Warren Glen Academy

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"Expanding Horizons for Diverse Learners"



www.warrenglenacademy.com

STUDENT/PARENT HANDBOOK

2026-2027

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ABOUT US

Warren Glen Academy was founded in 1978 to fulfill a need for services for students with significant behavior and other learning needs in western and central New Jersey. We are a private, non-profit, non-discriminatory day school with a therapeutic emphasis. The school is governed by the Board of Trustees of Elnorah, Inc. An individualized instructional and therapeutic program is provided as an integral part of the school experience. More than 1,100 students, as well as their families, have benefited from the program since its inception. The Warren Glen Academy program strives to create an appropriate balance between a student's emotional and academic needs. The school climate is based on trust, caring, cooperation and respect for the individual needs of each child. A cognitive behavioral approach is used with students to teach them about their emotional needs while at the same time reinforcing appropriate behaviors. Classroom activities are organized, individualized, and supported through ongoing counseling and social skill building activities.

We specialize in serving children identified with Autism Spectrum Disorder, Developmental Delays, Health Impairments, Multiple Disabilities, Speech and Language Impairments, Emotional/Behavioral Disabilities, ADD and ADHD.

Warren Glen Academy is a New Jersey State approved private school for special needs students. Students are referred to Warren Glen Academy in collaboration with the Child Study Team and parents from the sending public schools. The child's home district is responsible for the tuition of the child attending. There is no tuition cost incurred by the family. Fundraising campaigns, grants and donations help add to our financial base.

Warren Glen Academy provides all its students with a state certified program, and a curriculum aligned to fulfill the New Jersey Curriculum Standards and Special Education Standards. In addition, Warren Glen Academy complies with the Family Education Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPAA).

- Individualized instruction through small class settings with a special education teacher and at least one full-time aide in each room.
- Intensive individual and group counseling for students and families.
- Speech correction/Occupational Therapy/Physical Therapy
- Affective education
- School-to-work skills and career awareness
- Social skills development
- Problem solving techniques
- Behavior modification for personal responsibility development
- Physical education with emphasis on exercise, health and nutrition
- 30-day Extended school year program (ESY)
- Support and encouragement with every endeavor
- College preparation for students who will pursue post-secondary education
- Technology

SCHOOL MASCOT: (Warren Glen Academy Wolves**)**

NO INDIVIDUAL COST TO FAMILIES

We receive many phone calls and questions pertaining to tuition at Warren Glen Academy. Parents pay no tuition for their child to attend a private special education school such as ours. All special education services – including placement in a private school – are funded through a combination of federal, state and local tax dollars. Using this funding, your local school district pays the cost of tuition and transportation to Warren Glen Academy. While private special education schools are sometimes referred to as expensive alternatives, tax evaluation assessments exhibit the total cost to taxpayers to be less than many "in district" placements and services. The Warren Glen Academy tuition rate is determined by the Department of Education based on actual expenditures needed to provide a quality education for your child.

It is a violation of state and federal law for districts to make placement decisions solely based on cost. A program must be individualized and appropriate, regardless of cost.

SCHOOL COLORS: Green, Gold, and White

INTRODUCTION

Welcome to the Warren Glen Academy!

We are excited and pleased that your child is attending our school. We hope you and your child enjoy a productive and positive experience as part of the Warren Glen Academy community. We intend to challenge every student by helping them reach their potential and becoming contributing members to our larger society.

Through the exemplary efforts of our faculty and staff, as well as students over many years, the Warren Glen Academy has a respected history and reputation for student growth, development, support and caring. We ask for your cooperation and personal involvement to maintain this recognized reputation.

The purpose of this handbook is to provide students and parents with an understanding of various rules, policies, procedures, and expectations that are a part of the Warren Glen Academy. While the handbook is a "guide" and cannot address every possible situation, the staff, administration, and Board of Trustees have the flexibility to communicate information beyond this manual.

If you have any questions, we are here to assist you. Wishing you and your child a successful school year at Warren Glen Academy.

MISSION STATEMENT

Our mission is to provide a highly structured therapeutic and nurturing environment for students with various disabilities who demonstrate difficulties adjusting to the demands of the public-

school setting. Accountability, responsibilities, and trust are assimilated into the daily program. We strive to meet our students' social, emotional, and academic needs and assist their parents/guardians in the process to support each child's success in the learning community.

THE GOOD FAITH AGREEMENT

All students placed at Warren Glen Academy have agreed to abide by a good faith agreement. The Good Faith Agreement requires students to make a personal commitment to be actively involved in helping to maintain a healthy school community. This is accomplished by showing respect and tolerance for others, and a willingness to resolve conflicts with peers and staff members. No student has the right to interfere with another student's opportunity to learn.

When students join the Warren Glen Academy community, they are granted certain privileges. Students who maintain their responsibilities, good behavior, and keep the trust of their teachers and peers will keep their privileges. Students who do not maintain their privileges and fail to honor their Good Faith Agreement to the school will lose their privileges.

No Good Faith Agreement = no trust.
No Trust = no privileges.

CORE ETHICAL VALUES

We believe in a collaborative and cooperative approach with emphasis placed on shared responsibility among students, staff, parents, and community members for enhancing the school's educational process.

Academic Achievement – *Given my potential, I will work to achieve success.*

Trustworthiness – Trustworthiness is being honest, telling the truth, keeping promises and being loyal so people can trust you. Trustworthy people don't lie, cheat or steal. They have integrity and moral courage to do the right thing and stand up for their beliefs even when it is hard to do so.

Respect – Respect is showing others that they are valued for who they are, for their character, not what they look like or what they have. It means treating others the way you want to be treated, never insulting, or making fun of others who are different in looks, ability, race, culture, gender or religion. A respectful person is polite, does not use bad language and never uses violence.

Responsibility – Responsibility is doing what you are supposed to do. Responsible people think ahead, set reasonable goals, control their tempers, and always do their best. They don't give up easily, especially when others are counting on them. They are accountable for the consequences of their choices; they don't blame others for their mistakes.

Fairness – Fairness is playing by the rules, taking turns, sharing, and listening. Fair people do not take advantage of others, consider all sides before they decide and don't blame others unjustly.

Caring – Caring is being kind, helpful and generous to everyone. Caring people are not selfish; they are considerate and always think about how their conduct affects others. They have compassion and empathy; they care how others feel, and they are charitable and forgiving. They do good deeds without thinking of reward.

Citizenship – Citizenship is doing your share to help your family and make your community a better place. Good citizens are good neighbors. They cooperate with others, obey laws and rules, respect the authority of parents, teachers, and they protect the environment.

Warren Glen Academy 2026-2027

Staff Only/School Closed
Students return
Early Dismissal

School Closed
End of Marking Period
Extended School Year (ESY)

Last day of school
Built in Snow Days 12:15
Emerg Closing

September '26

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November ' 26

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December ' 26

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January ' 27

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February '27

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March' 27

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April ' 27

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June ' 27

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July ' 27

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August ' 27

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Notes

September 1 Staff Reports, No Students, Faculty In-service
September 2 Students Report - First Day, Early Dismissal 12:15
September 3-4 Early Dismissal at 12:15 p.m.
September 7 School Closed Holiday
September 24 Back-To-School Night, Early Dismissal 12:15 p.m.
October 12 Columbus Day School Closed Faculty In-Service
October 23 Early Dismissal @ 12:15 Faculty In Service
November 5-6 School Closed - Teachers Convention
November 23-24 Parent Conferences Early Dismissal 12:15
November 25 Early Dismissal 12:15 p.m.
November 26-27 School Closed, Happy Thanksgiving
December 18 Early Dismissal 12:15 p.m. Happy Holiday
December 21- January 3 School Closed, Winter Break
January 4 School Reopens
January 15 Early Dismissal 12:15 p.m.
January 18 School Closed, Martin Luther King, Jr. Day
February 12 Early Dimissal 12:15 p.m.
February 15 School Closed, President's Day
March 25 Early Dismissal Day 12:15 p.m.
Friday, March 26 School Closed Spring Break
thru April 2 - Students return April 5, 2027
April 16 - Early Dismissal 12:15 p.m.
Tenative Date for Tricky Tray Fundraiser
May 28 Early Dismissal 12:15 p.m.
May 31 School Closed, Memorial Day
June 15 - Tenative Last Day of School
(* Contingent upon weather and emergency closings)
Days built into calendar 4 - June 16,17,18,21 early dismis

** Extended School Year (30 days) starts
July 7 thru August 17th (9 AM to 1 PM)

Board revised and approved 03/18/2026

http://www.vertex42.com/calendars/shift-work-calendar.html

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POLICIES, PROCEDURES & PRACTICES

ABSENCE REPORTING

Warren Glen Academy requires a parent/guardian of a student who is absent to notify the school of the absence. Please do so by notifying the school nurse of the absence by no later than 8:30 a.m. at 908-995-1999 Ext. 109. For your convenience you may leave a confidential voice mail before school hours. The school nurse will call the parent/guardian of an absent student who has not notified the nurse of the absence. When calling, please leave your child's name and date of absence, and reason for the absence. By doing so, we can observe a trend for a particular type of illness that is going around the school.

