (shoes with wheels) or any other potentially dangerous footwear. Sandals are permitted only when straps secure the shoe to the back of the foot.
11. No sunglasses. No hats, hoods, bandanas, headbands or head coverings (except for religious purposes). Winter coats or heavy jackets are also prohibited during the school day unless otherwise directed by a school administrator.
12. No pajamas may be worn during the school day.

## School Dress Code Policy Violation Procedures

Students will be expected to meet dress code requirements. Failure to comply with the dress code policy will be handled according to the school discipline procedures. The guideline procedures are as follows:

- 1<sup>st</sup> violation:** The student will be asked to change into proper attire provided by the school and parents/guardians will be notified of the violation of the school dress code policy.
- 2<sup>nd</sup> violation:** The student will be warned and asked to change into proper attire provided by the school. Failure to change into proper attire will result in the student being assigned a lunch detention.
- 3<sup>rd</sup> violation:** The student will be assigned one day of Out-of-School Suspension. Parents/Guardians will be notified of the violation of the school dress code policy.

Chronic failure to comply with the dress code policy will be treated as insubordination and will result in a meeting with the parent and CST case manager.

### **Student Search Guidelines**

From time to time it may be necessary for Newgrange School administration to conduct a search, either of individual students or larger groups of students. A search will be conducted when there is reasonable suspicion that an offense has been committed or a major school rule has been violated. For example, if a student is reasonably suspected of attempting to steal school property, or if a student is reasonably suspected of being in possession of a prohibited item such as drugs or weapons, or if a student may be in possession of an item related to a case of bullying. Larger group searches may be used as a deterrent to help prevent prohibited items from being brought into or taken from the school. Larger group searches can be conducted with or without prior notification.

A search may include, but is not limited to, the following:

- Having students empty their backpacks, handbags and binders.
- Having students empty their pockets on their pants, shirts, jackets and coats.
- Asking students to remove their shoes and their hats.
- Having students empty their cubbies and desks.

Searches will be conducted by school administration in the presence of a second staff member, and will be conducted when there is reasonable suspicion that an offense has occurred. Strip searches are NOT permitted. If, in the course of a search, a student is found to be in possession of a prohibited item, immediate and appropriate consequences will be applied. Such consequences may include parent notification, confiscation of the prohibited item, notification of local law enforcement, suspension from school, termination of placement, notification of sending school district.

The staff and administration of The Newgrange School are committed to providing all students with a safe and orderly learning environment. Emphasizing our 4 Rs – Respect, Responsibility, Right Choices, and Ready to Learn – is the first and most effective way to reach this goal. Having additional tools available to us will help us be even more effective in creating and maintaining a safe school environment.

### **Metal Detector Policy**

Newgrange School  
Use of Metal Detector and Hand-Held Scanner  
Policy & Procedure

## POLICY

The Newgrange School is committed to providing staff, students and visitors a safe and secure educational environment. The use of a metal detector and hand-held scanners is part of a comprehensive School Safety & Security Plan. The purpose of the metal detector and scanners is to act as a preventative measure and to deter individuals from bringing weapons of any kind into our school. These devices by themselves are not sufficient. But taken as part of our multi-tiered prevention measures, they will enhance the real and perceived safety of our school.

All individuals will eventually be required to comply with the procedures below. Since the metal detectors are a new addition to our safety/security plan, there will necessarily be a phasing in process along with a review/revision process. We will begin by requiring all students to comply, adding visitors and staff when ready. As we phase in the use of these devices, we will need to reassess the resources required to effectively implement our plans. Staffing needs, physical space needs, equipment and material needs may all undergo some changes. Our goal is to develop a process that will allow us to effectively and efficiently scan everyone entering our building.

The staff members who will be implementing the procedures will need to have some training. They will need to be trained on the operation of the metal detector and the hand-held scanners. They will need to be trained for their specific roles and responsibilities. Any staff member using the hand-held scanners to scan individuals needs to be sure to avoid any direct contact with the individual. Although individuals will be asked to remove any metal objects from their clothing and may be asked to remove their shoes, strip searches are prohibited. The age and disability of the students being scanned must be taken into consideration when conducting a search.

Parents, students and sending school districts will be informed annually regarding our use of a metal detector and hand-held scanners. Signs will be posted at our entrance informing visitors of the need to comply with our metal detector/scanner policy and procedures

Metal detectors and hand-held scanners can project a sense of security for many people, as well as cause some concern or anxiety for others. Our goal is to promote the value of these devices and our procedures through education and conversation with all of our stakeholders, and to be understanding and sensitive to various points of view. We believe we can provide a safe and secure school environment without sacrificing the need to be respectful.

## PROCEDURES FOR STUDENTS

1. All students will enter the building through the Main Entrance.
2. As they enter, they will be asked to place all metal objects in a tray on a nearby table.
3. Students will also place their backpacks, lunch boxes, and other items they are carrying on the table.
4. Students will then walk through the metal detector.
5. At the same time staff will scan the student's backpacks, etc.
6. If no alarms go off and if there are no prohibited items placed in the tray, the student will be directed to go to class.
7. If the student's backpack, etc. sets off an alarm, the student will be asked to open the backpack for inspection by staff. If no prohibited items are found the student will be directed to go to class.
8. If the walk-through metal detector alarm goes off, the student will be directed to step aside.



- a. A staff member will conduct a scan using the hand-held scanner.
  - b. The student will be scanned front and back from head to toe.
  - c. Staff are not to touch the student with the scanner or in any other way.
  - d. If no prohibited items are found, the student will be advised to place the metal objects that set off the alarm in the tray upon entering the building. The student will be directed to go to class.
9. If a student refuses to walk through the metal detector or refuses to submit to a scan or search, the student will be asked to step aside and await an interview with an administrator. The administrator may ask a second staff member and/or the student's parents to join the interview. Based on the interview the administrator will determine what actions need to be taken.
10. If weapons or other prohibited items are found during the walkthrough, scan or search, THE SUPERVISING STAFF WILL DETERMINE IF ANY SAFETY PRECAUTIONS OR EMERGENCY PROCEDURES NEED TO BE IMPLEMENTED IMMEDIATELY AND THEN PROCEED ACCORDINGLY.
11. If weapons or other prohibited items are found and if there is no immediate danger or threat, then:
- a. The item will be confiscated and turned over to administration. Chain of custody will be documented.
  - b. Police and/or other authorities will be contacted immediately.
  - c. The student will be brought to an administrator's office and wait for authorities to arrive.
  - d. Parents are notified by administrator
  - e. Disciplinary and/or legal actions will be taken.
12. Any student using a medical device that should not pass through a metal detector will be scanned with the hand-held scanner.

### Cell Phone Policy

Newgrange Administration recognizes that students have a need for a cell phone. However, students may **not** use the cell phones on school property or during school hours without administrative permission. During school hours the office phones are available should a student need to call home only on an emergency basis. If a student is found using a cell phone on school property, during school hours, or during any school activity, the phone will be confiscated and handed over to the administrator, who will administer consequences:

- 1<sup>st</sup> offense: Warning**  
**2<sup>nd</sup> offense: Phone call to parent**  
**3<sup>rd</sup> offense: Phone is confiscated, returned to student at end of day**  
**4<sup>th</sup> offense: Phone is confiscated. Parent will need to come to school to pick up phone**

### Electronic Equipment Policy (Music Players, handheld games, etc.)

Newgrange School recognizes that many of our students may travel great distances on the bus to and from school each day. We also recognize that students may want to use tablets, music players and/or other electronic equipment on their bus ride in order to occupy their time. Students are permitted to use electronic devices on the bus but should adhere to the policies and the rules established by their individual bus company. All electronics must be turned off before a student enters the building and

should remain off throughout the day. If a student is found or is reported to be using a personal electronic device in school, the item will be removed and given to the administrator. The administrator will then initiate consequences in the following manner:

- 1<sup>st</sup> offense: Warning**
- 2<sup>nd</sup> offense: Phone call to parent**
- 3<sup>rd</sup> offense: Phone is confiscated, returned to student at end of day**
- 4<sup>th</sup> offense: Phone is confiscated. Parent will need to come to school to pick up phone**

If the student becomes a repeat offender of the electronic equipment policy, a subsequent meeting will be scheduled with the school, the parent and the student to determine further action.

### Lunchroom Rules

11:20 – 11:36 Grades 1 through 8 are eating lunch while grades 9 through 12 are having recess.

11:39 – 11:55 Grades 9 through 12 are eating lunch while grades 1 through 8 are having recess.

11:58 – 12:08 All students are to return to Homeroom for a 10-minute Mindfulness Period.

1. Students must remain in the cafeteria at all times. If a student needs to leave the cafeteria to see a staff member, the student needs to get a pass from a lunch duty staff member giving him/her permission to leave the cafeteria.
2. If for any reason a student is asked or desires to see a teacher during his or her lunch, a pass must be obtained prior to lunch or recess.
3. Students in 9-12 have been given the privilege of listening to music with headphones and using electronic games. **Students are not permitted to make cell phone calls, send text messages, or take pictures** during lunch/recess.
4. No throwing food or drinks. Each student is responsible for cleaning his or her area before being dismissed. No glass bottles please. Food and drinks are not permitted during outdoor or gym recess.
5. Energy drinks, sodas, or drinks with excessive amounts of caffeine are not permitted.
6. The use of school owned game tables and gaming systems during lunch/recess are restricted to inclement weather days or at the discretion of the lunch coordinators.
7. **STUDENTS ARE NOT PERMITTED TO LEAVE SCHOOL GROUNDS DURING LUNCH/RECESS.**

The following are results for students not meeting with expectations:

- 1<sup>st</sup> offense: Warning given**
- 2<sup>nd</sup> offense: Student will be removed from situation**
- 3<sup>rd</sup> offense: Student is sent to the office and may receive a lunch/recess detention.**

### Outdoor/Recess Rules

1. Use equipment safely:
2. Stay **within fenced in area**, away from the road.
3. **HANDS OFF** other children

4. Respect the personal space of others on the playground

**SCHOOL FOOD POLICIES**

**PLEASE BE ADVISED THAT OUR SCHOOL POLICY PROHIBITS THE DELIVERY OF COMMERCIAL FOOD TO STUDENTS DURING THE SCHOOL DAY. PARENTS/GUARDIANS ARE ENCOURAGED TO PROVIDE HEALTHY, NUTRITIOUS LUNCHES FOR THEIR CHILDREN. IF FOR SOME REASON A STUDENT FORGETS HIS/HER LUNCH, A SANDWICH AND DRINK WILL BE PROVIDED HERE AT SCHOOL.**

Please contact School Administrators with any questions or concerns. Thank you for assisting us in this matter.

## **Computer and Internet Acceptable Use Policy and Provisions**

### **A. Policy and Purpose Statement**

The Newgrange School believes that the use of computers and the Internet are, if used appropriately, an integral part of the educational program. Internet access is available to the students only for the express purpose of supporting the educational program. It is being made available to enable students to conduct research and to communicate with others, also in furtherance of educational objectives, which relate to student/staff curriculum.

This policy is intended to comply with the Children's Internet Protection Act/Neighborhood Children's Internet Protection Act. The Technology Coordinator shall be responsible for ensuring that the blocking software is installed and functioning.

Although the Internet offers vast opportunities to access resources, an environment that promotes both responsible and ethical conduct in all student/staff computer activities must be maintained. With access to the Internet also comes the possibility, even with the use of blocking software, that students/staff may access materials that is either of no educational value, or violates applicable State or Federal law. This is so because, with the current state of the technology, it is impossible to control access to all materials that are obscene or profane, or advocate illegal acts, violence or unlawful discrimination.

It is our belief that the educational value of the access to information and the interaction enabled by Internet access far outweighs the disadvantage that users may procure materials that are not consistent with the educational goals. The operation of the computer network relies, in part, on the proper conduct of its student users. Therefore, it is necessary for students/staff to follow the guidelines, which are set forth within this policy. If any user violates this policy, his/her privileges to use school computers

may be limited or suspended. In addition, the student/staff may be subject to other applicable disciplinary measures.

## **B. Terms and Conditions of Use**

1. **Acceptable Use.** The purpose of providing access to Internet is expressly to support research and education. It is to provide access to various resources and opportunities for collaborative work. The use of the Internet must be solely to support education and research which furthers the educational objectives and curriculum established by Newgrange. Transmission and accessing of any material in violation of any Federal law (including either the Children's Internet Protection Act or the Neighborhood Children's Internet Protection Act), state law, or regulation/or Board Policy is prohibited. Prohibited activities include, but are not limited to the following:

- a) Users will not transmit or access material that is profane, obscene, harmful to minors (as that term is defined in the Children's Internet Protection Act), or advocates illegal acts, violence or unlawful discrimination.
- b) Any use of the network for commercial or for-profit purposes is prohibited.
- c) Use of the network for personal and private business, limited to non-instructional time.
- d) Mass emails not related to school business are prohibited.
- e) Any use of the network for advertising or political purposes is prohibited.
- f) Users of the network shall not disrupt or interfere with the use of the network by others, including trespassing into other's folders, work, or files.
- g) Computers, network, hardware or software shall not be altered, mishandled or abused in any way, whether physically or through the use of viruses, hacking, phishing, reformatting or deleting programs.
- h) Users of the Newgrange computer system will not download any software, music, video or other forms without express permission from the Technology coordinator.
- i) The school computer system shall not be used to harass others.
- j) Hate mail, discriminatory remarks and other antisocial behaviors are prohibited.
- k) The unauthorized installation of copyrighted software for use on the school computer system is prohibited.
- l) Using other students' or staff's passwords.
- m) Giving personal information without permission from administration AND parent.
- n) Accessing social networking sites online.

2. **Privileges.** The use of the Newgrange computer system, including access to the internet and a Newgrange email address, is a privilege, not a right. Inappropriate use may result in the suspension, or partial suspension of those privileges as well as other possible discipline, as outlined in the Student Code of Conduct, which is incorporated by reference herein, and even possible prosecution for illegal activity. Each student, in order to obtain access to the school computer system, will be required to accept and comply with the Newgrange Technology Acceptable Use Agreement. The Technology Coordinator will have the authority to, at least temporarily, suspend use of the system at any time.

## **3. Network Etiquette.**

Users of the school computer system are expected to:

- a) Only use appropriate language.
- b) Never reveal personally identifiable information such as name, address, telephone number or those of other students.
- c) Understand that use of the Newgrange computer system is for the exclusive purpose of furthering educational objectives and that there is no expectation of privacy for any access or use thereof.
- d) Comply with all intellectual property laws, such as copyrights.

### C. Miscellaneous

1. Security of the system is a high priority. If you have reason to believe that you can identify a security problem in the computer system, you must notify the Technology Coordinator
2. Vandalism will result in the automatic suspension of use and will be subject to disciplinary consequences, or possible legal action, which could result in criminal prosecution. Vandalism is defined as any attempt to harm or destroy data, software or hardware, even if belonging to another network. This includes, but is not limited to, the creation of a virus, intentional propagation of a virus, or dissemination of contaminated disks, CD's and the like.
3. The Newgrange School makes no warranties of any kind, whether express or implied, for the service it is providing. The school will not be responsible for any damages users suffer. This includes loss of data, non-deliveries, mis-deliveries, or service interruptions caused by the school 's own negligence or the user's errors or omissions. The school cannot accept responsibility for the accuracy or quality of information obtained through its services.

## Policy Prohibiting Harassment, Intimidation and Bullying

### A. Policy Statement

In order to provide our students with a safe, orderly and civil learning environment, The Newgrange School prohibits all acts of harassment, intimidation and bullying conducted by students or staff. These behaviors disrupt students' ability to learn and the school's ability to educate. Treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying are the behaviors that will be promoted and commended.

### B. Definition of Harassment, Intimidation and Bullying

Harassment, Intimidation or Bullying (HIB) means any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by an 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 by any other distinguishing characteristic; **and that**
- Takes place on school property, at any school sponsored function, on a school bus, or
- Off grounds, that substantially disrupts or interferes with the orderly operation of the school or the rights of other students: **and that**
- A reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging a student's property, or placing a student in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; **or**
- Has the effect of insulting or demeaning any student or group of students; **or**
- 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

"Electronic communication" means a communication transmitted by means of an electronic device, including but not limited to: a telephone, cellular phone, computer, tablet or pager.

Bullying may occur in many different forms: verbal, physical, psychological and/or electronic. It can be direct face-to-face incidents, or indirect behind-someone's-back incidents. It occurs on playgrounds, in the hallways, lunchrooms, rest rooms, lockers, on buses. Cyberbullying involves the use of electronic devices such as cell phones, computers, tablets via social media, emails, texts, chat rooms, etc. Cyberbullying can happen anytime, day or night, and can reach victims when they are alone and most vulnerable.

Bullying and conflicts can look very similar and both may involve name-calling, threats, and other hurtful behaviors. In a conflict everyone is considered to be equally involved. One hallmark of bullying is that there is often an imbalance of power – the bully is or is perceived as having more power than the victim.

### **C. Pupil Expectations and Core Values**

Taking into consideration the developmental level, maturity, capabilities and special needs of our students, The Newgrange School expects students and staff to behave in a manner that shows proper regard for the rights and welfare of others and the educational purpose of all school activities. Standards for behavior have been set with input from staff, administration, parents, students and board members, and evolve along with the changing needs of our student population. One purpose of these standards is to help create a learning environment that supports the development of self-discipline, respect for self and for others.

The Newgrange School's core values for behavior include our **4 R's: Respect, Responsibility, Right Choices, Ready to Learn**. When reinforced, these values will help prevent incidents of direct and active harassment, intimidation and bullying, as well as bystander and other passive support for these harmful behaviors. Staff members should take advantage of every opportunity to reinforce these values. They should also use violations of these values as an opportunity to help students and staff learn to assume and accept responsibility for their behavior and the consequences of their behavior. (Please see the Newgrange School Code of Conduct for more detailed descriptions of behavioral expectations.) Any action taken by staff or administration must consider the special needs of individual students and their IEPs. In many cases students' learning differences have affected their acquisition of social skills.

Newgrange prohibits active or passive support for acts of harassment, intimidation, or bullying. Pupils are encouraged to support other pupils who:

1. Attempt in a positive, nonviolent and nonaggressive manner to stop acts of harassment, intimidation, or bullying;
2. Walk away from acts of harassment, intimidation, or bullying when they see them; rather than participating in or supporting such acts;
3. Provide support to pupils who have been subjected to harassment, intimidation, or bullying; and
4. Report acts of harassment, intimidation, and bullying to the designated school staff member.

### **D. Consequences and Appropriate Remedial Action**

All acts of harassment, intimidation or bullying by students or staff shall result in appropriate remedial actions and/or consequences. The appropriateness of any remedial plan or consequence shall be based on the severity of the offense, the developmental ages of the student offenders, student offender's behavioral history, the special needs of the students involved and their IEPs. Personal factors (such as

might be found in pupil records, CST reports, IEPs) and environmental factors (such as school climate, classroom management considerations, interpersonal relationships and skills, etc) shall be taken into account when developing remedial plans and consequences. The Anti-Bullying Specialist shall consult with sending district case managers when considering consequences and remedial actions.

Remedial plans may involve but are not limited to:

- In-school short-term counseling
- Creating a Behavioral Intervention Plan as part of the IEP
- Parent conference
- Referral for non-school based therapy
- Restitution for damaged property
- Remedial plans may involve but are not limited to the following:

#### Personal

- Warning
- Sent to office
- Lunch detention
- Parent notification
- In-school suspension
- Out of school suspension
- Meeting with parents and CST
- Reports to law enforcement
- Termination of placement

#### School Environmental

- Assessment of school climate in relation to harassment, intimidation and bullying
- Review of IEPs
- Review & revision of school policies and programs related to harassment, intimidation, and bullying
- Increasing supervision of critical areas
- Adjusting student and staff schedules
- Professional development for entire staff or targeted groups of staff
- Disciplinary action against involved staff
- Parent meetings and/or support groups
- Large group assembly and/or small, targeted group educational programs for students

### **E. Harassment, Intimidation and Bullying Off School Grounds**

This policy and the school's Code of Conduct apply to incidents that occur off school grounds when:

1. The alleged harassment, intimidation or bullying substantially disrupts or interferes with the orderly operation of the school or the rights of other students; and either
2. A reasonable person should know that the alleged behavior 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 / emotional harm or damage to personal property; or
3. The alleged behavior has the effect of insulting or demeaning any student or group of students; or
4. The alleged behavior creates a hostile educational environment by interfering with a student's education or by severely or pervasively causing physical or emotional harm.

The Anti-Bullying Specialist shall notify the alleged victim's sending district case manager whenever there is a report of possible HIB off school grounds, on a district school bus or at a district sponsored school function. The sending district shall take the lead in investigating the alleged incident.

## **F. Reporting Procedure**

All incidents of actual or alleged harassment, intimidation and bullying must be reported to the Principal or designee.

1. Board members, school employees, volunteers and contracted service providers who have contact with students must verbally notify the Principal the same day the individual witnessed or received reliable information regarding any such incident.
2. Board members, school employees, volunteers and contracted service providers who have contact with students shall submit a written incident report within two school days of their verbal report. Incident reports are available from the Anti-Bullying Specialist or in the Main Office.
3. Pupils, parents, and visitors are encouraged to report alleged violations of this Policy to the Principal on the same day when the individual witnessed or received reliable information regarding any such incident. Students, parents and visitors may make an anonymous report. However, formal disciplinary action may not be based solely on an anonymous report.
4. The Principal shall inform the parents or guardians of all students involved in the alleged incident, and may discuss, as appropriate, the availability of counseling or other intervention services.

A Board member or school employee who makes a report in compliance with this policy is immune from a cause of action for damages arising from any failure to remedy the reported incident.

In accordance with N.J.S.A. 18A:37-18, the harassment, intimidation, and bullying law does not prevent a victim from seeking redress under any other available law, either civil or criminal, nor does it create or alter any tort liability.

A school administrator who receives a report of harassment, intimidation or bullying from a school employee, and fails to initiate or investigate, or who should have known of an incident and fails to take sufficient action to minimize or eliminate the harassment, intimidation or bullying, may be subject to disciplinary action.

The Anti-Bullying Specialist shall notify the alleged victim's sending district case manager whenever there is a report of possible HIB off school grounds, on a district school bus or at a district sponsored school function. The sending district shall take the lead in investigating the alleged incident.

## **G. Anti-Bullying Specialist, and School Safety Team**

1. The Principal shall appoint an **Anti-Bullying Specialist**. This shall be a school employee, and where possible it shall be someone trained in guidance, behavior, or psychology. The Anti-Bullying Specialist shall:
  - a. Chair the School Safety Team;
  - b. Lead the investigation of incidents of harassment, intimidation or bullying; and
  - c. Act as the primary school official responsible for preventing, identifying, and addressing incidents of harassment, intimidation or bullying in the school.



2. A **School Safety Team** shall be formed to develop, foster, and maintain a positive school climate by focusing on the on-going, systemic process and practices in the school, and to address school climate issues such as harassment, intimidation or bullying. The School Safety Team shall meet at least two times per school year. The School Safety Team shall consist of the Principal, a teacher in the school, the Anti-Bullying Specialist, a parent of a pupil in the school, and other members to be determined by the Principal. The Anti-Bullying Specialist shall serve as the chair of the School Safety Team.

The School Safety Team shall:

- a. Receive any complaints of harassment, intimidation or bullying of pupils that have been reported to the Principal;
- b. Receive copies of any report prepared after an investigation of an incident of harassment, intimidation or bullying;
- c. Identify and address patterns of harassment, intimidation or bullying of pupils in the school;
- d. Review and strengthen school climate and the policies of the school in order to prevent and address harassment, intimidation or bullying of pupils;
- e. Educate all members of the school community (pupils, teachers, administrators, parents, etc.) to prevent and address harassment, intimidation or bullying of pupils;
- f. Participate in the training required;
- g. Execute other related duties as requested by the Principal or the Anti-Bullying Specialist.

A parent who is a member of the School Safety Team shall not participate in the activities of the team set forth in items 2. a., b., or c. above, or other activities of the team which may compromise the confidentiality of a pupil.

## **H. Investigation**

All incidents of harassment, intimidation or bullying shall be investigated thoroughly and completely, as follows:

1. The investigation shall be initiated by the School Principal (or designee) within one day of the first report. It shall be conducted by the school's Anti-Bullying Specialist, and may involve additional staff, as the Principal may designate.
2. The Anti-Bullying Specialist's investigation shall be completed, and a written report given to the Principal within 10 days of receipt of the incident report. Any responses shall be in accordance with the school's Code of Conduct, this policy, and standard practices for behavioral incidents, as reviewed below. The Principal shall submit the report to the Executive Director within 2 school days of completion of the investigation.
3. The Principal shall, as appropriate, ensure that the Code of Conduct has been implemented and provide intervention services, order counseling, establish training programs to reduce harassment, intimidation or bullying and enhance school climate, or take or recommend other appropriate action, as necessary.
4. The incident shall be reported to the Administrative Review Committee at its next regularly scheduled meeting (typically this Committee meets weekly). This committee shall be composed of the Executive Director, the Principal, the Supervisor of Instruction, a School Counselor, and the Business Administrator. The report shall include all relevant dates, as well as any consequences or remedial actions.
5. Parents of pupils who are parties to the investigation shall be provided with information about the investigation, in accord with Federal and State law and regulation. The information to be provided to parents or guardians shall include the nature of the investigation, whether the

school found evidence of harassment, intimidation or bullying, or whether consequences were imposed, or services provided to address the incident of harassment, intimidation or bullying. This information shall be provided in writing within five school days after the results of the investigation are reported to the Administrative Review Committee.

6. A parent or guardian may request to meet with the Administrative Review Committee if they disagree with actions taken and a meeting shall be scheduled within 10 days of the request. The Administrative Review Committee shall meet in executive session to protect the confidentiality of the students.
7. The school's Anti-Bullying Specialist shall keep detailed records of all incidents and reports.
8. A parent, student, guardian, or organization may file a complaint with the Division on Civil Rights within 180 days of the occurrence of any incident of harassment, intimidation, or bullying based on membership in a protected group as enumerated in the "Law Against Discrimination," P.L.1945, c. 169 (C.10:5-1 et seq.).

## **I. Range of Responses to Confirmed Incidents**

1. Some acts of harassment, intimidation or bullying may be isolated incidents that require school officials to respond to the individuals committing the acts and the victims. Other acts may be so serious or part of a larger pattern of harassment, intimidation or bullying that require a response at a classroom, group or school level and may involve law enforcement officials, especially when bias is suspected.
  - a. Consequences and remedial actions need to be commensurate with the nature of the act. The nature and circumstances of the act, the degree of harm, the nature and severity of the behavior, past incidences or patterns of behavior, and the context in which the incident occurred shall be taken into consideration when determining the consequences and remedial plans
  - b. Consequences and/or remedial actions for a student may range from positive behavioral interventions up to and including suspensions or termination of placement as permitted by special education regulations, the student's IEP and any behavioral intervention plans in place for the students involved.
  - c. Classroom, group and school-wide level responses can range from surveys, informational presentations, focus groups, adopting bullying-prevention programs, staff and parent training, to the involvement of law enforcement officials.
2. Support for victims of harassment, intimidation or bullying could include the following actions, alone or in conjunction with other appropriate steps:
  - Counseling – individual or group
  - Increase supervision at critical times and places
  - Schedule changes
  - Requests to CSTs for 1-1 aides or bus aides
  - Referral for therapy
  - Parent involvement
3. Some acts of harassment, intimidation or bullying may be bias-related acts and potentially bias crimes (crimes motivated by racial, religious, gender, sexual orientation, or other prejudice). School officials must report suspected bias cases to law enforcement officials as per the Memorandum of Agreement.
4. All incidents of harassment, intimidation and bullying must be documented in the NJ DOE's Electronic Violence and Vandalism Reporting System each year.

## **J. Prohibition Against Reprisal, Retaliation or False Accusations**

1. To help establish and maintain a safe and orderly school environment all suspected acts of reprisal, retaliation or false accusation will be taken seriously and investigated thoroughly. The Newgrange School prohibits staff, students and anyone else connected to the school from engaging in reprisal, retaliation or false accusation against a victim, any witnesses, anyone who reports an incident or anyone with reliable information about an incident of harassment, intimidation or bullying.
2. Consequences and/or remedial actions shall be determined by the school's administration after consideration of the nature, severity and circumstances of the act consistent with school policies and any applicable regulations, statutes, or case law. Consequences and remedial actions for confirmed cases of reprisal or retaliation shall be similar to those listed in Section D above.
3. Consequences for confirmed cases of false accusations shall be as follows:
  - a. For students - positive behavioral supports up to and including suspensions or termination of placement as permitted by special education regulations, the students' IEPs and any behavioral intervention plans in place for the students involved.
  - b. For school employees or contracted service providers - disciplinary actions in accordance with school policies, contracts or agreements.
  - c. For visitors, interns or volunteers - shall be determined by school administration and may include removal from the school building, prohibiting contact with students, reports to law enforcement officials or other legal actions.

## **K. Publication of, Notification of, and Access to this Policy**

1. The Newgrange School shall disseminate this policy annually to all students, parents, staff, interns, volunteers, and contracted service providers who have contact with students through:
  - a. Staff Handbook of Policies & Procedures
  - b. Student/Parent Handbook
2. The Newgrange School shall post a prominent link to this policy on its homepage ([www.thenewgrange.org](http://www.thenewgrange.org)) and will notify students and parents that this policy is available on its website.
3. The name, school address, school phone number and school email address of the Newgrange Anti-Bullying Specialist shall be posted on the school's website.
4. All staff, volunteers, interns and contracted service providers who have contact with students shall receive training on this policy annually. The training shall include instruction on preventing bullying on the basis of any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, a mental, physical or sensory disability, or by any other distinguishing characteristic.
5. This policy and other issues related to harassment, intimidation or bullying shall be included in the school's social skills program and other appropriate school programs (assemblies, counseling groups, etc.).
6. The School's administration and the Anti-Bullying Specialist shall conduct an annual assessment of this policy and related procedures and programs.

## **L. Review & Revision of Policy**

1. This policy will be reviewed annually and revised as necessary. School administration, staff and parents shall participate in this review as needed. The revised policy will be submitted to the Executive Director and Principal for approval prior to going into effect.

2. The revised policy will be disseminated to staff, students, parents, administration, interns, volunteers, contracted service providers, etc. through our Student/Parent and Staff Handbooks, and through a link on our website.

### **M. Training for Staff, Administration, Interns, Contracted Service Providers**

1. All staff who have significant contact with students shall receive training on the school's HIB policy, including instruction on preventing bullying on the basis of the protected categories listed in section B above.
2. All new staff will also receive training on this policy as part of the New Staff Orientation.
3. Staff will receive a minimum of 2-hours of training in the course of our 5-year training cycle.
4. Staff will also receive a minimum of 2-hours of training on suicide prevention in the course of our 5-year training cycle. This training will include information on the link between the risk of suicide and incidents of bullying. Information shall also be provided on suicide prevention for students who are members of high-risk communities.