If your child has a temperature of 100 degrees F. or higher, please keep your child home that day. The Health Office follows the rule that a student with this high temperature cannot be present in school. A child should be fever free for 24 hours without the use of any fever reducer medication to be healthy enough to return to school. It is expected and appreciated that parents/guardians comply with the requirement above.

A physician/dental note to return to school is required of any student absent three or more consecutive days. It is also recommended that if a student is absent for a physician/dental appointment, that a note is obtained and given to the school nurse. This absence will then be documented as an excused absence. All physician/dental notes are kept in the student's medical file.

BIRTHDAY & SPECIAL OCCASION CELEBRATIONS

Celebrations for birthdays and occasions which seem appropriate may be celebrated at the discretion of the teacher. State laws prohibit foods, particularly sugar as the first item on the list of ingredients. Parents should also check with the teacher regarding any allergies in the classroom. Parents and children should refrain from distributing any food treats in the cafeteria without permission.

BUS DISCIPLINE REPORTS/PENALTY POINTS

It is expected that students will conduct themselves appropriately and safely on the bus when being transported.
Our Good Faith agreement applies to bus behavior and conduct.
Students with bus discipline reports will receive the following consequences:

Automatic bus and/or school suspension-interfering with the safe operation of the bus.
Bus Penalty Points will be assigned for the following behaviors:

5 points-physical contact, fighting
3 points-removals of seat belts
2 points-provoking, profanity, not following directions

If a student accumulates **15 penalty points**, they may receive an extended Reflection/Regulation time, or a one-day bus suspension, at the discretion of the Director. If a student earns **25 penalty points**, they will have a three-day bus suspension. If a student is suspended from the bus, he/she may still come to school, but must be transported by a parent/guardian.

The Reflection/Regulation Room staff will keep a record of all penalty points accumulated and issue warnings and penalties as indicated. There is no return to zero after a 15- or 25-point accumulation. Students may subtract five points for each month so that they do not receive a bus report. Points continue to accumulate. Chronic difficulties will be discussed with the sending districts, who are responsible for transportation of their students.

The Reflection/Regulation Room staff are responsible for receiving bus reports from drivers. When a report is made to the reflection/regulation room staff, the student will be immediately placed in the reflection/regulation room upon arrival at school.
Students will be provided with time to calm and de-escalate and to reflect upon their behavior for a reasonable amount of time based upon the incident or report before re-entry to class or activities.

CELLPHONES

All cellphones are prohibited!
If a student is found in possession of a cell phone it will be confiscated and released to a student and or parent/guardian at the end of the day. Communication will take place with parents/guardians. The Executive Director reserves the right to give the student consequences at his discretion.

CHANGE IN STUDENT INFORMATION

It is very important that the school office be notified immediately of a change of address, as well as home, office, or cell phone numbers, and emergency information throughout the academic school year. In the event of an emergency, we must be able to contact the parent/guardian.

COGNITIVE RESTORATIVE BEHAVIORAL THERAPY PROGRAM

It is our desire to have each child perform to their best ability and strive to return to the district. We model typical expectations of a public school to align your child's academic and behavioral ability to meet this goal and be successful.
Warren Glen Academy offers a cognitive behavioral program that emphasizes both the learning process and the influence of contingencies and models relevant to the social environment. Our students are helped to think through and behaviorally practice solutions to personal, academic, and interpersonal problems with consideration of the emotions involved. Staff members help students by guiding, monitoring and designing learning experiences that will improve or enhance positive behaviors.

Warren Glen Academy believes that if students understand why they are behaving as they do and can be placed into an environment (school) that meets their needs, they can improve their

behavior and therefore be more effective and happier in their lives. Students are taught the reasons for their behaviors and then are taught alternative, appropriate behaviors. They are then given the safety of Warren Glen Academy to rehearse these behaviors. Warren Glen Academy uses Choice Theory, Nurtured Heart, Restorative/Supportive Practices, and Love & Logic as a basis for our cognitive behavioral program. Students are taught that they are in control of their own behaviors and that they can learn to regulate their control. Students learn about behaviors and gain the strength to see that what they are doing to cope with the reality of their disabilities is not working and they then learn what they can do differently. All behavior is driven by the basic needs of Survival, Love and Belonging, Freedom, Power, and Fun. We help encourage students to make better choices. Warren Glen Academy's environment is structured so that the students' needs are met in positive, supportive way, fostering accountability and responsibility, and trust therefore decreasing the need to display inappropriate behaviors.

Cognitive behavior is taught and reinforced in daily groups in the classroom, in individualized counseling sessions, in the Reflection/Regulation Room and throughout the day as "teachable moments". Daily groups examine how learning can be made to be more satisfying and individual counseling groups examine how an individual student's behaviors can be more appropriate.

The behavior management program at Warren Glen Academy reinforces appropriate behaviors displayed by students. It is based on the following principle: Rewards are offered to students who demonstrate appropriate academic and social behaviors. Tokens and rewards previously earned by a student are not taken away from the student as a form of punishment.

The general philosophy guiding that principle emphasizes that behaviorally challenged students focus more effectively in a school setting when extrinsic motivators are within their grasp. At Warren Glen Academy, each of the classroom teachers may modify the token economy approach and corresponding rewards according to the specific needs of their respective age group and individual student needs.

POINT SYSTEM

Warren Glen Academy's point week is Friday to Thursday. During the week, students earn points for displaying appropriate behavior and following directions for everything that they do. In a typical day, a student can earn 200 points. Some activities are worth 15 points while others are worth 25. Students can earn points in increments of 5. Example: For an activity worth 15 points, a student can earn 0, 5, 10, or 15 points based on appropriate behavior and following directions. If a student is not in the classroom due to being in Reflection/Regulation Room, they will earn 0 points. Bonus points may be awarded.

LEVEL SYSTEM

The Warren Glen Academy behavior management system allows students to earn privileges in addition to points. Privileges are determined by the behavior level a student has achieved. The levels are Green, Yellow, and Red. Each level has its own set of privileges.

All students will begin the year on Yellow Level as well as students entering during the school year. Levels will be announced on Friday as Warren Glen Academy's week goes from Friday to Thursday.

<u>Criteria for Determining Levels</u>

Levels are based on weekly points:

Green Level – Earning 90-100% of weekly points
Yellow Level – Earning 80-89% of weekly points
Red Level – Earning 0-79% of weekly points

Levels will change every week and will depend upon:

- Points earned will be earned by students for completing academic work and demonstrating appropriate behavior.
- Students will remain at the same level or drop a level if they do not achieve the number of points needed during a one-week period.
- bonuses will not be used in determining levels.
- staff will determine whether a student is eligible for level movement at the end of the level period.
- staff will determine how a student who demonstrates excessive absenteeism will be penalized within the level system. Excused absences will not affect levels.
- A student will automatically drop to the red level if they engage in the following behaviors:
  1. Leaving the school building (leaving designated area will result in an Extended Reflection time and a level drop)
  2. Physically assaulting a staff member
  3. Smoking on school grounds
  4. Possession of smoking paraphernalia
  5. Possession of weapons
  6. Possession of drugs
  7. Possession of drug paraphernalia
  8. Assault on another student
  9. Verbal assault on a staff member
- A student who experiences an automatic drop to red level will also have additional consequences as determined by the lead teachers (i.e., Extended Reflection/Regulation time or police intervention).
- When a student has received an extended Reflection/Regulation time from a staff member, they may receive 50% of their classroom points for appropriately engaging and completing assigned academic work.

LEVEL PRIVILEGES

STUDENTS ON RED LEVEL MAY:

- earn points in the classroom to achieve yellow level or green level.
- attend school store.
- earn free time at seats where they may participate in quiet activities as directed by staff.
- have academic computer privileges in the computer lab.
- can earn points to be removed from red level

STUDENTS ON RED LEVEL MAY NOT:

- leave the school building. This includes school trips and class trips.
- participate in Friday afternoon activities. A **quiet study hall** will be provided for all red level students during activity period. The student will be given the opportunity to earn points during this period. There will be no socialization between students. Students will be able to engage in quiet activities and may bring activities from the classroom as directed by staff. These activities may include drawing, reading or listening to a personal listening device. If a student behaves inappropriately in **quiet study hall**, the quiet study becomes a Reflection/Regulation time situation, and the student will remain in Reflection/Regulation Room until the end of the day.
- participate in school jobs.
- move freely in hallways. Red level students will be watched by staff.
- socialize or leave the classroom during free time.

STUDENTS ON YELLOW LEVEL MAY:

- earn points in the classroom to achieve green level.
- participate in all privileges given to red level.
- leave the building which includes school trips, class trips.
- participate in Friday afternoon activities.
- move freely in the hallways without an escort.
- socialize freely in the classroom with peers; not limited to quiet activities at desk.
- earn computer privileges in the computer lab, during scheduled times.

STUDENTS ON YELLOW LEVEL MAY NOT:

- participate in green level trips.

STUDENTS ON GREEN LEVEL MAY:

- participate in all privileges given to red and yellow levels.
- participate in green level trips outside of the building.
- leave the classroom during socialization to visit staff or green/yellow level students.

COMPUTERS, THE INTERNET, AND THE SCHOOL NETWORK

The use of technology in the educational process is an essential part of our school experience. We recognize the continuum of variability with technology being significant to the way information is accessed, communicated and transferred will present us with new challenges. The

following regulations will help to guide our students and staff to pursue responsible behavior and acceptable use of computers/technology:

Authorized Use Policy

The Warren Glen Academy will offer supervised Internet access to our students only. Since this resource connects millions of computers around the world with no central control, we must hold students responsible for the areas they will be allowed to search. We, as well as parents, know that the Internet may contain information that could potentially be offensive to some people, and we will take every step to promote a healthy Internet environment. Every computer will be filtered to ensure the safest environment possible. It is necessary, however, that students be aware of their responsibilities and the consequences that will occur if computers or Internet access are misused. Before using the Internet, each student along with a parent or guardian must abide by the following guidelines:

1. Students will access the Internet for specific academic assignments and educationally related functions.
2. Students will not use technology for illegal activities as outlined in federal and state law.
3. Students will not access, download, nor upload obscene, sexually explicit, abusive, racially offensive, illegal, defamatory, or inappropriate material.
4. Students are prohibited from downloading executable files or computer programs.
5. Students are prohibited from willfully introducing any computer virus, disrupting, vandalizing, gaining unauthorized access to equipment, software, files, or operating systems.
6. Students will not delete any files or programs and nor alter any Internet settings.
7. Students are prohibited from duplicating copyrighted materials without the written consent of the owner or licenser.
8. No one is allowed to access common "chat rooms," developing bulletin boards, chat groups, or email broadcasting.
9. Students are required to receive permission to print anything from the Internet using the school's copier.
10. Students will not use personal email accounts or social media sites such as FACEBOOK in school.
11. Students may have supervised email availability for specific school projects. The user is prohibited from forging, reading, deleting, copying, modifying, or viewing other user's email or school related instructional student program. Including logging on and using someone else's identity.
12. Students are prohibited from sending harassing, obscene, and/or threatening email, text or tweets to another user during school.
13. Students cannot use school-based technology for personal, financial, or business gain.
14. Violation of any of the rules will result in consequences at the discretion of the teacher and/or Executive Director. Consequences may include, but are not limited to:
    a. Cancellation of access rights for a period of time (such as the remainder of the marking period or school year) to be determined dependent upon the severity of the violation.

b. In-school suspension or Reflection/Regulation Room for a period to be determined upon the severity of the violation.

SCHOOL RELATED CONCERNS – PROCESS OF COMMUNICATION

School-related concerns involving a student are usually resolved by the teacher or other school employee with supervisory responsibilities. To address these concerns effectively and efficiently in the best interest of the student, the following process of communication will be initiated. If the concern is not resolved, proceed to the next step in the process of communication.

1. Parent/guardian of student addresses/communicates concern to teacher or counselor.
2. Parent/guardian addresses/communicates concern to Executive Director
3. Executive Director facilitates communication between parents/guardians, teachers and appropriate personnel (i.e., counselors, case manager, child study team, etc.)
4. Parent/guardian addresses/communicates concerns the Board of Trustees.

NOTE: Short-term disciplinary actions, defined as anything under a ten-day or less suspension, are the prerogative of the Executive Director and may not be reviewed or modified.

COUNSELING SERVICES

Warren Glen Academy is an educational social system formed as a therapeutic community. The Warren Glen Academy community creates a network of mutual support, encourages a sense of belonging, and requires members to be responsible for themselves and to each other.

All staff members perform a "counseling" role. Teachers, administrators, and counselors work toward affecting behavior change, increasing self-esteem, raising the student's confidence in their ability to succeed, and helping students set goals and gain the academic and social skills necessary to reach them. From the way students are greeted when they step off the bus to the individual selections of classroom materials, the entire staff works together to create a supportive environment. In short, all programs and activities at Warren Glen Academy, including off-campus activities, are designed to be therapeutic as well as educational.

Within this context, the professional counseling staff provides a variety of formal and informal counseling experiences for students. All students are scheduled for group counseling as per their IEPs. Individual counseling is provided each week for 30 minutes for each student. Counseling is also provided as necessary by the counselor to address current conflicts and crises and to provide follow-up attention related to issues raised during group discussions.

Students who require more intensive counseling, psychotherapy, or additional assistance may need supplementary help from other professionals outside of school and are encouraged to find additional support resources. Warren Glen Academy will provide appropriate referrals when requested.

GROUP COUNSELING/INDIVIDUAL COUNSELING
Each student is scheduled for group counseling weekly.

Group is an opportunity for students to express feelings or ideas, and a place to receive feedback from other group members. It provides a safe place to resolve conflicts between students or staff.

All students must attend their regularly scheduled group.

To ensure that group meetings work properly, the following rules and guidelines must be adhered to:

- Comments, conversation, and opinions shared in the group must remain confidential. Trust between members is essential for meaningful discussion and group success. The counselor may choose to break confidentiality only if they believe that someone is experiencing trauma, is at risk or in danger.
- Students must remain in their seats.
- Students will speak respectfully one at a time and listen to one another. Therefore, side conversations are not permitted.
- It is important to focus on the issue being discussed. Distractions such as pens, pencils, key chains, etc. are not permitted in group.
- Open communication is necessary during group sessions to resolve problems or concerns – threats, name calling, inappropriate language and bullying is not permitted.

Each student may receive individual counseling once a week for 30 minutes. As per IEP or as needed.

DAMAGE/VANDALISM
In the event a student causes damage to school property, including, but not limited to textbooks, equipment, materials and/or physical structure (building), the parent/guardian will be responsible for the cost of repair or replacement of the item(s) damaged. Students may be omitted from school privileges.

DISMISSAL PROCEDURES (END OF SCHOOL DAY)
Students are not permitted to ride another student's school bus home. If a student is going to go home with another student from school, we must have written permission from parents/guardians (parents/guardian of record) and a parent/guardian is required to pick up the students and sign them out of school in the main office.

Students are called at dismissal time in an orderly process in relation to bus boarding/departure and safety concerns.

DRIVING

Students may not drive to school unless special arrangements have been made due to school-related work experience or a specific emergency with approval from the Executive Director. If a student is permitted to drive to school, they MAY NOT transport any other student to or from school. Driving privileges may be revoked if this policy or any other safety precautions are not complied with.

DRESS CODE

Especially as children get older, the way they dress for school has both educational and emotional implications. Our goal is to provide a structure that is both safe and educational for students with respect to their attire. It is expected that Warren Glen Academy students and parents will exercise sound judgment and good taste in determining what to wear to school. If a student's attire is deemed inappropriate by staff, a t-shirt or additional items of clothing will be provided by the nurse. Pants are to be pulled up without undergarments showing.

Board of Trustee Policy #5511 strictly prohibits clothing and grooming which:

- Presents a hazard to the health or safety of the student or others.
- Interferes with schoolwork, creates disorder, or disrupts the educational program.
- Causes excessive wear or damage to school property.
- Prevents a student from achieving his/her own educational objectives because of blocked vision or restrictive movement.

The following guidelines are examples of inappropriate attire for school:

- Shredded, ripped or cut-off clothing, bare midriff (belly shirts), see-through clothing that exposes the torso, underwear that is visible, beachwear, strapless tops, spaghetti strap tops, halter tops, cut-off shirts, and sleeveless athletic jerseys are not permitted.
- Tank tops may be worn but need to cover the entire torso including sides and chest. Cleavage cannot be visible.
- Shorts and shirts must be long and loose enough to allow freedom of movement and should be no shorter than the child's fingertips when arms are fully extended and relaxed.
- Writing/lettering on the seat of the pants is not allowed.
- Attire, including buttons and patches, with inappropriate, derogatory, or offensive sayings or graphics are not permitted in school.
- Clothing that advertises drug, alcohol or tobacco products are not permitted.
- For safety reasons, footwear must secure both the front and back of each foot. This means no flip-flops, open-heeled shoes or sandals or clogs. **No open toe shoes are permitted for Physical Education or in the Industrial Arts room.**
- All pants, shorts and skirts should not reveal bare midriffs or under garments during any normal actions including standing, sitting, and leaning over. Any loose pants must be secured with a belt. Underpants are not to be seen.
- Pajamas and sleepwear, including slippers, are only permitted on special days.
- **Sneakers must be worn during physical education. No other footwear is allowed.**

The Board of Trustees prohibits pupils from wearing any type of clothing, apparel or accessory which indicates that the pupil has membership in, or affiliation with, any gang associated with criminal activities while on school property. The local law enforcement agency will advise the Board, upon request, of gangs which are associated with criminal activities.