### **N. NJ DOE Reporting Requirements**

1. At the end of each school year the Anti-Bullying Coordinator will enter HIB-related information into the Student Safety Data System.
2. In addition data will be compiled on HIB incidents showing the following
  - a. Total number of HIB reports
  - b. The status of all investigations
  - c. The nature of the bullying incident based on the protected categories listed in B above.
  - d. The type and nature of any disciplinary actions taken
  - e. Any other actions taken, remedial measures employed, training programs conducted aimed to reduce HIB incidents

### **O. Restrictions on Employment**

Newgrange School will not employ any individual whose criminal history review reveals a record of conviction for a crime of bias or conspiracy to commit or attempt to commit a crime of bias intimidation.

### **P. Students with Disabilities**

The rights of students with disabilities will not be altered or reduced as a result of implementing the school's HIB policy.

NJSA 18A:37-13 through 18A:37-32  
N.J.A.C. 6A:16-7.1 et seq.; 6A:16-7.9 et seq.

*Reviewed/revised July 2018*  
*Reviewed and revised July 2019*

### **Fire & Emergency Drills**

The Department of Education requires all schools to conduct one fire drill and one emergency drill per month, even during the summer program. Emergency drills include the following: bomb threats. Lockdowns, non-fire evacuations, active shooter lockdowns, reverse evacuations, and shelter-in-place. During all drills students are expected to remain quiet and to follow staff direction without question. During drills and actual emergencies there will be designated staff responsible for students' wellbeing,

so their needs can be met as quickly as possible under these conditions. In the event of an actual emergency staff will contact parents/guardians with information about the emergency, their child's wellbeing and any directions about coming to school for a pick-up. Keep in mind that in the event of a real emergency school staff will be taking direction from the Emergency Services personnel (fire and police) and that everyone must give them their full cooperation.

### **Substance Abuse**

It is the intent of the Board of Trustees to provide a wholesome atmosphere in which the Newgrange students may develop and learn. Therefore, the Board of Trustees prohibits being under the influence as well as the use, possession, and distribution of any controlled dangerous substance by students, staff, or others on school property at any time and at any school related activity. "Substance abuse refers to the use, possession, or distribution of the following controlled or dangerous substances: alcoholic beverages, and dangerous substances as identified in N.J.S.A. 24:21-2, or substance containing any chemical material having the property of releasing toxic vapors or fumes (i.e. glue, cement, adhesive, paint remover or other chemical compound which release vapors or fume causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system (See N.J.S.A. 2A:170-25.9)

#### **Procedure:**

1. Whenever it shall appear, based on observable behaviors (fighting, truancy, sleeping in class, etc.), that a student or personnel is under the influence of a prohibited substance; during school, on school grounds or during any school function; the observing person shall report the observation immediately to building administrator; maintaining confidentiality.
2. School administrators will ensure compliance with these procedures.
3. In case of an emergency of any kind, school administration will ensure that 9-1-1 is called.
4. The student will be seen by the school nurse for an initial health assessment.
5. At an after a school event, call for assistance (in an emergency that staff member will contact the police of First Aid Squad) – via 9-1-1.
6. Staff members shall not be liable in civil damages and will be indemnified under N.J.S.A. 18A:40A-13 and 18A:40A-14.
7. Physical restraint or force shall be used only as reasonable and necessary to: quell a disturbance, threatening physical injury to others; purpose of self-defense and for the protection of persons or property.
8. The Administrator shall:
  1. Notify the executive director
  2. Notify the parent or guardian that they are required to come to school and assume responsibility of the student.
9. Parent must arrange for an immediate examination of the student by the parent's/staff's physician for purpose of providing appropriate health care and for determining whether the person is under the influence of alcohol or other drugs. If the physician is not immediately available a designated staff member shall accompany the student to the nearest medical facility.
  3. The medical examination shall be done as soon as possible for the purpose of determining whether or not the student is under the influence. Such medical examination shall include: level of consciousness and awareness, vital signs, pupil size and relation to light, orientation to time and place, a physical examination and a urine or blood drug test, to screen for the alcohol or controlled dangerous substance as defined by New Jersey laws as follows: alcohol, amphetamines, barbiturates, benzodiazepines, cannabinoid, cocaine, opiates and phencyclidine. If the physician or medical inspector has sufficient reason to suspect the presence of any other prohibited substance, he shall conduct the appropriate testing.
10. Parents/guardians will receive:
  - 1) Copy of the policy at the meeting

- 2) Medical form with examination requirements; results are to be released to: Howard Kaplan, Supervisor of Education (or **Error! Bookmark not defined.**Principal, in his absence)
- 3) Confidential results of the screening report should be sent to Howard Kaplan (or Bob Hegedus, in his absence)
- 4) Form for the physician to complete indicating that the examination was done and results will follow within five days
- 5) Memo stating the action to follow if the parent is non-compliant and impedes the operation of these regulations, according to N.J.S.A 18A:38-25 and/or the Child Abuse and Neglect statues, N.J.S.A 9:6-1 et seq.

### **To Return to School:**

1. Within 24 hours of the referral, the examining physician will furnish to the parent/guardian of the student; as well as the administrator of the school, a written report of the medical examination. The examining physician will verify that the examination was performed within 2 (two) hours of the referral of student for suspected drug or alcohol abuse. This report will include name, address, phone number and signature of the examining physician.
2. Refusal or failure by the parents/guardians to comply with this requirement shall be treated as a policy violation of the Compulsory Education Act, pursuant to N.J.S.A. 18A:38-25 and 31 and child neglect laws, pursuant to N.J.S.A. 9:6-1 et seq.
3. If such written report is not submitted within 24 hours, the student/staff shall be allowed to return to school until such time as the result determination is received from the physician.
4. If the report verifies a negative result, then the student shall immediately return to school.
5. If the report verifies a positive result:
  - Attendance at school shall not resume until the parent has submitted a written report for immediate counseling, as well as aftercare counseling, verified by a drug and alcohol counselor.
  - The removal of a student shall be made in accordance with N.J.A.C. 6A:14-2.8
  - The student may be suspended 3 days out of school for the 1<sup>st</sup> offense, 5 days out of school for the 2<sup>nd</sup> offense and suspension out of school until the Administrator's Review for the 3<sup>rd</sup> and subsequent offenses.
  - While the student is at home:
    - A trained/certificated individual shall conduct an alcohol and other drug assessment and a reasonable investigation of the individual's substance abuse.
    - The individual will remain on homebound instruction, while the student is receiving therapeutic care for a diagnosed alcohol or other drug dependency problem.
    - Upon return to school the School Counselor will assist in the transition and will maintain weekly counseling sessions for this reentry.

### **Suspicion of Possession of Alcohol, other Drugs or Drug Paraphernalia**

#### Procedures:

1. Whenever school staff suspects a student of being in possession of alcohol, other drugs, or drug paraphernalia on school grounds or during a school function, they shall immediately report their suspicion to the school principal.
2. If the principal believes the suspicion warrants action, the principal can search the student and his/her possessions following the guidelines established in New Jersey School Search Policy Manual and Companion Reference Guide.
3. If any substances are found, the school principal shall immediately secure the contraband. The contraband shall not be destroyed or disposed of in any other way. The contraband will be handed over to the police upon their request.
4. The school principal shall then immediately contact the Hamilton Township Police.

5. The student shall remain under direct supervision of the principal or designee.
6. The principal or designee shall immediately contact the student's parent/guardian.
7. If anyone other than the student was in possession of the contraband prior to it being secured by the principal, the chain of custody shall be documented and provided to the police upon their request.

NOTE: The identity of any student who voluntarily turns in contraband to a school staff member in the course of his/her participation in a school-based substance abuse program does not have to be given to the police. The contraband and the chain of custody still need to be given to the police.

### Smoke Free Environment

To be in accordance with New Jersey law (P.L. 2001, c.226) and the New Jersey State Board of Education Smoking Regulations, the use of any tobacco products anywhere within our school buildings, on our school grounds, or at any school functions at any time is strictly prohibited. This policy applies to all students, employees, visitors, and service providers. Any individual found in violation of this policy will face serious disciplinary action and may be subject to fines as prescribed by the State of New Jersey.

- *Tobacco or nicotine products* include, but are not limited to: cigarettes, chewing tobacco, electronic/e-cigarettes or vaping.
- *School buildings* include: The Newgrange School academic building, The Newgrange School gym, The Newgrange School van/bus, third-party buses used for field trips, and the St. Anthony's Church Hall when used for Newgrange School events.
- *School grounds* include: all parking lots (even while in one's personal vehicle), sidewalks, curbs, walkways, and areas surrounding the previously mentioned buildings, which extends to and covers the area between South Olden Ave., Tuttle Ave., Austin Ave., Sykes Ave., Perry Ave., and Hamilton Ave., but excludes private residences/properties.
- *School functions* include any and all activities, on- or off-grounds, being conducted under the name of The Newgrange School.
- *At any time* includes: during school hours, during non-school hours, on non-school days.

Violations will be immediately reported to Mr. Hegedus and/or Mr. Kaplan, who will administer disciplinary actions which may include lunch detention, suspension, and contacting local law enforcement.

### Student Suicide Prevention Procedure

When a student has expressed, or has been reported as expressing suicidal ideations, regardless of intent, has threatened suicide, or has attempted or been reported as attempting suicide:

1. Building Administrator should be notified immediately.
2. Building Administrator will notify the Executive Director and a Counselor at once.
3. Parent(s)/guardian(s) will be notified immediately. They are **required** to come to the school.
4. If parent(s)/guardian(s) cannot be reached, the Administrator will make a decision as to appropriate action. In an extreme emergency, the emergency squad should take the student to the hospital.
5. If parent(s)/guardian(s) are contacted and disagree with the recommendations of the Administrator and Counselor, regarding the necessity of coming to school, the recommendation for additional assessments and/or emergency treatment, the NJ Department of Children and Families may be contacted since this could be considered a case of parental neglect.

**Under no circumstances will other students be questioned without their parents/guardians being informed, unless the situation is considered to be life threatening.**

## Care of School Materials

It is our goal to help instill a sense of pride and responsibility in our students. Please help us to encourage your children to respect the school and materials within the school. Books for subject areas must be covered to keep them in good condition.

All students are expected to maintain school materials and property with proper care. Students, who damage property, including books, will be required to pay the appropriate cost. All fines must be paid before the final report cards are issued.

## Code of Student Conduct

Schools are expected to do a great many things, chief among them is teaching students the knowledge and skills they will need to be successful, contributing members of their community. Although the primary focus of an educational program is academics, schools are also expected to reinforce the social skills and behaviors valued by our society. Our student Code of Conduct is designed to protect the learning environment, to promote respect for self and others, and to create a safe place for students and staff. The Newgrange 4 Rs listed above (**Respect, Responsibility, Right choices, Ready to learn**) capture the essence of what we hope our students will strive for. Teachers establish the classroom rules that they believe will support the development of the 4 Rs.

Any student behavior that interferes with the maintenance of a safe learning environment will result in disciplinary action. Such action will include one or more of the following:

- warnings
- sent to office
- phone call to parent/parent conference
- lunch/recess detention
- loss of privileges
- in-school suspension: part day or full day
- out-of-school suspension
- meetings with parent, CST case manager, Newgrange Administration to review placement at Newgrange School

***Physical restraint of a student is not allowed unless the student or another individual is clearly at risk of being injured.***

***Corporal Punishment in any form is not allowed under any circumstances.***

The following behaviors will result in disciplinary action:

### **A. Behaviors that hurt others:**

1. Bullying, harassing, sexual harassment, teasing, intimidation
2. Provoking or instigating a fight
3. Fighting/aggressive/violent behavior
4. Assault on student or staff
5. Assault staff\*
6. Threatening to harm others
7. Showing disrespect to staff or students
8. Throwing things
9. Stealing/extortion



10. Lying
11. Gang related behaviors
12. Vandalism/property damage (school or personal property)
13. Pushing
14. Hitting
15. Biting
16. Other dangerous behaviors

**B. Behaviors that disrupt class/school/learning**

1. Attention-seeking
2. Angry outbursts
3. Talking out/making noises
4. Not following directions/defiance
5. Inappropriate language/gestures (not intended to hurt anyone)
6. Excessive activity level
7. Late to class
8. Leaving class without permission
9. Refusing to do class work assignment
10. Unprepared for class
11. Homework not completed
12. Sleeping in class
13. Plagiarism/cheating
14. Disruptive
15. Arguing
16. Inappropriate social interactions
17. Other distracting/disruptive behaviors

**C. Behaviors that violate school policies**

1. Cell phone violation
2. Electronic games/Music players violation
3. Dress Code violation
4. Use of tobacco or e-cigarettes (cigarettes, chewing tobacco, vaping)
5. Driving to school without permission
6. Inappropriate use of internet/computers/other technology
7. Leaving school without permission

**D. Special cases – as described in state regulations**

1. Bringing a firearm or other weapon to school\*
2. Assault with a firearm or other weapon\*
3. Violation of substance abuse policy
  - a. Being under the influence
  - b. Being in possession\*
  - c. Use of substances interferes with learning or school behavior

***\* In addition to school disciplinary measures, these problem behaviors must be reported to the police.***

**E. Student Expectations and Supports**

1. Students are expected to strive for academic success commensurate with their abilities, to attend classes and school regularly, and to behave in a manner conducive for learning.
2. The Code of Student Conduct (CSC) is intended to create a safe and secure learning environment.
3. The CSC is also intended to support a learning environment that will help prepare students to become productive citizens.
4. The Newgrange School will provide students with social skills programs, supportive and positive interventions, and counseling (as needed) to help prevent violations of the CSC and help students avoid consequences.
5. Appropriate behavior management plans can be developed to reinforce student development, academic success and expected behaviors.
6. Upon request Newgrange School will be able to provide parents and students a list of health, mental health and social service providers in their area.
7. The CSC will be applied equitably. The CSC by itself cannot prevent the enrollment of students who are married, pregnant or who are parents.

**F. Dissemination, Confidentiality of Records and Review of the Code of Student Conduct**

1. The CSC will be distributed to all staff, students, parents, interns and contracted service providers at the start of each school year via the Staff Handbook, the Student/Parent Handbook and on the school's website. Newly enrolled students and newly hired staff will receive a copy on the day they start.
2. All records related to student discipline are considered confidential and are protected by Federal and State regulations. Parents, adult students, appropriate staff and sending school districts will have access to these records according to school policies and other guiding regulations.
3. The Newgrange School's Code of Student Conduct will be reviewed annually and revised as need.

If a student and/or their parent/guardian believes that the disciplinary action taken in response to a violation of the code of student conduct, they may bring their concerns to the school's administrative staff: the Principal, the Director of Education or the Executive Director. A review of the situation will be conducted and whatever corrective actions seem appropriate will be taken.

*Reviewed & revised:*  
*July 2011*  
*July 2012*  
*July 2018*  
*July 2019*

# Additional Information and Support for Parents/ Guardians

## Administration

If you have concerns that you must address, please do not hesitate to call and speak to:

Mr. Hegedus, (extension 227)

Mr. Kaplan, (extension 238)

## School Website

**Our school website is located at [www.thenewgrange.org](http://www.thenewgrange.org) and is a valuable resource for parents/guardians. Copies of forms, letters, notices, and an updated event calendar are always available. Our Facebook page can be found at <https://www.facebook.com/The-Newgrange-School-710206389015630/>**

## School Weekly Newsletter

The Newgrange School Newsletter is our best way to keep parents/guardians up to date regarding school activities. The Newsletter is sent home with your child AND put on our website on Fridays during the regular school year and every other week (also on Fridays) during our summer program. It contains information about classroom activities, special events, fundraisers, field trips, as well as a weekly column from the school principal. When necessary, we supplement the Newsletter with **special notices**, just to make sure everyone is kept informed of all important or urgent matter. Please make sure you ask your child for the newsletter on Friday and look for the special announcements. Good communication between school and home is an essential part of any school community.