ELECTRONIC COMMUNICATIONS

In the event a student sends inappropriate electronic communication to a staff member, the staff member shall report the improper communication to the Executive Director or designee by the next school day. The Executive Director or designee will take appropriate action to have the student discontinue such improper electronic communications. Improper electronic communications by a staff member or a student may result in disciplinary action.

A staff member and student may be exempt from the provisions outlined if a staff member and student are relatives. The staff member and the student's parent shall submit notification to the Executive Director of the student's family relationship and their exemption from the provisions outlined.

These provisions shall always be applicable while the staff member is employed in the school and while the student is enrolled in the school, including holidays and summer breaks.

EXTENDED SCHOOL YEAR PROGRAM (ESY)

Warren Glen Academy offers an extended school year program during July and August.

Students continue their reading, math, and language arts studies. Remediation, individual attention, and review of basic skills are included in daily activities aligning with the IEP and student needs. Field trips, hands-on research, exploration, technology and life skills are reinforced through activities daily.

Individual and group counseling along with Occupational, Physical Therapy and Speech Therapy are available during ESY.

Students in 9th - 12th grade will be able to supplement and enrich their academic coursework and remediate academic challenges. Students can also complete interest surveys, job applications as well as research personal career interests/opportunities, and social skills during ESY.

FAMILY INVOLVEMENT

Involving parents/guardians with the education of their children is a beneficial outcome of our program. Teachers/Counselor will keep a family informed through both formal and informal communication. The scheduled conferences in the fall coupled with the four progress reports sent home during the year serve as the formal communication channel. In addition, teachers will contact parents/guardians as needed to inform them of the students' progress. Parents are urged to contact their child's teacher whenever a question or concern arises.

Our school faculty and staff are available to work with parents and agencies serving our students. Upon request, a conference can be arranged with outside professionals and agencies.

FIELD TRIPS/REWARD FIELD TRIPS & STUDENT ACTIVITIES

To enrich the school experience, individual classes or the entire school may go on field trips. Fields trips are an earned privilege through our level system for students. A consent form will be sent home which requires parent/guardian signature for a child to be permitted to leave the building. In addition, at the beginning of the school year, parents are required to sign a REWARD FIELD TRIP PERMISSION FORM to gain permission for students to participate in field trips as part of the Warren Glen Academy LEVEL SYSTEM.

FIRE AND EMERGENCY/SHELTER IN PLACE/STAY IN PLACE/LOCKDOWN DRILLS

The safety of our school community is a significant priority at Warren Glen Academy.
Fire and emergency drills are held twice a month as per NJ State regulations. "Respect, responsibility and compliance are required of all students. Students will be given specific instruction by their classroom teachers. Practice and directions as to the exits for fire drills and emergency locations and procedures facilitated and practices by staff and students are posted and visible in each room. If an alarm sounds while classes are passing in the halls, the students should proceed to the nearest exit or classroom. Students should remember that serious compliance (following procedures) is essential for complete safety for everyone. Fire alarm equipment is governed by State and Federal Laws. Any student tampering with fire alarms/fire extinguishers will be subject to suspension and possible fines, arrest, and prosecution.

FORMAL STUDENT PROGRESS REPORTING

Students receive a report card at the end of each marking period. Parents/Guardians do not need to wait for these scheduled times to inquire how their child is progressing.

Scheduled reporting times:

- 1st Marking Period Report Card – at Parent Conferences –-November
- 2nd Marking Period Report Card – End of January
- 3rd Marking Period Report Card – Mid March
- 4th Marking Period Report Card – End of the school year

INFORMAL REPORTS

Teachers, students, and parents share a joint responsibility for keeping one another informed about a student's progress through telephone calls, notes, written communication, and e-mail. Parents will receive a progress report and/or e-mails which will be used to report student progress as needed.

REPORT CARDS

Grades and progress reports are based on the academic level that the student is currently, not necessarily the grade the student is in. Academic achievement, as well as student behavior, factor into the grading system.

Level I and Specials (i.e., Art, Technology)

O = A
S+ = B
S = C
N = Needs Improvement – D
P = Progress Being Made

Levels II, III and IV

A+	99-100
A	94-98
A-	90-93
B+	87-89
B	84-86
B-	80-83
C+	77-79
C	74-76
C-	70-73
D+	68-69
D	64-67
D-	60-63
F	59 or below

HEALTH OFFICE

Health Curriculum

Our health curriculum is adapted for all grade levels and covers a range of health topics from personal hygiene, personal wellness, medical responsibility, adolescent to adult development to human reproduction. The health curriculum is available for review in the main office. If you choose not to have your child participate in the health program, please notify your child's teacher in writing.

Physical Education Guidelines for Participation

It is the student's responsibility to obtain written permission from their parent/guardian to be excused from Physical Education due to an illness or injury that occurred prior to PE. class. All parent notes will be reviewed and signed by the school nurse. Non-participation in Physical Education for the day also exempts the child from recess. The school nurse will only excuse a student from Physical Education for one day if they became ill or injured that same day. Further excuses from Physical Education class will require a physician's note to be on file AND should specify the dates the excusal will be in effect.

During Physical Education class appropriate athletic footwear must be worn, no boots. Laces must be tied/Velcro during classes. When in gym class or Industrial Arts Class **(NO)** open-toed shoes, flip-flops, nor sandals are permitted.

Communicable Diseases

Parents must report all cases of communicable diseases to the school nurse. The nurse can then advise you about the requirements prior to the child re-entering school. The school nurse may require:

A physician's note with the diagnosis and date that the child can return to school.

1. A note indicating that the child is or has been on medication.
2. A rescreening by the nurse, prior to the child's return to school.
3. A request from our school physician to review prior to return to school.

It is very important for the nurse to know about the onset of illnesses so that fellow classmates can be observed for care, as needed. Remember, all animal bites and certain communicable diseases MUST be reported to the Board of Health.

Authorization for Exchange of Confidential Information

It is the practice of the Warren Glen Academy to allow the school nurse to share pertinent medical information about your child with staff members who are involved in the care and education of your child.

Student Medication Policy

NO CHILD IS TO BRING ANY MEDICATION TO SCHOOL UNLESS THE PROCEDURES BELOW ARE FOLLOWED:

- Self-administration of medications is forbidden at school except for pre-arranged situations. For the safety of all students, no students are permitted to carry medication or to have it included in their school lunch.
- We strongly urge that all medication, including over-the-counter medication, be administered at home. For short or long-term conditions necessitating a school-time dose, parents are requested to administer it in the Health Office.
- If a situation arises that makes this impossible, it is school policy that the "guidelines of Administration of Medication at School" be followed:

Guidelines for Administration of Medication at School

1. The parent or guardian must provide a written request for the administration of the prescribed medication at school.
2. Prescription and over-the-counter medications must be accompanied by the physician's written orders that provide the school with the child's name, diagnosis, name of drug, dosage, time of administration, and side effects when necessary.
3. Medication is to be brought to school in the original container, appropriately labeled by the pharmacy or physician and must be delivered by the student's parent or legal guardian.

4. The school nurse, parent/guardian, or school physician, if available, are the only individuals permitted to administer medication in the school.
5. Records of giving medication during school hours will be maintained by the school nurse.

It is recommended that if your child has a special condition – i.e., allergy to bee stings, asthma, etc., medications for these conditions can be kept at school. It is suggested that such medications be brought to school at the beginning of the school year, and that the previously stated guidelines for the administration of medication be followed.

Physical Examinations

Physical examinations by the private physician are required for each student at least once during their developmental stage: early childhood (preschool through grade three, pre-adolescence (grade four through six), and adolescence (grade seven through 12). A copy is to be provided to our Health Office.

Children are tested annually by the school nurse for possible defects in vision. Hearing screening is performed annually. If visual difficulties are found, parents are notified and advised to consult a physician for diagnosis and recommendations.

The required scoliosis screening is administered to all students aged ten and over every other year. Parents are notified if further evaluation is needed. Parents may notify the school nurse in writing that they will have this requirement completed by their private physician and submit such information upon completion.

TB Testing for Students

Mantoux Tuberculin Skin Testing is required for new students *from certain counties or countries* prior to admission at our school or they must show documented proof of a previous Mantoux Test within six months of admission.

Refer to **MINIMAL IMMUNIZATION REQUIREMENTS** in the back of this HANDBOOK.

INCLEMENT WEATHER

Please keep your home/cellphone number up to date with the school so you can be contacted by the Blackboard Phone System or personnel from the school.

If school is closed or delayed, or in an emergency, the method of communicating will be sent via the Blackboard Phone System and the information will appear on WFMZ 69 (Warren and Hunterdon counties) or at www.wfmz.com.

Because students are bused from school districts both near and far, and because weather and road conditions vary from one area to another, all districts and transportation companies follow their own procedure regarding transporting students to Warren Glen Academy during inclement

weather.

The decision to close Warren Glen Academy is based on information regarding local road conditions and that of the local school districts.

Bus companies/drivers are notified via the Warren Glen Academy's Blackboard Phone System of school opening, delay, or closing.

If Warren Glen Academy is open during inclement weather, the decision to transport students is up to the discretion of the student's home sending district. If your child's sending district is closed, transportation may not be available for them. As a parent/guardian, you can decide using your judgment, whether to send your child to school on an inclement weather day.

INTEGRATED PEST MANAGEMENT ("IPM" PROGRAM)

The Warren Glen Academy uses an Integrated Pest Management ("IPM") approach to managing pests. The goal of IPM is to protect every student from pesticide exposure by using an IPM approach to pest management. The IPM approach focuses on making the school building and grounds an unfavorable habitat for these pests by removing food and water sources and eliminating their hiding and breeding places. We accomplish this through routine cleaning and maintenance. We routinely monitor the school building and grounds to detect any pests that are present, as well as any conditions that are conducive to future pest problems.

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

A pesticide will only be used when necessary and will not be routinely applied. When pesticide is necessary, the school will try to use the least toxic product that is effective. Applications will be made only when people other than the Pest Management Professional will not be occupying the area(s) being treated. Notices will be posted in these areas 72 hours prior and will remain posted 72 hours after the pesticide application. Students and personnel will be restricted from the area treated.

LEAVING THE BUILDING WHILE SCHOOL IS IN SESSION

No student is permitted to leave the building during school hours unless he or she is signed out by a parent, guardian or a responsible adult designated by the parent in writing. Efforts should be made so that medical and dental appointments do not conflict with school hours. If a student is unauthorized to leave the school building and/or school grounds during the school day

disciplinary action will be taken, and in certain circumstances the local Police Department will be contacted as needed.

LOST AND FOUND

Lost books, articles of clothing, jewelry, etc. will be turned into the office. It is the student's responsibility to check with the Main Office to ascertain if something lost has been turned in. Parents and students are encouraged to stop and check for lost items.

PLEASE LABEL ALL PERSONAL CLOTHING, SUPPLIES, AND ARTICLES BROUGHT TO SCHOOL.

LUNCH RULES

ENTERING THE ALL PURPOSE ROOM

All students are expected to report to the All Purpose Room on time and follow the "LUNCH TIME RULES" listed below:

1. Upon arrival for lunch, students must sit at their classroom table until they are called for lunch.
2. All students will remain seated from 12:00-12:20.
3. The stage curtains will remain closed until 12:20. No one is to be on the stage.
4. Each table will be dismissed one at a time to take their garbage to the can. Garbage must be placed in the can, not thrown.

FOOD DISTRIBUTION

All students will be assigned specific eating areas in the All Purpose Room. Students will be expected to remain in their seats unless otherwise instructed by the staff in charge. Students will be directed to the serving lines and are expected to display proper and polite conduct while waiting to be served.

CLEANING UP

At the appropriate time, students will be directed to dispose of trash and assist in ensuring the All Purpose Room is in good order before dismissal.

CONDUCT

The following offenses may result in suspension of All Purpose Room privileges, reflection/regulation procedures, and/or in-school regulation/modification or out of school suspension:

- Failure to obey teacher directions.
- Throwing objects of any kind (food, eating utensils, etc.).
- Pushing, shoving, or running in the All Purpose Room.
- Leaving the All Purpose Room without permission
- Throwing trash on the floor.

- Excessive noise at an inappropriate level.
- Any other infraction that reflects inappropriate behavior.
- Being disrespectful.

PLAYGROUND RULES (RECESS)

These rules are established for the safety of all children to prevent accidents or injuries.

- Listen to and respect the adults on duty. Follow their directions the first time they are given.
- Use playground equipment (balls, jump ropes, bikes, etc.) properly and safely. Include others in your games and share so everybody has a turn.
- Display positive sportsmanship.
- Play in designated areas only.
- Only Nerf (football and soccer) and soft gym balls are permitted on the blacktop. DO NOT retrieve balls over the fence without permission from an adult.
- Basketballs are for playing basketball ONLY
- Kickball or tag type games are permitted only in restricted areas with permission by the adults on duty.
- Physical contact, verbal abuse or bullying in any form is not permitted.
- Treat everyone in a safe and helpful way.
- Line up to enter the building in a quiet, orderly fashion immediately when called.
- Students are responsible for returning equipment to its proper location.

RECORDING DEVICES- General

Recording devices in the school AND on school property is strictly prohibited without proper permission from the classroom teacher and the Executive Director for purposes of academic instruction or celebration (i.e., graduation).

SCHOOL FORM COMPLETION

It is the responsibility of every parent/guardian to ensure that all required forms are completed and returned promptly to the school, and that all forms contain accurate and current information. If you need assistance or additional forms, please contact the main office or school nurse.

SCHOOL HOURS

SCHOOL HOURS (September – June)	8:15 a.m. – 2:15 p.m.
EARLY DISMISSAL	8:15 a.m. – 12:15 p.m.
DELAYED OPENING	10:15 a.m.

A delayed opening will be announced via our BLACKBOARD CALL SYSTEM to all Emergency Contacts listed on the EMERGENCY CALL SYSTEM FORM. This information will also be available

on Channel 69 (for Warren and Hunterdon counties) or at www.wfmz.com See section under INCLEMENT WEATHER.

SCHOOL RECORDS (FERPA)

The Family Rights and Privacy Act include provisions which assure confidential collection, maintenance, dissemination, and destruction of records.

- The Warren Glen Academy assures the proper confidential management of all student records. All records are maintained in special locked files accessible only to authorized personnel.
- Types of Records - A confidential folder is maintained for each student enrolled. This folder includes identifying information pertaining to the student such as name, birth date, address, name and address of parents and attendance data. It may include any of the following reports: educational, medical, psychological, developmental, speech and language (or other related services) and sociology.
- Access to Records - The Executive Director is responsible for the records maintained within the school. Access to pupil records is limited to certified staff. Any person gaining access to a student's record will sign the insert at the front of the record indicating such access.
- Requests for Access, release - Eligible people seeking access to confidential information must notify the Executive Director. Access is arranged within 10 days from receipt of the request and after the LEA gives permission. Arrangement is made whereby a staff member is present to interpret the data. Parents who wish to have records released to specified individuals must request and authorize the release in writing and must have LEA permission.
- Challenge of content - Parents and eligible students can challenge the content of their child's record to ensure that the records are not inaccurate, misleading, or otherwise in violation of the privacy of other rights of the student. Such a challenge provides an opportunity for the correction or deletion of inaccurate, misleading, or inappropriate information therein and for the insertion of a written explanation by the parents. Records are not the property of the Warren Glen Academy; therefore, challenges must be made to the person or agency originating the report or document.
- Directory information - The following information from student records is considered "directory information" and may be released without written consent of parent or eligible student: name of student, address, telephone, date and place of birth and dates of attendance. Directory information is released at the discretion of the Executive Director, unless the parents of eligible students requests in writing to the Executive Director that such information not be released without prior consent.

SCHOOL SUSPENSION

When the administration has exhausted all available means for changing the behavior of a student who regularly ignores school rules, or when a student is involved in misconduct of a serious nature, the student may be suspended from school. All suspensions are counted as absences from school, and it is the student's responsibility to make up missed assignments. The duration of a suspension will be determined by the administration depending on the situation.

School authorities reserve the right to press formal charges when a student's behavior causes danger to others or for other just cause.

When an incident occurs, each student's disciplinary situation is reviewed individually, and the following procedure is followed:

- The Executive Director or Counselor will investigate the incident.
- When appropriate, the student will be given an opportunity to respond to the situation.
- The student's past disciplinary history is carefully reviewed.
- Staff members are consulted when an administrative decision is pending or made.
- If a student is suspended, the child study team, transportation carrier, and the parents or guardian are contacted.
- The child study team and the parent/guardian will receive a written copy of the disciplinary report.

SELLING/TRADING ITEMS

Students are not permitted to sell or trade items to other students or staff during school time or on the bus.

SEXUAL AND OTHER HARASSMENT

Sexual harassment at Warren Glen Academy is expressly prohibited. Sexual harassment includes, any sexual advances or suggestions, requests for sexual favors, and verbal, nonverbal, or physical contact of a sexual nature whenever such contact has the purpose or effect of intimidation, or tends to create an intimidating, hostile, or offensive educational environment. Prohibited conduct includes, but is not limited to, sexual or rude comments or jokes, drawings or pictures, gestures or looks. Furthermore, any inappropriate behavior based upon a person's gender or sexual orientation, involving, or relating to sexual functions or conduct, is discouraged.

Any harassment or offensive conduct, whether based upon a person's gender, sexual orientation, or other basis, such as race, religion, creed, color, national origin, ancestry, culture, physical or mental handicap, medical condition, marital status, veteran status or age, is prohibited.