## Permission Slips

Throughout the course of the year, we typically schedule and sponsor a number of field trips for its students. In the past a separate permission slip was sent home for each and every event. Although many of the permission slips were generally signed and returned in a timely fashion, there were often-times a considerable amount of children who, for a variety of reasons, did not return consent forms by the due date. As a result, teachers and office staff spent an inordinate amount of time trying to contact parents/guardians to obtain written consent.

We ask that you sign a general permission slip that will apply to all of the sponsored field trips. We will send notification to you when a trip has been scheduled that will provide you with specific details about the event. Along with notification will be a form for you to return if you DO NOT wish your child to take part in the trip. If a student does not participate, a suitable educational alternative will be available at the school. If a student elects to stay home, it will be considered an unexcused absence. We hope that by asking you to sign a general permission slip at the beginning of the year, we will significantly reduce the amount of time spent trying to contact those families whose child did not return a signed consent form by the requested due date.

## School Visitors

**Newgrange welcomes and encourages visits to school by parent(s) or legal guardian(s), other adult residents of the community, and interested educators. In order for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons into the school, Newgrange directs the enforcement of rules governing school visits.**

The Executive Director and Building Principal each possess the authority to prohibit the entry of any person into the school or to expel any person from the school when there is reason to believe the presence of such person would be inimical to the good order of the school. If such a person refuses to leave the school grounds or creates a disturbance, the Principal or Principal's designee is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

Visitors shall be required to register their presence in the school. No staff member shall transact business with or permit the continuing presence in the school of a visitor who has not been duly registered. No visitor may confer with a pupil in school without the approval of the Principal or Principal's designee; any such conference may take place only in the presence of a teaching staff member and/or administrator.

Newgrange shall develop regulations that will protect pupils and employees of the school from disruption to the education program and the efficient conduct of their assigned tasks.

### A. Definition

“Visitor” means any person present in a school building on a school day during the hours school is in session, other than those persons whose presence is required by their enrollment in the school or employment by Newgrange and includes, but need not be limited to, parents or legal guardians, family members, community residents, guests, educational researchers, and members of the Board. For the purposes of this regulation, “visitor” does not include persons present in the school building to attend events sponsored by organizations granted permission by Newgrange to meet in the school.

### B. Registration

1. Every visitor is required to register in the school office.
2. A notice will be prominently posted at each entrance to the school building, advising visitors to report to the school office before advancing to any other part of the school. Additional signs should be posted in the lobby of the building to advise visitors not to proceed without registering in the school office.
3. The Principal will maintain a logbook in the main office of the school. Each visitor shall enter his/her name and the purpose of his/her visit in the logbook except that the Principal or Principal's designee may exempt trades persons who make regular and frequent visits to the school.
4. Each visitor will be given an identification tag or badge, which must be worn while the visitor is in the school. The Principal may give a permanent tag or badge to a trades person who makes regular and frequent visits to the school.
5. The Principal or Principal's designee shall arrange for an escort to accompany each visitor to his/her destination except that the Principal or Principal's designee may permit visitors familiar with the school and personally known to the Principal to proceed unaccompanied.

6. A staff member who encounters a visitor without identification will request the visitor to report at the school office, and if feasible, conduct the visitor to the school office. A visitor who resists the request or refuses to be conducted to the school office shall be reported to the Principal or the Principal's designee immediately.
7. A teacher shall not admit a visitor to his/her classroom unless the visitor has the identifying tag or badge or is accompanied by the Principal or the Principal's designee.
8. When a visitor has completed the business of his/her visit, he/she will return directly to the school office, return the identification tag or badge, and promptly leave the building.
9. The provisions of this paragraph may be waived for parents or legal guardians attending scheduled parent-teacher conferences.

### **C. Permission to Visit Classroom**

1. Permission to visit a classroom in session must be sought from and granted by the Principal or Principal's designee.
2. In general, arrangements to visit a classroom should be made at least one day in advance of the intended visit.
3. If the intended visit would interfere with the planned instructional program, the Principal or Principal's designee will so advise the visitor and suggest another time for the visit.
4. The Principal or Principal's designee is authorized to exclude a visitor from a classroom if there is reason to suspect that the visitor may disrupt the educational program or threaten the health and safety of pupils or staff members.
5. The parent(s) or legal guardian(s) who arrives at school without having sought advance approval of a classroom visit may be admitted to the classroom at the discretion of the Principal or Principal's designee.
6. The Principal or Principal's designee may arrange visits to classrooms by educators and student teachers with the cooperation and consent of the classroom teachers.
7. Teachers may invite guest speakers or observers to their classrooms with the approval of the Principal or Principal's designee. Each such guest speaker and observer must sign the school logbook.
8. The Principal or Principal's designee has the authority to evaluate all requests to visit a classroom. A denied request will be accompanied by an explanation of the denial.

### **D. Limitations on Visits to School**

1. Visitors are permitted in the school only during school hours.
2. A visitor may remove a pupil from school only with permission of the Principal or Principal's designee.
3. A visitor may confer with a pupil in the school only with approval of the Principal or Principal's designee and in the presence of a teaching staff member.
4. A visitor to a classroom shall not interrupt the instructional program, speak to or disturb pupils, or distract the teacher unless at the teacher's invitation. A visitor who wishes to confer with the teacher should make arrangements for a conference at a later date.
5. A visitor may not bring a child or children to a classroom without the express permission of the teacher or the Principal or Principal's designee.
6. A classroom visit may ordinarily not exceed sixty minutes without the express permission of the teacher and the Principal or Principal's designee.

7. The Principal or Principal's designee may restrict the number of visitors to any classroom at any one time. Preference will be given to the parent(s) or legal guardian(s) of pupils in the classroom.
8. Child relatives of a staff member are permitted as visitors only on a "Staff-Child" day, if such is designated. Child relatives may not be brought in for any other purpose.

#### **E. Disruptive Visitors**

1. The Principal or Principal's designee has complete authority to exclude from school premises any person whom he/she believes may:
  - a. Disrupt the instructional program;
  - b. Disturb teachers or pupils; or
  - c. Commit an illegal act.
2. A visitor whose presence or conduct is disruptive or whose conduct in the past suggests that he/she may be disruptive may be requested to leave the school premises. If the visitor so requested does not withdraw, the Principal or Principal's designee may summon assistance for the Hamilton Police Department.
3. A visitor who presents a serious and immediate threat to the health and safety of persons in the school may be subdued by appropriate means pending the arrival of law enforcement officers.
4. If the Principal or Principal's designee has been alerted to dangerous persons in the vicinity of the school or has been informed that a person intends to enter the school with the intent of doing harm, the Principal or Principal's designee may, in his/her discretion:
  - a. Assign personnel to patrol entrances to the school and deny entrance to any person not properly identified or personally known to them;
  - b. Secure the services of professional security personnel to monitor entrances; and/or
  - c. Lock all school entrances other than the main entrance so that doors cannot be opened from the outside (taking all necessary steps to ensure that doors can be opened from the inside by pressure on crash bars).

### **Students' Possessions**

Please label all your child's possessions so that if anything is lost/misplaced it can be returned.

### **Lost and Found**

A *LOST AND FOUND* box is located in Mr. Kaplan's office. Students should ask to check this location when they misplace items.

## Integrated Pest Management Plan

The New Jersey School Integrated Pest Management Act of 2002 requires all New Jersey schools to implement a school integrated pest management (IPM) policy and procedures to control pests and minimize exposure of children, faculty, and staff to pesticides. A copy of The Newgrange School's IPM is available online at [www.thenewgrange.org](http://www.thenewgrange.org)



Email: [Bruce@Capital5Realty.com](mailto:Bruce@Capital5Realty.com)  
Address: 117 North Gold Drive, Bldg 2, 2<sup>nd</sup> Fl  
Robbinsville, NJ 08691  
P (609) 945-1973  
F (609) 651-8441  
W [capital5realty.com](http://capital5realty.com)

### Annual Pest Management Notice For School Year 2019 – 2020

Dear Parent, Guardian, or Staff Member:

This notice is being distributed to comply with the New Jersey School Integrated Pest Management Act. The Newgrange 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 schools 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 the school.

The IPM Coordinator for the Newgrange School is:

Bruce R. Engel  
Capital5Realty, LLC  
Facilities & Property Management Co.  
Phone: (609) 945 1973  
Email: [Bruce@Capital5realty.com](mailto:Bruce@Capital5realty.com)

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

As part of a school pest management plan, The Newgrange School may use pesticides to control pests. The United States of Environmental Protection Agency (EPA) and the New Jersey Department of Environmental Protection (DEP) register pesticides to determine that the use of a pesticide in accordance with instructions printed on the label does not pose an unreasonable risk to human health and the environment. Nevertheless, the EPA and the DEP cannot guarantee that registered pesticides do not pose any risk to human health, thus unnecessary exposure to pesticides should be avoided. The EPA has issued the statement that where possible, persons who are potentially sensitive, such as pregnant women, infants and children, should avoid unnecessary pesticide exposure.



## Annual Asbestos Notification



Email: Bruce@Capital5Realty.com  
Address: 117 North Gold Drive, Bldg 2, 2<sup>nd</sup> Fl  
Robbinsville, NJ 08691  
P (609) 945-1973  
F (609) 651-8441  
W capital5realty.com

### Newgrange Memorandum

July 22<sup>nd</sup>, 2019

To: All Staff and Parents

RE: Annual Asbestos Management Plan Activity Update

The purpose of this memo is to inform you of our recent and planned asbestos management activities, in accord with the periodic notification requirement of the United States Environment Protection Agency's "Asbestos-Containing Material in Schools Rule" (40 CFR 763, Subpart E, commonly referred to as the AHERA regulation).

As part of this requirement, an Asbestos Management Plan was put in place for our school buildings in 1989; it has since been updated, as required (see below). Also as required, we perform regular 6-month inspections of material suspected of having asbestos. Facility & Property management Company, Capital5realty, LLC, owner Bruce R. Engel, is certified to perform and record these inspections.

An Asbestos Management plan (ES-1) covering the operation, maintenance and, if necessary, removal of asbestos existing in our school and gym at 526 South Olden Avenue is on file in the Principal's office. It is available for anyone's inspection during regular office hours. The plan was put in place in 1989, with a copy submitted to the New Jersey Department of Health. The plan addresses Asbestos-Containing Building Material (ACBM) identified in each building. So long as we maintain the ACBM as prescribed in the Operations and Maintenance Manual (ES-2), there is a minimal risk to those who use the building. We maintain all ACBM in accordance with AHERA.

The most recent Three-Year Re-inspection, required by law, was completed November 27, 2017 by Environmental Connection Inc., 120 North Warren St, Trenton, NJ 08608. Our next Three-Year Re-Inspection is scheduled to occur during the month of November 2020.

If you have any questions about our asbestos management plan, do not hesitate to contact me.

*Bruce R. Engel*

Bruce R. Engel  
Capital5Realty, LLC  
Phone: (609) 945 1973  
Email: Bruce@Capital5Realty.com

We hope this handbook provides you and your child with the necessary information for a successful school year.

We know such success can only be achieved through the collaborative efforts of school and home...**TEAM** work!  
**T**ogether **E**veryone **A**chieves **M**ore!

We look forward to working with you and your child for what we are sure will be another great year at the Newgrange School...

**An extraordinary place to learn!!!**



## **2019- 2020 Student and Parent/Guardian Handbook**

### **Acknowledgement of Receipt**

We acknowledge that we have received the Newgrange School Student and Parent/Guardian Handbook, which contain the policies and procedures of the Newgrange School. We confirm that we have reviewed and understand the contents of this Handbook and will follow its rules and guidelines. In addition, we will support the mission of the Newgrange School to help the below child become the best possible student.

\_\_\_\_\_  
Student Name (Print)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**Please return signed copy to school by September 12, 2019**

### Health Office Guidelines and Documents

Dear Parent or Guardian:

Completion of the following forms is requested in order to facilitate school health care for your child.

1. Student Emergency Information
2. Physical Examination Form
3. Health History Questionnaire
4. Medication Administration
5. Family Life Letter
6. Spinal Screening

\*Please advise your child's bus driver if your student has a medical condition. It is especially important to advise the bus driver if your child has a condition, which could become a medical emergency, so that arrangements could be made to provide for healthcare.

#### INSTRUCTIONS

##### 1. Student Emergency Information Form

**EMERGENCY FORMS ARE DUE ON THE FIRST DAY OF SCHOOL AND UPON ENROLLMENT! NO EXCEPTIONS!** (in addition to forms requested from the main office).

##### 2. Physical Examination Form - is requested every year.

The Newgrange School and New Jersey Administrative Code 6A:16-2.2 requires a report of physical examination from your child's primary care physician. It is **required** you submit this documentation upon enrollment and for each developmental time period.

- **Physical examination and immunization record documentation is required to be submitted upon entry into school as a new student or grade 3, grade 6, and grade 9.**
- **The physical examination documentation must include immunization record.**

##### 3. Health History Questionnaire

Must be completed.

##### 4. Medication Administration

- a. Included if you would like to request Tylenol or Motrin administered to your child as needed.
- b. The administration of medication in school should be avoided whenever possible. The physician and the parent must complete a Request For Medication Form in order for medication to be administered by the school nurse.

##### 5. Family Life Letter

Complete only if you **do not** want your child to participate in Family Life/Reproductive Health Education.

##### 6. Spinal Screening

Complete only if you do not want your child to participate in Spinal (Scoliosis) Screening.

Please contact me at 609-584-1800 extension 229, if you have questions.

# UNIVERSAL CHILD HEALTH RECORD

*Endorsed by: American Academy of Pediatrics, New Jersey Chapter  
New Jersey Academy of Family Physicians  
New Jersey Department of Health and Senior Services*

SECTION I - TO BE COMPLETED BY PARENT(S)			
Child's Name (Last)	(First)	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth /      /
Does Child Have Health Insurance? <input type="checkbox"/> Yes <input type="checkbox"/> No		If Yes, Name of Child's Health Insurance Carrier	
Parent/Guardian Name		Home Telephone Number	Work Telephone/Cell Phone Number
Parent/Guardian Name		Home Telephone Number	Work Telephone/Cell Phone Number
<b><i>I give my consent for my child's Health Care Provider and Child Care Provider/School Nurse to discuss the information on this form.</i></b>			
Signature/Date			This form may be released to WIC. <input type="checkbox"/> Yes <input type="checkbox"/> No

SECTION II - TO BE COMPLETED BY HEALTH CARE PROVIDER			
Date of Physical Examination:		Results of physical examination normal? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Abnormalities Noted:		Weight (must be taken within 30 days for WIC)	
		Height (must be taken within 30 days for WIC)	
		Head Circumference (if <2 Years)	
		Blood Pressure (if ≥3 Years)	

<b>IMMUNIZATIONS</b>	<input type="checkbox"/> Immunization Record Attached <input type="checkbox"/> Date Next Immunization Due:
----------------------	---

MEDICAL CONDITIONS		
Chronic Medical Conditions/Related Surgeries • List medical conditions/ongoing surgical concerns:	<input type="checkbox"/> None <input type="checkbox"/> Special Care Plan Attached	Comments
Medications/Treatments • List medications/treatments:	<input type="checkbox"/> None <input type="checkbox"/> Special Care Plan Attached	Comments
Limitations to Physical Activity • List limitations/special considerations:	<input type="checkbox"/> None <input type="checkbox"/> Special Care Plan Attached	Comments
Special Equipment Needs • List items necessary for daily activities	<input type="checkbox"/> None <input type="checkbox"/> Special Care Plan Attached	Comments
Allergies/Sensitivities • List allergies:	<input type="checkbox"/> None <input type="checkbox"/> Special Care Plan Attached	Comments
Special Diet/Vitamin & Mineral Supplements • List dietary specifications:	<input type="checkbox"/> None <input type="checkbox"/> Special Care Plan Attached	Comments
Behavioral Issues/Mental Health Diagnosis • List behavioral/mental health issues/concerns:	<input type="checkbox"/> None <input type="checkbox"/> Special Care Plan Attached	Comments
Emergency Plans • List emergency plan that might be needed and the sign/symptoms to watch for:	<input type="checkbox"/> None <input type="checkbox"/> Special Care Plan Attached	Comments