Any student who feels that they are the focus of any form of harassment should report their concern to any member of the teaching, counseling, or administrative staff, including the Executive Director. Warren Glen Academy will take appropriate measures to investigate the matter and to prevent further offensive conduct. No student complaining of harassment will not have retaliatory or reprisal actions, whether by the Warren Glen Academy, its staff, or fellow students, and any such retaliatory or reprisal conduct will result in consequences.

SMOKING, POSSESSION OF TOBACCO, ALCOHOL PRODUCTS AND VAPING

Smoking or possession of tobacco products, including electronic cigarettes, is prohibited on school property, at school sponsored events and on contracted transportation vehicles. Items found in a student's possession will be immediately confiscated and disposed of by Warren Glen Academy staff. Items will **NOT** be returned to students or parents. Parents will be notified.

Students will receive appropriate discipline and discussion or counseling.

The Warren County School Security Sub-Committee on Vaping has issued Best Practice Procedures for schools in Warren County. Confiscated Vapes will **NOT** be returned to the parent/guardian.

Vaping: First offense: will be handled administratively. The student may meet with counselor, and the administration will consider sending the student out for drug testing.

Second offense: students will be remanded to court for violating the Smoke Free Air Act. If found guilty, the student will likely face a $250 fine for the first offense, $500 for the second offense, and $1,000 for each subsequent offense.

STATE TESTING PROGRAMS

Warren Glen Academy follows scheduled program dates of State Standardized testing as per the student IEP. The purpose of this periodic testing is to obtain an indication of the individual pupil's potential, diagnostic purposes, and program evaluation.

STUDENT PICK-UP BY PARENTS UNDER THE INFLUENCE

If a parent or guardian appears to the staff of Warren Glen Academy to be under the influence of drugs and/or alcohol, the Warren Glen Academy staff will contact local police and/or the other custodial parent or guardian.

The parent's right to immediate access does not exclude the school from denying the custodial parent/guardian access to their child even if the parent/guardian is or appears to be impaired. Any authorized person who attempts to pick-up a child and appears to the staff of Warren Glen Academy to be under the influence of drugs and/or alcohol will be denied access to the child. The staff of Warren Glen Academy will contact the child's alternative custodial parent/guardian, local police and Child Protective Services to notify them of the situation.

STUDENT PRIVILEGES/PARTICIPATION

It is important for students to understand that the following are considered privileges, not rights, and may be revoked by the Executive Director or Teacher.

- Participation in assembly programs, parties and other school related functions and events at school or off campus.
- Participation in field trips.
- Access to the school Internet and building network.
- Participation in extracurricular activities.
- Participation in promotion exercises.

STUDENT SEARCHES

Warren Glen Academy staff expressly retain the right to conduct searches of desks, storage bins and other property including property owned by the students (i.e., backpacks, jacket/pants

pockets) and brought onto school grounds as often as may be necessary to maintain order and discipline and to protect the safety and well-being of the entire school community. If necessary, local law enforcement will be contacted. Strip searches are expressly prohibited. An electronic wand is used randomly and unannounced to check for contraband on students.

STUDENT TRANSPORTATION

Students are transported to Warren Glen Academy in licensed vehicles under contract between the sending school district and the transportation provider. The school does not have direct authority over the various companies supplying transportation. If a parent is having difficulty with a bus route or driver, they should contact the bus company transporting their child in addition to notifying their sending district and Warren Glen Academy.

Our busing contractors, due to insurance concerns, do not allow the practice of a student riding on a bus that is not on their assigned route.

Students are required to follow the directions of the bus driver. Drivers who decide that a student has behaved unsafely or inappropriately will submit a bus discipline report to the school. Students will be given immediate consequences for misbehavior that will include loss of free time privileges and notification to parent/guardians, of possible loss of transportation privileges.

If a child is agitated and/or aggressive at the end of the day, staff may decide that the child cannot ride home safely. The parents will then be notified. The parents are responsible for providing transportation for the child home. Bus drivers are also instructed to use their discretion in returning to school or seeking police intervention if a student presents dangerous and unruly behaviors. Parent/Guardians must have or have reliable transportation available to pick their child up at school. This can include an emergency contact person. Uber/Lyft is not acceptable.

STUDENT RESPONSIBILITY

One of our educational goals is to help your child develop the life skills necessary for a happy and successful future, this includes a sense of responsibility and personal accountability. To assist us in achieving this goal, we ask that all lunches, homework, clothes, materials, etc. be brought to school with your child at the beginning of the school day. This will minimize classroom disruptions and allow for continuity of instruction.

SUBSTANCE ABUSE

Warren Glen Academy takes seriously its responsibility and actions to provide a safe environment free of drugs within our schools and to assist our students in every way possible to learn how to lead drug-free lives. Prevention of drug use is one of the school's primary objectives. The school also seeks, through evaluations, counseling, outside referrals, or other forms of intervention or support services, to assist those students who despite all preventive efforts have developed substance abuse problems. Possession of controlled substances and/or drug paraphernalia in school, on school grounds or in vehicles will result in police intervention.

TELEPHONE USE FOR STUDENTS – NO CELL PHONE POLICY

Students who have an emergency need to call home during the school day should get permission from their classroom teacher and report to the Main Office or Nurse's Office. The office

telephone may be used only with expressed permission from office personnel. **Cell phones are not permitted on the bus, school grounds, or in the school building.** (see section under cell phones prohibited).

THERAPEUTIC HOLD/PRO-ACTIVE STRATEGIES

If a student acts in a manner that demonstrates that he/she may pose a physical threat or harm to themselves, a staff member or to a fellow student or damage school property, a method for therapeutic hold/level is used that is reasonable and necessary when applied by a member of the staff. Staff members are trained in therapeutic holding techniques that are designed to minimize the possibility of physical harm to staff members or students. Therapeutic holding is decreased as the student begins to exhibit increased self-control and decreased aggression. If a student requires excessive force to be held, the Executive Director or their designee shall request immediate assistance from the police.

REFLECTION/REGULATION/RESTORATION – RE-ENTRY PROCEDURES

The Reflection/Regulation Room is a separate room at Warren Glen Academy that is always supervised by staff. A student can be directed to the Reflection/Regulation Room by staff when their behaviors are problematic or disruptive in the classroom. The child is given a chance to "self-correct" (regulate) their behaviors prior to leaving the classroom. If they choose to self-regulate, they will remain in the classroom.

The Reflection/Regulation Room is an area where students are provided with independent support, dignity and respect to:

- Express anger in appropriate fashion
- De-escalate their inappropriate behaviors
- Write or verbalize process precipitating events leading to their behavior
- Assume "ownership" of inappropriate behavior
- Think about and plan (restorative) for improving their behavior to re-enter the classroom or school activity

EXTENDED REFLECTION/REGULATION/RESTORATIVE PROCEDURES

Serious breaches of rules such as the leaving of a designated area, physical or verbal abuse of a staff member, destruction of school property or fighting may result in an extended exclusion from the classroom and student sent to the Reflection Room.

- Extended Reflection/Regulation is managed in 5-minute intervals. However, any student receiving extended Reflection/Regulation before lunch/recess may remain in Reflection/Regulation Room until the lunch/recess period is over (with lunch provided in the Reflection/Regulation Room).
- A student during extended reflection/regulation will be expected to complete classroom assignments provided by the teacher. The pupil can earn half of their points back by completing assignments.

VISITORS

To ensure the safety and security of students, faculty, staff and guests, visitors are required to present themselves at the office upon arrival at school. In the main office, visitors may be requested to present proper identification (driver's license or another form of I.D.) sign in and hand in car keys to receive a visitor's badge. Upon departure, visitors are asked to return to the office to sign out. The identification/car keys (if requested) will be returned at that time. The main doors are locked prior to students' arrival at school. Coats, purses, backpacks, bags, etc. may be searched. These items should remain in vehicles. (Warren Glen Academy is not responsible for lost or stolen items). Students are not permitted to bring unauthorized guests to school.

WEAPONS

Weapons of any kind are prohibited on school grounds, in vehicles, and in the school building.

DIRECTIONS TO WARREN GLEN ACADEMY
Pohatcong Township. Tel. (908) 995-1999

FROM THE NORTH

Take Route #519 South. Cross Route 22 and continue for 7 miles to blinker light, turn left (still #519 S.) for .2 mile to stoplight. Turn right (still #519) and continue for 4 miles. School is on the right-hand side. Enter the property at the lower driveway and drive around to the back of the building, parking outside the upper-level entrance and ring bell.

FROM THE EAST

Take Interstate #78 West to Exit 7. At the bottom of the ramp make a right turn onto Route #173 West. Pass the truck stops and bear right continuing on to #173. Continue for 1.3 miles and make left onto Route #639 (Warren Glen -Riegelsville Road) for about 2.5 miles till it ends at intersection with #519 South (school across road). Turn left onto 519 and then make a quick right, entering the property at the lower driveway. Drive around to the back of the building, park outside the upper-level entrance and ring bell.

FROM THE WEST

Take Route #22 East to Route #519 South (Wal-Mart Shopping Center) and turn right. Continue .7 mile to blinker light, turn left (still #519 S.) for .2 mile to stoplight. Turn right (still #519) and continue for 4 miles. School is on the right-hand side. Enter the property at the lower driveway and drive around to the back of the building, parking outside the upper-level entrance and ring bell.

FROM THE SOUTH

Take Route #519 N. through Holland Township. After crossing into Warren County and .2-mile past intersection with #627 school is on left hand side of the road. Enter the property at the lower driveway and drive around to the back of the building, parking outside the upper-level entrance and ring bell.

FROM THE SOUTHWEST

Take Route 31 North to Interstate #78 West. Take #78 to Exit 7. At the bottom of the ramp make a right turn onto Route #173 West. Pass the truck stops and bear right continuing on to #173. Continue for 1.3 miles and make left onto Route 639 (Warren Glen-Riegelsville Road) for about 2.5 miles till it ends at intersection with #519 South (school across road). Turn left onto 519 and then make a quick right, entering the property at the lower driveway. Drive around to the back of the building, park outside the upper-level entrance and ring bell.

WARREN GLEN
ACADEMY

NOTIFICATION OF ASBESTOS INSPECTIONS

To: Parents, Staff and Employees

Re: Notification of Asbestos Inspections and Response

From: Mr. Nicholas Cammarano

In compliance with the Environmental Protection Agency (EPA) and the Asbestos Hazard Emergency Response Act (AHERA), in 2014, an inspection of our school building for asbestos containing material was performed. The inspection findings and asbestos management plan have been on file in the main office since that time. Although building materials containing asbestos are present in the Warren Glen Academy, they have been determined not to be of any danger to the occupants.

The EPA requires our district to perform re-inspections of asbestos containing materials every six months. In addition, every three years an extensive re-inspection must be carried out by an accredited asbestos inspector and an accredited planner who must review the results and make necessary recommendations to safely manage the asbestos in our building. All written inspection reports are on file in the business office for review. Please call the school for an appointment if you desire to view any of these documents.

WARREN GLEN
ACADEMY

Dear Warren Glen Academy Parents/Guardians,

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents/guardians certain rights with respect to their children's education records. Parents and eligible students have the right to review their educational records and request any items to be corrected that they deem to be inaccurate or misleading. For the most part, schools must have written permission from the parent or eligible student to release any information from the student's file. However, FERPA does allow schools to disclose records without consent to the following person(s) or under certain conditions:

- School officials with legitimate educational interest
- Other schools to which a student is transferring (only those documents generated at present receiving school
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for the school
- Accrediting organizations
- To comply with a judicial order or lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies
- Juvenile justice system, pursuant to specific State law

Schools may disclose, without active consent, directory information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance when parents and eligible students are given time to request this information not to be disclosed.

Nicholas J. Cammarano - Executive Director

*U.S. Department of Education, Family Educational Rights and Privacy Act. Retrieved 8/18/03 from WWW: http:/www.ed.gov/offices/OII/fpco/ferpa/

O4/17/2012

WARREN GLEN
ACADEMY

Policy # 5512.01 – Harassment, Intimidation and Bullying
General Guidelines

To: Parents/Guardians

From: Nicholas J. Cammarano
Executive Director

The Board of Trustees prohibits acts of harassment, intimidation or bullying. A safe and civil environment in school is necessary for students to learn and achieve high academic standards while enhancing students' social and emotional growth. Harassment, intimidation or bullying, like other disruptive or violent behaviors, is unacceptable conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment.

"Harassment, intimidation or bullying" constitutes any gesture, written, verbal or physical act that takes place on school property, in school, while riding to or from school, or at school sponsored events.

Warren Glen Academy will enforce consequences and appropriate actions for all threats or behaviors: The following will be considered to determine the appropriate consequences for students who commit one or more acts of harassment, intimidation or bullying:

1. The classifications of students involved
2. The developmental and maturity levels of students involved
3. The surrounding circumstances
4. The nature of the behavior(s)
5. Past incidences or continuing patterns of behavior
6. The relationships between the parties involved
7. The context in which the alleged incidents occurred

Each incident will be reviewed by the proper and designated personnel on an individual basis. Pursuant to N.J.S.A. 18A:37-17, (c), information regarding the schools Harassment, Intimidation, and Bullying Policy shall be incorporated into a schools' employee training program.

WARREN GLEN
ACADEMY

RE: Use of "Vapes" also known as electronic cigarettes

Dear Warren Glen Academy Parent/Guardian,

The Warren County School Security Sub-Committee on Vaping has issued Best Practice procedures for schools in Warren County. Our school will follow this directive.
This letter is formal notification of the procedures that will take place if your child has a Vape in their possession, or is using a Vape on school grounds, in the building, or at a school sponsored event. As a reminder, our pupil/parent handbook prohibits; "Smoking or possession of tobacco products, including electronic cigarettes..." on school grounds, in school or at school events. Confiscated Vapes will **NOT** be returned to the parent/guardian.

Vaping: First offense: will be handled administratively. The student may meet with counselor, and the administration will consider sending the student out for drug testing.

Second offense: students will be remanded to court for violating the Smoke Free Air Act. If found guilty, the student will likely face a $250 fine for the first offense, $500 for the second offense, and $1,000 for each subsequent offense.

As part of our curriculum program, we will incorporate into student health and wellness lessons concerning the harmful effects of vaping. As a parent please be aware, (if needed), that a cessation program is available at Hackettstown Medical Center with initial assessments completed at the hospital. The program is free of charge.

Sincerely,

Nicholas J. Cammarano
Executive Director

WARREN GLEN
ACADEMY

School Year 2023-2024

Dear Warren Glen Academy Parent(s) and Guardian(s),

This is an annual correspondence from the Affirmative Action Officer:

Policy – Warren Glen Academy

Affirmative Action for School and Classroom Practices

The Board of Trustees shall, in accordance with law, strive to overcome the effects of any previous patterns of discrimination in school and classroom practices and shall systematically monitor school procedures to ensure continuing compliance with anti-discrimination laws and regulations.

The Executive Director shall serve as Affirmative Action Officer in the hiring and dismissal of employees and shall coordinate all activities designed to implement this policy. The Executive Director shall identify and recommend the correction or removal of impermissible bias based on race, color, creed, religion, national origin, cultural origin, ancestry, age, marital status, affectation or sexual orientation or sex, social or economic status, or disability.

The Executive Director shall serve as Affirmative Action Officer in the acquisition of new students qualified for the Warren Glen Academy program and shall coordinate all activities designed to implement this policy. The Executive Director shall identify and recommend the admission, correction, and termination of students of impermissible bias based on race, color, creed, religion, national origin, age (according to the acceptable age limitations of the school and New Jersey special education regulations), cultural origin, affectation or sexual orientation or sex, social or economic status, or emotional behavioral disabilities who may or may not have demonstrated the ability to adjust to the demands of the public school setting, as further stated in our Warren Glen Academy Student handbook.
This handbook is distributed to all district child study teams and prospective students.

The Executive Director shall:

Review current and proposed curriculum guides, textbooks, and supplemental materials for bias and determine whether such materials fairly depict the contribution of both men and women and various racial, ethnic, cultural or gender groups in the development of human society.

Develop an ongoing program to identify and solve problems of bias within the schools programs.

Review current and proposed programs, activities, and practices to ensure that all pupils have equal access to them and are not impermissibly segregated in any duty, work, play, classroom, or school practice except as may be permitted under rules of the State Board of Education.

Ensure that similar aspects of the school program receive appropriate support as to staff size and compensation, purchase and maintenance of facilities and equipment, and access to such facilities and equipment; Ensure that tests, procedures, and guidance and counseling materials that are designed to evaluate pupil progress or rate aptitudes, or analyze personality or in any manner establish or tend to establish a category by which a pupil may be judged are not impermissibly differentiated or stereotyped.

Parents (s) or legal guardian (s), pupils, staff members, and members of the public shall be informed annually about the school's affirmative action plan for school and classroom practices, the designation of the Affirmative Action Officer, and the procedure by which an affirmative action plan complaint may be filed and processed.

The Affirmative Action Officer shall report as required to the Board of Trustees on progress made in the affirmative action program for school and classroom practices. The Board of Trustees will annually review school progress toward the objectives of any state-approved affirmative action plan.

20 U.S.C.A.1701
N.J.S.A. 18A: 36-20
N.J.A.C. 6:4-1.3 (b)

04/17/2012

WARREN GLEN
ACADEMY

Dear Parent/Guardian:

The Child Nutrition and Women, Infants, & Children (WIC) Reauthorization Act of 2004, section 204, requires each local education agency participating in any federal funded Child Nutrition Programs to develop a local school wellness policy by September 2006. Warren Glen Academy does participate in the Child Nutrition Program; therefore, a wellness policy has been developed which encompasses providing healthy meals, snacks and daily exercise.