PREVENTIVE HEALTH SCREENINGS					
Type Screening	Date Performed	Record Value	Type Screening	Date Performed	Note if Abnormal
Hgb/Hct			Hearing		
Lead: <input type="checkbox"/> Capillary <input type="checkbox"/> Venous			Vision		
TB (mm of Induration)			Dental		
Other:			Developmental		
Other:			Scoliosis		

<input type="checkbox"/> <b><i>I have examined the above student and reviewed his/her health history. It is my opinion that he/she is medically cleared to participate fully in all child care/school activities, including physical education and competitive contact sports, unless noted above.</i></b>	
Name of Health Care Provider (Print)	Health Care Provider Stamp:
Signature/Date	

## PRIVATE PHYSICAL EXAMINATION REPORT

School Year \_\_\_\_\_

Student \_\_\_\_\_ Date of Birth \_\_\_\_\_ Grade \_\_\_\_\_  
 Address \_\_\_\_\_ Phone \_\_\_\_\_

**1. IMMUNIZATIONS:** (Please indicate exact dates: month, day, year)

DPT, Td, Tdap	Polio:	HIB:	MMR:	HEP. B:	Tuberculin Test
1. _____	1. _____	_____	_____	_____	Type: _____
2. _____	2. _____	_____	_____	_____	Result: _____
3. _____	3. _____	_____	Measles _____	Other _____	BCG: _____
4. _____	4. _____	_____	Mumps _____	Varivax _____	HGB: _____
5. _____	5. _____	_____	Rubelia _____	Lead _____	

6. \_\_\_\_\_ (Tdap required if born on or after 1/1/97)  
 Meningococcal \_\_\_\_\_ (required if born on or after 1/1/97)

**Please Indicate Dates**

<b>2. PUPILS HEALTH HISTORY</b>	<b>**CONDITIONS REQUIRING MEDICAL ATTENTION</b>	<b>FAMILY HISTORY</b>	<b>3. EXAMINATIONS</b> (To be completed by physician)
---------------------------------	---	-----------------------	--

Rheumatic Fever _____	_____	_____	Ears _____
Tuberculosis _____	_____	_____	Eyes _____
Asthma _____	_____	_____	Nose _____
Diabetes _____	_____	_____	Throat _____
Epilepsy _____	_____	_____	Teeth/Mouth _____
Heart Disease _____	_____	_____	Neck _____
Sickle Cell Anemia _____	_____	_____	Lymph Nodes _____
Hypertension _____	_____	_____	Thyroid _____
Chicken Pox _____	_____	_____	Heart _____
Ear Infections _____	_____	_____	Chest Contour _____
Operations _____	_____	_____	Lungs _____
Injuries _____	_____	_____	Abdomen _____
Significant Allergies _____	_____	_____	Hernia _____
Other _____	_____	_____	Genito-Urinary _____

A. History of Surgery \_\_\_\_\_

**Structural** \_\_\_\_\_  
Posture \_\_\_\_\_  
Feet \_\_\_\_\_

B. Evidence of visual or hearing difficulty: \_\_\_\_\_

\_\_\_\_\_

\*\*C. Description of condition requiring attention: \_\_\_\_\_

\_\_\_\_\_

D. Recommendations: \_\_\_\_\_

\_\_\_\_\_

E. Restrictions: \_\_\_\_\_

\_\_\_\_\_

F. Medication(s) \_\_\_\_\_

Any other special recommendations to the school nurse and teacher to benefit the student's physical and emotional well-being:

Please note ASTHMA \_\_\_\_\_ ANAPHYLAXIS \_\_\_\_\_ here. Asthma Action plan is required if asthma present.

\_\_\_\_\_

Physician: \_\_\_\_\_ Address: \_\_\_\_\_  
 (Print or Type Name)

\_\_\_\_\_  
(Stamp)

Date of Examination: \_\_\_\_\_ (Signature of Physician)

HEALTH HISTORY  
(ANNUAL)

STUDENT \_\_\_\_\_ D.O.B. \_\_\_\_\_ GRADE \_\_\_\_\_

1. Allergies or allergic reactions including eczema or anaphylaxis (please explain):

\_\_\_\_\_  
\_\_\_\_\_

2. Is the student under a physician's care? \_\_\_\_\_ If yes, for what condition? \_\_\_\_\_

Who is the physician? \_\_\_\_\_

3. Is there any history of asthma / wheezing / reactive airway disease? (please explain)

\_\_\_\_\_

4. Is there a medical history of neurological disease, seizure disorder, heart disease, hearing loss?

Please circle and explain on back of form. \_\_\_\_\_

5. Note unusual frequency of upper respiratory conditions:

Strep throat \_\_\_\_\_ Sinusitis \_\_\_\_\_ Colds \_\_\_\_\_ Earaches \_\_\_\_\_ Other \_\_\_\_\_

6. Is there a history of major injury, concussion, surgery and hospitalization? \_\_\_\_\_

Circle and explain on the back of the form. \_\_\_\_\_

7. Eating habits: vegetarian unusual habits special needs allergies. Circle and explain. \_\_\_\_\_

8. Glasses \_\_\_\_\_ Contacts \_\_\_\_\_ Reading \_\_\_\_\_ Distance \_\_\_\_\_

9. Unusual sleeping patterns or problems? If yes, please explain on the back of the form. \_\_\_\_\_

10. Does your child have any restrictions or limitations? If yes, please explain.

\_\_\_\_\_

11. Please list all medications your child is taking. Include purpose and type of administration.

\_\_\_\_\_

HIGHLIGHTED ITEMS MUST BE DISCUSSED WITH THE NURSE

I give permission for the release of information on numbers: \_\_\_\_\_ or all \_\_\_\_\_ on this form for confidential use in meetings regarding my child's health and educational needs at Newgrange.

I desire a conference with the Nurse: \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Nurse Signature \_\_\_\_\_ Date \_\_\_\_\_

RETURN TO IN A SEPARATE ENVELOPE "ATTENTION SCHOOL NURSE"

Spine Screening  
School Year 2019-2020

Dear Parents and Guardians:

The purpose of this letter is to inform you I will be performing spinal assessments in the school health office during the school year. I will notify you of findings only in cases where a referral is necessary. Students ages 10 to 18 are required by law to be evaluated for spinal curvature (possible scoliosis).

Boys and girls will be screened separately. Privacy is ensured. It is helpful when students wear a top that can be easily removed in order to allow assessment of the back.

Any student may be exempt from the examination upon the written request of the parent or guardian.

Please complete the bottom of this form and submit to the health office **only if you would like your child to be excused from the screening.**

Sincerely,  
School Nurse

---

Please Do Not Detach

Student Name: \_\_\_\_\_

Date: \_\_\_\_\_ Grade \_\_\_\_\_

**I DO NOT** wish to have my child participate in the scoliosis screening program. Please indicate one of the following:

- My child has been/will be screened by our private physician (please provide medical note from physician).
- Other (please indicate): \_\_\_\_\_

Parent/Guardian Name (please print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

\*\*Please complete this form for each school year you would like your child to be exempt from scoliosis screening.



## REQUEST FOR ADMINISTRATION OF AS NEEDED MEDICATION IN SCHOOL

SECTION 1 - STUDENT INFORMATION	
Student Name: _____	Date of Birth: _____
Homeroom Teacher: _____	Grade: _____
Parent Name: _____	Parent Name: _____
Daytime Phone: _____	Alternate Phone: _____
List Students allergies: _____	
List other medication student is taking: _____	
Diagnosis: headache, muscle ache, fever, discomfort, pain, inflammation, other: _____	
SECTION 2 - MEDICATION INFORMATION	
1. Name of Medication: <input type="checkbox"/> Tylenol (Acetaminophine)	<input type="checkbox"/> Motrin (ibuprofen)
2. Dose: per package instructions	Time (s) to be given: as needed every 4-6 hours
3. Route: <input checked="" type="checkbox"/> Orally <input type="checkbox"/> Inhaled <input type="checkbox"/> Injected <input type="checkbox"/> Other: _____	
4. School Year: _____	
OVER THE COUNTER MEDICATION MUST BE _____ GENERIC ACETOMINOPHEN OR IBUROFEN IS AVAILABLE IN THE HEALTH SUBMITTED TO THE NURSE BY THR PARENT/GUARDIAN OFFICE. IF NEEDED. (ADULT) UNOPENED.	
SECTION 3 - CONSENT	
* The nurse will administer Benadryl (diphendymine) and/or epi-pen (epinephrine) per physician standing order for severe allergy (not seasonal allergies) or anaphylaxis.	
* The nurse will administer medication in the health office when it is necessary to support student health and safety in school.	
Date: _____	Physician Signature:    School Physician Standing Oder on File
Physician Name (Stamp/Print): _____	Dr. Richard Bezozo, Care Station, Linden, NJ 07036
<b>I REQUEST THE NURSE ADMINISTER THE ABOVE MEDICATION</b>	
Date: _____	Parent/guardian Signature: _____
Print Name: _____	Relationship: _____
REQUEST TO ADMINISTER MEDICATION TERMINATES AUTOMATICALLY AT THE END OF SCHOOL YEAR.	
Please return this form to:    The School Nurse.    Phone: 609-584-1800 ext 229    Fax: 609-584-6242 or 609-584-6166	

**SELF-ADMINISTRATION OF MEDICATION FORM**

**N.J.S.A. 18A: 40-12.3 et seq.  
(Asthma Inhalers and Epi-pens Only)**

Student Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

**PARENTAL REQUEST**

I, the parent/guardian of \_\_\_\_\_, authorize the principal and the school nurse to permit the student to self-administer the prescribed medication as indicated. I understand and agree that the school, school nurse and principal shall incur no liability as a result of any injury arising from the self-administration of medication by the student and I hold harmless the school, school nurse and principal against any claims arising out of the self-administration of medication by the student.

The medication will be brought to school in its original container appropriately labeled by my pharmacy. This request will terminate automatically at the end of the school year.

Signature: \_\_\_\_\_  
Parent/Guardian

Date: \_\_\_\_\_

**PHYSICIAN'S STATEMENT**

In order to protect the health of \_\_\_\_\_ it is necessary for him/her to have the following medication during school hours.

Diagnosis: \_\_\_\_\_

Medication: \_\_\_\_\_

Dosage: \_\_\_\_\_

Time to be Administered: \_\_\_\_\_

Purpose of Medication: \_\_\_\_\_

Possible Side Effects: \_\_\_\_\_

Date to Begin/Conclude: \_\_\_\_\_

I request that the student be allowed to carry and self-administer the prescribed medications. I certify that the student understands, has received instruction in, and is capable of self-administration.

Licensed Health Care Professional authorizing administration of above medications:

\_\_\_\_\_  
Signature of Physician

\_\_\_\_\_  
Print Physician's Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Demonstration Date(s)

\_\_\_\_\_  
School Nurse Signature

\_\_\_\_\_  
Date

AUTHORIZATION DATE: \_\_\_\_\_

\_\_\_\_\_  
School Nurse

**HEALTH CARE PLAN – FOOD INTOLERANCE**

Student Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

**FOOD INTOLERANCE TO:** \_\_\_\_\_

**PREVENTION**

- Wash tables after art projects or eating in classroom.
- All children need to wash hands after art projects or eating in classroom.
- Students will wash their hands prior to eating.
- Students will eat only parent provided food, unless otherwise arranged with parent.
- \_\_\_\_\_
- \_\_\_\_\_

**SYMPTOMS**

Please indicate child's known symptoms

- |  |   |
|--|---|
| <input type="checkbox"/> Diarrhea                              | <input type="checkbox"/> Irritability               |
| <input type="checkbox"/> Vomiting                              | <input type="checkbox"/> Behavior changes           |
| <input type="checkbox"/> Constipation                          | <input type="checkbox"/> Seizures                   |
| <input type="checkbox"/> Abdominal pain, cramps, nausea        |   |
| <input type="checkbox"/> Flatulence (passing gas)              | Student has related autoimmune disease:             |
| <input type="checkbox"/> Loss of Appetite                      | <input type="checkbox"/> Insulin-Dependent Diabetes |
| <input type="checkbox"/> Weight loss or Failure to gain weight | <input type="checkbox"/> Thyroid Disease            |
| <input type="checkbox"/> Short stature, not growing in height  | <input type="checkbox"/> Arthritis                  |
| <input type="checkbox"/> Protruding abdomen                    | <input type="checkbox"/> Eczema                     |
| <input type="checkbox"/> Muscles wasting away                  | <input type="checkbox"/> Asthmas                    |
| <input type="checkbox"/> Teeth staining, prone to dental decay | <input type="checkbox"/> EOS                        |
| <input type="checkbox"/> Hair loss, lack of hair growth        | <input type="checkbox"/> Other - Specify: _____     |
| <input type="checkbox"/> Lethargic / Low Energy                |   |
| <input type="checkbox"/> Depression                            |   |

**ACCIDENTAL EXPOSURE**

- Refer to school Nurse
- Notify Parent/Guardian
- Monitor Symptoms
- \_\_\_\_\_
- \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Name

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Signature of Physician

\_\_\_\_\_  
Print Physician's Name

\_\_\_\_\_  
Date

## School Health Services

School Nurse

Phone: 609-584-1800 x 229

Fax: 609-584-6242

### Emergency Medication Guidelines and Documents

MUST BE RENEWED EACH SCHOOL YEAR

Dear Parent or Guardian:

Completion of the following forms is necessary **only if you child has asthma or life threatening allergy**. If your child has a history of asthma and has now outgrown symptoms and is stable, please have your child's physician provide a medical note for the student health file.

\*Please advise your child's bus driver if your student has a medical condition. It is especially important to advise the driver if your child has a condition, which could become a medical emergency, so that arrangements could be made to provide for healthcare.

#### INSTRUCTIONS

1. Asthma Treatment Plan – please have physician complete and provide physician and parent signature. If student is capable to self-administration, parent is responsible for ensuring student carries inhaler at all times, for all school sponsored events.
2. Allergy Action Plan – complete only if your child has a life-threatening allergy to food, bee sting, latex, or other substance.
3. Parent Form for Allergy Emergency Treatment – complete only if your child has a life-threatening allergy.
4. Self Administration Only – complete only if your child has a life-threatening allergy and the physician has authorized self-administration of epi-pens and/or single dose antihistamine. Parent is responsible for ensuring student carries epi-pens and single dose antihistamine at all times for all sponsored events.
5. Self Administration of Medication

#### ASTHMA

- Parent/Guardian is responsible for submitting Asthma Action Plan for a student with diagnosis of asthma or reactive airway disease.
- Parent/Guardian must submit documentation from physician if asthma condition is stable and no longer requires treatment.
- Parent/Guardian must submit medication for use in school when indicated on Asthma Action Plan.
- Parent / Guardian must submit medication to be kept in school, even if students is permitted to self-carry and self-medicate.

Please contact the School Nurse at 609-584-1800 x 229, if you have questions.



PLACE  
PICTURE  
HERE

Name: \_\_\_\_\_ D.O.B.: \_\_\_\_\_

Allergy to: \_\_\_\_\_

Weight: \_\_\_\_\_ lbs. Asthma: [ ] Yes (higher risk for a severe reaction) [ ] No

**NOTE: Do not depend on antihistamines or inhalers (bronchodilators) to treat a severe reaction. USE EPINEPHRINE.**

**Extremely reactive to the following foods:** \_\_\_\_\_

THEREFORE:

- [ ] If checked, give epinephrine immediately for ANY symptoms if the allergen was likely eaten.
- [ ] If checked, give epinephrine immediately if the allergen was definitely eaten, even if no symptoms are noted.