Childhood obesity is on the rise. Warren Glen Academy began last year, before the state guidelines were effective, to change our beverage and snack policy. We began to slowly phase out beverages that had a higher content of sugar and no other nutritional value. We introduced healthier snacks, such as fresh fruit and vegetables, along with traditional snacks of chips and cookies. The difference with our chips and cookies that we provide is the serving size, fewer calories, and less fat and sugar. These snacks are purchased by a supplier who follows the guidelines set forth by the State of New Jersey.

Foods of minimal nutritional value (FMNV) may not be served on school property at any time before the end of the school day. This includes ALL soda, power drinks, and all forms of candy. **Please do not send soda or candy with your child for lunch so that we may stay in compliance with the Child Nutrition guidelines.** If you send these items, we will have them returned home. This also includes diet soda since these falls under the category of FMNV. In speaking with a representative from the Bureau of Child Nutrition School Nutrition Programs, I was informed that the state says no soda or any FMNV. The only exception is holiday celebrations in school. She said that even with this exception, the state encourages us to find healthier alternatives. School store will also be following the guidelines; therefore, no candy will be available for purchase.

Good nutrition can advance the performance of academics along with physical abilities. As parents/guardians, please help us in our efforts to promote wellness for your child. Providing them with healthy food choices will enhance their abilities to later make these healthy choices on their own, while combating problems associated with poor nutrition and inactivity.

Thank you,
Nicholas J. Cammarano
Executive Director

WARREN GLEN
ACADEMY

USDA Nondiscrimination Statement

All FNS nutrition assistance programs, State and local agencies, and their subrecipients, must post the following Nondiscrimination Statement:

In accordance with Federal civil rights law and U. S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participate in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800)877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866)632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410.

(2) fax: (202)690-7442; or

(3) email: program.intak@usda.gov

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New Jersey Department of Health and Senior Services
MINIMUM IMMUNIZATION REQUIREMENTS FOR SCHOOL ATTENDANCE IN NEW JERSEY
N.J.A.C. 8:57-4: IMMUNIZATION OF PUPILS IN SCHOOL

Disease(s)	Meets Immunization Requirements	Comments
DTaP//DTP	Age 1-6 years: 4 doses, with one dose given on or after the 4th birthday, OR any 5 doses. Age 7-9 years: 3 doses of Td or any previously administered combination of DTP, DTaP, and DT to equal 3 doses	Any child entering pre-school, and/or pre-Kindergarten needs a minimum of 4 doses. A booster dose is needed on or after the fourth birthday, to be in compliance with Kindergarten attendance requirements. Pupils after the seventh birthday should receive adult type Td. Please note: there is no acceptable titer test for pertussis.
Tdap	Grade 6 (or comparable age level for special education programs): 1 dose	For pupils entering Grade 6 on or after 9-1-08 and born on or after 1-1-97. A child is not required to have a Tdap dose until FIVE years after the last DTP/DTaP or Td dose.
Polio	Age 1-6 years: 3 doses, with one dose given on or after the 4th birthday, OR any 4 doses. Age 7 or Older: Any 3 doses	Any child entering pre-school, and/or pre-Kindergarten needs a minimum of 3 doses. A booster dose is needed on or after the fourth birthday to be in compliance with Kindergarten attendance requirements. Either Inactivated polio vaccine (IPV) or oral polio vaccine (OPV) separately or in combination is acceptable. Polio vaccine is not required of pupils 18 years or older.*
Measles	If born before 1-1-90, 1 dose of a live measles-containing vaccine on or after the first birthday. If born on or after 1-1-90, 2 doses of a live measles-containing vaccine on or after the first birthday.	Any child over 15 months of age entering child care, pre-school, or pre-Kindergarten needs a minimum of 1 dose of measles vaccine. Any child entering Kindergarten needs 2 doses. Intervals between first and second measles-containing vaccine doses cannot be less than 1 month. Laboratory evidence of immunity is acceptable.**
Rubella and Mumps	1 dose of live mumps-containing vaccine on or after the first birthday. 1 dose of live rubella-containing vaccine on or after the first birthday	Any child over 15 months of age entering child care, pre-school, or pre-Kindergarten needs 1 dose of rubella and mumps vaccine. Any child entering Kindergarten needs 1 dose each. Laboratory evidence of immunity is acceptable. **
Varicella	1 dose on or after the first birthday	All children 19 months of age and older enrolled into a child care/pre-school center after 9-1-04 or children born on or after 1-1-98 entering the school for the first time in Kindergarten or Grade 1 need 1 dose of varicella vaccine. Laboratory evidence of immunity, physician's statement or a parental statement of previous varicella disease is acceptable.
Haemophilus influenzae B (Hib)	Age 2-11 Months: 2 doses Age 12-59 Months: 1 dose	Mandated only for children enrolled in child care, pre-school, or pre-Kindergarten: Minimum of 2 doses of Hib-containing vaccine is needed if between the ages of 2-11 months. Minimum of 1 dose of Hib-containing vaccine is needed after the first birthday. ***
Hepatitis B	K-Grade 12: 3 doses or Age 11-15 years: 2 doses	If a child is between 11-15 years of age and has not received 3 prior doses of Hepatitis B then the child is eligible to receive 2-dose Hepatitis B Adolescent formulation.
Pneumococcal	Age 2-11 months: 2 doses Age 12-59 months: 1 dose	Mandated only for children enrolled in child care, pre-school, or pre-Kindergarten: Minimum of 2 doses of pneumococcal conjugate vaccine is needed if between the ages of 2-11 months. Minimum of 1 dose of pneumococcal conjugate vaccine is needed after the first birthday. ***
Meningococcal	Entering Grade 6 (or comparable age level for Special Ed programs): 1 dose	For pupils entering Grade 6 on or after 9-1-08 and born on or after 1-1-97. *** This applies to students when they turn 11 years of age and attending Grade 6.
Influenza	Ages 6-59 Months: 1 dose annually	For children enrolled in child care, pre-school, or pre-Kindergarten on or after 9-1-08. 1 dose to be given between September 1 and December 31 of each year. Students entering school after December 31 up until March 31 must receive 1 dose since it is still flu season during this time period.

New Jersey Department of Health and Senior Services

MINIMUM IMMUNIZATION REQUIREMENTS FOR SCHOOL ATTENDANCE IN NEW JERSEY
N.J.A.C. 8:57-4: IMMUNIZATION OF PUPILS IN SCHOOL

*** Footnote**: The requirement to receive a school entry booster dose of DTP or DTaP after the child's 4th birthday shall not apply to children while in child care centers, preschool or pre-kindergarten classes or programs.

The requirement to receive a school entry dose of OPV or IPV after the child's 4th birthday shall not apply to children while in child care centers, preschool or pre-kindergarten classes or programs.

**** Footnote**: Antibody Titer Law (Holly's Law)—This law specifies that a titer test demonstrating immunity be accepted in lieu of receiving the second dose of measles-containing vaccine. The tests used to document immunity must be approved by the U.S. Food and Drug Administration (FDA) for this purpose and performed by a laboratory that is CLIA certified.

***** Footnote**: No acceptable immunity tests currently exist for Haemophilus Influenzae type B, Pneumococcal, and Meningococcal.

Please Note The Following:

The specific vaccines and the number of doses required are intended to establish the minimum vaccine requirements for child-care center, preschool, or school entry and attendance in New Jersey. These intervals are not based on the allotted time to receive vaccinations. The intervals indicate the vaccine doses needed at earliest age at school entry. Additional vaccines, vaccine doses, and proper spacing between vaccine doses are recommended by the Department in accordance with the guidelines of the American Academy of Pediatrics (AAP) and Advisory Committee on Immunization Practices (ACIP), as periodically revised, for optimal protection and additional vaccines or vaccine doses may be administered, although they are not required for school attendance unless otherwise specified.

Serologic evidence of immunity (titer testing) is only accepted as proof of immunity when no vaccination documentation can be provided or prior history is questionable. It cannot be used in lieu of receiving the full recommended vaccinations.

Provisional Admission:
Provisional admission allows a child to enter/attend school after having received a minimum of one dose of each of the required vaccines. Pupils must be actively in the process of completing the series. Pupils <5 years of age, must receive the required vaccines within 17 months in accordance with the ACIP recommended minimum vaccination interval schedule. Pupils 5 years of age and older, must receive the required vaccines within 12 months in accordance with the ACIP recommended minimum vaccination interval schedule.

Grace Periods:

- 4-day grace period: All vaccine doses administered less than or equal to four days before either the specified minimum age or dose spacing interval shall be counted as valid and shall not require revaccination in order to enter or remain in a school, pre-school, or child care facility.
- 30-day grace period: Those children transferring into a New Jersey school, pre-school, or child care center from out of state/out of country may be allowed a 30-day grace period in order to obtain past immunization documentation before provisional status shall begin.