FOR ANY OF THE FOLLOWING:  
**SEVERE SYMPTOMS**



### LUNG

Short of breath, wheezing, repetitive cough



### HEART

Pale, blue, faint, weak pulse, dizzy



### THROAT

Tight, hoarse, trouble breathing/ swallowing



### MOUTH

Significant swelling of the tongue and/or lips



### SKIN

Many hives over body, widespread redness



### GUT

Repetitive vomiting, severe diarrhea



### OTHER

Feeling something bad is about to happen, anxiety, confusion

**OR A COMBINATION**  
of symptoms from different body areas.



1. **INJECT EPINEPHRINE IMMEDIATELY.**
2. **Call 911.** Tell them the child is having anaphylaxis and may need epinephrine when they arrive.
  - Consider giving additional medications following epinephrine:
    - » Antihistamine
    - » Inhaler (bronchodilator) if wheezing
  - Lay the person flat, raise legs and keep warm. If breathing is difficult or they are vomiting, let them sit up or lie on their side.
  - If symptoms do not improve, or symptoms return, more doses of epinephrine can be given about 5 minutes or more after the last dose.
  - Alert emergency contacts.
  - Transport them to ER even if symptoms resolve. Person should remain in ER for at least 4 hours because symptoms may return.

## MILD SYMPTOMS



### NOSE

Itchy/runny nose, sneezing



### MOUTH

Itchy mouth



### SKIN

A few hives, mild itch



### GUT

Mild nausea/ discomfort

**FOR MILD SYMPTOMS FROM MORE THAN ONE SYSTEM AREA, GIVE EPINEPHRINE.**

**FOR MILD SYMPTOMS FROM A SINGLE SYSTEM AREA, FOLLOW THE DIRECTIONS BELOW:**

1. Antihistamines may be given, if ordered by a healthcare provider.
2. Stay with the person; alert emergency contacts.
3. Watch closely for changes. If symptoms worsen, give epinephrine.

## MEDICATIONS/DOSES

Epinephrine Brand: \_\_\_\_\_

Epinephrine Dose: [ ] 0.15 mg IM [ ] 0.3 mg IM

Antihistamine Brand or Generic: \_\_\_\_\_

Antihistamine Dose: \_\_\_\_\_

Other (e.g., inhaler-bronchodilator if wheezing): \_\_\_\_\_

PARENT/GUARDIAN AUTHORIZATION SIGNATURE \_\_\_\_\_

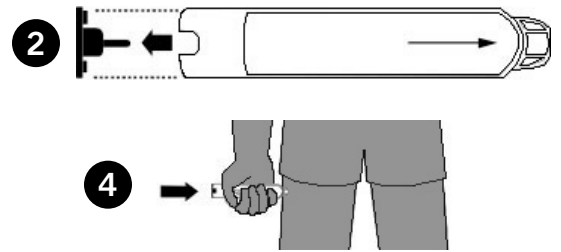
DATE \_\_\_\_\_

PHYSICIAN/HCP AUTHORIZATION SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

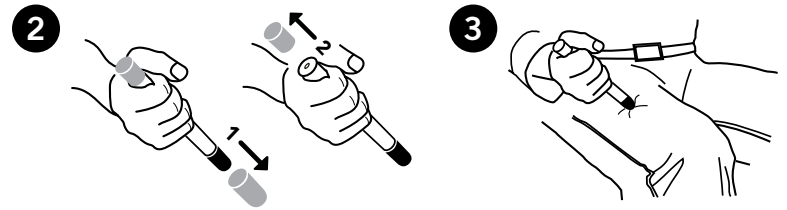
## EPIPEN® (EPINEPHRINE) AUTO-INJECTOR DIRECTIONS

1. Remove the EpiPen Auto-Injector from the plastic carrying case.
2. Pull off the blue safety release cap.
3. Swing and firmly push orange tip against mid-outer thigh.
4. Hold for approximately 10 seconds.
5. Remove and massage the area for 10 seconds.



## ADRENACLICK®/ADRENACLICK® GENERIC DIRECTIONS

1. Remove the outer case.
2. Remove grey caps labeled "1" and "2".
3. Place red rounded tip against mid-outer thigh.
4. Press down hard until needle penetrates.
5. Hold for 10 seconds. Remove from thigh.



**OTHER DIRECTIONS/INFORMATION** (may self-carry epinephrine, may self-administer epinephrine, etc.):

Treat the person before calling emergency contacts. The first signs of a reaction can be mild, but symptoms can get worse quickly.

### EMERGENCY CONTACTS — CALL 911

RESCUE SQUAD: \_\_\_\_\_

DOCTOR: \_\_\_\_\_ PHONE: \_\_\_\_\_

PARENT/GUARDIAN: \_\_\_\_\_ PHONE: \_\_\_\_\_

### OTHER EMERGENCY CONTACTS

NAME/RELATIONSHIP: \_\_\_\_\_

PHONE: \_\_\_\_\_

NAME/RELATIONSHIP: \_\_\_\_\_

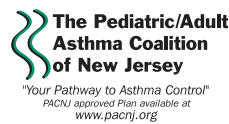
PHONE: \_\_\_\_\_

PARENT/GUARDIAN AUTHORIZATION SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

# Asthma Treatment Plan – Student

(This asthma action plan meets NJ Law N.J.S.A. 18A:40-12.8) **(Physician's Orders)**



**(Please Print)**

Name	Date of Birth	Effective Date
Doctor	Parent/Guardian (if applicable)	Emergency Contact
Phone	Phone	Phone

## HEALTHY (Green Zone)



**You have all of these:**

- Breathing is good
- No cough or wheeze
- Sleep through the night
- Can work, exercise, and play

And/or Peak flow above \_\_\_\_\_

**Take daily control medicine(s). Some inhalers may be more effective with a "spacer" – use if directed.**

MEDICINE	HOW MUCH to take and HOW OFTEN to take it
<input type="checkbox"/> Advair® HFA <input type="checkbox"/> 45, <input type="checkbox"/> 115, <input type="checkbox"/> 230	2 puffs twice a day
<input type="checkbox"/> Aerospir™	<input type="checkbox"/> 1, <input type="checkbox"/> 2 puffs twice a day
<input type="checkbox"/> Alvesco® <input type="checkbox"/> 80, <input type="checkbox"/> 160	<input type="checkbox"/> 1, <input type="checkbox"/> 2 puffs twice a day
<input type="checkbox"/> Dulera® <input type="checkbox"/> 100, <input type="checkbox"/> 200	2 puffs twice a day
<input type="checkbox"/> Flovent® <input type="checkbox"/> 44, <input type="checkbox"/> 110, <input type="checkbox"/> 220	2 puffs twice a day
<input type="checkbox"/> Qvar® <input type="checkbox"/> 40, <input type="checkbox"/> 80	<input type="checkbox"/> 1, <input type="checkbox"/> 2 puffs twice a day
<input type="checkbox"/> Symbicort® <input type="checkbox"/> 80, <input type="checkbox"/> 160	<input type="checkbox"/> 1, <input type="checkbox"/> 2 puffs twice a day
<input type="checkbox"/> Advair Diskus® <input type="checkbox"/> 100, <input type="checkbox"/> 250, <input type="checkbox"/> 500	1 inhalation twice a day
<input type="checkbox"/> Asmanex® Twisthaler® <input type="checkbox"/> 110, <input type="checkbox"/> 220	<input type="checkbox"/> 1, <input type="checkbox"/> 2 inhalations <input type="checkbox"/> once or <input type="checkbox"/> twice a day
<input type="checkbox"/> Flovent® Diskus® <input type="checkbox"/> 50 <input type="checkbox"/> 100 <input type="checkbox"/> 250	1 inhalation twice a day
<input type="checkbox"/> Pulmicort Flexhaler® <input type="checkbox"/> 90, <input type="checkbox"/> 180	<input type="checkbox"/> 1, <input type="checkbox"/> 2 inhalations <input type="checkbox"/> once or <input type="checkbox"/> twice a day
<input type="checkbox"/> Pulmicort Respules® (Budesonide) <input type="checkbox"/> 0.25, <input type="checkbox"/> 0.5, <input type="checkbox"/> 1.0	1 unit nebulized <input type="checkbox"/> once or <input type="checkbox"/> twice a day
<input type="checkbox"/> Singulair® (Montelukast) <input type="checkbox"/> 4, <input type="checkbox"/> 5, <input type="checkbox"/> 10 mg	1 tablet daily
<input type="checkbox"/> Other	
<input type="checkbox"/> None	

**Remember to rinse your mouth after taking inhaled medicine.**

If exercise triggers your asthma, take \_\_\_\_\_ puff(s) \_\_\_\_\_ minutes before exercise.

## Triggers

Check all items that trigger patient's asthma:

- Colds/flu
- Exercise
- Allergens
  - Dust Mites, dust, stuffed animals, carpet
  - Pollen - trees, grass, weeds
  - Mold
  - Pets - animal dander
  - Pests - rodents, cockroaches
- Odors (Irritants)
  - Cigarette smoke & second hand smoke
  - Perfumes, cleaning products, scented products
  - Smoke from burning wood, inside or outside
- Weather
  - Sudden temperature change
  - Extreme weather - hot and cold
  - Ozone alert days
- Foods:
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
- Other:
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_

## CAUTION (Yellow Zone)



**You have any of these:**

- Cough
- Mild wheeze
- Tight chest
- Coughing at night
- Other: \_\_\_\_\_

If quick-relief medicine does not help within 15-20 minutes or has been used more than 2 times and symptoms persist, call your doctor or go to the emergency room.

And/or Peak flow from \_\_\_\_\_ to \_\_\_\_\_

**Continue daily control medicine(s) and ADD quick-relief medicine(s).**

MEDICINE	HOW MUCH to take and HOW OFTEN to take it
<input type="checkbox"/> Albuterol MDI (Pro-air® or Proventil® or Ventolin®)	2 puffs every 4 hours as needed
<input type="checkbox"/> Xopenex®	2 puffs every 4 hours as needed
<input type="checkbox"/> Albuterol <input type="checkbox"/> 1.25, <input type="checkbox"/> 2.5 mg	1 unit nebulized every 4 hours as needed
<input type="checkbox"/> Duoneb®	1 unit nebulized every 4 hours as needed
<input type="checkbox"/> Xopenex® (Levalbuterol) <input type="checkbox"/> 0.31, <input type="checkbox"/> 0.63, <input type="checkbox"/> 1.25 mg	1 unit nebulized every 4 hours as needed
<input type="checkbox"/> Combivent Respimat®	1 inhalation 4 times a day
<input type="checkbox"/> Increase the dose of, or add:	
<input type="checkbox"/> Other	

**• If quick-relief medicine is needed more than 2 times a week, except before exercise, then call your doctor.**

## EMERGENCY (Red Zone)



**Your asthma is getting worse fast:**

- Quick-relief medicine did not help within 15-20 minutes
- Breathing is hard or fast
- Nose opens wide • Ribs show
- Trouble walking and talking
- Lips blue • Fingernails blue
- Other: \_\_\_\_\_

And/or Peak flow below \_\_\_\_\_

**Take these medicines NOW and CALL 911. Asthma can be a life-threatening illness. Do not wait!**

MEDICINE	HOW MUCH to take and HOW OFTEN to take it
<input type="checkbox"/> Albuterol MDI (Pro-air® or Proventil® or Ventolin®)	4 puffs every 20 minutes
<input type="checkbox"/> Xopenex®	4 puffs every 20 minutes
<input type="checkbox"/> Albuterol <input type="checkbox"/> 1.25, <input type="checkbox"/> 2.5 mg	1 unit nebulized every 20 minutes
<input type="checkbox"/> Duoneb®	1 unit nebulized every 20 minutes
<input type="checkbox"/> Xopenex® (Levalbuterol) <input type="checkbox"/> 0.31, <input type="checkbox"/> 0.63, <input type="checkbox"/> 1.25 mg	1 unit nebulized every 20 minutes
<input type="checkbox"/> Combivent Respimat®	1 inhalation 4 times a day
<input type="checkbox"/> Other	

This asthma treatment plan is meant to assist, not replace, the clinical decision-making required to meet individual patient needs.

**Disclaimers:** The use of this WebSite/PACNJ Asthma Treatment Plan and its content is at your own risk. The content is provided on an "as is" basis. The American Lung Association of the Mid-Atlantic (ALAMA), the Pediatric/Adult Asthma Coalition of New Jersey and its affiliates disclaim all warranties, express or implied, statutory or otherwise, including but not limited to the implied warranties or merchantability, non-infringement of third parties' rights, and fitness for a particular purpose. ALAMA makes no representation or warranty about the accuracy, reliability, completeness, currency, or timeliness of the content. ALAMA makes no warranty, representation or guarantee that the information will be uninterrupted or error free or that any defects can be corrected. In no event shall ALAMA be liable for any damages (including, without limitation, incidental and consequential damages, personal injury/wrongful death, lost profits, or damages resulting from data or business interruption) resulting from the use or inability to use the content of this Asthma Treatment Plan whether based on warranty, contract, tort or any other legal theory, and whether or not ALAMA is advised of the possibility of such damages. ALAMA and its affiliates are not liable for any claim, whatsoever, caused by your use or misuse of the Asthma Treatment Plan, nor of this website.

The Pediatric/Adult Asthma Coalition of New Jersey, sponsored by the American Lung Association in New Jersey. This publication was supported by a grant from the New Jersey Department of Health and Senior Services, with funds provided by the U.S. Centers for Disease Control and Prevention under Cooperative Agreement 5U49CE000491-5. Its contents are solely the responsibility of the authors and do not necessarily represent the official views of the New Jersey Department of Health and Senior Services or the U.S. Centers for Disease Control and Prevention. Although this document has been funded wholly or in part by the United States Environmental Protection Agency under Agreement XA905601-2 to the American Lung Association in New Jersey, it has not gone through the Agency's publication review process and therefore, may not necessarily reflect the views of the Agency and no official endorsement should be inferred. Information in this publication is not intended to diagnose health problems or take the place of medical advice. For asthma or any medical condition, seek medical advice from your child's or your health care professional.

**Permission to Self-administer Medication:**

This student is capable and has been instructed in the proper method of self-administering of the non-nebulized inhaled medications named above in accordance with NJ Law.

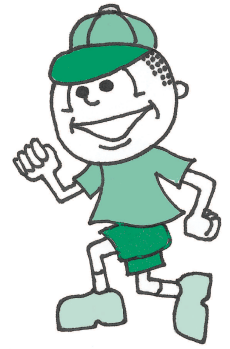
This student is not approved to self-medicate.

PHYSICIAN/APN/PA SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_  
 Physician's Orders

PARENT/GUARDIAN SIGNATURE \_\_\_\_\_

PHYSICIAN STAMP

# Asthma Treatment Plan – Student Parent Instructions



The **PACNJ Asthma Treatment Plan** is designed to help everyone understand the steps necessary for the individual student to achieve the goal of controlled asthma.

**1. Parents/Guardians:** *Before taking this form to your Health Care Provider*, complete the top left section with:

- Child's name
- Child's doctor's name & phone number
- Parent/Guardian's name & phone number
- Child's date of birth
- An Emergency Contact person's name & phone number

**2. Your Health Care Provider will** complete the following areas:

- The effective date of this plan
- The medicine information for the Healthy, Caution and Emergency sections
- Your Health Care Provider will check the box next to the medication and check how much and how often to take it
- Your Health Care Provider may check **"OTHER"** and:
  - ❖ Write in asthma medications not listed on the form
  - ❖ Write in additional medications that will control your asthma
  - ❖ Write in generic medications in place of the name brand on the form
- Together you and your Health Care Provider will decide what asthma treatment is best for your child to follow

**3. Parents/Guardians & Health Care Providers together** will discuss and then complete the following areas:

- Child's peak flow range in the Healthy, Caution and Emergency sections on the left side of the form
- Child's asthma triggers on the right side of the form
- Permission to Self-administer Medication section at the bottom of the form: Discuss your child's ability to self-administer the inhaled medications, check the appropriate box, and then both you and your Health Care Provider must sign and date the form

**4. Parents/Guardians:** *After completing the form with your Health Care Provider:*

- Make copies of the Asthma Treatment Plan and give the signed original to your child's school nurse or child care provider
- Keep a copy easily available at home to help manage your child's asthma
- Give copies of the Asthma Treatment Plan to everyone who provides care for your child, for example: babysitters, before/after school program staff, coaches, scout leaders

## PARENT AUTHORIZATION

I hereby give permission for my child to receive medication at school as prescribed in the Asthma Treatment Plan. Medication must be provided in its original prescription container properly labeled by a pharmacist or physician. I also give permission for the release and exchange of information between the school nurse and my child's health care provider concerning my child's health and medications. In addition, I understand that this information will be shared with school staff on a need to know basis.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Date

**FILL OUT THE SECTION BELOW ONLY IF YOUR HEALTH CARE PROVIDER CHECKED PERMISSION FOR YOUR CHILD TO SELF-ADMINISTER ASTHMA MEDICATION ON THE FRONT OF THIS FORM.**

***RECOMMENDATIONS ARE EFFECTIVE FOR ONE (1) SCHOOL YEAR ONLY AND MUST BE RENEWED ANNUALLY***

- I do request that my child be **ALLOWED** to carry the following medication \_\_\_\_\_ for self-administration in school pursuant to N.J.A.C.:6A:16-2.3. I give permission for my child to self-administer medication, as prescribed in this Asthma Treatment Plan for the current school year as I consider him/her to be responsible and capable of transporting, storing and self-administration of the medication. Medication must be kept in its original prescription container. I understand that the school district, agents and its employees shall incur no liability as a result of any condition or injury arising from the self-administration by the student of the medication prescribed on this form. I indemnify and hold harmless the School District, its agents and employees against any claims arising out of self-administration or lack of administration of this medication by the student.
- I **DO NOT** request that my child self-administer his/her asthma medication.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Date



Dear Parents,

Keeping parents informed and involved helps to ensure student safety and improve student success. With today's on-the-go lifestyles, it has become more difficult for schools to reach families quickly and effectively. This is why our school currently uses a system called Honeywell Instant Alert® for Schools.

Instant Alert for Schools is an essential tool for notification and communication. Within minutes of an emergency, school officials can use Instant Alert to deliver a single, clear message to the students' parents or guardians by telephone, cell phone, e-mail, pager or PDA in any combination. Instant Alert can also be used to notify you of a school closing due to inclement weather. It's an equally effective way to keep you informed of everyday activities, such as event times and locations as well as schedule changes.

Instant Alert is Internet based, allowing each family to maintain a secure, password protected online profile. Included in this letter is an instruction sheet for accessing the system and creating your profile. You can log into your profile at any time to update your contact information. Maintaining the accuracy of your profile will increase the ability of the school to keep you informed.

Your online profile will enable you to:

- Input your personal contact information
- Select which type of school information you would like to receive on each of your contact devices
- Set the days and time of days you would like your phone devices to receive alerts
- View the alerts that have been sent to you in the past

The system is ready for you to use at <https://instantalert.honeywell.com>. We encourage all of you to take advantage of this opportunity, as we will be utilizing this system for most of our school-to-home communication.

If you need assistance with your profile, please go to <https://instantalert.honeywell.com> and click on the **Help Request** link on the lower right hand side of the page, or contact the school at **609-584-1800**. Be sure to set your e-mail spam filter to receive e-mail from Honeywell.com. If you do not have access to a computer, please contact the office and we will be able to assist you. We hope you enjoy this service!

Sincerely,

*Robert Hegedus*

Bob Hegedus, Principal

# Honeywell Instant Alert® para Centros Educativos

## Interfaz de Usuario de Padre de Familia

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Sitio web URL: <https://instantalert.honeywell.com>

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### Requerimientos Mínimos

#### Registre y cree su cuenta

1. Vaya al sitio web the Honeywell Instant Alert para Centros Educativos mencionado arriba.
2. Si usted no es un empleado de la escuela, haga click en 'Parent' en la casilla de nuevo usuario (New User).
3. Si usted es un empleado de la escuela, usted tiene la opción de hacer click en 'School Staff' en la casilla de nuevo usuario (New User).
4. Complete el formulario de información del estudiante. Haga click en 'Submit.'
5. Complete la pantalla correspondiente. Haga click en 'Submit.'
6. Después de recibir el mensaje de confirmación, haga click en 'Proceed' para empezar Instant Alert.
7. Nota: Recuerde su número de usuario y su contraseña para cuando necesite actualizar su información.

#### Vea y chequee detalles acerca de usted y los miembros de su familia

1. Al haberse conectado, haga click en 'My Family.'
2. Haga click en el nombre de un padre de familia para ver y editar los detalles de este padre de familia.
3. Haga click en el nombre de un estudiante para ver detalles acerca de su hijo(a) matriculado(a) en esta escuela.

#### Configure los parámetros de alerta usted mismo

1. Haga click en 'Alert Setup.'
2. Haga click en las casillas de selección para seleccionar qué tipo de alerta le gustaría que le enviaran y a cual aparato. Haga click en 'Save' cuando haya terminado.
3. Si le gustaría añadir otro aparato para que lo contacten, seleccione el tipo de aparato e introduzca los detalles de dicho aparato. Seleccione la persona a la cual le pertenece el aparato y haga click en 'Add.'
4. Usted también puede determinar que días y a que horas le gustaría que sus teléfonos reciban alertas. Por ejemplo, si usted quisiera que su teléfono del trabajo recibiera alertas sólo durante días de trabajo, usted podría fijar el tiempo de inicio de la semana laboral para las 8:00 am y el tiempo final de la semana laboral para las 5:00 pm. Después, quite la marquita en la casilla de fin de semana 'weekend.' O, si usted no quisiera recibir alertas en su teléfono celular mientras duerme, usted podría configurar el tiempo de inicio de la semana laboral para las 6:00 am y el tiempo del final de la semana laboral para las 10:00 pm. Además configure el tiempo de inicio del fin de semana para las 8:00 am y el tiempo del final del fin de semana para las 11:00 pm. Usted tiene la flexibilidad y el control de configurar sus teléfonos en muchas maneras diferentes.
5. Por correo electrónico (e-mail), mensajes de texto, y localizador de personas (pager) usted podría enviarse un mensaje de texto. Haga click en 'Send Test Message' para enviarse un mensaje a usted mismo.

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### Funciones Adicionales

#### Ver Historia de las Alertas

Haga click en 'Alert History' para ver alertas que le hayan enviado a usted. Use los íconos de calendarios y la lista de 'Alert Type' para hacer las alertas más específicas.

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#### Para Asistencia: <https://instantalert.honeywell.com>

Haga click en el enlace de **Help Request** en la parte inferior derecha de la página

Asegúrese de configurar su filtro de correo no solicitado (spam) para recibir e-mail de Honeywell.com.

.....

*Honeywell Instant Alert ® para Centros Educativos no venderá, rentará, prestará, canjeará, o contratará ninguna información de sus miembros, los hijos(as) por los cuales estos son responsables, u otros enumerados como contactos en el sistema. Usaremos el máximo cuidado para proteger la privacidad y seguridad de su información.*

# 2019-2020 School General Field Trip

## PARENT PERMISSION AND RELEASE FORM

As the parent or guardian of (student's name) \_\_\_\_\_, I hereby give permission for said student to participate in School Field Trips throughout the course of the 2019-2020 school year, including Extended School Year if my child were to attend. I understand that transportation will be provided to and from the event. I also understand that I will be notified of each individual event, at which time I will be given the option of having my child NOT participate.

As the parent or guardian of said student, I waive, release and discharge the supervisors of the event and The Newgrange School and its employees and directors from any and all liabilities or claims that may arise from said student's transportation to and from and participation in the event. This waiver and release includes a release of any and all liabilities or claims based upon or resulting from any injury said student may sustain or suffer in connection with his/her transportation to and from and participation in the event.

Should emergency medical treatment be needed, I authorize the supervisors of this event and/or the employees and directors of The Newgrange School to provide emergency medical treatment as needed, or to transport said student to or from a doctor and/or hospital for medical treatment. I also give my permission for medical personnel or a licensed physician to perform emergency treatment and administer medication in conjunction with such treatment.

Date: \_\_\_\_\_ Parent/Guardian Signature: \_\_\_\_\_

Contact #: \_\_\_\_\_ Name (please print): \_\_\_\_\_

## 2019-2020

### FORMULARIO DE PERMISO y AUTORIZACIÓN

Como padre o guardián de (nombre del estudiante) \_\_\_\_\_, Por la presente doy permiso para que dicho estudiante participe en excursiones escolares a lo largo del curso del año escolar 2019-2020, incluyendo el año escolar extendido si mi hijo (a) asistirá. Entiendo que el transporte será proporcionado a y desde el evento. También entiendo que se me notificará de cada evento individual, en cuyo momento se me dará la opción de que mi hijo NO participe.

Como padre o guardián de dicho estudiante, yo renuncio, libero y cargo a los supervisores del evento y a la escuela Newgrange y sus empleados y directores de cualquier y todos los pasivos o reclamaciones que puedan surgir del transporte de dicho estudiante hacia y desde y participación en el evento. Esta exención y liberación incluye una liberación de cualquier y todos los pasivos o reclamos basados en o resultantes de cualquier lesión que el estudiante pueda sostener o sufrir en relación con su transporte hacia y desde y la participación en el evento.

Si se necesita un tratamiento médico de emergencia, autorizo a los supervisores de este evento y/o a los empleados y directores de la escuela Newgrange a que proporcionen tratamiento médico de emergencia según sea necesario, o para transportar a dicho estudiante a o desde un médico y/o hospital para tratamiento médico. También doy mi permiso para que el personal médico o un médico licenciado realicen un tratamiento de emergencia y administre medicamentos en conjunción con dicho tratamiento.

Fecha: \_\_\_\_\_

Firma del padre/guardián: \_\_\_\_\_

Numero de contacto: \_\_\_\_\_

Nombre: \_\_\_\_\_

SCHOOL YEAR: 2019-2020

STUDENT NAME: \_\_\_\_\_

**Health and Family Life Education: Human Relationships and Sexuality**

Dear Parent or Guardian:

The purpose of this letter is to provide notification of Health and Family Life Education lessons for your child's class this school year. This instruction can include lessons on sensitive topics related to puberty, sexuality, and personal hygiene. The material provided is for the purposes of implementing a program consistent with content outlined in New Jersey Core Curriculum Standard 2.4: Human Relationships and Sexuality. Pursuant to N.J.S.A. 18A:35-4.7, any child whose parent or guardian presents to the school a signed statement that any part of instruction in health, family life education, or sex education is in conflict with his or her conscience or sincerely held moral or religious beliefs shall be excused from that portion of the course. The New Jersey Core Curriculum Standards can be found at

<http://www.state.nj.us/education/cccs/standards/2/index.html>

Also, please be aware that classroom instruction in Science can include reproductive lessons, and counseling can include human relationship lessons, for example. Please be encouraged to discuss your questions regarding Health and Family Life Education with your child's teachers.

**If you do not want your child to participate in Health and Family Life Education: Human Relationships and Sexuality:**

Please complete and submit to The Newgrange School only if you do not want your child to participate in Health and Family Life Education: Human Relationships and Sexuality.

PLEASE CHECK:

\_\_\_\_\_ I DO NOT want my child to participate in Health and Family Life Education.

Parent or Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**\*\*IT IS NOT NECESSARY TO SUBMIT THIS SIGNED DOCUMENT IF YOU DO WANT YOUR CHILD TO PARTICIPATE IN HEALTH AND FAMILY LIFE EDUCATION CLASS\*\***

## **Driving Policy**

The Newgrange School believes that safety is the paramount concern relative to children coming to or returning home from school. Parents should consider their children's age, experience and skills in deciding whether to allow them to drive a car to school. It is assumed that the parent will have made prior arrangements to properly insure the driver. When driving, students must obey all traffic regulations. Students who drive are NOT to transport other students to and from school grounds. Students who drive need to get the appropriate permission slip signed by parents.

The school assumes no responsibility for cars. The student assumes all responsibility for loss or damage to his/her car, its equipment and its contents. Cars must be locked in the morning and must not be entered or moved during the day without administration permission. Any student who uses a vehicle to transport another student illegally from school grounds will lose the privilege of driving to school. Students must park in designated parking spots. Student parking is located at the farthest end parking lot away from the school. Violation of these regulations may cause loss of driving privileges and possible disciplinary action.

---

### **2019-2020 Permission Form**

I am giving my child \_\_\_\_\_ permission to drive a car to and from school. I assume the responsibility to insure that my child knows and follows all traffic laws, as well as safe driving rules and habits. I understand that my child is to follow any rules or procedures that the school establishes for driver's safety on the school grounds. I understand the school assumes no responsibility for vehicles. Any infraction of the rules will result in a suspension of this privilege.

Date: \_\_\_\_\_

Parent Signature \_\_\_\_\_

Student signature \_\_\_\_\_

Adopted N.S.O.C. 1/9/04



## 2019-2020 Permission to Walk Home or to After-School Activities

I am requesting permission for my child, \_\_\_\_\_  
to walk home or to the following after-school activity. (PLEASE LIST ACTIVITY AND  
LOCATION)

---

I understand that all of the following conditions must be met before permission will be granted:

- My child is a high school student (in grade 9, 10 11, or 12)
- The distance my child will walk is less than one (1) mile from The Newgrange School
- I understand I am responsible for evaluating the safety of the route my child will follow
- I understand that The Newgrange School does not provide any crossing guards
- My school district is aware of this plan and agrees with it. (The Newgrange School will contact the case manager.)

In the event that The Newgrange School needs to close school early unexpectedly due to inclement weather or other emergency situations, we will notify you and we will direct your child to take his/her school bus home.

If your child's after-school activity is cancelled, we will direct your child to take his/her school bus home.

If in the opinion of the school's administration there is any concern about your child's safety while walking home, we will direct your child to take his/her school bus home.

Your signature below indicates that you understand and agree to the conditions listed above. If you have any questions regarding this matter, please contact the school at 609-584-1800.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent / Guardian Print Name

NEWGRANGE USE ONLY

Approved by school official (name): \_\_\_\_\_

Approval confirmed by (Newgrange official): \_\_\_\_\_

Date Approved: \_\_\_\_\_

# UPDATED



## 2019-2020 Pizza Lunch Order Form

On Wednesdays during the months of October through June, we organize a pizza lunch for our students. The cost of the pizza is \$2.00 per slice. If your child would like to order pizza, please fill out this form and return it to the school by **Friday, September 20, 2019**. Checks should be made payable to **The Newgrange School** and sent along with this form to the school. Payment may be made in full, in monthly installments, or weekly. If paying weekly, money is due on Monday mornings. If paying in monthly installments, it is the responsibility of the parent/guardian to be certain there are sufficient funds for their child to have lunch. Please understand that we cannot order pizza for your child without prepayment.

Our Pizza Lunch schedule is as follows:

**October 2, 9, 16, 23, 30 (5 weeks)**  
**November 6, 13, 20 27 (4 weeks)**  
**December 4, 11, 18 (3 weeks)**  
**January 8, 15, 22, 29 (4 weeks)**  
**February 5, 12, 19, 26 (4 weeks)**

**March 4, 11, 18, 25 (4 weeks)**  
**April 1, 15, 22, 29 (4 weeks)**  
**May 6, 13, 20, 27 (4 weeks)**  
**June 3, 10, 17 (3 weeks)**

Reference Chart	Yearly Cost	Monthly Cost, when there are			Weekly Cost
		3 weeks	4 weeks	5 weeks	
1 Slice	\$70.00	\$6.00	\$8.00	\$10.00	\$2.00
2 Slices	\$140.00	\$12.00	\$16.00	\$20.00	\$4.00
3 Slices	\$210.00	\$18.00	\$24.00	\$30.00	\$6.00

\_\_\_\_\_  
Student Name

Please select one:

\_\_\_\_\_ **YEARLY** – We are paying for the entire year of Pizza Lunch ( \_\_\_\_\_ slice(s) per week), and we have enclosed \$\_\_\_\_\_.

\_\_\_\_\_ **MONTHLY** – We are paying for the month of \_\_\_\_\_. My child would like \_\_\_\_\_ slice(s) per week, and we have enclosed \$\_\_\_\_\_.

\_\_\_\_\_ **WEEKLY** (*payment is due on Monday mornings*) – We are paying for \_\_\_\_\_ slice(s) of pizza for Wednesday, \_\_\_\_\_, and we have enclosed \$\_\_\_\_\_.

**If you would like to pay electronically, visit our payment website:**

<https://forms.diamondmindinc.com/newgrange/pizza>



**2019-2020 Formulario de Pedido Para el Almuerzo de Pizza.**

Los miércoles durante los meses de octubre a junio, estamos organizando un almuerzo de pizza para nuestros estudiantes. El costo de la pizza es de \$2.00 por porción. Si su hijo/hija desea pedir pizza, por favor complete este formulario y devuélvalo a la escuela antes del **viernes, 20 de septiembre del 2019**. Cheques deben ser pagaderos a **The Newgrange School** y enviado junto con este formulario. El pago puede hacerse en su totalidad, mensual o semanal. Si paga semanalmente, el cheque debe ser entregado el lunes por la mañana. Si paga mensualmente, es la responsabilidad del padre/guardián asegurarse de que haya fondos suficientes para que su hijo/hija almuerce. Por favor entienda que no podemos pedir pizza para su hijo/hija sin su pago.

Los días de almuerzo de pizza son los siguientes

**octubre 2, 9, 16, 23, 30 (5 semanas)**  
**noviembre 6, 13, 20, 27 (4 semanas)**  
**diciembre 4, 11, 18 (3 semanas)**  
**enero 2, 9, 16, 23, 30 (5 semanas)**  
**febrero 5, 12, 19, 26 (4 semanas)**

**marzo 4, 11, 18, 25 (4 semanas)**  
**abril 1, 15, 22, 29 (4 semanas)**  
**mayo 6, 13, 20, 27 (4 semanas)**  
**junio 3, 10, 17 (3 semanas)**

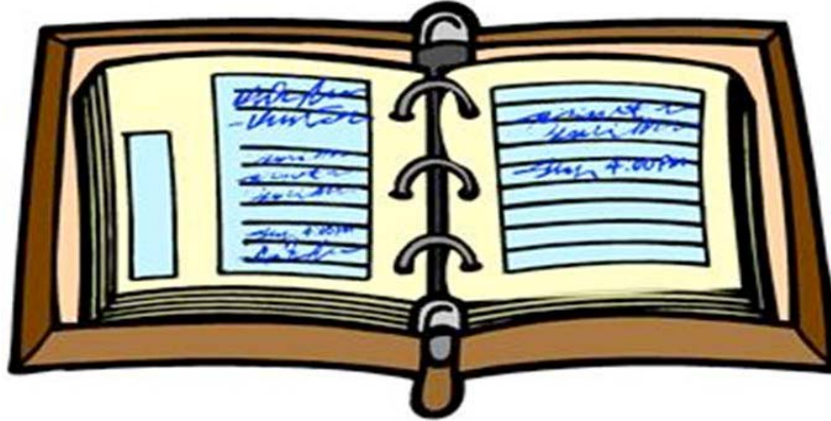
Tabla de Referencia	Costo Anual	Costo mensual, cuando hay			Costo Semanal
		3 semanas	4 semanas	5 semanas	
1 porción	\$70.00	\$6.00	\$8.00	\$10.00	\$2.00
2 porción	\$140.00	\$12.00	\$16.00	\$20.00	\$4.00
3 porción	\$210.00	\$18.00	\$24.00	\$30.00	\$6.00

\_\_\_\_\_ **Anual** – Estamos pagando todo el año de almuerzo de pizza(\_\_\_\_\_ porción(es) por semana), y estoy pagado \$\_\_\_\_\_.

\_\_\_\_\_ **Mensual** – Estamos pagando por el mes de\_\_\_\_\_. Mi hijo/hija quiere\_\_\_\_\_ porción(es) por semana,y estoy pagado \$\_\_\_\_\_.

\_\_\_\_\_ **Semanal()** – Estamos pagando por la semana. Mi hijo/hija quiere \_\_\_\_\_porción (es) de pizza para el miércoles, \_\_\_\_\_, y estamos pagando \$\_\_\_\_\_.

Si le gustaria hacer un pago electronico , visite: <https://forms.diamondmindinc.com/newgrange/pizza>



## BINDERS FOR SALE!!!

Student binders are available for purchase through The Newgrange School. Each zip-around binder includes tabbed dividers with loose-leaf paper, a ruler, and pencil case with pens, pencils, glue stick, pencil grippers, and erasers.

Each binder is \$20.00

Available starting WEDNESDAY, SEPTEMBER 4, 2019 on a first come, first serve basis.

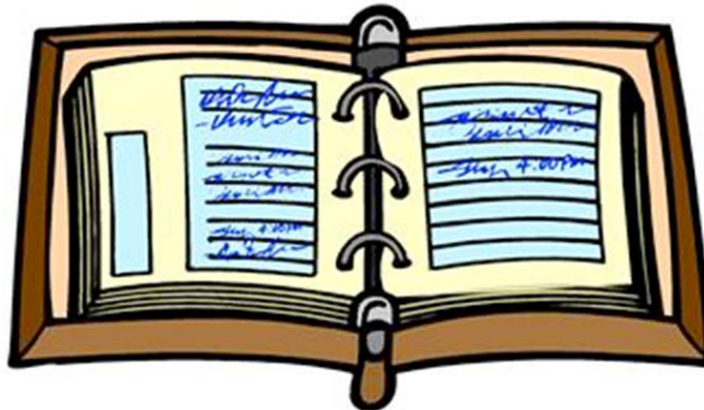
Name: \_\_\_\_\_ Teacher: \_\_\_\_\_

Cash : \_\_\_\_\_ \$20.00

Check: \_\_\_\_\_ \$20.00

*Office Use: Funds Rec'd:* \_\_\_\_\_

*Binder Distributed:* \_\_\_\_\_



## **CARPETAS PARA LA VENTA!!!**

Carpetas para estudiantes están disponibles para su compra a través de The Newgrange School. Cada carpeta con cierre incluye separadores con hojas de papel, una regla y una cartuchera con bolígrafos, lápices, barra de pegamento, pinzas para lápices y borradores.

Cada carpeta cuesta \$20.00 y está disponible a partir del jueves 5 de septiembre del 2019. Servicio es or orden de llegada.

Nombre \_\_\_\_\_

Profesor(a) \_\_\_\_\_

Efectivo: \_\_\_\_\_ \$20

Cheque: \_\_\_\_\_ \$20

Office Use. Funds Received \_\_\_\_ Binder Distributed \_\_\_\_

# The Parent Advisory Committee Needs Volunteers!!!



Welcome to the 2019-2020 School Year! With the new school year comes another year of fundraisers, field trips, and school events, and the Newgrange Parent Advisory Committee's (PAC) support is vital in ensuring the success of all these activities.

So what is PAC? We are a parent/guardian leadership group that is committed to assisting Newgrange in reaching its established goals through communication, parental/guardian participation, and fundraising. And we want you to join!

A few of the things we've done throughout the 2018-2019 school year:

- Served as a liaison between parents/guardians and school administration;
- Coordinated and ran fundraisers to help defray the cost of field trips;
- Sponsored Staff/Teacher Appreciation activities;
- Assist the staff during school sponsored events

There are so many things we would like to do in addition to those mentioned above, but we need your help. And there are so many ways you CAN help, even if you can't attend any PAC meetings. From sorting fundraiser items, to baking for a bake sale, from helping to clean up after an event, to coordinating a Parent Information Night – any time you can donate will help.

If you'd like to join the Parent Advisory Committee, please fill out the below information and return it to the school. We look forward to working with you!



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Name

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Email

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Phone Number



# Welcome back to school, parents!

This year, our school will be participating in the Box Tops for Education™ program. My name is Howard Kaplan and I am thrilled to be the Box Tops Coordinator for Newgrange School. Clipping Box Tops is an easy way for you to help our school buy what it needs. Box Tops are each worth 10¢ and they quickly add up to real cash for our school. This school year, our school's earnings goal is \$1,000.00. Since starting with the Box tops program, we have earned over \$1600.00. We've used this money for both academic and extracurricular supplies, equipment and activities. Thank you for your past and future support.

To help our school, just look for pink Box Tops on products, clip them, and send them to school. For more information on the Box Tops for Education program, including a list of participating products and our school's progress, visit [www.BTFE.com](http://www.BTFE.com). Be sure to become a member to receive exclusive coupons and learn about extra ways for our school to earn.

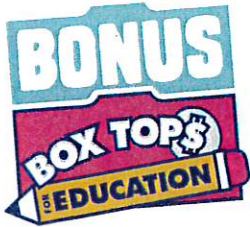
I hope you're excited for everything we can do this year with Box Tops! If you have any questions, please don't hesitate to contact me at 609-584-1800 x238 or at [hkaplan@thenewgrange.org](mailto:hkaplan@thenewgrange.org). I'm here to make our school's Box Tops for Education program a huge success this year.

Thanks for your help!

Learn more about how you can help your school at **BTFE.com**.



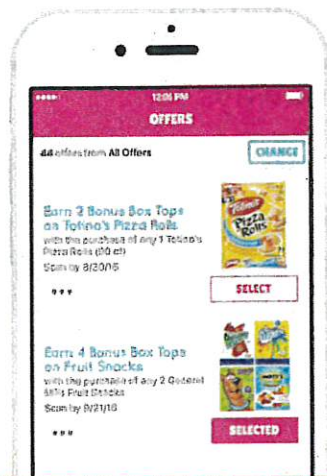
# MAXIMIZE YOUR SCHOOL'S EARNINGS WITH THE BOX TOPS BONUS APP!



Our FREE mobile app is an easy way for families to earn Bonus Box Tops when they shop. Here's how it works:

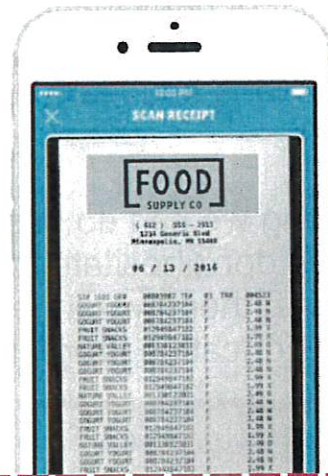
## BUY.

FIND OFFERS.  
BUY PRODUCTS.



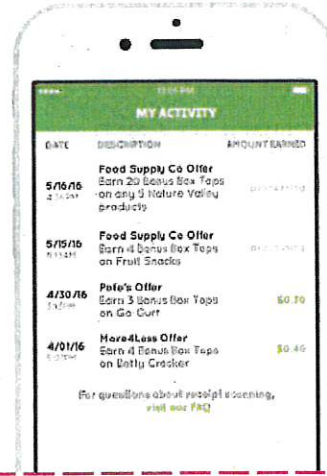
## SCAN.

SCAN YOUR RECEIPT.



## EARN.

WATCH EARNINGS  
STACK UP!



THE MORE FAMILIES THAT USE THE APP,  
THE MORE YOUR SCHOOL CAN EARN!

DOWNLOAD NOW:



DOWNLOAD A FLYER TO SHARE AT  
**BTFE.COM/BONUSAPP**



# MORE WAYS TO EARN BONUS BOX TOPS!

## BONUS BOX TOPS ONLINE

Chances to win Bonus Box Tops online through sweepstakes, store promotions and more! These Box Tops are electronically credited to your school.

See current offers at  
[BTFE.com/earn](http://BTFE.com/earn)

## BONUS BOX TOPS CODES

Occasionally you'll find these 14-digit Bonus Box Tops codes on packages or printed at checkout. Do not include bonus codes with your Box Tops submission; instead, enter them online.

Redeem your codes at  
[BTFE.com/redeem](http://BTFE.com/redeem)

## BONUS CERTIFICATES

You can find them:

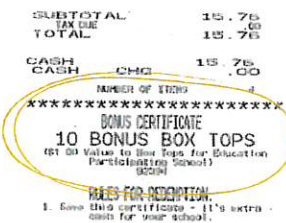
In stores during special promotions



On specially-marked packages



At checkout, printed on your receipt



# Annie's

Homegrown



+



## Cash for your school!







# TWO EASY WAYS TO EARN CASH FOR YOUR CHILD'S SCHOOL!

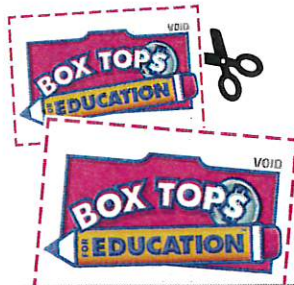
## BOX TOPS CLIP

Look for Box Tops on hundreds of participating products. Each clip is worth 10¢ for your school!

**BUY**  
PARTICIPATING  
BOX TOPS  
PRODUCTS.



**CLIP**  
THE BOX TOPS  
FROM EACH  
PACKAGE.



**SEND**  
YOUR BOX TOPS  
TO SCHOOL WITH  
YOUR CHILD.



## BOX TOPS APP

Use the Box Tops Bonus App to search for offers and turn everyday receipts into cash for your school.

**SEARCH**  
FOR BONUS  
BOX TOPS OFFERS  
ON THE APP.



**BUY**  
PARTICIPATING  
BOX TOPS  
PRODUCTS.



**SCAN**  
YOUR RECEIPT  
AFTER  
CHECKOUT.



**EARN**  
CASH FOR YOUR SCHOOL TO  
BUY WHAT IT NEEDS MOST.



Get a complete list of products:  
[btf.com/products](http://btf.com/products)

Learn more about the Bonus App:  
[btf.com/bonusapp](http://btf.com/bonusapp)





# ¡MUCHAS SENCILLAS MANERAS DE GANAR DINERO PARA LA ESCUELA DE TU HIJO!

## RECORTA BOX TOPS

Busca Box Tops en cientos de productos participantes. ¡Cada uno vale 10 centavos para tu escuela!

**COMPRA**  
PRODUCTOS  
DE BOX TOPS  
PARTICIPANTES.



**RECORTA**  
LOS BOX TOPS  
DE CADA  
PAQUETE.



**ENVÍA**  
TUS BOX TOPS A  
LA ESCUELA CON  
TU HIJO.



## APLICACIÓN DE BOX TOPS

Usa la aplicación adicional de Box Tops para buscar ofertas y hacer que las facturas de todos los días se conviertan en dinero para tu escuela.

**BUSCA**  
OFERTAS DE BOX  
TOPS ADICIONALES  
EN LA APLICACIÓN.



**COMPRA**  
PRODUCTOS  
DE BOX TOPS  
PARTICIPANTES.



**ESCANEA**  
TU FACTURA  
DESPUÉS DE FINALIZAR  
LA COMPRA.



**GANA**  
DINERO PARA QUE TU ESCUELA  
COMPRE LO QUE MÁS NECESITA.



Obtén un listado de productos completo:  
[btfe.com/products](http://btfe.com/products)

Conoce más sobre la aplicación adicional:  
[btfe.com/bonusapp](http://btfe.com/bonusapp)